

THURSDAY, MAY 4, 2023

MINUTES

Date: Thursday, May 4, 2023

Location: Cassellholme Garden Room (and Zoom)

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

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

Regrets: Michelle Lahay

Guests: Monique Peters, Family Council

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Robert Corriveau and seconded by Sherry Culling that the meeting be called to order at 6:09 p.m.”</i></p> <p>Res. #37-23 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Add: 6.3 Deferred 6.4 Reserves 7.1 In-Camera – Business Matter</p> <p><i>“Moved by Peter Chirico and seconded by Chris Mayne that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #38-23 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Sherry Culling and seconded by Chris Mayne that no Board Members present have declared a conflict of interest.</i></p> <p>Res. #39-23 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of Minutes of the Regular Meeting held on March 23, 2023

“Moved by Robert Corriveau and seconded by Chris Mayne that the minutes of the Regular Board Meeting, held on March 23, 2023, be adopted as presented.”

Res. #40-23

Carried

4. Business Arising

4.1 CPIC Update

Reminder to have CPIC completed. Send a copy/proof of receipt to Julie to keep on file until CPIC is ready.

4.2 By-Laws

Julie to send out a meeting invite to the selected sub-committee members to review the bylaws. Draft bylaws will be brought back to the Board for approval.

4.3 Castle Arms Meeting Update

Deferred. Chris waiting for an email for Michelle to confirm topics to discuss.

5. Redevelopment

5.1 Redevelopment (Dave Smits)

Dave provided an update to the Board. Report included in package. Percon report included in package.

Board approved and supports the cost to proceed with constructing a mock-up room of a resident room.

Schedule a Redevelopment Meeting with the Municipalities after next quarterly budget and once a response has been received on the extra funding.

Sherry Culling left the meeting

6. Operations

6.1 Operations Update

Update included in package

Angie noted she heard of a potential complaint regarding the construction. No formal complaints received. Only complaint is wanting to open balconies on weekends.

Residents are enjoying the front lobby and watching the construction. Ongoing communication with families, family council, staff.

Management are focusing on what post-covid will look like.

On behalf of the Board, Peter thanked Angie and all Cassellholme staff for their hard work and dedication over the past 3 years during Covid.

6.2 2023 Operating Budget Revision – Extra Provincial Funding (Motion)

Billy discussed report.

“Moved by Robert Corriveau and seconded by Chris Mayne that the Board approve the 2023 Operating Budget Revision – Extra Provincial Funding, as presented.”

Res. #41-23

Carried

	<p>6.3 Q1 2023 Financial Report - Deferred</p> <p>6.3.1. January – March LTC Operating Budget to Actuals - Deferred</p> <p>6.3.2 Cassellholme Redevelopment Budget to Actuals Report – Commencement to March 31, 2023 - Deferred</p> <p>6.3.3. April 2022 – March 2023 CSS Operating Budget to Actuals - Deferred</p> <p>6.4 Reserves</p> <p>Billy discussed the recommended reserve allocations for funds, focusing on providing stability to the redevelopment project given uncertainties around interest rates over the next few years and addressing challenges regarding staffing availability to ensure the home is in the best possible position to meet the province’s hours of care target into 2025 and forward.</p> <p>The Board has requested Billy to submit a recommendation to the Board for the next meeting.</p>	
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7. IN-CAMERA

	<p>Monique Peters left the meeting</p> <p>7.1 Business Matter</p> <p><i>“Moved by Peter Chirico and seconded by Chris Mayne that the Board proceed to an In-Camera Session at 7:14 p.m.”</i></p> <p>Res. #42-23 <u>Carried</u></p> <p><i>“Moved by Robert Corriveau and seconded by Peter Chirico that the Board approve the In-Camera Session to be adjourned at 7:26 p.m.”</i></p> <p>Res. #43-23 <u>Carried</u></p>	
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B. CORRESPONDENCE

	No items noted	
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C. REQUEST FOR FUTURE AGENDA ITEMS

	No items noted	
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D. DATE OF NEXT MEETING

	Thursday May 25, 2023 @ 5:00 p.m. – or at the call of the Chair	
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E. ADJOURNMENT

	<p><i>“Moved by Chris Mayne and seconded by Peter Chirico that the meeting be adjourned at 7:27 p.m.”</i></p> <p>Res. #44-23 <u>Carried</u></p>	
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Secretary

Chairman

Board of Management Meeting
May 4, 2023

❖ ADMINISTRATOR UPDATE - Angie Punnett, Administrator

Outbreaks Update

Covid 19

As of March 31, 2023 the Prevention and Containment funding program for Covid 19 has ended. This includes any funding for entrance screening, daily resident screening and Asymptomatic testing for staff, students, caregivers and visitors.

