

THURSDAY, JULY 27, 2023

MINUTES

Date: Thursday, July 27, 2023

Location: Cassellholme Garden Room (and Zoom)

Present: Mark King, Chair
 Peter Chirico
 Robert Corriveau
 Michelle Lahay
 Sherry Culling (zoom)

Staff: Angie Punnett, Administrator
 Billy Brooks, Chief Financial Officer
 Dave Smits, Project Manager
 Julie Pilkey, Secretary
 Shani Giroux, Director of Human Resources

Regrets: Chris Mayne, Vice Chair

Guests: Monique Peters, Family Council
 Chantal Brousseau (Zoom)

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>RECORDED MEETING</p> <p><i>“Moved by Michelle Lahay and seconded by Robert Corriveau that the meeting be called to order at 5:04 p.m.”</i></p> <p>Res. #65-23 <u>Carried</u></p>	
	1. Approval of Agenda	
	<p>Added – 4.3 City of North Bay – Cassellholme Transition Business Case Changed 8.4 to Personal Matter</p> <p><i>“Moved by Sherry Culling and seconded by Peter Chirico that the Board approved the Agenda for this meeting, as amended.”</i></p> <p>Res. #66-23 <u>Carried</u></p>	
	2. Conflict of Interest	
	<p><i>“Moved by Robert Corriveau and seconded by Sherry Culling that no Board Members present have declared a conflict of interest.</i></p> <p>Res. #67-23 <u>Carried</u></p>	

3. Approval of Minutes

3.1 Approval of Minutes of the Regular Board Meeting held on June 29, 2023

“Moved by Robert Corriveau and seconded by Sherry Culling that the minutes of the Regular Board Meeting, held on June 29, 2023, be adopted as presented.”

Res. #68-23

Carried

4. Business Arising

4.1 By-Laws Update

The revised, draft Bylaws were approved by the Board. The Board approved the Bylaws to be sent to John D'Agostino's office for review.

Discussed the Board per diem. Policy to be created.

4.2 Castle Arms Update

Peter and Mark shared a brief update, noting a resolution should be made within 30 days.

4.3 City of North Bay – Cassellholme Transition Business Case

The City of North Bay completed a review with KPMG. Council passed a resolution that Council will not proceed with the transition of Cassellholme to a municipally owned home.

5. New Business

5.1 Family Council

Monique Peters introduced herself as the Chair of Family Council, since April 5, 2022. She discussed the letter and recommendation to increase the hours in the General Store and was happy with the response letter from Angie that the process was already in the works to increase the hours.

Monique also acknowledged how amazing staff were through Covid.

6. Redevelopment

6.1 Construction Update *(Dave Smits)*

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

Dave presented a walk-through video of the construction site. The videos will be ongoing as the work progresses and saved for historical records.

Room Mock-up is tentative to start in August 2023. Waiting for confirmation.

7. Operations

7.1 Operations Update

Update included in package

Angie added – the new scheduling software, Synerion, went live this week. Working on streamlining staff education. Cassellholme is currently in a facility-wide respiratory outbreak.

The annual fire inspection was completed this month. No major issues. The fire department will be visiting quarterly during the redevelopment. They will also offer input for evacuation processes, etc.

7.2 Fire Department Inspection

The annual fire inspection was completed on July 12, 2023. No major issues. The fire department will be visiting quarterly during the redevelopment. They will also offer input for evacuation processes, etc.

7.3 Reserve Allocations (Motion)

Billy presented the recommendations to the Board.

“Moved by Michelle Lahay and seconded by Peter Chirico that the Board approve the Reserve Allocations, as presented.”

Res. #69-23

Carried

7.4 Financial Report (Motion)

Operating Budget to Actuals

“Moved by Peter Chirico and seconded by Sherry Culling that the Board approve the year-to-date Operating Budget to Actual results for the period ending June 30th, 2023, as presented.”

Res. #70-23

Carried

Redevelopment Capital

“Moved by Michelle Lahay and seconded by Robert Corriveau that the Board approve the Redevelopment Capital Budget to Actual results from commencement to June 30, 2023, as presented, noting the currently forecasted interest-only capital payments during the construction period and forecast capital payments for principal and interest payments.”

Res. #71-23

Carried

Q1 – CSS Budget

“Moved by Sherry Culling and seconded by Peter Chirico that the Board approve the 2023/2024 Community Support Services Q1 Budget to Actual results, as presented.”

Res. #72-23

Carried

8. IN - CAMERA

Dave Smits and guests left the meeting.

8.1 CSS Collective Bargaining (Shani Giroux) (Motion)

8.2 Nipissing First Nations update (Motion)

8.3 Legal Matter

8.4 Personal Matter

“Moved by Robert Corriveau and seconded by Sherry Culling that the Board proceed to an In-Camera Session at 6:08 p.m.”

