

Adopted by Council at its meeting held June 4, 2013 [M227-2013]

AA

Windsor, Ontario, June 4, 2013

**REPORT NO. 159** of the  
**SOCIAL DEVELOPMENT,  
HEALTH & CULTURE STANDING COMMITTEE**  
of its meeting held May 8, 2013

---

**Present:** Councillor Ed Sleiman, Chair  
Councillor Jo-Anne Gignac  
Councillor Alan Halberstadt  
Councillor Fulvio Valentinis

**Absent:** Councillor Percy Hatfield


That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Valentinis,  
**THAT** the minutes of the Committee of Management for Huron Lodge Long Term Care Home meeting held March 4, 2013 **BE RECEIVED** for information.

Carried.

*Clerk's Note:* The minutes of the meeting of the Committee of Management for Huron Lodge Long Term Care Home held March 4, 2013 are attached as background information.

  
CHAIRPERSON

  
DEPUTY CITY CLERK

NOTIFICATION:		
Name	Telephone	Email



KK/  
Windsor, Ontario March 4, 2013

A meeting of the **Committee of Management for Huron Lodge** 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  
Jelena Payne, Community Development & Health Commissioner  
Karen Kadour, 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**

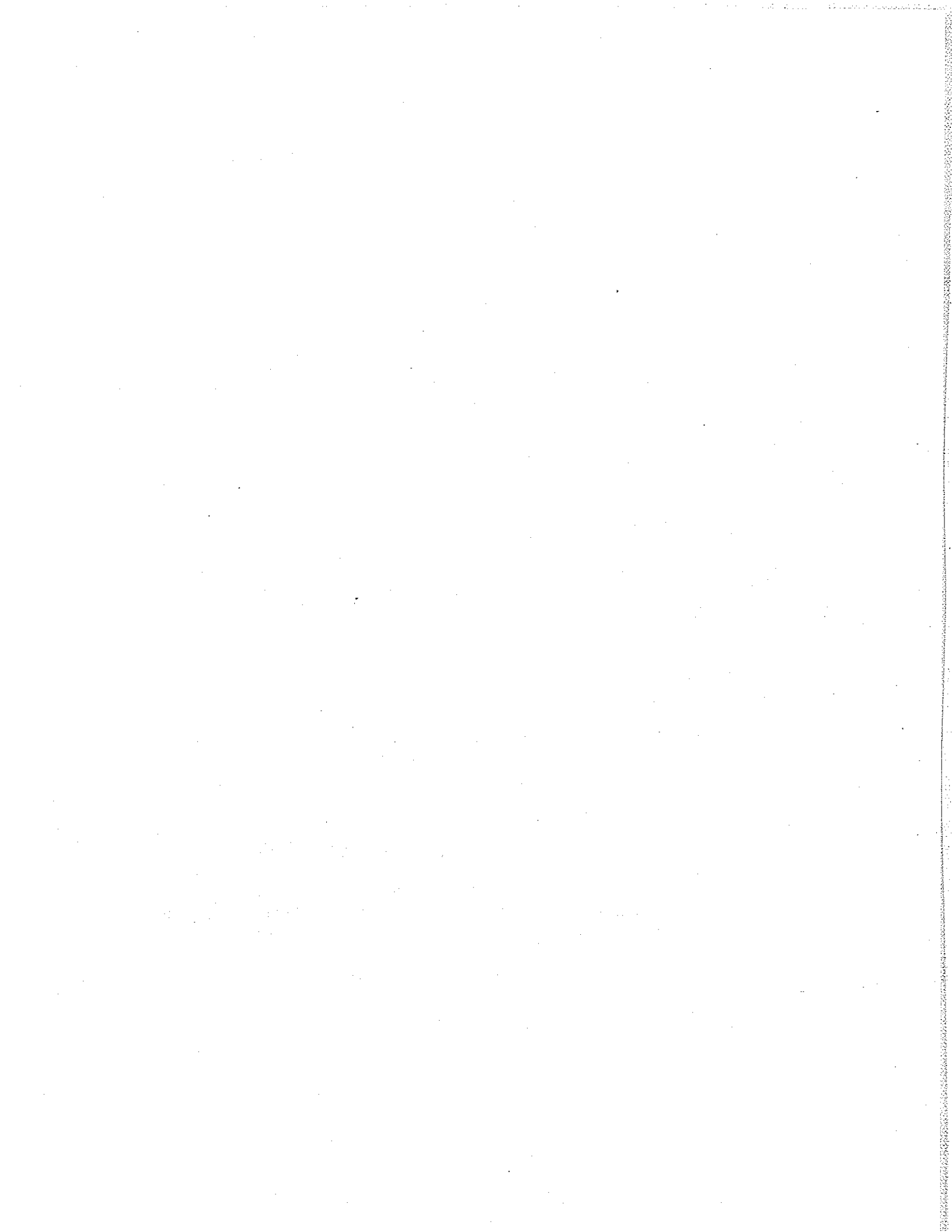
Moved by Councillor Jones, seconded by Councillor Payne,  
That the Agenda for the meeting of the Committee of Management for Huron Lodge Long Term Care Home held March 4, 2013 **BE APPROVED**.  
Carried.

