



**Casey House**  
**Board of Directors Meeting Minutes**  
**Wednesday, November 29, 2017 - 6:00pm**  
**Casey House - 119 Isabella St. - Conference Room**

**Members:**

- ✓ James Alberding
- Stephen Brown
- ✓ Joseph DeFoa
- ✓ Jennifer A. Dewling
- Joyce Fenuta
- ✓ Mark Garber
- ✓ Kelly Glass
- ✓ Bryn Gray\*
- ✓ Elaine Kierans
- ✓ Mark Lachmann

*\*via teleconference*

- Debbie McDonald
- Leighton McDonald
- ✓ James Owen
- ✓ Judith Purves\*
- Feaz Rahim
- ✓ Geoff Rawle\*
- David Simmonds
- ✓ Cynthia Stewart
- ✓ Priya Tandon

**Ex-Officio:**

- ✓ Joanne Simons
- ✓ Karen de Prinse

**Invited Guests:**

- ✓ Claire Morris
- ✓ Malika Sharma
- ✓ Mark Trask
- ✓ Bill O'Leary
- ✓ Soo Chan Carusone
- ✓ Carol Strike

Recorder: Heather Robinson

#	Agenda Topic and Discussion Points	Decision
1.0	<b>Board Education Session:</b>	
	<p>Joanne Simons introduced Bill O'Leary, Social Worker at Casey House, Carol Strike, research partner and Soo Chan Carusone, Director of Research at Casey House.</p> <p>Bill and Carol presented on Harm Reduction.</p> <p>The Board held a discussion. Bill, Carol and Soo addressed questions.</p>	
2.0	<b>Call to Order &amp; Approval of Agenda:</b>	
	<p>In Leighton McDonald's absence, Mark Lachmann called the meeting to order at 7:10pm.</p> <p><i>Motion by James Alberding to approve the agenda as presented.</i>  <i>Seconded by James Owen.</i></p>	<i>Carried</i>
3.0	<b>Approval of Minutes:</b>	
	<p><u>3.1 Approval of Board of Directors Meeting Minutes - September 27, 2017</u>  <i>Motion by James Alberding to approve the Casey House Board of Directors Meeting Minutes of September 27, 2017 as presented.</i>  <i>Seconded by James Owen.</i></p>	<i>Carried</i>
4.0	<b>Items for Information/Discussion:</b>	
	<p><u>4.1 CEO Report</u>            Joanne presented on the following:</p> <ul style="list-style-type: none"> <li>• <b>9 Huntley Farewell on October 11th</b> - 125 attendees, a number of founders, previous Board members, clients, volunteers and community members from throughout Casey House's history. The</li> </ul>	

house was decorated with memorabilia and guests were asked to sign a farewell or leave a heart message. A smudging ceremony and land acknowledgment was given, Councillor Wong-Tam gave remarks and Metropolitan Community Church gave a short service of remembrance. Guests participated in a ceremonial carrying of the 1988 quilt from 9 Huntley to 119 Isabella where a small reception was held.

- **119 Isabella Grand Opening on October 25<sup>th</sup>** - 200 attendees, including the Premier, the Minister of Health and the Mayor, who all gave remarks. Long-time client Kenneth Poon also gave remarks. Media coverage included CTV, City TV, Global TV, the Toronto Star and the Globe & Mail. Chef Matt Basile announced June's HIV+ Eatery and officially launched the event.
  - **Stakeholders:**
    - Staff engagement survey in progress, closes December 13<sup>th</sup>;
    - Invitation to join OHTN clinic network and Board of Directors;
    - Attendance at OAN two-day conference;
    - Attendance at PWA strategic planning sessions;
    - Hosted quarterly meeting of Upper Jarvis Neighbourhood Association. Their main concern is the distribution of kits and how the materials effect the cleanliness of the neighbourhood;
    - Fife House change in leadership - Keith Hambly has resigned from his role as Executive Director. Fife House is currently in recruitment - possible partnership in the future;
    - A number of community organizations have used Casey House's space for their events/meetings over the past two months;
    - CANFAR - possibility of a future partnership and staff and space sharing agreement. Space discussion is the priority and they will likely need a decision before the January Board meeting. Joanne asked for the Board's permission to start this conversation with CANFAR.  
*Motion by Mark Garber to approve that management enter into discussions with CANFAR regarding partnership and collaboration. Seconded by Priya Tandon.*
- Carried*
- Motion by Mark Garber to approve that the Governance Committee, along with management, develop a plan and oversee CANFAR sharing space at Casey House. Seconded by Priya Tandon.*
- Carried*
- Union negotiations - no change since September. A ruling is expected in 2018.