Res. #73-23

Carried

“Moved by Peter Chirico and seconded by Sherry Culling that the Board approve the In-Camera Session to be adjourned at 6:45 p.m.”

Res. #74-23

Carried

As a result of the In-Camera Session, the following resolutions were approved:

CSS Collective Bargaining

“Moved by Sherry Culling and seconded by Michelle Lahay that the Board approve the following resolution, as discussed in-camera”

	<p>WHEREAS – the collective agreement between Cassellholme and SEIF, Local 1 expired on March 31, 2023; and WHEREAS – the parties to the collective agreement reached a tentative settlement on July 5, 2023, as per the terms outlined in the attachment; and BE IT RESOLVED – that the Board ratifies the Collective Agreement negotiated between Cassellholme and SEIU, Local 1.</p> <p>Res. #75-23 <u>Carried</u></p> <p>Nipissing First Nations <i>“Moved by Robert Corriveau and seconded by Michelle Lahay that the Board approve the Nipissing First Nation 16-bed RHA Proposal, as presented.”</i></p> <p>Res. #76-23 <u>Carried</u></p>	
B. CORRESPONDENCE		
	B1 Ministry of Long-Term Care Inspection Report	
C. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
D. DATE OF NEXT MEETING		
	Thursday August 24, 2023 @ 5:00 p.m. – or at the call of the Chair	
E. ADJOURNMENT		
	<p><i>“Moved by Sherry Culling and seconded by Peter Chirico that the meeting be adjourned at 6:47 p.m.”</i></p> <p>Res. #77-23 <u>Carried</u></p>	

Secretary

Chairman

July 20, 2023

Subject: Cassellholme Redevelopment Update – July 27, 2023

Construction Activity

Please see the June monthly report from Percon.

Highlights:

Phase 00 – Work Complete

Phase 1-A – Work Complete

Phase 1-B

- Sequencing remains unchanged from the previous report.
- Landscaping around the new east parking lot is underway.
- Work to complete the new storm water pond adjacent to the new parking lot has been identified.
- New permanent lighting for the new parking lot has been received and will be installed shortly.
- Structural Steel erection for Block B is ongoing.
- Metal deck and concrete floor placement is ongoing.
- Metal studs at perimeter walls are ongoing.
- Mechanical and electrical in slab, and above ceiling rough-ins are ongoing.
- Link foundation work is complete.

Schedule

- Since the issuance of the updated schedule 7 work days have been lost due to rain. Refer to schedule comments in Percon's report.
- We are currently working through a detailed analysis of the schedule delay included in the May 31, 2023 schedule with Percon and we will have an update on this for the Board as soon as possible.

Private Room Mock-Up – We are waiting to hear when this work is scheduled to be completed.

Transition Planning

An updated summary is attached.

Highlights:

Health and Safety Policies and Procedures - Emergency response planning underway. An alternative evacuation device has been investigated for the new facility and pricing has been obtained the final number of devices required is being reviewed with CH staff.

NFN Partnership/Indigenous Unit Operation and Licensing – Work on this is continuing and the main focus in the last month has been on preparing the submission for additional funding.

Way-finding – The RFP package is being finalized and is expected to be issued in August.

Staffing Plan - Work is continuing for Support Services.

Laundry Plan - Planning continuing.

Storage Plan – No further update this month.

Move Plan - RFP has been awarded to Healthcare Relocations, contract being finalized and kick off meeting will be scheduled now that a move date for Phase 1 has been confirmed.

Training Plan - Not yet started.

IT - Planning continuing. Port count completed, switch count confirmed and a budget is being put together for all of the network equipment and its installation.

Waste Handling – Still waiting for Miller to confirm approach for cardboard.

Outdoor space – Reviewing options to provide access to outdoor space once the Oval Garden is removed during the construction of Phase 2. The area adjacent to the Auditorium is being reviewed for this purpose.

Change Order Log

Please see the attached July 20, 2023 log.

Budget Update

June 2023 actuals attached.

