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Windsor, Ontario March 5, 2012

A meeting of the **Committee of Management for Huron Lodge Long Term Care Home** is held this day 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 Al Maghnieh

Also present are the following resource personnel:

Joe Baker, Project Administrator
Lucie Lombardo, Executive Director, LTD Administrator, Huron Lodge
Ronna Warsh, Community Development & Health Commissioner
Karen Kadour (A) Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 9:06 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 Maghnieh, seconded by Councillor Jones,

That the Agenda for the meeting of the Committee of Management for Huron Lodge Long Term Care Home held March 5, 2012 **BE APPROVED AS AMENDED** to add the following communications as Items 10 and 11 respectively.

Item 10 Windsor-Essex County Health Unit – Food Premises Inspection Report dated February 17, 2012

Item 11 Erie St. Clair LHIN/Health Service Providers Leadership Council Forum
Carried.

3. ADOPTION OF THE MINUTES

Moved by Councillor Jones, seconded by Councillor Maghnieh,

That the minutes of the Committee of Management for Huron Lodge Long Term Care Home at its meeting held December 12, 2011 **BE ADOPTED** as presented.

Carried.

4. **DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

5. **IN CAMERA**

Verbal Motion is presented by Councillor Maghnieh, seconded by Councillor Jones, to move In Camera at 9:15 o'clock a.m. for discussion of the following items:

Item No.	Subject	Section Pursuant to Municipal Act, 2001, as amended
5.1	Personal matters about an identifiable individual, including municipal or local board employees	s. 239 (2)(b)
5.2	Labour relations or employee negotiations	s. 239 (2)(d)
5.3	Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board	s. 239 (2) (e)

Motion Carried.

Discussion on the item of business (Item 5.3)

Discussion on the item of business (Item 5.2)

The Committee Coordinator is asked to leave the meeting at 9:30 o'clock a.m.

The Committee Coordinator is invited back into the meeting at 9:45 o'clock a.m.

Verbal Motion is presented by Councillor Maghnieh, seconded by Councillor Jones, to move back into public session at 9:46 o'clock a.m.

Motion Carried.

Moved by Councillor Jones, seconded by Councillor Maghnieh,

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 March 5, 2012 at the next Regular Meeting.

That the In Camera Report of the Project Administrator, Engineering Development dated March 1, 2012 entitled "Project Update Report – March 2012" **BE DISCUSSED** during the public session of the Committee of Management for Huron Lodge Long Term Care Home meeting.

That the confidential verbal report of the Committee of Management for Huron Lodge Long Term Care Home relating to the labour relations or employee negotiations **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.

That the confidential verbal report of the Committee of Management for Huron Lodge Long Term Care Home 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.

Motion Carried.

7. DELEGATION OF AUTHORITY REPORTS PROVIDED FOR INFORMATION

7(a) Project Update Report – March 2012

Moved by Councillor Jones, seconded by Councillor Maghnieh,

- I. That the Project Update Report – March 2012 for Huron Lodge Redevelopment Project **BE RECEIVED** for information.
- II. That an expenditure in the amount of \$86,393.16 (excluding HST) **BE APPROVED** for the Mechanical Systems Upgrade Project (MSUP) specifically related to the revised scope of work in the pantries at Huron Lodge to **BE FUNDED** from Project ID# 7034195.
Carried.

7(b) Delegation of Authority Report – Long Term Care – Service Accountability

Moved by Councillor Maghnieh, seconded by Councillor Jones,

That **APPROVAL BE GIVEN** to execute the sign-back form effective January 2, 2010 and ending March 31, 2013. The sign-back form is required to formally acknowledge the new financial policy which has been in effect since January 2, 2010.

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

Carried.

8. UPDATED TERMS OF REFERENCE

Moved by Councillor Maghnieh, seconded by Councillor Jones,
That the *Revised* Terms of Reference for the Committee of Management for
Huron Lodge Long Term Care Home **BE FORWARDED** to City Council for approval.
Carried.