**4.2 Medical Advisory Committee**

Joanne Simons introduced the pre-circulated briefing note and provided a review, highlighting the following:

- Kevin Gough is currently the interim Medical Director until Dr. Malika Sharma joins the team on December 4<sup>th</sup>.
- Currently recruiting new physicians to grow the in-house team.

- Medical Advisory Committee met on November 21<sup>st</sup> to assess four applications:
  - Dr. Rosanne Mills - mat leave coverage for Dr. Elise Hall, consulting psychiatrist.
  - Dr. Charlotte Hunter - completed fellowship in November, applied for covering staff privileges.
  - Dr. Malika Sharma - incoming Medical Director, full privileges.
  - Alexander Caudarella - applied for covering privileges.
- Joanne updated pending items that were listed, as some had been received since distribution of the Board package.

*Motion by Elaine Kierans that the Casey House Board of Directors approve the credentialing of Dr. Rosanne Mills, Dr. Charlotte Hunter, Dr. Malika Sharma and Dr. Alexander Caudarella for the medical staff category in which they applied and as recommended by the Medical Advisory Committee, pending outstanding items. Seconded by James Owen.*

Carried

#### 4.3 Governance Committee

Mark Lachmann introduced the pre-circulated information and provided a review. He noted that the committee met on November 22<sup>nd</sup>. He reviewed the pre-circulated briefing note, highlighting the following:

- **Board special projects status update:** all projects are either complete or on track with the exception of the Day Health Program volumes, for which a mitigation plan is in place and numbers continue to increase.
- **Board evaluation:** the committee reviewed the evaluation that was completed in 2017. With no changes requested, the evaluation will be completed again in 2018.
- **9 Huntley/Fife House:** The Board approved the sale price of 9 Huntley on October 20<sup>th</sup> via an email poll. The motion was put forward to the executive committee of the City of Toronto to endorse purchase. The motion was approved unanimous without discussion. Approval at the City Council meeting December 6th-8th is not expected to be an issue. Approval from the Ministry of Health is required to proceed prior to closing, which is expected February 15<sup>th</sup>. A business case describing the intended use of funds from the sale, and a current appraisal of the property must be submitted for Ministry consideration. Joanne has discussed the business case with James Alberding to determine the level of detail required. The Finance Committee has received the preliminary breakdown of the intended use of funds. Joanne reviewed the pre-circulated initial intended use of funds:
  - Pay off the mortgage on 571 Jarvis St.
  - Capital investments for the next five years.
  - Pay down the bridge financing to avoid interest payments.

- Special projects (i.e. Harm Reduction, CANFAR, etc.) – language and description will be drafted for each.
- Return of funds to the Foundation

*Motion by Joseph DeFoa to endorse that management proceed with developing a business case that meets Ministry guidelines and includes the amended breakdown and themes for the intended use of funds from the sale. Seconded by James Alberding.*

Carried

The Board held a discussion and Joanne addressed questions.

#### 4.4 Finance Committee

Judith Purves introduced the pre-circulated information and noted that the committee met on October 19<sup>th</sup> and November 23<sup>rd</sup>. She reviewed the briefing note and highlighted the following:

- The committee reviewed the **financial statements** for the periods ending August 31<sup>st</sup> and September 30<sup>th</sup>.
- The **Ministry Accounts Receivable** for the redevelopment will increase by \$1.9M to reflect the holdback portion for construction.
- The **PCOP** for 2016/17 has been received and a total of \$182,800 will be recovered. The funding associated with the volumes for the Day Health Program and the incremental inpatient bed will need to be returned as those areas were not fully functional in March 2017.
- **Budget** – Judith introduced the pre-circulated budget information and provided a review.

She noted a submission was made to the LHIN by their deadline on November 24<sup>th</sup>, following endorsement from the Finance Committee at its November 23<sup>rd</sup> meeting.

