

Windsor, Ontario June 6, 2014

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, there being present the following members:

Councillor Bill Marra, Chair
Councillor Ron Jones

Regrets received from:

Councillor Hilary Payne (meeting conflict)

Also present are the following resource personnel:

Mary Bateman, Acting Administrator, Huron Lodge
Adrian Busa, Supervisor of Maintenance, Contracts & Special Projects; Facility Operations, Huron Lodge
Tom Graziano, Manager of Facility Operations
John Miceli, Executive Director of Parks and Facilities
Jelena Payne, Community Development & Health Commissioner
Karen Kadour, Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 9:00 o'clock a.m. and the Committee of Management for Huron Lodge considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

2. ADOPTION OF THE MINUTES

Moved by Councillor Jones, seconded by Councillor Marra,
That the minutes of the Committee of Management for Huron Lodge Long Term Care Home of its meeting held March 7, 2014 **BE ADOPTED** as presented.
Carried.

3. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

6. FACILITY M_ANAGEMENT REPORT

T. Graziano reports as part of a corporate initiative to consolidate responsibility for facilities management, the Environment Services Department at Huron Lodge has been moved under Facility Operations. The introduction of Parks and Facility Operations to Huron Lodge is expected to have many added benefits including the ability to leverage internal department services such as added support in building systems and maintenance, skilled trade staff, project management staff, and grounds maintenance staff.

T. Graziano states to prevent any impacts on funding from the Ministry of Health and Long Term Care, Huron Lodge will continue to bear all of the costs in maintaining the facility through a charge back from Facility Operations on a monthly basis. Facility Operations in conjunction with Huron Lodge will ensure all Ministry of Health and Long Term Care reporting requirements are maintained.

J. Miceli advises he has met with all of the Environmental Services staff at Huron Lodge and anticipates this corporate initiative will be a tremendous success. He states Facility Operations will also introduce a web based centralized work order system, known as 360Facility. 360Facility provides a comprehensive work order, preventive maintenance and asset management system. It will be phased in over the next few months, providing a means to schedule maintenance, monitor responsiveness, track assets and projects and generate related reports.

Moved by Councillor Jones, seconded by Councillor Marra,
That the report of the Manager of Facility Operations dated May 14, 2014 entitled
"Introduction of Facility Operations" **BE RECEIVED**.
Carried.

7. ACTING ADMINISTRATOR'S REPORT

M. Bateman advises as a result of a recently evacuated long-term care home in Windsor, the Erie St. Clair Local Health Integration Network (LHIN) is moving towards a more coordinated approach to emergency preparedness in preparation for future incidents. In addition, the Ministry is currently working in conjunction with the LHIN's to define the LHIN's role in emergency management. They have issued a survey to all long-term care homes to assess our regional current state of preparedness.

Moved by Councillor Jones, seconded by Councillor Marra,
That the report of the Acting Administrator of Huron Lodge providing an update on issues relating to resident care, the Ministry of Health and Long Term Care, the Local Health Integration Network and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information, and **APPROVED** for the period of March 1, 2014 to May 31, 2014.

Carried.

Letters dated January 28, 2014 and March 11, 2014 from the Ministry of Health and Long-Term Care regarding the Inspection Report-Public Copy are ***attached*** respectively as Appendix "A" and "B".

8. ACCREDITATION REPORT

M. Bateman reports in order to prepare for accreditation, there have been numerous meetings with the Management Team over the last year to review business practices and services and how they relate to the expectations of the accrediting body. The deadline to have the accreditation examination survey complete is June 30, 2014 based on the Standards Manual that was purchased from the Commission on Accreditation of Rehabilitation Facilities (CARF). There will be two surveyors, each with their own assignments based on the area of expertise who will review Huron Lodge's processes for a day and a half. Once the surveyors have completed their review, they will have an exit interview to provide feedback and indicate their initial findings prior to sending a formal report. In conversation with the surveyors, they have indicated they are here to help meet the goal to become accredited.

Moved by Councillor Jones, seconded by Councillor Marra,
That the report of the Director of Resident Services dated May 15, 2014 entitled "Huron Lodge Accreditation Update" **BE RECEIVED**.
Carried.

9. COMMUNICATIONS INFORMATION PACKAGE

A flyer from the Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS) entitled "Meeting the Needs of Seniors Today and Planning for Tomorrow" is distributed and ***attached*** as Appendix "C".

Moved by Councillor Jones, seconded by Councillor Marra,
That the following communications **BE RECEIVED** for information:

1. Canadian Institute for Health Information - Drug Use Among Seniors on Public Drug Programs in Canada, 2012 Report published May 2014
2. Ontario Association of Non-Profit Homes and Services for Seniors - Year over Year Funded CMI Analysis 2012-13 to 2014-15 February 2014
3. Ontario Association of Non-Profit Homes and Services for Seniors - LTC System Capacity Projections: Demographic Change and Community Diversion Strategy March 2014

Carried.

4. MOTION TO MOVE IN CAMERA

Verbal Motion is presented by Councillor Jones, seconded by Councillor Payne, to move In Camera at 9:18 o'clock a.m. for discussion of the following items:

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

Motion Carried.

Discussion on the items of business.

5. MOTION TO MOVE BACK INTO REGULAR SESSIO

Moved by Councillor Jones, seconded by Councillor Marra, to move back into public session at 9:48 o'clock a.m.

Motion Carried.

Moved by Councillor Jones, seconded by Councillor Marra,
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 June 6, 2014 at the next regular meeting.

Moved by Councillor Jones, seconded by Councillor Marra,
That the verbal In Camera report relating to the personal matter 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.

10. DATE OF NEXT MEETING

The next meeting will be held on September 5, 2014 at 9:00 o'clock a.m. in the Huron Lodge Conference Room.

11. ADJOURNMENT

There being no further business, the meeting is adjourned at 9:50 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

**COMMITTEE OF MANAGEMENT
 FOR HURON LODGE LONG TERM CARE HOME
 FRIDAY, JUNE 6, 2014 - 9:00 A.M.
 HURON LODGE CONFERENCE ROOM**

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED MARCH 7, 2014 AS ATTACHED
- 3.) DISCLOSURE OF PECUNIARY INTEREST
- 4.) 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)

- 5.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 6.) FACILITY MANAGEMENT REPORT
- 7.) ACTING ADMINISTRATOR'S REPORT
- 8.) ACCREDITATION REPORT
- 9.) COMMUNICATIONS INFORMATION PACAGE
- 10.) NEXT MEETING - September 5, 2014
Huron Lodge Conference Room
- 11.) ADJOURNMENT