

KK/
Windsor, Ontario December 10, 2012

A meeting of the **Committee of Management for Huron Lodge Long Term Care Home** is held this day commencing at 9:00 o'clock a.m. in the Huron Lodge Conference Room, 1881 Cabana Road West, there being present the following members:

Councillor Bill Marra, Chair
Councillor Ron Jones
Councillor Hilary Payne

Also present are the following resource personnel:

Lucie Lombardo, Executive Director, LTC Administrator, Huron Lodge
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 9:04 o'clock a.m. and the Committee of Management considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. MOTION TO APPROVE THE AGENDA

Moved by Councillor Jones, seconded by Councillor Payne,
That the Agenda for the meeting of the Committee of Management for Huron Lodge Long Term Care Home held December 10, 2012 **BE APPROVED**.
Carried.

Councillor Payne requests an abbreviated "Communications Package" be provided for the Committee of Management in the future, as the current package contains too much detail.

L. Lombardo suggests the "Communications Package" can be e-mailed to the members, or a package will be available for viewing during the meeting. It was agreed that packages will be available at the meeting for viewing.

3. ADOPTION OF THE MINUTES

Moved by Councillor Payne, seconded by Councillor Jones,
That the minutes of the Committee of Management for Huron Lodge Long Term Care Home at its meeting held June 11, 2012 and September 27, 2012 **BE APPROVED**.
Carried.

4. DISCLOSURE OF PECUNIARY INTEREST

None disclosed .

5 . HURON LODGE - PROJECT UPDATE

No report.

6 . MOTION TO MOVE IN CAMERA

Verbal Motion is presented by Councillor Payne, seconded by Councillor Jones to move In Camera at 9:10 o'clock a.m. for discussion of the following item:

Item No.	Subject	Section Pursuant to Municipal Act, 2001, as amended
6.1	Personal matters about an identifiable individual, including municipal or local board employees	s. 239(2)(b)

Discussion on the item of business.

7. MOTION TO MOVE BACK INTO REGULAR SESSION

Moved by Councillor Payne, seconded by Councillor Marra to move back into public session at 9:27 o'clock a.m.

Motion Carried.

Moved by Councillor Payne, seconded by Councillor Jones,

THAT the Clerk BE DIRECTED to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Committee of Management for Huron Lodge Long Term Care Home held December 10, 2012 at the next Regular Meeting.

Moved by Councillor Payne, seconded by Councillor Jones,

That the verbal In Camera report of the Executive Director, LTC Administrator, Huron Lodge relating to the personal matters about an identifiable individual, including municipal or local board employees BE RECEIVED, and further, that Administration BE AUTHORIZED to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

8. **ADMINISTRATOR'S REPORT**

L.. Lombardo provides an succinct overview of her Administrator's Report dated November 13, 2012 as follows:

- No projected deficit. Appropriate measures incorporated to ensure budget targets for 2012 are met.
- The Windsor-Essex County Health Unit conducted an inspection on October 30, 2012 and all items were satisfactory.
- Three registered staff to attend the Behavioural Support Training at the end of November 2012.
- The Short Stay Respite Application was forwarded to the Local Health Integration Network for approval of the two respite beds in 2013.
- The 2012 Revenue Occupancy Report for the period from January 1, 2012 to September 30, 2012 was submitted to the Ministry of Health.
- The Long Term Care Annual Reconciliation Report for 2011 including the Auditor's opinion on the Annual Report and the Trust Fund were forwarded to the Ministry of Health on October 29, 2012.
- As of November 1, 2012, the Comfort Allowance for residents of long term care homes received an increase from \$132.00 per month to \$134.00 per month.

Moved by Councillor Jones, seconded by Councillor Payne,

That the report of the Administrator of Huron Lodge dated November 13, 2012 entitled "Huron Lodge Long Term Care Home - Administrator's Report to the Committee of Management" with an update regarding issues relating to resident care, the Ministry of Health, the Local Health Integration Network and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information.

Carried.