Masking is still required for guests while inside Cassellholme unless otherwise arranged.

Currently Cassellholme is not in any outbreaks.

❖ CLINICAL SERVICES UPDATE - Lindsay Dyrda, DOC

Nurse Practitioner

Terri MacDougall, Nurse Practitioner (NP) has been working with the Clinical Services Department since January 16, 2023.

Overview of some statistics for the NP, from Feb 1 to April 21, 2023

- 23 Admission Physical assessments
- 185 encounters with residents and their substitute decision makers. Including discussions about advanced care directives (4), responsive behaviours (10), pain management (23), diabetes management (7), Wound management (21), Palliative Care (2)
- Utilization of E-consult for specialist advice. Endocrinology: 2, Neurology: 1, Psychiatric-Geriatrician with Geri-Med Review by specialized pharmacology team: 1, Dermatology: 1
- Comprehensive Case Review with local Psychiatrist Dr. Primeau
- Care Conference at 4-6 week review after admission: 5
- Care RX Pharmacy consults: Pain management (3), Diabetes (1), working to streamline medication passes

April 3, 2023: After a meeting with NBRHC Medical staff, a PLAN-DO-STUDY-ACT (PDSA) cycle was implemented. PDSA is a quality improvement strategy. This will include the Nurse Practitioner being involved when a resident experiences an acute change in health status to prevent avoidable emergency room use and improve communication between Cassellholme and NBRHC. So far, Terri has been involved with 3 assessments of residents who had acute changes in their condition. 2 went to the ER and 1 remained in the home. More results will be reported in the future.

Terri started facilitating RN Team meetings on March 14, 2023 as she has a Management Role. Terri's passion is quality improvement and continues to ask lots of questions about processes in clinical services.

Compassionate care for life's journey.

❖ RESIDENT & FAMILY UPDATE - Jillian Marchand, Resident & Family Navigator

Quality Improvement Plan

Cassellholme submitted a Quality Improvement Plan 2023/2024 to Health Quality Ontario on March 31/23.

The Quality Improvement Council continues to meet monthly to ensure progress on our goals, and formulating ideas to keeping staff, residents and families informed of the homes quality initiatives.

Attached is the narrative and executive workplan.

Family & Resident Councils

Both the Family Council and Resident Council received presentations on Cassellholme's Emergency Preparedness Plan in the Month of April.

Admissions/Discharges

From January 1, 2023 to date there have been 38 permanent and short stay admissions and 36 discharges/deaths in the Home.

❖ FACILITY SERVICES UPDATE - Dave Smits, Director of Facilities & Capital Projects

Facility Services

The Facility Services group continues to be busy working to maintain our aging facility as we prepare for the move into the new building. We are working hard to minimize the maintenance cost of the current facility as we construct the new facility without sacrificing resident or staff health and safety. We have recently had some roof leaks in Maple that have required repair followed by patching and painting to repair the damage.

Fire Alarm

We continue to work with Troy the contractor that provides support for us on our fire alarm to source detectors that are ULC certified to our panel.

Air Conditioning

The Ministry issued a new form to request an exemption that we have completed and returned to them. We have attached most of the previous correspondence submitted with this new request.

Painting

Painting is continuing in rooms that have recently been vacated and as noted earlier painting to repair damage caused by water leaks on Maple has occurred as well. Planning is underway for the painting of 3W and 3N.

Staffing

We have developed an updated role description and the CUPE job evaluation tool places the position with a maximum salary of \$29.85. In the current market we will not be able to attract a licensed plumber or electrician with HVAC experience without applying a skills shortage premium. Taking this approach would place pressure on other positions where we are experiencing shortages such as RPN's. As such we have reached out to Advantage to get some information from other homes throughout the province in terms of how they are staffing their Facility Services Departments. In the meantime, we continue to have a staff member from Environmental Services who is doing a great job painting and we have secured another part time employee that is helping us with getting the other required work done.

Compassionate care for life's journey.

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

2023 Operating Budget Revision – Extra Provincial Funding
Q1 Financial Report – presentation to be provided at the meeting

❖ **NUTRITION & FOOD SERVICES - Trina Milne, Manager**

Looking at new ways to improve the dining room enhancement report so staff know who the residents are when they are serving them.

