

Meeting Minutes

Date: Thursday, April 14th, 2016
Time: 1200 hours
Location: Board Room
Present:

Members			
R	Cathy Dufresne	√	Linda Evans
√	Candace Kaine	R	Helen LeBlanc
R	Susan Magalas	√	Bonnie Monteith
R	Jessie Rowntree	√	Debra Simpson
R	Margo Stone	√	Janice Twaddle

Guests		
	√	Carol Brophy
	√	Tom Harrington
	√	Kim Cleroux

√ = present
R = regrets

1. Call to Order – meeting called to order by Bonnie at 12:20 pm.
2. Approval of Previous Minutes
 - a. That the March 10th, 2016 meeting minutes be approved as circulated.

Moved by: Candace Kaine
Seconded by: Debra Simpson
Carried
3. Business Arising
 - a. Sewing Service – Carol reported that she had found 2 vendors willing to assist with sewing services for SLL residents. The information will be posted.
 - b. Palliative Care – Carol brought a copy of the Home’s palliative care binder and reviewed the service provided. Discussion included the volume of discharges each year, and activities related to placing notices in the Chapel, interaction with tablemates and close associates of deceased residents, prayer offerings, and other aspects of end-of-life care. Further discussion related to recent occurrence when Carol was on vacation and what the backfill plans are within the Home.
 - c. Dining Service – Kim Cleroux attended the meeting to discuss meal service as requested. Kim noted that the recent changes in meal service times originally were requested by Resident Council. Changes were implemented on 1st and 2nd Floors. 1st went well; however, 2nd floor implementation did not work out as effectively. A decision was made to switch 2nd back fairly quickly due to resident feedback about how disruptive the change was to established routines. It was noted that the change back seemed to calm residents again.
Discussed dining room routines and feeding assistance provided to residents. Members noted that some residents are brought to the dining room – sometimes early with nothing happening or some residents have to wait while residents requiring feeding assistance are provided for first. Kim noted that feeding

* denotes an electronic attachment



assistance is the priority activity. The feeding process must be completed once it is started and if a staff member is helping a resident then they are not available to assist with other residents. On Elm Lodge for example, there are currently 16 residents requiring assistance. She further noted that if residents are indeed in the dining room early, then this is something the Home can monitor and address. The staff try to find a balance between providing feeding assistance to those persons that require it and those more independent residents who have different needs, priorities, and preferences.

Discussion also included serving rotation. Kim confirmed that there is a programmed rotation. The Home will follow up to make sure this is happening as expected.

In addition, discussion took place regarding resident table assignment. Some members felt like it was happening more frequently recently, sometimes without notice to family members. Reviewed the various factors that impact on this process – new admissions, resident is having temporary difficulties, etc. The registered staff make the decision to change seating assignments depending on information at that time.

Council members expressed kudos related to hot food temperatures, hot beverages and good-flavoured coffee. Overall the meals are good and the ice cream cart service is a welcome bonus.

4. Round Table

- a. Wheel Chair Repair – a question arose as to whether the service provider could come to site more frequently. Carol noted that the current provider has been recently acquired by a competitor and they are going through a transition at this time. She also noted that the Home is looking to issue an RFP for this service later this year. In the meantime, she advised that work requisitions have to be recorded “in the book” in order to be properly logged. In addition, Carol reaffirmed that the resident and family own the wheel chair and SLL only facilitates service. A wheel chair clinic is being planned. She related that a steam cleaning process is a major undertaking to complete given the sheer numbers now in use. It is noted that some families refuse to have needed service conducted on the wheel chair which can cause some difficulties in ensuring the wheel chair is effective for the resident. SLL also maintains a stock of wheel chairs that can be loaned to people on a temporary basis.
- b. Income Tax Forms – members noted a delay in receiving documentation this year with some people reporting receiving duplicate reports.

5. Other Business

- a. Family Council Recognition Week – June 4-10/16
 - i. Decided to host a social event for residents and families that will be part of Family Council Week, as well as, celebrate SLL's 10th Anniversary in the “new” St. Lawrence Lodge building. Thursday June 9th was selected for a wine and cheese social. Carol and Tom were asked to coordinate.
- b. LTC Funding Advocacy
 - i. Discussion regarding on-going LTC funding difficulties. Tom reported that CUPE Local 2107 is taking part in the Ontario CUPE Time To Care LTC Funding advocacy campaign and the Local has extended an invitation to Family Council to participate. Copies of the campaign PR material were circulated for information. Members indicated that it makes sense to raise



community awareness about the issue. Tom was asked to let the Local know that Family Council is interested in learning more about the campaign. Members also expressed that it would be important to speak to MPP Steve Clark about the issue as well.

- c. Volunteer Appreciation
 - i. Carol invited all Council Members to the May 12th, 2016 Volunteer Appreciation Luncheon to be held in the Fireside Lounge.

6. Date and Time of Next Meeting – May 12, 2016 at 12:00 pm.

7. Adjournment

