

THURSDAY, JANUARY 26, 2023

MINUTES

Date: Thursday, January 26, 2023

Location: Castle Arms 3 – Common Room (and Zoom)

Present: Mark King, Chair
 Chris Mayne, Vice Chair
 Peter Chirico
 Robert Corriveau
 Michelle Lahay
 Sherry Culling

Staff: Angie Punnett, Administrator
 Billy Brooks, CFO
 Dave Smits, Project Manager
 Julie Pilkey, Recording Secretary

Regrets:

Guests: Monique Peters, Family Council (zoom)
 Joanne Brousseau (zoom)

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Mark King and seconded by Sherry Culling that the meeting be called to order at 5:04 p.m.”</i></p> <p>Res. #01-23 <u>Carried</u></p>	
	1. New Appointments - 4 year term to expire November 14, 2026	
	<p>Welcome Michelle Lahay, for the Municipality of Mattawan, Area 3 Welcome back Robert Corriveau, for the Township of Chisholm, Area 2</p>	
	2. Approval of Agenda	
	<p><i>“Moved by Michelle Lahay and seconded by Chris Mayne that the Board approved the Agenda for this meeting, as presented.”</i></p> <p>Res. #02-23 <u>Carried</u></p>	
	3. Conflict of Interest	
	<p>All Board Members have submitted their signed Conflict of Interest forms for the year.</p> <p><i>“Moved by Robert Corriveau and seconded by Michelle Lahay that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #03-23 <u>Carried</u></p>	

4. Code of Conduct

All Board Members have submitted their signed Code of Conduct forms for the year.

5. Approval of Minutes

5.1 Approval of Minutes of the Regular Meeting held on December 1, 2022

“Moved by Peter Chirico and seconded by Mark King that the minutes of the Regular Board Meeting, held on December 1, 2022, be adopted as presented.”

Res. #04-23

Carried

6. Election of Officers

6.1 Chairperson

“Moved by Peter Chirico and seconded by Robert Corriveau that Mark King be elected Chairperson of the Cassellholme Board of Management.”

Res. #05-23

Carried

6.2 Vice-Chairperson

“Moved by Mark King and seconded by Sherry Culling that Chris Mayne be elected Vice-Chairperson of the Cassellholme Board of Management.”

Res. #06-23

Carried

6.3 Treasurer

“Moved by Chris Mayne and seconded by Peter Chirico that Sherry Culling be elected Treasurer of the Cassellholme Board of Management.”

Res. #07-23

Carried

6.4 Chairperson, Charitable Foundation Committee

“Moved by Peter Chirico and seconded by Chris Mayne that Michelle Lahay be elected Chairperson of the Cassellholme Charitable Foundation Committee.”

Res. #08-23

Carried

6.5 Secretary

“Moved by Sherry Culling and seconded by Chris Mayne that Julie Pilkey be appointed Secretary of the Cassellholme Board of Management.”

Res. #09-23

Carried

7. Business Arising

7.1 COVID-19 Update

Included in Operations Update

Angie added the outbreak could be declared over tomorrow, Jan 27/23. The Health Unit has changed the protocols from 10 days to 7 days. An outbreak can be declared over after 7 days with no new cases. Residents will still remain on isolation for the full 10 days.

7.2 By-Laws

A sub-committee is requested to review and amend the Cassellholme By-Laws. Peter Chirico, Chris Mayne, Mark King have volunteered to sit on the committee, along with selected Cassellholme Staff

Moved by Chris Mayne and seconded by Michelle Lahay that the Board approved to have a sub-committee to review and amend the Cassellholme By-Laws."

Res. #10-23

Carried

8. New Business

8.1 NWOHT – CDMA Agreement *(Motion)*

Moved by Robert Corriveau and seconded by Sherry Culling that the Board has reviewed and approves two signing authorities to sign the Ontario Health Team Collaborative Decision-Making Agreement (CDMA), as presented."

