

- Meeting Minutes -

Date: Thursday January 16, 2014
Time: 1200 hours
Location: Board Room

Present: Rita Kittle, Maureen Bradley, Jessie Rowntree, Sylvia Foxton, Margo Stone.
Guests: Carol Brophy, Tom Harrington

Regrets: Estelle Street, Faye Croswell

1. Call to Order – called to order at 12:25 pm by Maureen.

2. Approval of Previous Minutes

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

Moved by: Margo
Seconded by: Jessie
Carried

3. Business Arising

- a. Wheelchair storage – working well.
- b. Snow boot change area – modifications working well.
- c. Parking Lot snow removal – appreciate having that attended to by the Home.
- d. Table assignments – discussed the process again. The Home is utilizing responsive behavior management tactics to resolve matters as they arise in the dining room. SLL trying to ensure that the communication loop is closed with key persons when changes are made as a result.

4. Round Table

- a. End of Life Care Experience – Maureen shared her experiences at the end of her husband's life here at the Home. She also related a "northern lights" experience that was quite meaningful for all members. Maureen indicated that she will be continuing in a volunteer capacity at the Home as well.
- b. Visitors Who Are Sick – a question arose regarding expectations around visitors and employees who are sick and whether they should be attending at the Home. Generally, visitors are discouraged not to attend if they have been ill in the past several days. Employees are also informed that they need to be diligent when they are ill. The Home provides an extensive sick leave plan to protect income as needed.
- c. Family Council Meeting Minutes – it was noted that the Family Council meeting minutes have been removed from the general notice board in the elevator lobby. The Home does check the area regularly and will resupply a stock of minutes.
- d. SLL Web Site – a question arose regarding the web site updates. It was reported that the Home is in the process of refreshing the web site. The work should be completed by end of March 2014.



- e. Resident Olympics – Carol shared the plans for the upcoming Resident Winter Olympics. Residents have been training hard for their event and a strong competition is expected among all RHAs.
 - f. Activation – Carol reported on shift schedule adjustments that have been made on Oak Lodge to improve service to residents, especially in the late afternoon timeframe.
5. Other Business
- a. Family Council Liaison Designation – 2014
 - i. That Carol Brophy and Tom Harrington be approved as the SLL Family Council Liaison designated persons to assist Family Council as required.
Moved by: Sylvia
Seconded by: Maureen
Carried
 - b. MOHLTC Annual Compliance Inspection Preparation
 - i. Review of Family Council Interview Inspection Protocol
 - 1. Received a package of information for review, including an overview of Family Council requirements within the LTC Homes Act, Inspection Protocol – Family Council Interview, and Residents' Council Interview. Members were asked to review and bring forward any questions in preparation for the annual compliance inspection in 2014.
 - ii. Confirm Family Council Contact Person(s)
 - 1. The members held a private meeting to determine who the designated contact person or persons will be for the compliance inspection, as required by the MOHLTC inspection checklist.
 - c. 2013 Resident Satisfaction Survey Review
 - i. Received an information package summarizing the satisfaction survey results for 2013. There was a general discussion on the results achieved.
6. Date and Time of Next Meeting – February 20, 2014 at 12 pm.
7. Adjournment – meeting adjourned at 1:35 pm.

