

Meeting Minutes

Date: Tuesday, July 18, 2017
Time: 1:30 p.m.
Location: Conference Room, St. Lawrence Lodge
Present:

Members Present			
X	Pam Moorhouse, Chair		
X	Deb Steele, Vice-Chair		
X	Candace Kaine, Secretary		
X	JoAnn Bell		
X	Helen LeBlanc		
R	Janice Twaddle		

X = present

R = regrets

Guests: Tom Harrington, Administrator
 Angela Roles, ADOC, 3rd Floor
 Pam Malcomson (observer – mother is on Cedar)

1. Welcome and Introductions (Pam Moorhouse, Chair, Family Council)
 Meeting commenced at approximately 1:40 p.m.

2. Review of Minutes - Family Council Meeting, June 20, 2017
 Minutes were approved by Deb Steele and seconded by JoAnn Bell.

It was agreed to defer Compliance Reports discussion until next meeting.

Re: #11 – Tom advises that it cannot be done at this time as the system will not allow for it.

Re: #6 – after several incidents with the new bed, a family member got their father back into an “old” bed. Tom cautioned that there are limited numbers of decommissioned beds available as they are being stripped for parts to be used in other areas of the building. It was noted that information about the new beds appeared in the last newsletter.

Discussion of staff identifying themselves to residents when entering their rooms. This is regularly discussed at RHA (Resident Home Area) meetings with staff, according to Angela Roles.

Further discussion on the “Butterfly Project”. Tom advises that it is ready to go and, in fact, has been used recently within the Lodge.

Regarding attendance at Resident’s Council, there have been no meetings booked at this point, but Family Council will be invited to send a representative to their next meeting.

3. Hot Packs (Pam Moorhouse) Although these are an order for treatment, they are not being signed for as required. The issue is that these packs may or may not be used in a therapeutic manner as hot packs are being administered by non-treatment staff. Angela notes that activation staff are required to note the provision of hot packs on *Point Click Care*. Pam questioned the efficacy of these packs being provided to



residents who may not be competent to administer their own treatment. Also, there are instances when hot packs are left in a resident's room when they are away and when they return, the pack may no longer be hot. It was also noted that these packs are also supposed to be comfort measures for residents and may be required at hours other than when activation staff are available. Currently, this is not happening. **Family Council would like a response about this concern by next meeting.**

4. Half Sling/Full Sling (Pam Moorhouse) - When residents are moved using a full sling, are family members aware that this means they will no longer be taken to the toilet? Is a change from half sling to full sling noted in the care plan? Angela Roles advised that this should be identified in the care plan and discussed with family members. FC has concerns that this is not taking place.
5. Air Conditioning (Deb Steele) Residents and visitors are concerned about the level of air conditioning, particularly in the dining room. Tom advised that the resident's rooms are not air conditioned – only the halls and the common areas have A/C. Family Council requests that maintenance be asked about diffusers for the dining rooms so that cool air is not blowing directly onto residents as they have their meals. Tom to follow up.
6. \$150 gift certificate (JoAnn Bell) – JoAnn entered a contest and won a gift certificate for free printing from Ignite Printing in Brockville. She will give the certificate to Tom (SLL Foundation) for use to print postcards for residents or other useful and creative ideas.
7. Increase in Activities for Residents (JoAnn Bell) – JoAnn suggests that more and varied activities are needed for residents and she read a passage aloud from a book that outlines how a cognitively impaired resident sees life in a care facility. Questions were asked about items on the Monthly Events Calendar – for example, what are friendly visits and what are room to room visits and who are the visitors? As Dawn was not able to be at this meeting, it was suggested that JoAnn sit down with Dawn to discuss/brainstorm her many suggestions for increased activities and increased volunteer involvement. Pam offered to accompany her to this discussion. Family Council would like to support Activation to benefit our residents. Results will be shared at the next FC meeting.
8. Gentle Persuasive Approaches (GPA) (Deb Steele) Family Council would like to host an overview of this training that would be open to family, staff and anyone else who might be interested in this approach. We are proposing holding the event in the classroom/Town Hall area and would like to publicize the suggested date: **Thursday, September 14th from 6:30 to 8 p.m.** Deb is a certified trainer and will invite Sean Souder to attend as a facilitator. We will need a projector and microphone and ask that some liquid refreshments be provided (water, coffee/tea). FC members will stay to clean up afterward so this will not be an issue for housekeeping staff. Tom agreed and was provided with a sample poster that will be placed around the Lodge in strategic locations by FC.
9. Alzheimer's Society Update (Deb Steele) This item will be deferred to our September meeting as representatives are not available in July or August.

10. Administrator's Dialogue: Tom Harrington advised that Dawn Dodge has been confirmed in the position of Activation Coordinator. Her job will be backfilled. Our Nurse Practitioner has left the Lodge for another position and so recruitment will continue for this key position.
11. Other Business and Wrap-Up: Deb noted that there are numerous dead bushes in the first-floor courtyard. Tom will follow up. JoAnn asked if FC could recognize staff retirements as there are several upcoming. The consensus was that we will continue to do this on an informal basis. Tom advises that these milestones are marked by Administration on behalf of residents and staff at the Lodge.
12. Meeting adjourned at 2:55 p.m.

Next meeting date: Tuesday, August 15, 2017 at 1:30 p.m. (Boardroom)

Minutes recorded by Candace Kaine