Action	Sub Actions	Responsible	Due Date		
FF&E Review	Continuous review of items - to be finalized August receiving bids on dispensers & housekeeping needs; additional funding review for NFN	Billy/Dave/Anita	August		
Resident Mock up room & washroom	Plan to have completed Summer 2023	Dave/Percon	August		
General Store	drawings sent to Andrew; P1 using Armstrong room; garden room and general store - need to plan usage	SLT	June		
Art Fundraising	need to discuss plan for art	Anita	Need WG		
Wood at mill for purpose	need to discuss plan for the wood	Anita	Need WG		
Medline Furniture	RFP to be finalized and to be on bonfire August - final submission and contract by early fall	Dave/Anita	September		
HCR - Movers	To review move plan with HCR once contract is finalize; to create a working team to assist in the details - create a monthly meeting	Dave/Anita	September		
IT					
Wifi	WiFi - using new and incorporating existing componets for optimized coverage	Dave/Anita	June		
PA connectivity	PA Connectivity - drawings to be finalized	Dave/Anita	August		
Security Card Access	RFP for Security Card Access System - still under review	Dave/Anita	August		
Servers	Server location - complete	Team	April		
Walkthrough	Cassellholme walk-through complete	Team	2023-04-20		
Phone	Phone system - still under review	Dave/Anita	August		
Network Design	Network Design - finalized network switch needs and costs & to be added into FF&E	Team - Ryan	August		
Digital Menus	to await costing for this	Dave/Nathan	August		
Nurse Call	Nurse Call - Communications - references underway; to review Vocera again	Dave/Lindsay	August		
NFN					
Bed Application - Licencing	NFN Chief sending letter to OH & Ministry on cultural designation within existing LTC home	Kim/Angie	July - Sept		
MOU	signed and sent to NFN		2023-02-01		
NFN Collaboration Document	Training & orientation - Cassellholme review of staffing and training needs (and budget) - in progress	Anita	ongoing		
	flow of care -Review current NFN demand & cultural designation - in progress				
	Governance structure - board member and committee				
	Policy inclusion - part of collaboration document				
	Programming & ceremony - further discussion needed				
	Balcony – 5th floor features - completed				
	Food and dining menu to be supplied				
	Translations for signage in progress - to be completed by end of July				
Quality of Care Committee	Kim nominated to join Cassellholme board; will assist in this then	Anita and Kim	TBD		
Wayfinding					
Wayfinding	NFN & French translations for all signs - to be completed by end of July	Anita/Dave	TBD next date		
	Nursing station				
	Office names				
	Staff washroom				
	Public washrooms				
	RHA signs				
	Elevators				
	Local Artist - to meet and discuss in August				
	Tree Names				
	First floor RHA				
	Med room and roof signage				
	ready for tender - mid August; have some images and small things to finalize but will be ready for tender			Anne	August - October
	Support Services				
Miller waste process	quote provided by Miller; compactors to be added to P2 - price for P2 \$150K	Dave/Trina	May		
Storage Area list	finalized	Anita	13-Mar		
Kitchen Planning	Verify with Trina final drawings and details of appliances	Trina	April		
Kitchen Equip & Service Area Block D	Verify with Trina final drawings and details of appliances	Trina	April		
Trina's staffing plan	P1 number of dining rooms, # of floors, # of people; and what's phase 2 for housekeeping and laundry; send to trina and then schedule	Anita/Trina	May		
	Dave to C23check to see if we can lock the elevator for faster clean / dirty delivery – is it keyed?				
	The compactor will be available in P2 - add to budget				
Clean Dirty Processes	Still under review – but it would look like we are using the existing laundry room/services and transport the 136 personal & linens back and forth. An ask is to have a full washer/dryer installed on the 5th floor as backup and to provide flow with staff in the early days before P2	Dave	ongoing		

	Dave to confirm measurements of the elevator, hallways for passing with the carts, and the corridor		
	Soap, toilet paper, papertowel dispensers quotes to be finalized July		
	There is a washer/disinfectant – 1 per RHA and will be reviewing the possibility of macerators (10) as IPAC sees it as the best solution		
Ware Washing Mockup	review space and appliances - mock up completed and approved by Trina		30-Mar
Emergency Response			
NBRHC visit - sleds	quote provided to WG and to be reviewed July on quantities - add to FF&E	Anita	July
NBRHC visit - vacant strips	Review vacant strips/indicators/REMAR markers - quote still to be received	Anita	July
Fire plan	Dave to supply fire plan unique drawing	Dave	July
Code review and revised	review all codes and update what is needed in P1	WG	August
Fire Safety Plan	Review and revise fire safety plan based on a P1 (2 building type approach) and draft the the changes	WG	September
Evac Matrix	Review Evac Matrix & Response Flow Matrix; update floor plans	WG	August
Review of Spaces	Spaces to use during evacuations: each RHA has a dining room and lounge; 23 unused beds at P1	WG	August
P2	At P2, staff, visitors all will be using the back entrance; access to all the stairs	WG	
One Button Lock down	Dave to look into a ONE Button lock down – if possible with new syste	Dave	
Hose Cabinets	hose cabinets in the new building - tbd	Dave	tbd
Staff Training			
Indigenous cultural health and safety	looking for train the trainer - 3 hours		
Equity	looking for 1 hour combined session with indigenous		
IT	phones, emails		
Emergency Response	update training sessions and roll out		