9. **HURON LODGE CONTINUOUS QUALITYIMPROVEMENT PROGRAM UPDATE**

L. Lombardo advises that in compliance with the *Long Term Care Homes Act* (2007) and Regulations, Huron Lodge maintains an interdisciplinary Continuous Quality Improvement Program. The purpose of the program is to monitor, evaluate, and review quality management protocols and activities in the home to ensure the mission, philosophy, and goals of each program are being met.

Moved by Councillor Jones, seconded by Councillor Payne,

That the report of the Director of Care, Huron Lodge dated November 13, 2012 entitled "Continuous Quality Improvement Program - Update" **BE RECEIVED** for information.

Carried.

10. DELEGATION OF AUTHORITY REPORT

Moved by Councillor Payne, seconded by Councillor Jones,

That **APPROVAL BE GIVEN** to execute the 2013-2016 Long Term Care - Service Accountability Agreement (L-SAA) for Huron Lodge Long Term Care Home with the Local Health Integration Network (LHIN) and that the Long Term Care Accountability Planning Submission (LAPS) **BE ACCEPTED**, and further,

That the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to sign the agreement satisfactory in form with the City Solicitor, and City Treasurer as to financial content and approval as to technical content by the Administrator of Huron Lodge.

Carried.

11. COMMUNICATIONS

Moved by Councillor Jones, seconded by Councillor Payne,

That the following communications **BE RECEIVED** for information:

1. Windsor Essex County Health Unit- Inspection Report
2. Local Health Integration Network (LHIN) - September 25, 2012 and October 30, 2012 - Board Meeting Highlights
3. Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS) - Updated Municipal Brief
4. OANHSS-2011 Annual Report
5. Ministry of Health and Long Term Care (MOHLTC) - General Update - for LTCH -starter kits
6. MOHLTC - Revenue/Occupancy Report
7. LHIN -Health Service Provider Leadership Council Meeting Package
8. OANHSS - MOH Inspection: Insights & Experiences
9. The Corporation of the City of Windsor - LTC Annual Report-Annual Reconciliation for 2011 to the MOH
10. MOHLTC - Centralized Intake Assessment & Triage Team (CIATT)
11. MOHLTC - Changes to Comfort Allowance & ODSP amounts for residents receiving a rate reduction
12. LHIN - 2013 Short Stay Respite Application & Survey Form
13. MOH - Funding Flexibilities
14. Coroner's Report- Geriatric and LTC Provincial Review 2011

Carried.

12. NEXT MEETING

The next meeting will be held on Monday, March 4, 2013 at 9:00 o'clock a.m. in the Huron Lodge Conference Room.

13. ADJOURNMENT

There being no further business, the meeting is adjourned at 9:40 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

**COMMITTEE OF MANAGEMENT
 FOR HURON LODGE LONG TERM CARE HOME
 MONDAY, DECEMBER 10, 2012 - 9:00 A.M.
 HURON LODGE CONFERENCE ROOM**

- 1.) CALL TO ORDER
- 2.) MOTION TO APPROVE THE AGENDA
- 3.) ADOPTION OF THE MINUTES DATED SEPTEMBER 27, 2012 AS ATTACHED
- 4.) DISCLOSURE OF PECUNIARY INTEREST
- 5.) HURON LODGE - PROJECT UPDATE
- 6.) MOTION TO MOVE IN-CAMERA

Subject	Section Pursuant to Municipal Act 2001, as amended
Personal matters about an identifiable individual, including municipal or local board employees	s. 239 (2)(b)

- 7.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 8.) ADMINISTRATOR'S REPORT
- 9.) HURON LODGE CONTINUOUS QUALITY IMPROVEMENT PROGRAM-
UPDATE
- 10.) DELEGATION OF AUTHORITY REPORT - Provided for Information
 - CAO2169 - CAO Report - Long-Term Care Service Accountability Agreement (L-SAA) 2013-2016 and Long-Term Care Accountability Planning Submission (LAPS)
- 11.) COMMUNICATIONS
- 12.) NEXT MEETING- Monday, March 4, 2013-9:00 a.m.
Huron Lodge Conference Room