

# FAMILY COUNCIL MINUTES

June 26, 2018

1:30 p.m.

St. Lawrence Lodge Boardroom

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

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

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

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

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## AGENDA ITEMS

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### Topic

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Meeting commenced at 1:30 p.m.

1. Review of May 15, 2018 and follow up items: The hairdresser is now in place (Lori) and possibly a second hairdresser may be added. Prices will increase as of August 1<sup>st</sup> and there will be notification posted on the salon and will also be noted in the newsletter and at the front office.

Regarding towel warmers in the spa areas, administration continues to research options. There will be a catalogue of "wish list" items developed for the Foundation Board to direct donations toward. A Foundation bulletin board has been installed near the library so that people can view current Foundation news.

Regarding communication between BGH and St. Lawrence Lodge: some improvement has been noted. Tracey advised there are no informal meetings between management at STLL and BGH. Family Council suggests that this might be something to try to implement as a strategy to improve communication between our two sites.

Follow up on portable oxygen issues: an *in service* for staff is ongoing with training for PSWs and other interested staff by Cathie Blair. Tracey noted that the oxygen supply available in the portable units depends on the flow level and can be either 1.5 hours or up to 3 hours. The flow can be reduced to conserve oxygen if a resident is going to be away from their room for a longer time.

The Strawberry Social was cancelled as only about 25 tickets were sold.

Wheelchairs at the front entrance: this continues to be "hit or miss", particularly on weekends. Family Council would like to see a system implemented to ensure that at least one wheelchair is always available at the front door and that a labelling or flagging the "house" wheelchairs be done to ensure that they do not end up in use on the units.

There will be a BBQ on the 1<sup>st</sup> Wednesday in August (August 1<sup>st</sup>?) with music on the lawn and desserts on the balconies for the residents. It will not be in the parking lot as in past years as the weather has been incredibly hot at this time of year for the past few summer seasons.

Minutes approved by Helen and seconded by Deb.

2. Gardens/Courtyards: Deb noted that the planting day was a great success. A total of \$725 worth of plants/decorative items was spent, with \$505 coming from donations from local nurseries/hardware stores and \$220 coming from Deb's garage sale. Family Council will recognize those businesses that contributed to the refurbishment of the gardens and courtyards and would also like to thank Brad from the maintenance department and Dawn for their assistance on the day and afterwards. Family Council will prepare thank you cards for the businesses and Business Office will mail them out. Thank you to everyone for making this event a success!
3. Patient lifts in the hallways (safety issue): Candace received a complaint about the lifts in the hallways of the units being stored in an unsafe manner. Tracey advises that staff try to keep them on one side of the corridor only and that they are to be turned so that pieces are not sticking out. Tracey will remind staff to take care with storage of the lifts on the units.
4. Compliance feedback: Pam noted that one of the items that was flagged for her as Chair of Family Council when the ministry was last in was that there is a ten-day requirement for follow up by administration on items that are brought forward for action at Family Council meetings. Also, the frequency of Resident Council meetings is of concern. The last meeting was in April and the next one will be held in July, according to Dawn. Tom agreed to follow up by email on outstanding items within ten days of our meetings.
5. Town Square suggestions: Candace advised that family members have suggested the shelving unit at the end of the fireplace be removed to improve sight lines. Tom will investigate the feasibility of this. It was agreed that this would be a good idea if it is possible. Secondly, the vending machines were unable to provide change at the last music session on a Saturday and it was suggested that a change machine be installed. Dawn believes that a change machine would not be cost effective for the use that it would receive, but she will investigate why the vending machines are not able to provide change. To follow up.
6. Fundraising follow-up: Candace has nothing to report at this time but will report back in July.
7. Administrator's Dialogue: Administration is working on a cannabis policy considering the upcoming legislative changes. The policy will consider residents and workplace safety concerns. Tracey advises that it will apply to staff and visitors and is part of a move toward a no smoking environment as there are only about a dozen residents who smoke tobacco currently.  
Medically Assistance in Dying (MAID) protocols are being developed and the Board of Management has approved in principal with an understanding that clarification will be sought on the issue of consent. Further info to come. There will be a change of boundaries coming (effective January 1, 2019) between Elizabethtown and Brockville. The Brockville boundary will continue east to past Sherwood, meaning that busing will be from Brockville. Brockville Fire and Police will also cover St. Lawrence Lodge once the government provides further direction.  
Regarding the survey, volunteers are now in place and the survey will be rolled out shortly.  
IT services had been connected to BGH in the past, however, now Developmental Services of Leeds/Grenville (DSL) will be collaborating with SLL to provide IT support.

Meeting adjourned at 2:25 p.m.

Next meeting date: **Tuesday, July 24, 2018 at 1:30 p.m.**