Change Order Log - July 19, 2023

Person		PC	CD	SI	RFI	CO	Work Description	Reason	Status	Date Issued	Quote Sent	Approval Date	Quoted	Approved	Contract Time (days)
1	1			1		1	Millwork revisions/clarifications	Coordination	Approved	18-Feb-22	17-Mar-22	28-Mar-22	\$34,553.53	\$34,553.53	
2	2	1				2	Emergency Switchboard revisions	Coordination	Approved	17-Feb-22	17-Mar-22	28-Mar-22	\$4,919.20	\$4,919.20	
3	3					3	Insurance to include Soft Costs	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$29,846.88	\$29,846.88	
4	4					3	Cost associated to add Wrap Up Insurance Policy	Lender Requirement	Approved	30-Mar-22	30-Mar-22	05-Apr-22	\$282,579.86	\$282,579.86	
5	5R1	2				5	Door revisions	Coordination	Approved	19-Mar-22	07-Apr-22	06-May-22	\$4,677.20	\$4,677.20	
6	6	3				4	Washroom Accessories Revisions	Coordination	Approved	28-Mar-22	22-Apr-22	25-Apr-22	\$863.50	\$863.50	
7	7	9				6	Removal existing foundations (Unit rate only - see RFE 16)	Cancelled	Cancelled	21-Apr-22		25-Apr-22			
8	8	16				6	Provide new water valve at property line	AHJ	Approved	05-May-22	06-May-22	06-May-22	\$8,607.50	\$8,607.50	
9	9	4				41	North wing door revisions	Coordination	Approved	28-Mar-22	16-Jan-23	19-Jan-23	\$3,756.50	\$3,756.50	
10	10	5				7	Elevator pit lighting revisions	AHJ	Approved	29-Mar-22	09-May-22	16-May-22	(\$1,361.00)	(\$1,361.00)	
11	11	6				8	Transformer modifications	Cost Saving	Approved	07-Apr-22	09-May-22	27-May-22	(\$6,000.00)	(\$6,000.00)	
12	12R1					9	Millwork edging revisions & Drawer modifications (per email April 25, 2022)	Cost Saving	Approved	N/A	19-May-22	01-Jun-22	(\$11,906.00)	(\$11,906.00)	
13	13						CANCELLED: Drawer modifications (SEE RFE 12R1)	Cancelled	Cancelled	N/A		09-May-22			
14	14	17				12	Temporary Hydrant at North Wing	AHJ	Approved	12-Apr-22	16-May-22	01-Jun-22	\$5,585.25	\$5,585.25	
15	15R2	7R1				36	Phase 1 temporary door revisions and hardware coordination	Coordination	Approved	02-Oct-22	06-Dec-22	10-Jan-22	\$4,539.70	\$4,539.70	
16	16R2	9				15	Removal of existing foundations	Site Condition	Approved	21-Apr-22	20-May-22	27-Jun-22	\$70,326.38	\$70,326.38	
17	17	11				11	Hardware revisions to Door V101	Coordination	Approved	27-Apr-22	19-May-22	01-Jun-22	\$6,046.70	\$6,046.70	
18	18R2	18				14	Revise pipe material storm main tee at Olive St.	Site Condition	Approved	13-May-22	20-May-22	29-Jun-22	\$7,885.44	\$7,885.44	
19	19	12				10	Temporary lighting in courtyard parking	Health & Safety	Approved	27-Apr-22	25-May-22	01-Jun-22	\$15,888.40	\$15,888.40	
20	20R1	8				13	Add card reader control for rear doors on elevators 1024 & 1025	Design Improvement	Approved	25-Apr-22	30-May-22	10-Jun-22	\$1,512.50	\$1,512.50	
21	21R1					16	Temporary Door Hardware supplied by Owner's Security Provider	Schedule Change	Approved	22-Jun-22	08-Jul-22	22-Jul-22	(\$6,650.00)	(\$6,650.00)	
22	22	23					Investigate/repair storm line blockage near property line at Olive St.	Site Condition	Cancelled	23-Jun-22	06-Jul-22				
23	23R2		19R1			17R	Corrections and revisions to parking lot line in temporary and east parking areas	Owner Requested	Approved	16-Aug-22	15-Sep-22	22-Sep-22	\$3,454.00	\$3,454.00	
24	24R4	22R1				27	Provide temporary power feed to east parking lot lighting	Coordination	Approved	19-Aug-22	24-Oct-22	27-Oct-22	(\$8,416.88)	(\$8,416.88)	
25	25R1	25R1				18	Revision to waterline connections to existing building - Revised	Site Condition	Approved	03-Aug-22	05-Aug-22	11-Aug-22	\$42,426.23	\$42,426.23	
26	26	20				19	Revision to electrical panel E-L-C	Coordination	Approved	03-Jun-22	09-Aug-22	11-Aug-22	\$6,703.30	\$6,703.30	
