

- Meeting Minutes -

Date: Thursday April 18, 2013
Time: 1200 hours
Location: Board Room

Present: Maureen Bradley, Jessie Rowntree, Margo Stone, Lee Campbell, Candy Burkitt
Guest: Carol Brophy

Regrets: Shirley Ellis, Estelle Street, Tom Harrington

1. Call to order: Meeting called to order by Candy at 11:52am
2. Approval of Previous Minutes: That the March 21, 2013 minutes be approved as circulated: Moved by: Margo, Seconded by: Jessie
3. Business Arising:
 - a) SLL Code Red/Green Evacuation Exercise:
Date of exercise was March 27, first floor only, 1 Unit, 18 beds
Involved 11 staff to simulate night staffing
Target of 13 minutes (target unknown to staff prior to exercise); exercise completed under target time
Action arising from exercise: a plan will be put in place to train all staff in the use of emergency lifts
 - b) Discussion of SE LHIN Regional Family Council Meeting deferred to separate agenda item
4. Round Table:
 - a) issue regarding the evening shift and employee scheduling of breaks; 3 PSW's are on staff; when 2 take their break at the same time, it leaves residents who require 2 staff members for lifting/toileting/etc without assistance
Carol indicated that this practice is not as per SLL's rest break schedule policy and should not be happening. Where there is evidence of this happening, the Home is dealing with the situation as considered in the union collective agreement and the home's policy.
If this occurs, the procedure should be to: report issue to the RN on duty and leave a message for the ADOC for the floor. If the RN cannot be located, leave a message for the ADOC; but do not wait to report the issue; please report in a timely manner.



b) the pet therapy dog program has started. Currently 3 dogs are visiting interested residents on each floor

c) discussion on a Volunteer recruitment/development policy. Acknowledgement that this would not occur overnight, but that now may be the time to start conversations on how and where to look for recruits, volunteer positions and opportunities. Candy has offered to help with development or acquisition of policies from other agencies

5. Other Business:

Family Council Networking Meeting Preparations:

- Tom: what roles/involvement will representatives from MVL and SPM have in the day? Should we ask them to take a role, ex. thanking of a speaker?

- Tom: what is the budget for the gifts for the speakers? Suggestions were: an Ian Coristine book featuring the 1,000 Islands or a basket of local products (maple syrup, cheese)

- Alzheimer's Society involvement: Maureen has contacted Denise Wood from the Alzheimer's Association and they are willing to set up a display, and are willing to speak about dementia if asked to do so. Please advise Denise of our decision.

Schedule – Day of Event:

a) Parking: contact Brad and develop a plan for designating an area for attendee parking for the day.

b) Lodge Shop: Carol to contact volunteers and cancel Lodge Shop activities for the day

c) Schedule for the day:

Attendees arrive, register and are guided toward the Fireside Lounge area.

Registration: 2 people required. Margo and Maureen have volunteered. Jessie will welcome the guests and direct them towards venue area.

Printed name tags to be available at registration. Attendee gift bags to be handed out at registration. Attendee gift bags with Life Brand items are being donated from Shopper Drug Mart, downtown Brockville (contact is Carolyn Burpee). Once the attendance is confirmed, we need to provide Carol with the number of bags required. We should have some paper and pens on hand for use (if needed) by the attendees.

We did not discuss this, but will coffee/refreshments be set up for arrival?

10am - Opening remarks: Lee

Introduction of 1st speaker, Dr. Le Clair: Shirley ?

Thanking of Dr. Le Clair, presentation of gift: ?

Lunch: Served buffet style in Lodge Shop area

Menu: Wraps, veggie platter, fruit, cheese, pickles, crackers, coffee, tea, water, lemon cake for dessert

Introduction of 2nd speaker, Shawn Souder: ?

Thanking of Shawn Souder, presentation of gift: ?



Closing Remarks: Tom ?

Lodge Tours: Carol is willing to provide short tours – either at lunch or after the event

6. Date and Time of Next Meeting:

Thursday, May 16th, 2013, 12:00 pm, Boardroom

7. Adjournment:

Meeting adjourned at 12:35pm

