

**Minutes of the Regular Meeting
of the Board of Management of Au Château
held in Au Château's Boardroom
on April 24, 2019 at 12:00 noon**

PRESENT: MEMBERS :	Lise Sénécal	Chairperson
	Yvon Duhaime	
	Jacques Dupuis	Administrator / Secretary
	Guy Éthier	Vice-Chairperson
	Henri Laflamme	Chief Financial Officer
	Léo Malette	
	Dan O'Mara	
	Corinne Restoule	Financial Accountant
	Joanne Savage	
	Nicole Janson	Recording Secretary

01. Meeting called to order

Meeting was called to order.

02. Declaration of Conflict of Interest

No declaration of conflict of interest declared.

03. Adoption of Agenda

Resolution No. 23

Moved by : Guy Éthier
Seconded by : Léo Malette

BE IT RESOLVED THAT the Agenda of the Regular Meeting on April 24, 2019 be approved as amended at 12:00 pm.

Carried

04. **Adoption of Minutes**

Resolution No. 24

Moved by : Dan O'Mara
Seconded by : Guy Éthier

BE IT RESOLVED THAT the Minutes of the Regular Meeting held March 20, 2019 be approved as presented.

Carried

05. **New Business:**

a) **CSS – Assisted Living Compliance Review Audit**

A compliance review audit was performed and focused mainly on high risk seniors. Although documentation was being done, it was recommended that policies be developed to meet the requirements for which these have already been implemented.

b) **Strategic Plan – Employee Recruitment – LHIN's**

Administrator informed the Board on the LHIN's efforts in recruiting PSW's.

c) **Snow Removal Tender**

Administrator informed the Board on the special meeting held with the Life Lease residents and its positive results. The Board was further advised of the meeting with the contractor and after discussion it was agreed that the following resolution be adopted:

Resolution No. 25

Moved by : Léo Malette
Seconded by : Dan O'Mara

WHEREAS on February 4th, the Home issued a call for tenders for snow removal, and

WHEREAS four (4) contractors picked up the tender package, and

WHEREAS only one (1) contractor submitted a tender at a fixed price of \$109,991 for five (5) years before taxes, representing an increase of \$50,979 or 46%, and
WHEREAS the Administrator has met the contractor to discuss reasons for the significant increases,

THEREFORE BE IT RESOLVED that the Board authorize the Administrator to award the contract to Lafond Snow Removal and Sweeping, meeting all specifications.

Carried

d) **MOH Inspection Update**

Administrator informed the Board on his pre-meeting via conference call with the MOHLTC Inspection Branch regarding the outstanding order on Plan of Care. A review of all the care plans was done and simplified and subsequently audits are being performed to ensure compliance. He also highlighted the following items:

- change in software to Point Click
- focus on an analysis of care on 3rd floor
- importance on documentation
- activities care plans review and simplification
- physio's simplified worksheet

With these modifications, hopefully the compliance inspectors' report will bring positive results.

Further information was provided that Inspectors are also reviewing certain critical incident reports.

06. **Unfinished Business:**

a) **Financial Report - Presentation of Draft Financial Statements by Bakertilly**

Daniel Longlade of the firm of Bakertilly presented the Independent Auditors Report which outlined the audit of the Financial Statements. Amongst other matters, there were no internal control matters and no misstatements and as such, a clean audit opinion was provided. Furthermore, because they did not note any significant issues, they will not be issuing a letter to management. The Chief Financial Officer then summarized the Audited Financial Statements and the following resolution was then adopted as presented:

Resolution No. 26

Moved by : Guy Éther
Seconded by : Léo Malette

BE IT RESOLVED THAT the Audited Statements for the year 2018 be approved as presented.

Carried

b) **Administrative Report**

There being no further discussion other than what was presented on the report, the Administrative report was adopted as presented and the following resolution was passed:

Resolution No. 27

Moved by : Dan O'Mara
Seconded by : Guy Éthier

BE IT RESOLVED THAT the Administrator's Report be accepted as presented.

Carried

07. **In-Camera Session**

None

08. **Other Business / Information Items**

a) **Next Meeting**

The next meeting is scheduled for May 15th, 2019 at 12:00 noon.

b) **Information Items**

None

09. **Adjournment**

Resolution No. 28

Moved by : Guy Éthier
Seconded by : Dan O'Mara

BE IT RESOLVED THAT the meeting now adjourn at 2:00 pm.

Carried

V.les

Chairperson

Administrator / Secretary