27	27R1	19R1				23	Revise acoustic ceiling tile materials	Cost Saving	Approved	15-Sep-22	28-Sep-22	05-Oct-22	(\$66,054.48)	(\$66,054.48)	
28	28		23			20	Pile Rock Points	Contractor Requested	Approved	03-Aug-22	12-Aug-22	12-Aug-22	\$98,826.40	\$98,826.40	
29	29R3	28				33	Revision to Phase 1 & 2 sanitary and storm connections at grade beams	Coordination	Approved	03-Aug-22	09-Nov-22	22-Nov-22	\$21,724.63	\$21,724.63	
30	30	26				21	Revision to under-slab plumbing and inverts	Coordination	Approved	26-Jul-22	18-Aug-22	22-Sep-22	\$15,196.50	\$15,196.50	
31	31	10				40	Revision to the fire and combustion fire/smoke dampers	AHJ	Approved	21-Oct-22	15-Sep-22	26-Jan-23	\$134,858.85	\$134,858.85	
32	32R1	14					Door frame material revisions along corridor 1165	Design Improvement	Not Accepted	31-Aug-22	31-Aug-22				
33	33					24	Revise wood frame design for Jams	Cost Saving	Approved	09-Sep-22	28-Sep-22	05-Oct-22	(\$12,750.00)	(\$12,750.00)	
34	34R4	21R3				29	Provide new grounding loop for new building service	AHJ	Approved	22-Aug-22	28-Oct-22	08-Nov-22	\$77,892.15	\$77,892.15	
35	35R3	27R2				35	Delete deck mounted soap dispensers	Owner Requested	Approved	21-Nov-22	05-Dec-22	05-Dec-22	(\$4,081.00)	(\$4,081.00)	
36	36	15R					Door hardware revisions to door 1147a	Coordination	Pending	12-Oct-22			\$17,028.00		
37	37	13R				31	Janitor room door revisions	Coordination	Approved	19-Sep-22	19-Sep-22	10-Nov-22	\$4,785.00	\$4,785.00	
38	38	29				22	Existing Service Plug Requirement	AHJ	Approved	31-Aug-22	23-Sep-22	10-Oct-22	\$2,414.10	\$2,414.10	
41	41	24R1				32	Provide grilles on type 'O' fan radiation in trench in Auditorium 1005	Coordination	Approved	22-Sep-22	17-Oct-22	15-Nov-22	\$23,009.80	\$23,009.80	
		30					After hours paving of East Parking Lot	Owner Requested	Cancelled	16-Sep-22					
39	39	31					Additional curb at edge of existing parking area	Owner Requested	Cancelled	16-Sep-22	28-Sep-22				
40	40R1	32R1				25	Revision to existing sanitary line	Site Condition	Approved	21-Sep-22	29-Sep-22	06-Oct-22	\$61,577.36	\$61,577.36	180
41	41R1	33				43	Structural revisions to Phase 2 framing, pile caps and piles	Coordination	Approved	23-Aug-22	11-Jan-23	23-Jan-23	\$37,038.71	\$37,038.71	4
42	42R1	34				26	Water storage tank layout and structural revisions	Coordination	Approved	26-Sep-22	14-Oct-22	27-Oct-22	\$3,597.83	\$3,597.83	
43	43	35R				61	Revision to North Wing elevator brackets for rail attachments	Coordination	Approved	07-Oct-22	20-Jun-23	27-Jun-23	\$11,964.96	\$11,964.96	
44	44	36R2				44	Revision to brace frame VB105	Coordination	Approved	09-Nov-22	13-Dec-22	26-Jan-23	\$9,497.44	\$9,497.44	
45	45	37				30	Revision to light fixtures P5 and P6	Coordination	Approved	11-Oct-22	31-Oct-22	08-Nov-22	\$2,369.33	\$2,369.33	
46	46	38				37	Structural beam revisions at Block B roof terraces balconies	Coordination	Approved	20-Oct-22	13-Dec-22	10-Jan-23	\$969.52	\$969.52	
47	47	39	39R1			38	Structural Clouthing - structural steel and rebar shop drawings	Coordination	Pending	20-Jan-23			\$3,414.77		
48	48	40				28	Provide slab mounting brackets for smoke shelter	Site Condition	Approved	17-Oct-22	25-Oct-22	01-Nov-22	\$1,050.68	\$1,050.68	
49	49	41				38	Add smoke detectors in corridors of RHA areas	Coordination	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$5,258.00	\$5,258.00	
50	50R1	39				34	Provide additional steel modifications outlined in SH22	Coordination	Approved	27-Jul-22	16-Nov-22	22-Nov-22	\$3,300.11	\$3,300.11	
51	51	40					Additional elevator controls	Coordination	Pending	07-Dec-22					
