

THURSDAY, JANUARY 23, 2025

MINUTES

Date: Thursday, January 23, 2025

Location: Cassellholme Garden Room

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

Staff: Angie Punnett, Administrator
 Billy Brooks, Chief Financial Officer
 Dave Smits, Director, Capital Facilities
 Anita Brisson, Project Manager
 Camille Bigras, QI Director
 Lindsay Dyrda, Director of Care
 Julie Pilkey, Secretary

Regrets: **Guests:** Monique Peters, Family Council

	ITEM	ACTION
A.	CALL TO ORDER	
	<p>MEETING RECORDED</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the meeting be called to order at 5:02 p.m.”</i></p> <p>Res. #001-25 <u>Carried</u></p>	
B.	WELCOME NEW BOARD MEMBERS - Provincial Appointments	
	<ul style="list-style-type: none"> ➤ Dave Mendicino ➤ James Bruce <p>Cassellholme received notification from the Ministry of Long-Term Care that Dave Mendicino and James Bruce have been selected and approved to sit on the Cassellholme Board of Management.</p> <p>Cassellholme didn't receive their congratulatory letters until today at 3:50 p.m., so they were unable to be notified to attend this meeting.</p> <p>Julie will email Dave and James a Welcome Package and invite them to the next Board Meeting February 27, 2025.</p> <p>Julie to ensure they both have a CPIC with Vulnerable Sector.</p>	
	1. Approval of Agenda	
	<p>The Board agreed to defer the Election of Officers until the February Meeting when there will be the full 7 member Board of Directors present.</p> <p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approved to defer Agenda Item 4 – Election of Officers, until the February 27, 2025 meeting.”</i></p> <p>Res. #002-25 <u>Carried</u></p>	

	<p>Deferred Agenda Item #4 to the February 27, 2025 Meeting</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. #003-25 <u>Carried</u></p>	
2. Conflict of Interest		
	<p><i>“Moved by Chris Mayne and seconded by Robert Corriveau that no Board Members present have declared a conflict of interest.”</i></p> <p>Res. #004-25 <u>Carried</u></p>	
3. Approval of Minutes		
	<p>3.1 Approval of the Minutes of the Regular Board Meeting held on December 18, 2024</p> <p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the minutes of the Regular Board Meeting, held on December 18, 2024, be adopted as amended.”</i></p> <p>Res. #005-25 <u>Carried</u></p>	
4. Election of Officers		
	<p>Elections deferred until the February 27, 2025 meeting. The Officers remained status quo for this meeting.</p> <p>4.1 Chairperson 4.2 Vice-Chairperson 4.3 Treasurer 4.4 Chairperson, Charitable Foundation Committee 4.5 Secretary</p>	
5. New Business		
	<p>5.1 Behavioral Support Unit (BSU) Application 2025</p> <p>Angie received an email from Ontario Health requesting a more formal application be submitted, with a deadline of February 7/25. The Board approved the Chair to sign a Letter of Support to submit with the application.</p> <p><i>“Moved by Michelle Lahay and seconded by Chris Mayne that the Board approve the Chair to sign a Letter of Support for Designation of a Specialized Dementia Care Unit at Cassellholme. The letter will support the application for a 12-bed Behavioral Support Unit (BSU) of care and management of individuals with dementia.”</i></p> <p>Res. #006-25 <u>Carried</u></p>	

6. Redevelopment

6.1 Construction Update *(Dave Smits)*

Report in package.

Move in date is still scheduled for May 4, 2025.

Working through the transition list, setting up training to start, etc.

Should receive the 3rd Party Structure Review next week. Will update the Board at the next meeting.

Discussed concerns with the potential threat of Tariffs from the new USA President, Donald Trump. An announcement is scheduled for February 1/25.

Looking at alternatives in the meantime.

6.2 Meeting with the Municipalities – New Date + Review Agenda

The Board agreed to hold the Meeting during the first 2 weeks of February, requesting the meeting to start at 6:00 p.m.

Julie will send out a Doodle Poll to confirm the date and then send an invite to the Municipalities.

7. Operations

7.1 Operations Update

Update in package.

Angie added there was a flood early this morning, Jan 23/25, on Apple Street due to a frozen pipe that burst in the ceiling. 7 residents were displaced during the cleanup.

Lindsay noted the Ministry completed an Inspection, the 2nd week of January. Should receive the report next week.

Reviewed the 2024 Incidents in package. Extensive training has been implemented and should result in fewer incidents.

The last outbreak ended on Dec 1/24. Cassellholme has continued to enforce wearing masks throughout the home in resident areas. This could be helping to reduce outbreaks. Another flu shot clinic was recently held for staff - 90% of staff have their flu shots now.

This increased the available staff able to work in case of an influenza outbreak.

7.2 Q4 – 2024 Cassellholme Financial Report

As per the email Billy sent out prior to the meeting, the Financial Report has been deferred due to a protracted close process given it is also year-end.

In lieu of the report Billy presented an updated redevelopment forecast and actual construction interest costs for 2024.

Billy is working with Infrastructure Ontario and our Project Monitor to determine the capital levies. The Board agreed to defer the capital levy until more information is available. Billy will update the Board once he has more information from his meeting with the Project Monitor tomorrow, Jan 24/25.

7.3 Knox Insurance Renewal *(Motion)*

Billy noted an 8.2% increase. The Board previously approved the budget to include an estimate for a 10% increase for 2025 as well as a contingency for deductibles during the 2025 year.

The Board requested a 60-day notice for future renewals to shop around and compare.

“Moved by Chris Mayne and seconded by Robert Corriveau that the Board approve the Knox Insurance Renewal for 2025, as presented.”

Res. #007-25

Carried

8. IN-CAMERA		
	<p>Guests left the meeting</p> <p><i>“Moved by Chris Mayne and seconded by Michelle Lahay that the Board proceed to an In-Camera session at 5:55 p.m.”</i></p> <p>Res. #008-25 <u>Carried</u></p> <p>8.1 Approval of the In-Camera Minutes – dated December 18, 2024</p> <p style="text-align: center;">In-Camera Motion - Res. #009-25</p> <p>8.2 Confidential Matter - Redevelopment 8.3 Confidential Matter – Property 8.4 Confidential Matter - Personnel</p> <p><i>“Moved by Peter Chirico and seconded by Michelle Lahay that the Board approve the In-Camera session to be adjourned at 6:40p.m.”</i></p> <p>Res. #010-25 <u>Carried</u></p>	
C. CORRESPONDENCE		
	<p>C.1. Ministry Inspection Public Report – Sept 16-20, 2024 C.2. Ministry Inspection Public Report – Nov 6-7, 2024</p>	
D. REQUEST FOR FUTURE AGENDA ITEMS		
	No items noted	
E. DATE OF NEXT MEETING		
	Thursday February 27, 2025 – Cassellholme Garden Room – Time to be determined by the Call of the Chair	
F. ADJOURNMENT		
	<p><i>“Moved by Robert Corriveau and seconded by Chris Mayne that the meeting be adjourned at 6:45 p.m.”</i></p> <p>Res. #011-25 Carried</p>	

Secretary

Chairman