3. **ADOPTION OF THE MINUTES DATED DECEMBER 10, 2012**

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 December 10, 2012 **BE ADOPTED** as presented.  
Carried.

4. **DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.



5. **MOTION TO MOVE IN CAMERA**

Verbal Motion is presented by Councillor Jones, seconded by Councillor Payne, to move In Camera at 9:07 o'clock a.m. for discussion of the following item:

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

Carried.

Discussion on the item of business.

6. **MOTION TO MOVE BACK INTO REGULAR SESSION**

Moved by Councillor Payne, seconded by Councillor Jones to move back into public session at 9:24 o'clock a.m.

Motion Carried.

Moved by Councillor Jones, seconded by Councillor Payne,  
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 4, 2013 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 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.

7. **ADMINISTRATOR'S REPORT**

A memo from the Administrator Huron Lodge dated March 4, 2013 entitled "Price Waterhouse Coopers LLP Outsourced Audit Model" is distributed and attached as Appendix "A".

Moved by Councillor Jones, seconded by Councillor Payne.

That the memo from the Administrator Huron Lodge dated March 4, 2013 entitled "Price Waterhouse Coopers LLP Outsourced Audit Model" **BE RECEIVED**.

Carried.

L. Lombardo indicates the 2013 budget has been prepared and reviewed by Administration in accordance with the corporate schedule. The 2012 variance is reviewed at the meeting for information.

Moved by Councillor Payne, seconded by Councillor Jones.

That the report of the Administrator of Huron Lodge dated January 30, 2013 entitled "Huron Lodge Long Term Care Home – Administrator's Report to the Committee of Management" **BE RECEIVED** for information.

Carried.

#### 8. HURON LODGE CONTINUOUS QUALITY IMPROVEMENT PROGRAM

L. Lombardo reports the Ministry of Health mandates long-term care homes to establish Continuous Quality Improvement Programs that monitors, evaluates and reviews quality protocols and activities on an ongoing basis. She notes Quality indicators are a way to measure the utilization of best practices for resident quality care and allows for benchmarking both internally and externally.

L. Lombardo advises the results of the Resident/Family Satisfaction Survey for 2012 are very positive and the residents indicated extreme satisfaction relating to the level of care.

L. Lombardo states the staffing schedule is based on the needs of the residents.

Moved by Councillor Payne, seconded by Councillor Jones.

That the report of the Administrator, Huron Lodge dated January 30, 2013 entitled "Huron Lodge Continuous Quality Improvement Program" **BE RECEIVED**.

Carried.

#### 9. HEALTH QUALITY ONTARIO

L. Lombardo states the data posted on the Health Quality Ontario website may be used by the public to review each long term care home's progress on the identification and effectiveness of quality improvement plans. Huron Lodge's information on the website continues to show positive movement towards achieving the goal.

Moved by Councillor Payne, seconded by Councillor Jones,

That the report of the Administrator, Huron Lodge dated February 4, 2013 relating to participation by Huron Lodge Long Term Care Home on the Health Quality Ontario public reporting website for the 2011/2012 year **BE RECEIVED**.