52	52	41				45	Revision to sliding door frame details	Coordination	Approved	21-Dec-22		08-Feb-23	\$8,783.50	\$8,783.50	
53	53	42				46	Provide fixed mirrors in Staff washrooms	Coordination	Approved	10-Jan-23	03-Feb-23	28-Feb-23	\$7,507.50	\$7,507.50	
54	54R1	42				48	Correct the cost of fixed mirrors from CO#46	Coordination	Approved	10-Jan-23	03-Mar-23	21-Mar-23	(\$2,035.00)	(\$2,035.00)	
55	55	43				39	Provide relay bases on smoke detectors related to door hold opens for SH39	AHJ	Approved	08-Nov-22	13-Dec-22	10-Jan-23	\$3,014.00	\$3,014.00	
56	56	44					Revise range hood colour	Owner Requested	Cancelled	18-Jan-23					
57	57	44				47	Revision to UR2 & UR2-1 lavatory fixtures	Coordination	Approved	18-Jan-23	17-Jan-23	21-Feb-23	\$5,193.10	\$5,193.10	
58	58	45				42	Remedial modifications to pile caps and grade beams - Phase 1	Site Condition	Approved	28-Nov-22	10-Jan-23	20-Jan-23	\$14,145.87	\$14,145.87	4
59	59	46				52	Revisions to operable wind vent type	Coordination	Cancelled	06-Feb-23					
60	60	46				47	Modifications to generator ESB breakers	Coordination	Approved	07-Feb-23	24-Mar-23	03-May-23	\$19,405.10	\$19,405.10	
61	61	47					Revise office door locations, typical millwork & related power & data locations	Owner Requested	Pending	23-Mar-23					
62	62	48R				49	Typical Bedroom Mockup	Coordination	Approved	14-Feb-23	17-Mar-23	22-Mar-23	\$501.60	\$501.60	
63	63	49				54	Revision to select light fixtures to alternate product	Design Improvement	Approved	09-Mar-23	03-May-23	06-Jun-23	\$75,577.95	\$75,577.95	
64	64	50				50	Revision to select light fixtures to alternate product	Design Improvement	Cancelled	22-Mar-23			\$0.00	\$0.00	
65	65	51				57	Delete select cubical curtains and provide track breaks in patient lift tracks	Coordination	Approved	29-Mar-23	12-May-23	01-Jun-23	(\$5,382.50)	(\$5,382.50)	
66	66	52				53	Electrical revisions for elevator connections	Coordination	Pending	30-Mar-23					
67	67	53				54	Revisions to interior expansion joints types	Coordination	Pending	30-Mar-23					
68	68	54				56	Existing Water Room pull station	Coordination	Approved	05-Apr-23	17-May-23	23-May-23	\$1,142.90	\$1,142.90	
69	69	55				55	Revision to brace frame VB205	Coordination	Approved	17-Apr-23	12-May-23	18-May-23	\$1,164.02	\$1,164.02	
70	70	56					Revision to biometric readers	Owner Requested	Pending	18-Apr-23					
71	71	57				49	Tree Removal at End of Block B	Site Condition	Approved	03-Nov-22	20-Apr-23	26-Apr-23	\$2,117.50	\$2,117.50	
72	72	58				58	Clarification to area drains	Coordination	Pending	20-Apr-23					
73	73	59				59	Fiber optic connection to existing building	Coordination	Pending	02-May-23					
74	74	60				63	Additional pot light in Bedroom Type "D"	Coordination	Approved	02-May-23	26-Jun-23	04-Jul-23	\$2,865.50	\$2,865.50	
75	75	61					Revision to clarify clay unit product	Discontinued Product	Pending	09-May-23					
76	76	62R				59R	Modifications to elevator framing for door supports and additional pit ladder	Coordination	Approved	23-May-23	05-Jun-23	27-Jun-23	\$66,131.08	\$66,131.08	2
77	77	63					Patching of existing asphalt drive-ways	Owner Requested	Pending	23-May-23					
78	78	64					Flooring revisions	Coordination	Pending	23-May-23					
79	79	65					Owner requested revisions to Kitchen Equipment	Owner Requested	Pending	25-May-23					
80	80	66				62	Delete kitchen equipment soap and towel dispenser accessories	Owner Requested	Approved	29-May-23	20-Jun-23	27-Jun-23	(\$2,670.00)	(\$2,670.00)	
81	81	67					Tie-in to existing fire alarm and PA systems	Coordination	Pending	30-May-23					
82	82	68					Revision to louvers	Coordination	Pending	30-May-23					
83	83	69													