Res. #11-23

Carried

8.2 NWOHT – TPA Fund Holder Indemnity Agreement *(Motion)*

Moved by Peter Chirico and seconded by Robert Corriveau that the Board has reviewed and approves two signing authorities to sign the Ontario Health Team Transfer Payment Agreement (TPA) Fund Holder Indemnity Agreement, as presented."

Res. #12-23

Carried

8.3 Bay Today Article

The Board discussed the contents of the article. Robert noted he was not aware of the article until it was released. The Mayor Gould apologized to Robert stating he didn't realize it went public and added it possibly came from a past member of council.

Peter Chirico mentioned the Municipalities are getting together next week to chat what it might look like if the City would take over Cassellholme. A Study would have to take place. There is no commitment at this time. Peter will bring results of discussion back to the Board at the next meeting.

8.4 AdvantAge Ontario

Angie announced that Cassellholme has rejoined their membership to AdvantAge Ontario. Reminded the Board of the upcoming webinar for municipalities and encouraged everyone to attend.

8.5 Nipissing First Nation – Memorandum of Understanding *(Motion)*

Dave discussed the purpose of the MOU. Chris noted that he sent a recommendation to the First Nation requesting a representative to apply for the Provincial vacant Board seat.

Moved by Peter Chirico and seconded by Michelle Lahay that the Board approved the Nipissing First Nation – Memorandum of Understanding, as presented."

Res. #13-23

Carried

9. Redevelopment

9.1 MOHLTC Construction Funding Subsidy *(Motion)*

Moved by Chris Mayne and seconded by Robert Corriveau that the Board approved the following Resolution:

Whereas the recently announced Construction Funding Subsidy by the Ministry of Long Term Care could have significantly benefitted the member funding Municipalities of Cassellholme, And whereas that funding was intended to incent new construction and provide financial stability during the recent unexpected construction cost and financing cost increases,

And whereas Cassellholme's borrowing rate at Infrastructure Ontario will not be fixed until construction completion and has increased in the past year by approximately 2% representing about a \$1.5 million annual increase to the Municipalities;

And whereas the Provincial Construction Funding Subsidy was increased in 2020 and has not since increased with rising construction costs and borrowing costs, significantly increasing the financial costs to the member Municipalities;

Be it resolved that this information be shared with the Ministry of Long Term Care and Treasury Board with a request that the application criteria for the CFS top up of \$35 per bed-day be expanded to include Homes already under construction including Cassellholme;

Copy Ministry Long-Term Care, Treasury Board, MPP Vic Fedeli, Municipalities.

Res. #14-23

Carried

9.2 Construction Update *(Dave Smits)*

Percon Report for November 2022 - included in package

Dave's Report, dated Jan 20/23, included in package

10. Operations

10.1 Operations Update

Update included in package

Angie added a PSW training program is coming up for all PSWs. A realignment in the Clinical Structure.

MOH completed an investigation including critical incidents, goggles in areas, care planning, and signage in isolation areas. No report received at this time.

MOL completed an investigation regarding a staff complaint with scents in the Home. No order received.

The Board has requested to have different Managers attend Board meetings.

10.2 Cassellholme 2023 Operating Budget *(Motion)*

Moved by Michelle Lahay and seconded by Sherry Culling that the Board approve the Cassellholme 2023 Operating Budget, as presented."

Res. #15-23

Carried

10.3 Knox Insurance Premium Summary *(Motion)*

Moved by Chris Mayne and seconded by Sherry Culling that the Board approved the Knox Insurance Premium, as presented."

Res. #16-23

Carried

11. IN-CAMERA

Guests were put in the waiting room

11.1 Legal Matter

“Moved by Chris Mayne and seconded by Bob Corriveau that the Board proceed to an In-Camera Session at 6:35 p.m.”

Res. #17-23

Carried

“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the In-Camera Session to be adjourned at 6:43 p.m.”