Carried.

#### 10. CASE MIX INDEX (CMI)

L. Lombardo reports in January 2013, homes were provided with their transitional case mix index for the April 2013/2014 year. As Huron Lodge did not have data inconsistencies in the special rehabilitation category of the RUGS system, there was no decrease in the home's assessed case mix index. The CMI for the 2013/2014 nursing and personal care envelope increased from 94.26 to 98.19 which equates to approximately \$225,000 in additional subsidy in the nursing and personal care envelope. This was reported in the 2013 Budget.

Moved by Councillor Jones, seconded by Councillor Payne,

That the report of the Administrator, Huron Lodge dated January 30, 2013 entitled "Huron Lodge Case Mix Index" relating to the case mix index transition for the nursing and personal care envelope **BE RECEIVED**.

Carried.

#### 11. FUNDING ANNOUNCEMENTS

Moved by Councillor Jones, seconded by Councillor Payne,

That the report of the Administrator Huron Lodge dated February 4, 2013 entitled "Huron Lodge Long Term Care Home 2012-2013 Funding Announcements" **BE RECEIVED**.

Carried.

#### 12. COMMUNICATIONS INFORMATION PACKAGE

Moved by Councillor Payne, seconded by Councillor Jones,

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

1. Ontario Association of Non-Profit Homes and Services for Seniors – A submission to the Ministry of Health and Long Term Care recommending financial policy changes for the 2013-2014 budget.
2. Gary Switzer, CEO, Erie St. Clair Local Health Integration Network – A review of the priorities and strategic directions for the Integrated Health Services Plan (2013-2016) to the Leadership Councils.
3. Long Term Care Task Force on Resident Care and Safety – 1<sup>st</sup> of 6 progress reports to outline outcomes in the sector to enhance care and safety for residents.

4. Dr. Samir K. Sinha Provincial Lead, Ontario's Seniors Strategy – Living Longer, Living Well – Highlights and Key recommendations to form a Seniors Strategy for Ontario.

Carried.

13. **DATE OF NEXT MEETING**

The next meeting will be held on Monday, June 10, 2013 at 9:00 o'clock a.m. in the Huron Lodge Conference Room.

14. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:45 o'clock a.m.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
COMMITTEE COORDINATOR



**COMMITTEE OF MANAGEMENT  
FOR HURON LODGE LONG TERM CARE HOME  
MONDAY, MARCH 4, 2013 - 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 10, 2012 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)

- 6.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 7.) ADMINISTRATOR'S REPORT
- 8.) HURON LODGE CONTINUOUS QUALITY IMPROVEMENT PROGRAM
- 9.) HEALTH QUALITY ONTARIO
- 10.) CASE MIX INDEX
- 11.) FUNDING ANNOUNCEMENTS
- 12.) COMMUNICATIONS INFORMATION PACKAGE
- 13.) NEXT MEETING - Monday, June 10, 2013 - 9:00 a.m.  
Huron Lodge Conference Room



# THE CORPORATION OF THE CITY OF WINDSOR

## Memo

To: Committee of Management  
From: Lucie Lombardo, Administrator Huron Lodge  
Date: Monday, March 4, 2013  
Subject: Price Waterhouse Coopers LLP Outsourced Audit Model

---

On February 19, 2013 I received the enclosed letter from our CAO, Helga Reidel in regards to RFP 81-12: Outsourced Audit Function approved at Council on December 17, 2012.

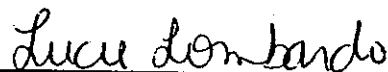
As outlined in the enclosed letter on page two:

*"In order to facilitate completion of the risk assessment exercise Price Waterhouse Coopers LLP will work with your management team. Please provide the name of an appropriate contact within your organization who will work with price Waterhouse Coopers LLP in order to coordinate this work."*

The following recommendations are requested for approval by the Committee of Management:

1. Recommend approval of Mary Bateman, Manager of Program Services as the contact at Huron Lodge who will work with Price Waterhouse Coopers LLP in order to coordinate this work.
2. Recommend approval for general authorization for Price Waterhouse Coopers LLP to include Huron Lodge within the overall risk assessment plan. The actual work plan will be developed based on the results of the noted risk assessment exercise and in consultation with the Executive Committee of City Council. Therefore, the work plan may or may not include an audit of Huron Lodge within the three year planning horizon.
3. Recommend approval that a letter is forwarded by the Administrator of Huron Lodge to the Chief Administrative Officer and Chief Financial Officer/City Treasurer to reply accordingly to the enclosed request.