❖ **HOUSEKEEPING SERVICES - Trina Milne, Manager**

We received new bed side tables for resident rooms. Staff are working on distributing them to resident rooms.

We also received new over the bed tables that will help when residents have to eat in their rooms when on isolation.

New wire carts have been purchased for resident isolation rooms.

❖ **RESIDENT SUPPORT SERVICES - Mandy Gilchrist, Manager**

A Life Enrichment Lead position has been posted externally.

'Reporting to the Manager of Activity Services & Adult Day Program, the Enrichment Lead supports the maintenance of a range of programming and services that enhance the resident experience. The position is also responsible for the coordination and maintenance of the Volunteer Program and provides outreach support to the Charitable Foundation to engage community partnerships.'

Activities

All vacancies have been filled within the Activity department.

400CLUB

All vacancies have been filled in the 400Club

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

Still looking to hire 4-5 PSWs to enable us to add more Assisted Living clients.

Nancy Coughlin be attending a 3 day Home and Community Care Summit in Sudbury in mid June.

CSS will have a booth at the "Aging with Confidence" Symposium June 8th at the YMCA in North Bay.

❖ **IPAC - Infection Prevention and Control - Ellen Whittaker, Manager of Infection, Prevention & Control**

On April 17th the North Bay Parry Sound District Health Unit conducted a follow up Infection Prevention and Control Assessment. The focus on the assessment focused on observing IPAC practices on all units and assessing for improvements in compliance with IPAC best practice recommendations and standards. After reviewing the assessment report received April 28, 2023, improvements have been noted which align with IPAC best practices. We will continue to work closely and follow any necessary recommendations.

April 27, 2023

Subject: Cassellholme Redevelopment Update – May 4, 2023

Construction Activity

Please see the March monthly report from Percon.

Highlights:

Forming/Rebar Foundations and Grade Beams for Phase 1 has been completed. Work on the foundations for the link commencing in May.

Backfilling is continuing.

Structural steel for Part A will be completed by end of April and work on Part B and C is commencing.

Metal deck installation is starting.

Installation of roof joists for Part A has started.

Work on the new entrance for the fire sprinkler room has been completed.

Elevator waterproofing and Mechanical sump pit have been completed.

The end date for Phase 1 has slipped a little further due to construction challenges through the winter and we will have a more comprehensive update on the project schedule in May.

Private Room Mock-Up - We are getting prices for the construction of a mockup of a private room in the auditorium. Mock-ups are considered best practice as they help ensure that things will work as expected and they have been found to easily pay for themselves in terms of work that has to redone or corrected later. To manage cost the mock-up will not be identical in every aspect to the final rooms to be built but sufficient details are being included to allow a number of key coordination issues to be addressed.

Transition Planning

Please see the attached Summary List for details.

Highlights:

Health and Safety Policies and Procedures - Emergency response planning underway. Balance of H&S policies reviewed on a routine basis.

Operations Policies and Procedures - Not yet started.

NFN Partnership/Indigenous Unit Operation and Licensing - The signed MOU has been received from NFN. Licensing discussions in creating a cultural designated 16 bed unit is still being actioned with government. An update to be provide for next meeting. Collaborative Agreement with NFN is underway based on items based on the cultural designation and functioning within Cassellholme.

Resident Assignment - Planning underway.

Way-finding – A working group status meeting in May will finalize the detailed signage schedule that will be included in the RFP and the RFP will be issued in May or early June. Local artists are being approach to provide pricing to support the development of the tree iconography that will be used to identify each of the Resident Home Areas (RHA's) in the new facility.

Staffing Plan - Work has commenced for Support Services.

Laundry Plan - Planning underway.

Storage Plan - Site review completed new facility does not have a basement so storage decentralized throughout the building. New building does have less storage than the current building this is primarily related to spare parts storage for Maintenance and Resident Record storage. Resident Records were expected to be digital in the future but we have not gotten there yet.

Move Plan - RFP has been awarded to Healthcare Relocations

Training Plan - Not yet started.

IT - Planning underway. Site review completed with Ryan MacVicar and staff from CNB IT department to review impacts associated with the demolition of Apple and Maple.

Waste Handling - We have reached out to a couple compactor suppliers for pricing. Miller has confirmed what the savings will be using a compactor for waste but it appears we will incur increased cost of we go with a compactor for cardboard so we are looking at other alternatives for this.

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.

Change Order Log

Please see the attached April 27, 2023 log.

Budget Update

March 2023 actuals attached.