Res. #18-23

Carried

B. CORRESPONDENCE

B.1 Be Kind Letter to Families and Staff

B.2 Personnel Announcement – Terri MacDougall, Nurse Practitioner

C. REQUEST FOR FUTURE AGENDA ITEMS

1. Information regarding the Castle Arms separation
2. Review Confidentiality

D. DATE OF NEXT MEETING

Thursday February 23, 2023 @ 5:00 p.m. – or at the call of the Chair

E. ADJOURNMENT

“Moved by Michelle Lahay and seconded by Robert Corriveau that the meeting be adjourned at 6:53 p.m.”

Res. #19-23

Carried

Secretary

Chairman

Board of Management Meeting

January 26, 2023

❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

Staffing:

Our Nurse Practitioner, Terri MacDougall started on January 16, 2023. She is settling in, and is a great asset to our team!

Christine Hildreth came out of retirement to join the RN group as a casual staff.

We have RPN shortages, which we have acquired 2 full time agency staff.

For the month of January 2023, we have had 6 critical incidents submitted to the Ministry:

2- Abuse of a resident (resident-resident)

2- Disease Outbreak (enteric, rsv)

1- Fall with injury

We will be working on our Program Evaluations for 2022 for our required programs – Skin & Wound, Continence Care, Fall Prevention & Management, Responsive Behaviors, and Pain.

❖ FINANCE & INFORMATION TECHNOLOGY UPDATE - William Brooks, Chief Financial Officer & IT

The Home's fiscal year ended on December 31st, 2022. Work is underway to close the period in preparation for the drafting and audit of financial statements and annual reports. The quarterly financial report for Q4 will be presented at the next board meeting.

The 2023 operating budget was presented in December 2022 and a summary is attached as presented for approval with a few minor revisions based on information received subsequent to that presentation. The 2023 budget continues to include a \$3,343,301 operating levy. This results in a 0% increase from 2022's revised operating levy, which was decreased by 2.94% in July 2022.

The revisions are as follows:

Insurance – the Home is experiencing an outsized increase in insurance costs for 2023 due to an increased estimate for replacement costs for the existing 240 bed facility. These estimates were based on information gleaned throughout 2022 during the redevelopment process and are necessary to ensure that values are adequate to account for rising construction costs, inflation, and design standards changes. This increase is necessary to ensure that as the Home transitions into the new 264 bed facility that there are no gaps in coverage.

The premium increase relating to this value adjustment is approximately \$65,000 per year plus taxes for a total insurance premium cost (excluding the Home's separate cyber liability policy) of \$212,202 plus taxes (\$128,495 – 2022).

Attending Nurse Practitioner – The Home was successful in hiring a Nurse Practitioner effective January 16th, 2023. This cost was included in the 2023 budget, offset by anticipated Nurse Practitioner provincial funding of approximately \$117,000 for the period. While still unconfirmed by the Province, the likelihood of approval is considered very high considering the availability of funding compared to the availability of staffing resources.

Staffing Increase (4 Hours of Care) Funding Increase – A minor revision to the funding policy for January – March 2023 was included resulting in approximately \$55,000 in additional funding was applied to the nursing and personal care staffing budget. Budgeted direct hours of care for 2023 are sitting at 3.27 hours/resident-day and 0.65 allied health hours/resident day, assuming a full staffing complement at 97% occupancy. These figures are above the April 1st, 2023 ministry target and are based on conservative funding estimates.

❖ **COMMUNITY SUPPORT SERVICES UPDATE - Nancy Coughlin, Manager**

Stats Update:

In Assisted Living – 39 active clients / 23 clients waiting for services

Home Help Homemaking – 175 active clients / 565 clients waiting for service

Caregiver Respite – 17 active clients / 55 clients waiting for service

Home Maintenance – 8 active clients / 37 clients waiting for service

400 Club - 21 active clients / 37 clients waiting for service

Transportation - approx. 28 active clients / 8 clients waiting for service (the wait list probably indicates clients living off campus)

We are starting to expand the transportation from campus into the community this month. Our hope is to increase the numbers for transportation as we move forward in the year.

❖ **COVID-19 UPDATE - Angie Punnett, Administrator**

We are currently in a COVID-19 outbreak. The outbreak was declared on December 22, 2022.

