

**Family Council Minutes**

**Meeting June 15, 2023 at 2:30 pm**

**St. Lawrence Lodge Boardroom & Zoom**

**Attendance:** Reg Knudson, Judith Hart, Linda Eyre, Elinor Utting, Colin Kidd, Maria Clai

**Invitees:** Lisa Harper, Angela Roles, Sherry Canning

**Welcome:**

Reg opened the meeting @ 2:33 pm with a welcome to everyone. A potential new member, Peri Howlett, may be joining the council in July. Peri is a former employee of the Lodge and now has a family member living in the Lodge.

**Agenda Approval:**

Topic added to Old Business section of agenda regarding date and time of next meeting displayed in the monthly newsletter.

Comparison of number of deaths annually will be added as an agenda item for the next meeting.

**Minutes Approval:**

Minutes from May 18, 2023 Family Council Meeting were reviewed and approved.

Moved by Colin Kidd

**Old business:**

Doctor's Hours:

The doctor has had some clinic hours, but the hours were not publicized, as they were not open clinics. Anyone with a need to see or speak with the doctor can go through the ADOC.

The doctor will need to provide his hours in writing and the ADOC's can communicate when the clinics are available.

Meetings in Newsletter:

Reg to draft a notice for the newsletter and give to council members for approval prior to providing it to the Lodge.

### **New Business:**

1. **Communication** – There is one RPN on each home unit that has access to full notes, the RPN is the nurse that has the medication cart. Do not wait at the nursing desk if you require something, please see the RPN. PSW's should direct people to the RPN's for assistance. If someone from the Lodge calls you, there should be a note written in PCC for others to access when you call back. Nurses need to check the phones on a regular basis. If an ADOC is away, there should be an Out of Office set up on the email and voicemail to let people know of their absence and who to contact.
2. **Conflicts between staff and residents, how do they resolve?** – If resident is uncomfortable with an employee, it should be brought up to ADOC. Provide as much detail as possible to the ADOC, such as date employee worked, time, and the employee's appearance.
3. **Staffing** – Where is SLL with staffing levels, there has been some voiced concern over staffing on the evening shifts. Recently the Home has been dealing with a GI outbreak that has caused a lot of call-ins for staff members. The outbreak is now over, so numbers should start to reflect the desired staffing levels.

\*Items 4 & 5 moved to next meeting due to time.

### **Administrator's Report:**

Vacancy – at 97% occupancy rate - 5 new admissions

Attendance Program – still challenging

- Lisa will give a debrief when it is prepared

GI outbreak is now over.

Had orientation on Tuesday for new 11 employees.

Staff appreciation will be BBQ and DQ treats.

The HVAC project is still ongoing with minimal impact to the residents, hopefully.

### **Roundtable:**

A lot of hard work goes into St. Lawrence Lodge by everyone – Thank you! It is amazing to see the care for the residents & family members.

**Next Meeting:**

Reg will discuss the date and time of the next meeting with the council members and let us know.

**Adjournment:**

Meeting was adjourned at 3:47 pm.