YTD Project Budget to Actual

Cassellholme Redevelopment

Cassellholme

Commencement to date:

June 30, 2023

May 2023

Jun 2023

Budget Item	Description	Board Approved Budget	Spent Commencement to Previous Month	Current Month	Total Spent to Date	Budget Remaining	% of Budget Spent
A1	Land	-	-	-	-	-	0.0%
A2	Land Legal Fees and others	-	-	-	-	-	0.0%
A3	Property Taxes	-	-	-	-	-	0.0%
B1.1	Construction Cost - Phase 1	52,954,402	18,328,283	1,764,628	20,092,911	32,861,491	37.9%
B1.2	Construction Cost - Phase 2 & 3	48,626,198	2,256,087	63,698	2,319,785	46,306,413	4.8%
B1.3	Budget Increases - Change Orders	1,139,870	651,104	-	651,104	488,766	57.1%
B1.4	Holdback Retained	-	2,760,612	237,682	2,998,294	-	0.0%
B1.5	Owner Hard Costs	7,046	7,046	-	7,046	-	100.0%
B2	Demolition	-	-	-	-	-	0.0%
B3	Construction Contingency	3,645,832	-	-	-	3,645,832	0.0%
B3	Contingency Reductions- Change Orders	-	1,139,870	-	-	1,139,870	0.0%
C1	Architect	3,305,965	2,427,871	20,664	2,448,535	857,430	74.1%
C2	Structural Engineer	417,800	312,157	105,643	312,157	105,643	74.7%
C3	Mechanical Electrical Engineer	1,359,186	1,106,984	-	1,106,984	252,202	81.4%
C4	Civil Engineer	127,427	124,345	2,213	126,557	870	99.3%
C5	Landscape Architect	55,213	43,588	200	43,788	11,425	79.3%
D1	Geotechnical / Environmental	29,751	29,751	-	29,751	0	100.0%
D2	Land Surveyor	-	-	-	-	-	0.0%
D3	Energy Modelling Consultant	87,145	87,145	-	87,145	-	100.0%
D4	Commissioning Consultant	78,066	47,686	30,380	47,686	30,380	61.1%
D5	AV and Acoustics Consultant	62,529	50,179	12,350	50,179	12,350	80.2%
D6	Food Services Consultant	22,263	19,763	2,500	19,763	2,500	88.8%
D7	Elevator Consultant	9,713	6,213	3,500	6,213	3,500	64.0%
D8	Cost Consultant	89,770	89,770	-	89,770	-	100.0%
D9	Hardware Consultant	4,000	4,000	-	4,000	-	100.0%
D11	Life Safety and Fire Consultant	3,038	3,038	-	3,038	-	100.0%
D10	Misc. Consultants	400,655	92,416	308,239	92,416	308,239	23.1%
E1	Development Charges	-	-	-	-	-	0.0%
E2	Building Permit	-	-	-	-	-	0.0%
E3	Miscellaneous Permits	31,235	31,235	-	31,235	0	100.0%
F1	Insurance - Liability & Builder's Risk	-	-	-	-	-	0.0%
F2	Pre-Opening Expenses	-	-	-	-	-	0.0%
F3	Project Management Fee	858,833	357,493	17,028	374,521	484,312	43.6%
F4	Administrative Costs	-	-	-	-	-	0.0%
F5	Accounting Services	300,000	273,597	26,403	273,597	26,403	91.2%
F6	Marketing Fees	70,000	62,043	7,957	62,043	7,957	88.6%
F7	Disbursements	60,000	54,292	5,708	54,292	5,708	90.5%
F8	Legal Fees	460,000	458,070	1,930	458,070	1,930	99.6%
G1	Construction Loan Interest	2,680,041	474,633	89,380	564,014	2,116,027	21.0%
G2	Commitment Fee	50,000	-	-	-	50,000	0.0%
G3	Broker's Fees	-	-	-	-	-	0.0%
G4	Financing Legal Fees	-	-	-	-	-	0.0%
G5	Project Monitor	155,000	44,666	2,575	47,241	107,759	30.5%
G6	Appraisal	-	-	-	-	-	0.0%
G7	Draw Fees	20,000	-	-	-	20,000	0.0%
H1	HST on Monthly Costs	15,088,933	3,024,960	210,118	3,235,078	11,853,855	21.4%
H2	HST Input Tax Credit	15,088,933	2,337,919	-	2,337,919	12,751,014	15.5%
H3	HST Self-Assessment	1,914,397	301,374	301,374	301,374	1,613,023	15.7%
I1	Soft Costs Contingency	1,098,300	-	-	-	1,098,300	0.0%
J1	FF&E	2,965,586	24,978	24,978	24,978	2,940,608	0.8%
Total		121,949,389	25,696,234	1,932,821.28	27,629,055	94,320,334	22.7%

Board of Management Meeting
July 27, 2023

❖ CLINICAL SERVICES - Lindsay Dyrda, Director of Clinical Services

As of July 18, 2023, all permanent beds at Cassellholme are full! We have not been able to say that for more than four years. Thanks to many hard working staff, we have welcomed 72 new residents since January of this year.

Ministry Inspection from May 23-25, 2023 regarding a critical incident. Received report on June 27, 2023 with 3 written notices:

1. The licensee has failed to ensure that every window in the home that opened to the outdoors and was accessible to residents had a screen and could not be opened more than 15 centimetres.
2. The licensee has failed to ensure that before discharging a resident, that alternatives to discharge had been considered and, where appropriate, tried.
3. The licensee has failed to ensure that before discharging a resident, they provided a written notice to the resident, the resident's substitute decision-maker, if any, and any person either of them may direct, setting out a detailed explanation of the supporting facts, as they related to both the home and to the resident's condition and requirements for care, that justified the licensee's decision to discharge the resident.