As of today we have had twenty two resident cases during this outbreak. The outbreak is ongoing. Screening of all staff and Essential Caregivers is in addition to rapid antigen testing in accordance to Cassellholme COVID-19 vaccine policy.

Maximum 2 visitors per resident permitted for visiting purposes. All resident admissions to Cassellholme have been placed on hold at this time.

Daily screening and temperature monitoring for all residents is ongoing.

All persons entering Cassellholme are required to wear N95 masks and goggles when entering resident areas.

❖ **Nutrition & Food Services - Trina Milne, Manager**

Fall/Winter Menu- looking at changing the percentages of what items are according to our waste audit. This also includes items that residents do not like to eat.

❖ **Laundry Services - Trina Milne, Manager**

Currently re-evaluating the 16 hours of laundry a week. Trying to see if we can make it one shift instead of two separate shifts.

❖ **Activity Department - Mandy Gilchrist, Manager**

Currently one vacancy within the department for an Activity Assistant

Activity Leader position to be posted. The Activity Leader will assist with activities and bringing volunteers back to our home.

Jan 20, 2023

Subject: Cassellholme Redevelopment Update – Jan 26, 2023

Construction Activity

Please see the November and December monthly reports from Percon included in the Board Package.

Highlights:

Pile caps, backfilling and grade beam work is progressing. Structural steel to start by mid February.

We have included vibration monitoring during the backfilling work to ensure that this would not create any issues with adjacent properties.

The claim I had previously reported from an adjacent land owner relative to damage to their septic line from the piling has been dropped.

We have seen some further slippage in the schedule related to the foundation work moving into the winter from fall. Percon is looking for ways to improve upon the schedule and they will provide a formal schedule update in May once they can understand the full impact of winter construction.

Communication Activity

We had a meeting with Percon leadership and MJA to complete a first year review. This meeting reviewed a number of items with a key item being “Communication - What’s working and what’s not”. It was a productive dialogue with some areas for improvement identified. Another key item discussed is related to extensions to the project schedule and potential costs. Percon will provide an estimate for the monthly cost associated with schedule delays. They stated their goal is to find ways to improve the schedule and their preference is to not have to look to recoup the costs associated with extensions to the schedule but this can be unavoidable if the extensions are excessive and/or completely out of there control. These Communication Meetings will be held twice a year at a minimum.

Transition Planning

As noted in my previous report, Anita Brisson has been retained to provide support with regards to the Transition Planning and this work started in August. Anita will join us for the next meeting to report on this work. The following is an update on some of the various items previously reported as part of this work:

Office Assignments - Work is in progress meeting held with SLT and next draft of plans will be reviewed in the next month.

Health and Safety Policies and Procedures - Not started as of yet.

Operations Policies and Procedures - Not started as of yet.

Food Services Operation - Space reviews nearing completion.

NFN Partnership/Indigenous Unit Operation and Licensing - See MOU item in this report and licensing discussions continue.

Resident Assignment and Experience - Planning underway.

Way-finding - Work of the committee has progressed well will be moving to procurement in the next couple months

Staffing Plan - Initial review completed for Clinical, work commencing for Support Services.

Laundry Plan - Not yet started.

Storage Plan - Work scheduled to commence next week.

Move Plan - RFP to be issued in the next month.

Training Plan - Not yet started.

IT - Initial planning underway.

In addition to the above work has continued on reviewing the various departments in the facility. This work is to ensure staff will know what they are going to be moving into and also to identify and correct any minor issues that can be corrected at minimal or no cost.

Nipissing First Nations (NFN) MOU

Please find attached an MOU that has been drafted with NFN which commits us to work together to establish a Collaboration Agreement for the operation of Indigenous Unit in the new facility. This MOU is felt to be an important first step as it captures key principles to be included in the Collaboration Agreement and it helps set the foundation for the relationship between and Cassellholme and NFN. Both parties agree that the Collaboration agreement must be completed before Phase 1 of the new facility is

completed in early 2024. The final collaboration agreement will be brought back for approval by the Board.

Change Order Log

Please see the attached.

Budget Update

Please see the attached.