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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

**COMMITTEE OF MANAGEMENT
FOR HURON LODGE LONG TERM CARE HOME
MONDAY, MARCH 5, 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 DECEMBER 12, 2011 AS ATTACHED
- 4.) DISCLOSURE OF PECUNIARY INTEREST
- 5.) 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)
Labour relations or employee negotiations	s. 239 (2)(d)
Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board	s. 239 (2)(e)

- 6.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 7.) DELEGATION OF AUTHORITY REPORTS PROVIDED FOR INFORMATION
 - CAO1863 - Long Term Care - Service Accountability Agreement (L-SAA) Amendment to Schedule F
- 8.) UPDATED TERMS OF REFERENCE - Report
- 9.) MOH SAFETY EQUIPMENT FUNDING - Report
- 10.) CONTINUOUS QUALITY IMPROVEMENT - Update
- 11.) ONTARIO ASSOCIATION OF NON-PROFIT HOMES AND SERVICES FOR SENIORS - BENCHMARKING REPORT
- 12.) COMMUNICATIONS
- 13.) NEXT MEETING - Monday, June 4, 2012 - 9:00 a.m.
Huron Lodge Conference Room

Windsor-Essex County Health Unit

1005 Ouellette Avenue Windsor, ON N9A 4J8

Phone Number: (519) 258-2146 Fax Number (519) 258-8672

FOOD PREMISES INSPECTION REPORT

Facility Information:

Huron Lodge - Food
Cathy Harris
1881 Cabana
Windsor, ON N9G 1C7

Facility Number: FI-000-00167
Report Number: 063-001078-21
Inspection Date: February 17, 2012
Contact Name: Valerie Bennett
Community: Windsor

Site Phone: 519-253-6060 Site Fax: 519-977-8027

Facility Category: Food (Institutional), Boarding/Lodging Home/Kitchen
Inspection Type: Required: Compliance Inspection
Action(s) Taken: No Additional Action Taken
Delivery Method: Hand Delivery

Opening Comments and Observations:

Wash hands in between tasks or when ever required and follow proper hand washing procedure during hand washing every time

Closing Comments:

Satisfactory at the time of the inspection

Owner or Agent Acknowledgement

Valerie Bennett

I have read and understood this report.

Inspector

Tariq Anjum

69010 Tariq Anjum,

Compliance Legend: YES = Yes, NO = No, N/A = Not Applicable at Time of Inspection

FI-000-00167 (063-001078-21)

APPENDIX "A"

180 Riverview Drive 180, Riverview Drive
Chatham ON N7M 5Z8 Chatham ON N7M 5Z8
Tel: 1-866-231-5446 Tél: 1-866-231-5446
519-351-5677 519-351-5677
Fax: 519-351-9672 Téléc: 519-351-9672

Via email

February 6, 2012

MEMORANDUM TO: Board Chairs; Chief Executive Officers and Executive Directors
Erie St. Clair LHIN Health Service Providers

FROM: Dave Cooke, Board Chair
and
Gary Switzer, Chief Executive Officer
Erie St. Clair Local Health Integration Network

RE: Erie St. Clair LHIN / Health Service Providers Leadership Council Forum
May 17, 2012

Please mark your calendar for the initial joint meeting of the *ERIE ST. CLAIR LHIN / HEALTH SERVICE PROVIDERS LEADERSHIP COUNCILS* which will be held in Chatham on May 17, 2012.

The Leadership Councils are an evolution of the former Erie St. Clair (ESC) LHIN Governance Advisory Councils (GACs) originally formed in 2007. As you may recall, a GAC Review Panel, comprised of the following GAC participants representing Health Service Providers (HSPs) from all 3 regions within the ESC LHIN and LHIN Board Members:

- Gord Simmons
- Ron Elliott
- Ron Pronger
- Rose Scott
- Gil Valley
- David Wright
- Barry Fraser
- Cheryl Chaney
- Dave Cooke

was established in June 2011 to examine the purpose and effectiveness of the GACs and, as a result of the good work of the Review Panel, the Leadership Councils were the recommended format going forward.

These Leadership Councils will now more accurately represent a LHIN / HSP model required to best achieve integration and improvement to the delivery of health care within Erie St. Clair.