9. MINISTRY OF HEALTH SAFETY EQUIPMENT FUNDING

L. Lombardo indicates that the monies provided by the Ministry of Health and
Long Term Care will be utilized for the maintenance of the nurse call systems, door
alarms as well as further mattress replacements.

Moved by Councillor Maghnieh, seconded by Councillor Jones,
That the Report of the Executive Director, LTD Administrator, Huron Lodge
dated February 1, 2012 entitled “Huron Lodge Long Term Care – Safety Equipment
Funding” **BE RECEIVED**.
Carried.

10. CONTINUOUS QUALITY IMPROVEMENT – UPDATE

L. Lombardo advises that the Ministry of Health is looking for evidence of long
term care homes formalizing a documented system of Continuous Quality Improvement
(CQI). At minimum, a long-term care home must have a CQI contact, dates of meetings,
written description of quality improvements with goals, protocols, annual surveys and
records of improvement. She reports that the CQI system provides opportunities for
focusing on improving long term care services and the 2012 prioritized objectives are as
follows:

- Continue to provide opportunities for consistent staffing throughout the home especially during vacation periods.
- Enhance the end of life program by providing ongoing training sessions to staff.
- Through the Resident First Collaborative, reduce the occurrences of Pressure Ulcers.
- Examine a system for residents at high risk of falling to reduce the number of fall related injuries.
- Improve hand hygiene as the most important method of preventing infection and outbreaks.
- Continue to improve communication within the care team.

Moved by Councillor Maghnieh, seconded by Councillor Jones,
That the Report of the Executive Director, LTD Administrator, Huron Lodge
dated January 27, 2012 entitled “The Continuous quality Improvement Program Update –

Huron Lodge for 2011” **BE RECEIVED** and further, that the general objectives rolled out for 2012 **BE APPROVED**.

Carried.

11. ONTARIO ASSOCIATION OF NON-PROFIT HOMES AND SERVICES FOR SENIORS – BENCHMARKING REPORT

Moved by Councillor Maghnieh, seconded by Councillor Jones,

That the Report of the Executive Director, LTD Administrator, Huron Lodge dated January 27, 2012 entitled “Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS) Benchmarking Report” **BE RECEIVED** for information.

Carried.

12. COMMUNICATIONS

The “Windsor-Essex County Health Unit – Food Premises Inspection Report” dated February 17, 2012 is distributed and ***attached*** as Appendix “A”.

The Memorandum from the Erie St. Clair LHIN regarding the “Erie St. Clair LHIN/Health Services Providers Leadership Council Forum, May 17, 2012” is distributed and ***attached*** as Appendix “B”.

Moved by Councillor Jones, seconded by Councillor Maghnieh,

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

1. Huron Lodge - 6 Week Post Satisfaction Survey – 2011
2. Huron Lodge - Annual Satisfaction Survey – 2011
3. Local Health Integration Network (LHIN) Community Care Access Centre – Understanding ALC Designations Windsor/Essex
4. Ontario Association of Non-Profit Homes and Services for Seniors Report – Long Term Care Services – 2009 Results
5. Office of the Chief Coroner – 2010 Annual Report of Geriatric and Long-Term Care Review Committee
6. Ontario’s Action Plan for Health Care – Ministry of Health – Let’s Make Healthy Change Happen
7. Ministry of Health (MOH) Correspondence – RAI-MDS – Process for 2011/2012
8. Huron Lodge – 2012 Meeting Schedule
9. LHIN – Getting Better and Going Home
10. Windsor-Essex County Health Unit – Food Premises Inspection Report
11. Erie St. Clair LHIN – Erie St. Clair LHIN/Health Service Providers Leadership Council Forum May 17, 2012

Carried.

13. DATE OF NEXT MEETING

It is generally agreed that the June 4, 2012 meeting date be rescheduled to June 11, 2012 as Councillor Marra will be attending the FCM conference on June 4, 2012.

14. ADJOURNMENT

There being no further business, the meeting is adjourned at 9:55 o'clock a.m.

CHAIR

(A) COMMITTEE COORDINATOR