*Motion by Mark Garber to approve the Casey House Operating Budget for 2018/19 as presented. Seconded by Cynthia Stewart.*

- **New auditors** have been selected, following an RFP and interview period. Deloitte LLP will resume as auditors in 2018/19 for a three year term. The firm will be officially appointed at the Annual General Meeting in June.
- As mentioned in the Governance Committee report, significant activity has taken place regarding the **sale of 9 Huntley Street** to the City of Toronto. Management awaits Ministry approval and submission of a business case justifying the intended use of funds from the sale. PricewaterhouseCoopers LLP has been notified to help with the accounting and tax implications of the sale. They have determined that there would be no capital taxes owing. The sale has received written support from the Toronto Central LHIN.
- The committee received an update from the **Investment Committee**. Although results are more variable than the committee would like, performance remains on track.
- Insurance renewal with **HIROC** has taken place and coverage remains at \$5M for liability and market value replacement for property.
- The **HVAC remediation** solution has proceeded with the installation of noise buffering panels around the unit. Neighbours

Carried

and noise by-law officials have commented on the significant decrease in disruption however no official re-testing of the decibel levels has taken place.

#### 4.5 Quality Committee

Mark Lachmann introduced the pre-circulated material and noted that the committee met on November 20<sup>th</sup>. He highlighted the following:

- **Electronic Health Record:** the system experienced a six-hour unexpected down period recently. Karen de Prinse provided an overview of the situation and commended the leadership shown by staff during the disruption.
- **Pharmacy:** Costs are higher than in the past. Management is working to mitigate costs and explore bulk buying.
- **Day Health Program:** Volumes remain on a steady incline. Mitigation plans are in place to address the volumes and the impact to funding. Karen and Joanne provided a review, noting that the program experienced a slower onboarding than expected. The team is now averaging 200 visits per week. Marketing and outreach continue for a 'road show' to spread the word of Casey House's services to the community.
- **Harm Reduction:** Mark introduced the pre-circulated briefing note. He noted that the team developed and approved a Naloxone approach, with the input of Dr. Kevin Gough and Karen de Prinse, to allow the use of Naloxone on site. He provided his support of this and indicated that this was a necessary practice to introduce.

#### 4.6 Redevelopment Committee

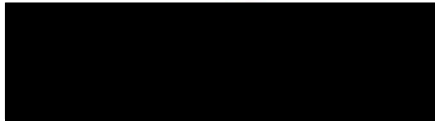
Mark Garber introduced the pre-circulated material and noted that the committee met on October 5<sup>th</sup>. He provided an update on the project, highlighting the following:

- All deficiencies are complete.
- All Change Orders have been negotiated and signed off by all parties. Work remains for the irrigation Change Order on site for which a plan is in place.
- All FF&E purchases are now complete and the budget remains in a surplus.
- All signage, interior and exterior is complete. The Board discussed the exterior sign and inquired if the letters on the side are to be illuminated from within. Management will discuss this with the project manager and a discussion will be brought to the next Redevelopment Committee meeting.
- Work on the water feature and the weeping tile pumps remain in progress.
- The main, ongoing discussion is Bird's delay claim which Mark indicated will be discussed in camera at this meeting. A second round report from Altus was received and management has met with them to discuss it.
- At the next Board meeting, time will be allocated to discuss the change orders and consultants.

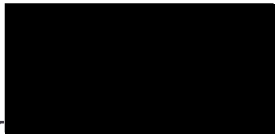
4.0	<b>In-Camera Session:</b>	
	<p>Mark Lachmann called the in-camera session to order.  <i>Motion by James Alberding to approve the agenda. Seconded by Joseph DeFoa.</i></p> <p>Mark Lachmann adjourned the in-camera session.  <i>Motion by Priya Tandon to adjourn the in-camera session. Seconded by Mark Garber.</i></p>	<p><i>Carried</i></p> <p><i>Carried</i></p>
5.0	<b>Adjournment:</b>	
	<p>Mark Lachmann adjourned the meeting at 8:15pm.  <i>Motion by Kelly Glass to adjourn the meeting. Seconded by Priya Tandon.</i></p>	<p><i>Carried</i></p>

Next Meeting: Wednesday, January 31, 2018; 6:00pm

I certify that these minutes were considered and approved at the meeting of the Casey House Board of Directors on January 31, 2018.



Leighton McDonald  
Board Chair



Feaz Rahim  
Board Secretary