

- Meeting Minutes -

Date: Thursday October 17, 2013
Time: 1200 hours
Location: Board Room

Present: Sylvia Foxtan, Maureen Bradley, Mrs. Kittle, Faye Crosswell, Debra Simpson
Guests: Tom Harrington, Carol Brophy

Regrets: Jessie Rowntree, Margo Stone, Estelle Street

1. Call to Order – Maureen called the meeting to order at 12:15 pm.

2. Approval of Previous Minutes

a. That the September 19, 2013 meeting minutes be approved, as circulated.

Moved by: Sylvia
Seconded by: Faye
Carried

3. Business Arising

a. Physiotherapy Changes

i. Carol provided a summary of the new initiatives implemented since the PT funding change took effect in August 2013. Members noted positive outcomes of the changes so far. Carol highlighted aspects of the changes that have been implemented based on recommendations from the Residents Council as well.

b. Volunteer Recruitment

i. This item will be expanded on in the presentation later on the agenda.

c. AVP Donation

i. Carol reported that AVP has confirmed a \$15000 donation. The proceeds will be used to refurbish the Fireside Lounge area to make it more comfortable and welcoming for residents and their guests. At this time, it appears that the necessary work will not be completed in time for the Christmas season, so the decision is to move the work into early 2014.

4. Round Table

a. Recent Resident Turnover

i. Carol highlighted the recent turnover in residents, especially Spruce Lodge, since September 2013 to date. The Pastoral team has conducted memorial services and been available for private discussions to assist with the grieving process. The recent rate of change has had a significant impact as the Home assists the new residents and their families and caregivers to get settled in to the Home.

b. Wheel Chair Washing

i. A question arose regarding cleaning protocols. Carol reported that it used to be a major undertaking through Motion Specialties. Now, the process is completed through the Nursing Dept. A check will be made of the wheel chair in question. No other areas noted.



- c. Flu Immunization
 - i. The Home confirmed that the flu vaccination program usually gets underway in early November. It was noted that community clinic times have already been posted as well.
 - d. Evacuation Exercise
 - i. Tom and Carol reported on the upcoming evacuation exercise scheduled for October 23rd, 2013. The exercise will not involve actual SLL residents, but instead will use SLC students. The full exercise will start by 11 am and take until approximately 1 pm. Pine Lodge residents will have special programming and their lunch in the Fireside Lounge during the exercise. Residents will be returned to Pine Lodge at the end of the exercise.
5. Other Business
- a. Volunteer Program
 - i. Carol provided a series of documents for review, including a Volunteer Handbook, job descriptions, and organization chart. She confirmed recent presentations to local organizations in an effort to recruit new volunteers with some success to date. Currently, there are approximately eighty volunteers. While discussing volunteer programming, it was suggested that particular emphasis be placed on assistance with feeding. There was also a general discussion regarding feeding assistance in the dining rooms. It was suggested that a communication be included in an upcoming resident newsletter.
 - b. Long Term Care In Ontario Presentation
 - i. Tom provided a presentation on the LTC sector in Ontario to provide the members with some background information from the Provincial, regional, and local perspective.
 - c. Family Council Terms of Reference
 - i. It has been some time since the Family Council reviewed its terms of reference. A copy of the current terms of reference was handed out for information. Members will decide if they wish to review and revise them at the next meeting.
 - d. ADOC Announcement
 - i. Family Council members were provided with a copy of an announcement regarding the appointment of Maria Gollinger as a new ADOC for the Home. Maria's clinical role will include being the Nurse Manager for 2nd Floor.
6. Date and Time of Next Meeting – Thursday November 21, 2013 at 12 pm.
7. Adjournment – meeting adjourned at 1:55 pm.

