

## **Family Council Minutes**

### **Meeting March 16, 2023 at 2:30 pm via Zoom**

**Attendance:** Reg Knudson, Elinor Utting, Linda McLennan, Marion Dalley, Judith Hart, Linda Eyre

**Invitees:** Lisa Harper, Angela Roles

**Regrets:** Maria Clai, Donna Kukk, Colin Kidd

#### **Welcome:**

Reg opened the meeting @ 1431 with a welcome to everyone. Introductions of new potential members – Linda Eyre and Judith Hart.

#### **Agenda Approval:**

The agenda was approved @ 1437

#### **Old Business:**

Minutes from February 16, 2023 Family Council Meeting were reviewed and approved.

Moved by Marion Dalley, and Elinor Utting

#### **Old business:**

Admission process is being reviewed – the members of the admission process met as a team, will continue to have regular scheduled meetings, and will revise the process as needed. Confirmation that a contact list, and the Frequently Asked Questions is provided in the admission package. Review a process for having these at the nursing stations on all RHA's.

#### **New Business:**

1. **Terms of Reference** – Reg. discussed possibly making revisions to the current Terms of Reference. Home will inquire with other LTC homes about their Terms of Reference – if able to review. There was discussion that there is an online booklet re: Family Council (2016), and the home will review and can print a copy to have placed in binder in hall.
2. **Compression Stockings** – There was an inquiry about the monitoring of compression stockings, and how the task is initiated and assigned to the direct care staff. The physician

orders stockings, employees receive training on the application, and the RPN or RN can delegate the task to the PSW staff.

3. Ministry Inspections – There have not been any recent Ministry inspections since the later part of 2022. All inspection reports are printed, and placed in binder for public viewing. We report all required items as per the direction from the MOHLTC. The home has not yet had an annual inspection, and we do have some Critical Incidents to review, so the MOHLTC will likely be in to review at some point in the near future.
4. Referrals – Inquiry about the referral process in the home. ADOC's, registered staff, or the physician sends referrals. If registered staff or the ADOC requests referrals were, the physician would then sign off on the referral. Referrals for outside services – Brockville Mental Health Team (BMHT) and Mobile Response Team (MRT) are sent, and then the planned visit is arranged. Families should be made aware of the date for the planned visit. Lisa and Angela to discuss the plan for informing families so they can attend if desired. Recommendations are then provided to the in house physician for review and implementation. If there is a diagnostic test report, the physician is the individual who discusses these results. The Registered staff do not provide the results of X-rays, CT scans, or other diagnostic imaging. The home is looking to schedule in person clinics for the physician to meet with families.

### **Directors Report:**

Vacancy – 10 empty beds. Plan is to admit 4-5 residents per week until the Home is full.

Life Enrichment now has seven full time employees - one per resident home area, plus part time support. We are looking to extend the hours of the Activation staff on Oak. Activation staff will start providing activation coverage 7 days/week. Planning to hire an activation staff with a physio background to support exercise programs on RHA's.

Discussion about moving activation to the physio room and having physio return to their previous location. Date for completion of this project TBD.

QIP is currently being finalized, and will be submitted to the Health Quality Ontario (HQP) by March 31, 2023. The Family Council members will provide a copy next month for review.

Discussion about the process of bringing the Shirt Covers internally to the home. Hoping to implement this by May/June 2023.

Plan is to order new tables and chair in the coming months for all RHA's. Updates to be provided as able.

**Roundtable:**

1. Very happy to hear about the shirt covers.
2. Discussion around the minutes being sent out promptly for review post meeting.
  - a. Lisa does not approve the minutes, but rather reviews for required additions.
3. Family council members hoping to meet in person in the coming months.
4. Inquiry about Physio and slide board use – Lisa to F/U as Physio has been away related to illness.

**Next Meeting:**

April 20, 2023 @ 2:30 pm.

**Adjournment:**

Meeting was adjourned at 4:01pm.