Thank you for your consideration.



Lucie B. Lombardo

Enclosure

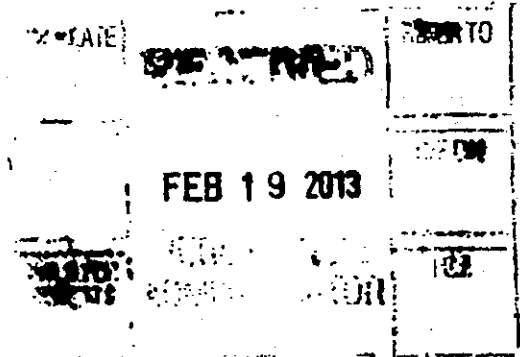
/ja



# THE CITY OF WINDSOR

CHIEF ADMINISTRATIVE OFFICE

February 14, 2013



Huron Lodge Committee of Management  
c/o Lucie Lombardo  
Executive Director of Long-term Care & Administrator, Huron Lodge  
1881 Cabana Road West  
Windsor, ON N9G 1C7

Dear Lucie:

On December 17, 2012, Windsor City Council approved the following Council Resolution as relates to the establishment of an outsourced audit model (see copy of the full City Council Report attached):

*CR 291/2012*

*That City Council **APPROVE** the following:*

- 1. That City Council **APPROVE** an Outsourced Audit model which will extend to all aspects of the operations of the City including any agencies, boards, commissions or other entities that are accountable to City Council and/or controlled by the City subject to their respective board approvals if required and as directed by the Executive Committee of Council.*
- 2. That the firm of Price Waterhouse Coopers LLP **BE APPOINTED** in response to RFP 81-12 to provide Outsourced Audit services to the City for a three year period, and that this contract may be renewed for two additional one year terms at the City's sole and absolute discretion, subject to agreement on terms.*
- 3. That the CAO and City Clerk **BE AUTHORIZED** to sign an agreement/engagement letter with Price Waterhouse Coopers LLP in order to formalize this contract satisfactory in legal form to the City Solicitor and in financial and technical content to the Chief Financial Officer and City Treasurer.*

Given this resolution of City Council, we kindly request that your board provide appropriate board approvals authorizing the inclusion of your organization within the outsourced audit model approved by Windsor City Council (via C/R 291/2012) and

.../2

further, that the firm of Price Waterhouse Coopers LLP be authorized to include your organization within the overall Risk Assessment and Annual Work Plan Development which will define the various audit projects to be undertaken during the term of their contract.

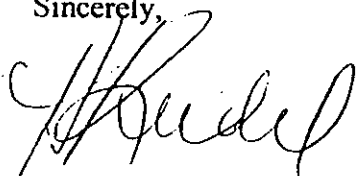
Please note that while this board approval would provide general authorization to include your organization within the overall risk assessment plan. The actual work plan will be developed based on the results of the noted risk assessment exercise and in consultation with the Executive Committee of City Council. Therefore, the work plan may or may not include an audit of your organization within the three year planning horizon.

In order to facilitate completion of the risk assessment exercise Price Waterhouse Coopers LLP will work with your management team. Please provide the name of an appropriate contact within your organization who will work with Price Waterhouse Coopers LLP in order to coordinate this work.

In an effort to move forward expeditiously on this matter we would kindly request that you bring this matter forward to your board as soon as possible. We would ask that the resulting board approvals and contact information be provided to us by no later than March 1, 2013.

Your attention to this matter is greatly appreciated.

Sincerely,



Helga Reidel  
Chief Administrative Officer

cc: Onorio Colucci, Chief Financial Officer/City Treasurer