

Meeting Minutes

Date: Wednesday March 15, 2017
Time: 12:00 pm
Location: Board Room
Present:

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

Guests		
	√	Dawn Dodge
	√	Tom Harrington
	√	Tracey Davidson

√ = present
R = regrets

1. Call to Order – meeting called to order by Candace at 12:35 pm.
2. Approval of Previous Minutes
 - a. That the February 15, 2017 meeting minutes be approved. – Carried -
3. Business Arising
 - a. Food Services – clarified for the minutes. Reference was to three observation episodes at evening meal time. Looking for ways to resolve items observed related to putting people to bed as well as residents waiting in dining room for staff to return.
 - b. Bathing – discussed with Tracey the verification process to confirm that bathing has been completed. Suggestion made to inform family members about who to speak to when they have questions regarding care, etc. by placing a notice in an upcoming newsletter. Discussion included getting the small things right as they can be a big thing for the resident and family at the time; impact of good performing employees and others that need improvement on quality of care.
 - c. Television Service – Tom provided an update on implementation of the new service. Still working through technical difficulties with digital system working with older devices.
 - d. Preferred Bed Time – discussion about putting people to bed, what is the preferred time? Also, sound volume of televisions in the evening is loud in some cases. Should there be a time deadline to turn volume down? Dawn provided background on some recent situations.
4. Round Table
 - a. Dining Room – question arose if the paper survey copies were available in all



- dining rooms. Will check status.
- b. Outbreak Status – discussion regarding communications at end of outbreak period. Some members were told that the outbreak was over during the weekend, but not fully declared over until management representatives were back in the office during the weekdays. Clarified that the Health Unit makes the final determination as to when the outbreak is declared over. Discussed activities on non-affected units – it not apparent that extras are happening. Dawn clarified that non-affected units have additional recreational activities and support. Discussed spiritual care at outbreak times. Question in particular for RC communion assistants able to attend. Dawn to check and confirm Health Unit expectations.
 - c. Hot Packs Protocol – Dawn clarified process being used.
 - d. Snacks – observed snacks presented in packaging that may be hard for some residents to open. Can this be changed? Also shared observed cup handling techniques by some employees when distributing fluids. Suggest reminding staff regarding proper hand hygiene protocols.
 - e. Foot Care – question regarding if a family can hire someone to come in to provide foot care. Tracey confirmed that this is acceptable if the resident wishes.
 - f. Recognizing a Resident's Passing – Discussion regarding current practices and how the home could consider doing something more to recognize the person and to communicate to others that the residents has passed. Dawn will undertake a review.
5. Other Business
- a. SLL 2017 Budget Overview – Tom presented an overview of the Home's recently approved budget. The municipal partners have been asked to increase the annual levy considerably this year. The Provincial Budget allocation for LTC still not keeping pace with the reality of delivering services.
 - b. Mobility Services – Dawn and Tom provided an update on a change in mobility service provider for the Home. A new contract is being established with OMS to take effect in mid-April 2017. The Home is planning on working with Motion Specialty and OMS to ensure a smooth transition.
6. Date and Time of Next Meeting – April 19, 2017 at 12:00 pm.
7. Adjournment – meeting adjourned at 1:50 pm.