...2

ERIE ST. CLAIR LOCAL HEALTH INTEGRATION NETWORK / HEALTH SERVICE PROVIDER
LEADERSHIP COUNCIL

Terms of Reference

1. Purpose

The Erie St. Clair Local Health Integration Network / Health Service Provider Leadership Council (ESC LHIN/HSP Leadership Council) will explore opportunities to develop improved delivery of health care through integration.

The Council will function as a forum for LHIN and health service providers (HSPs) to identify and implement system integration through efficiency and accountability, creating a system that is people centered.

The ESC LHIN/HSP Leadership Council will not be a decision making body but will jointly design strategies that map-out integrated health care and concentrate on monitoring the progress of integrated patient focus within the ESC LHIN region and may make recommendations to the LHIN.

2. Membership

Health Service Providers

All funded health service providers within the ESC LHIN region will be represented by the following individuals:

- Board Chair
- Board Vice Chair
- Chief Executive Officer / Executive Director / Administrator (at 2 of the 4 meetings)

By exception: an HSP Board may only designate their Board Vice Chair / Deputy or Acting Board Chair as their substitute and only an Acting CEO / Executive Director or Administrator may be designated as an operational substitute.

Organizations which have a Provincial mandate shall be represented by their regional manager.

HSPs without Boards will be represented by the individual responsible for signing their service accountability agreement (SAA).

Erie St. Clair LHIN Board

LHIN representation shall be the Board Chair and Board Vice Chair. ESC LHIN Board Members are welcome to attend any Council session.

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Ontario

Erie St. Clair Local Health
Integration Network
Réseau local d'intégration
des services de santé
d'Erie St. Clair

3. Structure and Process

- Three regional Councils will be established, with one in each of the counties, consisting of all of the funded health service providers within the Erie St. Clair LHIN (*ie: Samia/Lambton, Chatham-Kent and Windsor/Essex*).
- The meetings will be chaired by the Board Chair of the Erie St. Clair LHIN. Operational support will be provided by the LHIN.
- Each regional Council will hold four (4) meetings annually.
- Chief Executive Officers / Executive Directors / Administrators of the health service providers will join the HSP Board representatives at two (2) of the four (4) meetings each year.
- The first meeting of each fiscal year, following the provincial budget, will be a LHIN-wide joint Board / Administration meeting to include all three (3) regional Councils. At this meeting, the Councils will be briefed on government fiscal and health policy and the LHIN CEO will present an annual report which outlines the progress from the previous year. This annual LHIN-wide leadership Council meeting will provide an opportunity to engage the LHIN and HSPs in developing a consensus of goal setting through integrated health care objectives for the coming year.
- Administration (CEOs / Executive Directors / Administrators) will attend one (1) other meeting during the year. This meeting will focus on networking and the discussion of common issues.
- The agenda for the meetings will be pre-circulated to the Council members designed to monitor the progress of system integration with an opportunity for HSPs to provide agenda topics. The LHIN will present updates of emerging issues at each Council meeting.
- An evaluation tool will be created to provide the membership of the ESC LHIN/HSP Leadership Council a mechanism to assess the value and effectiveness of the Council.
- A summary of proceedings of the meetings will be reported to the LHIN Board and the HSP Boards / organizations.



Lombardo, Lucie

From: Gary Switzer [Gary.Switzer@lhins.on.ca]
Sent: February 6, 2012 5:30 PM
To: Lombardo, Lucie
Subject: MEMO: Erie St. Clair LHIN / Health Service Providers Leadership Council Forum
Attachments: Memo -ESC LHIN HSPs re. Leadership Council Event May 17.12. - Feb.6.12.FINAL.pdf; TERMS OF REFERENCE.pdf

This email is forwarded on behalf of Dave Cooke, Board Chair and Gary Switzer, Chief Executive Officer, ESC LHIN

MEMO: Erie St. Clair LHIN / Health Service Providers Leadership Council Forum - May 17, 2012

Please mark your calendar for the joint meeting of the Erie St. Clair LHIN/Health Service Providers Leadership Councils being held in Chatham, on May 17, 2012.

Please reference the attached documents for more information.

You may also [click here](#) to confirm your attendance using our online registration. Should you require our LHIN team to assist with your registration, please contact Julie Goodison at julie.goodison@lhins.on.ca or by calling 519-351-5677 ext. 3215.

We look forward to seeing you.

Let's Make It Happen !

Gary Switzer
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Fax: 519-351-9672

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