

Meeting Minutes

Date: Thursday December 8, 2016
Time: 12:00 pm
Location: Board Room
Present:

Members			
R	Candace Kaine	√	Janice Twaddle
R	Jessie Rowntree	√	Pamela Moorhouse
√	Linda Evans		
√	Helen LeBlanc		
√	Bonnie Monteith		

Guests		
	R	Carol Brophy
	√	Tom Harrington
	√	Dawn Dodge

√ = present
 R = regrets

1. Call to Order
 - a. Meeting called to order by Chair Linda Evans at 12:15 pm.
 - b. Members received an email notice from Susan Magalas indicating her intention to retire from Family Council.

2. Approval of Previous Minutes
 - a. That the October 13, 2016 meeting minutes be approved, as circulated. Carried

3. Business Arising

4. Round Table
 - a. Noted that the care conference referenced in previous meeting minutes had occurred.
 - b. Discussion on observations related to missed bath day protocols, staff break routines, resident transfer protocols, and flu shot protocol. A member also reiterated that she was very satisfied with care being provided to their family member.

5. Other Business
 - a. Carol Brophy Retirement; Dawn Dodge Introduction
 - i. With Carol Brophy's pending retirement in December 2016, Dawn Dodge was introduced as the Acting Coordinator – Activation and Volunteer Services. Dawn will be assigned as the staff liaison for Family Council upon Carol's retirement. Dawn's appointment was received very well by Council members and they wished her good luck in her new appointment.



- b. Nurse Practitioner Recruitment Update
 - i. Tom advised that a full-time Clinical Practice Manager has been hired. She will be starting her SLL role on January 9, 2017.
 - c. MOHLTC Public Compliance Reports
 - i. November 24/16 – Complaint
 - 1. Received written report for information.
 - ii. November 24/16 – Critical Incident
 - 1. Received written report for information.
 - d. Christmas Events – Christmas Luncheon Invitation – December 15th at 11:30am
 - i. Tom provided a short summary of Christmas season preparations and extended an invitation to Family Council members to attend a Christmas luncheon on December 15th at 11:30am.
6. Date and Time of Next Meeting – Thursday January 12, 2017 at 12:00 pm.
7. Adjournment – meeting adjourned at 1:50pm.