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Windsor, Ontario March 29, 2011 -

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 Conference Room, Huron Lodge, 1881 Cabana Road West, there being present the following members:

Councillor Bill Marra, Co-Chair
Councillor Ron Jones, Co-Chair

Also present are the following resource personnel:

Lucie Lombardo, Executive Director, LTC Administrator, Huron Lodge
Dr. John Greenaway, Medical Director, Huron Lodge
Mary Bateman, Manager of Program Services, Huron Lodge
Tom Graziano, Project Administrator, Engineering & Corporate Projects
Susan Vadori, (A) Committee Coordinator

Regrets received from:

Ronna Warsh, Community Development & Health Commissioner
Mario Sonogo, City Engineer

1. **CALL TO ORDER**

Councillor Marra calls the meeting to order at 9:13 o'clock a.m. and the Committee 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 Marra,
That the Agenda for the Committee of Management for Huron Lodge Long Term Care Home meeting held March 29, 2011 at 9:00 o'clock a.m. in the Huron Lodge Conference Room **BE APPROVED** as presented.
Carried.

3. **ADOPTION OF MINUTES**

Moved by Councillor Jones, seconded by Councillor Marra,
That the minutes of the meeting held on July 19, 2010 **BE ADOPTED** as presented.
Carried.

4. MOTION TO MOVE-IN CAMERA

Moved by Councillor Jones, seconded by Councillor Marra,
That the In Camera Items scheduled **BE CONSIDERED** and **BE MOVED** for
discussion to the end of this agenda.

Carried.

5. DECLARATIONS OF CONFLICT

None.

7. SLIDE PRESENTATION AND LTC HOMES ACT IMPLEMENTATION
REPORT

L. Lombardo provides an overview of the Long Term Care Home power point
presentation entitled "Accomplishments 2010", *attached* as Appendix "A".

Some salient points of discussion include:

- Huron Lodge Long Term Care Service Accountability Agreement (LSAA) has
been finalized and implementation occurred July 1, 2010;
- The compliance transformation, including the regulations, expectations,
inspection process, guidelines, staff training and recruitment;
- The RAI/MDS data will be used to provide Best Practices across Ontario;
- The Residents First Program will be part of our CQI.

L. Lombardo provides a power point presentation "Goals 2011", *attached* as
Appendix "B".

- Mock emergency evacuation was held and staff responded positively and a
request to practice again was noted;
- Mandatory training is completed on a regular basis.

Moved by Councillor Marra, seconded by Councillor Jones

That the power point presentation entitled "Accomplishments 2010" and "Goals
2011" **BE RECEIVED** for information purposes.

Carried.

8. ADMINISTRATOR'S REPORT

L. Lombardo reports that the Office of Continuous Improvement is performing a
one pass review. The team, guided by Melinda Munro, Manager of the Office of
Continuous Improvement will complete the review which included inspections of files
and various information. Some staff interviews have occurred as well.

L. Lombardo distributes the "Terms of Reference" *attached* as Appendix "C". The new Terms of Reference were amended as of the first week of April to reflect what is acceptable under the new Act and Regulations.

The Terms of Reference will need to be endorsed at the June 2011 Committee of Management meeting.

Moved by Councillor Jones, seconded by Councillor Marra,

That the report from the Administrator of Huron Lodge providing the Committee of Management with an update regarding issues relation to resident care, Ministry of Health, Local Health Integration Network and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information.

Carried.

PROJECT UPDATE REPORT

T. Graziano updates the Committee regarding the ongoing litigation which involves Huron Lodge Long Term Care facility. The City of Windsor tendering process and procedures and the allocation of funding is discussed by the Committee.

Moved by Councillor Marra, seconded by Councillor Jones,

That the report provided by the Project Administrator **BE RECEIVED** for information purposes.

Carried.

9. RAI/MDS

Moved by Councillor Marra, seconded by Councillor Jones

That the report providing the Committee of Management with an update regarding the RAI-MDS 2.0 system **BE RECEIVED** for information.

Carried.

10. SOCIAL WORK & RECOGNITION OF EMPLOYEE

L. Lombardo updates the Committee with the celebratory news that Nancy Musson Director of Resident Services be congratulated for the Award of Recognition in acknowledgment of the excellent Social Work Program provided to all residents, their families and loved one who requires Social Work services at Huron Lodge.