Corrective action has been implemented for all written notices. The inspection report is posted on the Ministry website and in the home.

Staffing- The previous Nurse Practitioner Terri MacDougall resigned June 2, 2023. We have hired Erin Brophy to assume the NP role. Erin is a recent NP grad and will begin her training in the RN role until she receives her NP licence. She is passionate about geriatrics and we are excited to have her join our team

We have 2 agency RNs helping fill RN shortages for the summer.

❖ RESIDENT & Family Navigator - Jillian Marchand

Admissions

2023 (January to July 20)

Admission - 53

Short Stay Respite Admissions - 19

Total= 72

In comparison to 2022 Entire Year

Admissions - 91

On July 19, 2023, Cassellholme had a site visit by Ontario Association of Residents' Councils.

The Education and Home Support Manager of the OARC met with the Resident and Family Navigator to provide support to the home, and review the resident council program. Positive feedback about the resident council program, constitution and bylaws, reviewing bill of rights with residents, website, and communication with resident and families.

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

Elevator

The main elevator, servicing the basement of the home, will be out of service for an undetermined amount of time as a result of the age of the elevator. TK Elevator has informed Cassellholme the part required to repair the elevator has been discontinued.

TK Elevator is competent that they can fabricate a part in order to repair the elevator; however, they cannot confirm a timeframe for the fabrication but recognise the urgency for the repair.

We are currently relocating equipment and supplies to the main floor that would otherwise be stored in the basement.

Fire Alarm

The fire alarm issue is being reviewed with our Insurance Company and Fire Department.

Staffing

Recruitment process is ongoing.

Air Conditioning

Based on readings from our temperature monitoring system we have been offering air conditioners to residents where the temperatures in their rooms exceed 26 C. This typically only occurs after several days of continued high outdoor temperatures. Some residents have declined the installation of the air conditioners.

Health checks are being completed on residents when an alarm is received indicating temperatures have exceeded 26C.

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

Cassellholme's Finance

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

Still advertising for 1 full-time and 1 part-time position.

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

All vacancies for housekeeping have been filled and we are now fully staffed.

❖ **CULTURAL & SPIRITUAL SUPPORT - Tracy Davis, Cultural & Spiritual Support Lead**

We have recently welcomed back some of the clergy to offer worship on Sunday afternoons and recently a bible study group for a small group of residents.

We continue to meet with all new residents at time of admission to determine their spiritual needs. Palliation in service training has been offered to all of our staff and we are reviewing our end of life processes to ensure we are meeting the residents needs as well as the Ministry requirements.

Our general orientation program for new staff continues to grow and we are working hard at all the ways we are engaging and investing in our staffing groups. Our mentor program is being offered to all new PSWs and we are already seeing that they are arriving on the units feeling more confident and prepared for front line duties.

We have recently restarted our chats@holme support group for families and it has been very well attended. We are considering offering a grief support group for family members after they have suffered a loss at Cassellholme. I continue to work with Jillian Marchand as we offer the new family orientation evenings.

We are also starting to look at how we can use our staff survey results to build a plan to shift culture. The Quality Improvement Team is also looking at forming a culture club which would be made up of front line staff as well as leaders to begin the process of assessing where we can help create change.

❖ INFECTION PREVENTION & CONTROL - Ellen Whittaker, Manager

Outbreak

The home has had 2 recent outbreaks.

- Respiratory outbreak from June 8th to June 21st 2023, facility-wide with only 10 resident cases and no staff cases. The causative agent was Parainfluenza 3.
- There was a second respiratory outbreak from June 30th to July 10th 2023, facility-wide with only 7 resident cases and no staff cases. One resident tested positive for Parainfluenza 3 during this outbreak.

All residents who present with any symptom of Covid-19 continue to be placed on isolation and tested for Covid and other respiratory agents. Roommates are also placed on isolation and tested.

Hand Hygiene

Hand Hygiene observations continue to be done on all units and at various times of the day by a core group of observers. To date 28 employees have been trained to complete the observations.

A minimum of 200 observation must be done per month and a quarterly report is required to be submitted to the Health Unit.

In the 2nd quarter 777 observations were done, with a significant increase in compliance, to 83.8%.

The observations are completed following the 4 Moments for Hand Hygiene and the Speedy Audit app is used.

Immunization

Residents who consent to Covid-19 immunization are continuing to be offered booster shots, including new admissions.

Pneumovax and tetanus are also being updated and offered with consent.

Construction

Audits continue to be done regularly to ensure windows and doors adjacent to the construction site remain sealed.

PPE

Masking is no longer required. The Staff Illness policy remains in effect, excluding sick staff from the Home. Covid-19 testing for sick staff continues to be offered daily.

Staff co-horting for breaks is no longer required and the unit break rooms are being returned to their original use.

Education

As per the Health Unit's suggestion, supervisors and managers have started online IPAC training and it is our goal to have the series of 6 modules completed by the end of the year.