

- Meeting Agenda -

Date: Thursday December 19, 2013
Time: 1200 hours
Location: Board Room

Present: Sylvia Foxtton, Rita Kittle, Faye Crosswell, Jessie Rowntree, Margo Stone, Estelle Street
Guests: Carol Brophy, Tom Harrington

Regrets:

1. Call to Order – meeting called to order by Estelle at 12:30 pm. Estelle noted that everyone enjoyed the turkey dinner served today as a Christmas celebration.
2. Approval of Previous Minutes
 - a. That the October 17, 2013 meeting minutes be approved as circulated.

Moved by: Rita
Seconded by: Sylvia
Carried

3. Business Arising
 - a. Previous Meeting Handouts – some members asked if they could get copies of the handouts from the previous minutes since they were not able to attend. Copies can be secured at the Business Office.
 - b. Wheel chair – it was noted that feedback was received.
4. Round Table
 - a. Snow removal – a member noted that with the recent snow accumulation there were some parking spaces lost in the north parking area, which is the designated visitor parking. It was reported that we've had an unusual amount of snowfall for this time of year. The Home is monitoring the accumulation and has made arrangements with its snow removal contractor to relocate snow piles during their down time.
 - b. Snow Boot Change Area – a member remarked that the snow boot change area at the front door is congested at times, especially when some residents use it as a sitting area as well. It was suggested that perhaps the green bench from inside the main entrance could be utilized to provide more sitting space for people to use, as well as, a boot rack. The Home responded that this is a good suggestion and can work on that right away given the current weather conditions.
 - c. Wheel chair storage while resident is out of the building – a member queried where to store a wheel chair while a resident is out of the building. It was suggested that the chair could be placed in the class room area adjacent to the main entrance, especially on weekends. A communication will be issued to this effect.



- d. Residents at Main Entrance – it was suggested that the Home have more signage at the main entrance reminding visitors to not let residents exit the building inadvertently. The main objective is to heighten visitor awareness about the need to be diligent. The Home will install appropriate signage, as suggested.
 - e. Church Service Signage – it was recommended that signage advising that a liturgical service is underway be placed closer to the main entrance to prevent visitors from going along the corridor towards the Worship Area before realizing the service is underway and have to turn around. This will be implemented.
 - f. Dining Assignment – a question was raised about dining room assignment changes for residents. A recent experience was expressed where the change was implemented without timely communication. The members recognize that changes have to be made from time to time given the exigencies of resident care. The Home will undertake to remind the team that communication in this regard has to be timely before implementation.
5. Other Business
- a. MOHLTC Compliance Reports – Public copy
 - i. Received a copy of the Inspection Report – Public Copy dated November 21, 2013 with discussion.
 - ii. Received a copy of the Inspection Report – Public Copy dated December 10, 2013 with discussion.
 - b. MOHLTC Annual Compliance Inspection Preparation
 - i. Received a copy of the following Inspection Protocols - Resident Council Interview, Family Council Interview.
 - ii. Also received a copy of a handout providing an overview of the Resident Quality Inspection process for information.
 - iii. The members recommended that this be discussed further in preparation for the expected 2014 inspection.
 - c. Lived Experience Network communication
 - i. Received an information flyer related to this initiative.
6. Date and Time of Next Meeting – Thursday January 16, 2014 at 12:00 pm.
7. Adjournment – meeting adjourned at 1:50 pm.