The Committee extends their appreciation and congratulations to Ms. Musson in recognition of the occasion of being the recipient of the Award of Recognition during the 2011 Social Work Week.

Moved by Councillor Marra, seconded by Councillor Jones
That the report providing the Committee of Management with an update
regarding the Social Work Week 2011 report **BE RECEIVED** for information.
Carried.

11. RESIDENTS FIRST PROGRAM/FAMILY SATISFACTION SURVEY

L. Lombardo reports to the Committee that the new program was rolled out to Long Term Care Homes in September 2010 by the Ministry of Health. The Local Health Integrated Network (LHIN) hosted a second part of their program roll out in January 2011. The new program will assist Long Term Care homes to improve common concerns of all health care including the practice of pain control, drug management and preserving patient mobility. A third training session will be rolled out in the near future.

Moved by Councillor Marra, seconded by Councillor Jones
That the "Residents First Program" overview **BE RECEIVED** for information purposes by the Committee of Management and that the "Residents First Program" **BE APPROVED** as part of Huron Lodge Quality Improvement Program.
Carried

12. 2010 ANNUAL RESIDENT/FAMILY SATISFACTION SURVEY

L. Lombardo highlights to the Committee the 2010 Annual Resident/Family satisfaction survey.

L. Lombardo notes the beneficial use of this resource and the many improvements gleaned from past surveys is considered to be very important and valuable for improving care.

Moved by Councillor Marra, seconded by Councillor Jones,
That the 2010 Annual Satisfaction Survey Results **BE RECEIVED** for information purposes.
Carried.

13. APPROVAL OF MEETING SCHEDULE FOR 2011

Moved by Councillor Marra, seconded by Councillor Jones,
That the following 2011 scheduled meeting dates being
Tuesday, March 29, 2011
Monday, June 27, 2011

Monday, September 19, 2011

Monday, December 12, 2011 for commencement at 9:00 o'clock a.m. in the Huron Lodge Conference Room for the Committee of Management for Huron Lodge Long Term Care Home **BE RECEIVED** and **BE ADOPTED**.

Carried.

14. COMMUNICATIONS

Moved by Councillor Jones, seconded by Councillor Marra,
That the following Communications **BE RECEIVED**:

1. Letter MOH – Thank-you for support in the area of LTC
2. Funding Paper – OAHNSS – Submission to the Committee on Finance and Economic Affairs
3. Board of Health – Inspections since last month
4. Governance Advisory Council – Information packages from March 2, 2011
5. LHIN – Organizational contact change
6. LHIN – Year in review
7. Ministry of Health – Unannounced visit information
8. Ministry of Health – Long-Term Care home System Report
9. Ministry of Health – Annual financial report
10. LHIN – Short Stay Respite Care Program
11. Ontario health Quality Council – LTC homes information

Carried.

4. IN CAMERA

Verbal Motion is presented by Councillor Marra, seconded by Councillor Jones, to move In Camera at 9:58 o'clock a.m. for discussion of the following items:

| Item No. | Subject | Section Pursuant to Municipal Act 201, as amended |
|----------|--------------------------------------|---------------------------------------------------|
| IV (i) | Legal Matter | 239(f) |
| IV (ii) | Personal Matter/Resident Information | 239(b) |
| IV(iii) | Labour Matter | 239(d) |

Carried.

Discussion on the items of business.

The Committee Coordinator is asked to leave the meeting at 9:59 o'clock a.m.

The Committee Coordinator returns to the meeting at 10:12 o'clock a.m.

Verbal Motion is presented by Councillor Jones, seconded by Councillor Marra to move back into public session at 10:13 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 meeting held March 29, 2011 directly to the Committee of Management for Huron Lodge for consideration at the next Regular Meeting.

That the In Camera report relating to a legal matter **BE RECEIVED** and further, that administration **BE DIRECTED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge.

That the In Camera report relating to a personal matter about an identifiable individual **BE RECEIVED** and further, that administration **BE DIRECTED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge.

That the In Camera report relating to a labour matter **BE RECEIVED** and further, that administration **BE DIRECTED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge.

Motion Carried.

10. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 10:15 o'clock a.m.

Councillor Bill Marra, Co-Chair

Councillor Ron Jones, Co-Chair

Committee Coordinator