

FAMILY COUNCIL MINUTES

May 15, 2018

1:30 p.m.

St. Lawrence Lodge Boardroom

Meeting called by: Chair, Pam Moorhouse **Type of meeting:** Monthly Family Council Meeting

Vice Chair: Deb Steele **Secretary:** Candace Kaine

Members: Pam Moorhouse, Candace Kaine, Helen LeBlanc, Deb Steele

Invitees: Tom Harrington, Administrator; Dawn Dodge, Activation Coordinator, Tracey Davidson, DOC

AGENDA ITEMS

Topic

Meeting commenced at 1:30 p.m.

1. Review of April 17, 2018 and follow up items:

JoAnn Bell tendered her resignation to Family Council Chair Pam Moorhouse. We wish her and her family well and thank JoAnn for her service.

Tracey Davidson will be here for part of the meeting today. We welcome Tracey.

Regarding the hairdresser, the competition yielded four good candidates. St. Lawrence Lodge has elected to go with a company "Forever Young Hair Group" that provides hairdressing services in Long Term Care settings in both Ontario and Quebec. Administration is in the process of signing a service agreement. There will be changes to rates at some point in future as a result of this new contract.

Regarding towel warmers in the spa areas, no decision has been made at this point about replacements and all remaining towel warmers have now been decommissioned. To follow up.

Regarding communication between BGH and St. Lawrence Lodge: Log sheet from emergency is to be returned with the resident, but this has not been happening. Tracey spoke with QR managers at the hospital and this will be discussed with the ER manager.

Follow up on portable oxygen issues: an *in service* for staff is being arranged as part of ongoing training for PSWs. Pam advised that residents continue to run out of oxygen in the dining room and Tracey notes that whoever is portering the resident from their room needs to check the levels in the portable tank before leaving the resident's room. This is an important issue and FC requests that Tracey follow up. It was noted that the RPN signs for the oxygen but not for the delivery of the oxygen.

The entrance button was re-labelled in the front foyer.

The Strawberry Social will be held on Wednesday, June 27th and tickets are available at the front office.

Administration is still in the process of signing on to the new survey process described at the last meeting. Volunteers will be trained to administer the survey and will be assigned as needed.

Minutes approved by Helen and seconded by Dawn. Tracey left the meeting at 2 p.m.

2. Gardens/Courtyards: Deb Steele wants to lead the refurbishment of the courtyards as they have fallen into a state of neglect over the past couple of years. Topsoil will be ordered, according to Tom Harrington and there will be parging and painting done by maintenance. Deb has contacted Allison Whitlock of the Brockville Horticultural Society for advice and will approach local businesses for donations of plants etc. for this project. Family Council is in support and will provide physical help and donations as available. We have decided on Friday, June 8th for this project (with Saturday, June 9th being the rain date). Dawn will ensure that we have water and other assistance available for this event. Family Council will seek volunteers to assist on the day.
3. Trust Statements/Invoices: Deb Steele has asked previously and is suggesting again that if these statements could be provided electronically for those who do not require a hard copy. Postage is 84 cents per mailout and this would save the Lodge some money. Tom advised that the Point Click Care program does not have this capability currently.
4. Wheelchair at front door: Pam noted that it took 25 minutes to find a wheelchair for a resident who needed one at noon on a weekend. There had been one at the front door on Saturday but it was missing on the Sunday. This is an issue that needs to be addressed. There should be some accountability for the placement of a wheelchair at the front at all times and it should be returned immediately after use. Tracey advised she would follow up.
5. Election June 7, 2018. Dawn advises that a polling station will be set up in the classroom from 9 a.m. to 9 p.m. on June 7th and that there will be staff available to porter residents to the polls.
6. Summer meeting schedule: Tuesday, June 26, 2018; Tuesday, July 24, 2018; no meeting in August; Tuesday, September 18, 2018
7. Fundraising Idea: Candace discussed a former United Way initiative that is no longer used, which might be an idea for St. Lawrence Lodge. It was an art auction. General discussion. Candace to follow up with United Way for info on sources of art, etc. Tom mentioned something called a "Black Tie Bingo" which might also be considered in future.
8. Administrator's Dialogue: Discussion of hairdressing contract (see above). Budget announcements made earlier this year will result in some long-overdue financial relief and some increase in resident care hours. This is welcome news. The Strawberry Social is on target and there will be a BBQ in August at the south side of the building with entertainment. More info to follow. Tree removal has taken place to improve the view from the building and to remove dead and diseased trees. Tom asked if the online newsletter is being read? The consensus of the group seems to be that people tend to pick it up from the security desk rather than read it online.

Meeting adjourned at 2:45 p.m.

Next meeting date: **Tuesday, June 26, 2018 at 1:30 p.m.**

