

## VICTORIA VILLAGE MANOR

<b>MEETING: Family Council</b>
<b>DATE: Wednesday, April 9, 2014 @ 7pm</b>
<b>PLACE: Gathering Room, VVM</b>
<b>RECORDER: John O'Halloran</b>

<b>PRESENT:</b> Joanne Baker-Forth (Chair); John O'Halloran (Secretary); Gary Norton, Tracey Baker, Wendy Massarotto (DRFS).
<b>REGRETS:</b> Mike O'Halloran, Robin O'Halloran, Lorraine O'Halloran, Yvonne Parr, Cheryl Norton, Kathy Beatty.

<b>Issue</b>	<b>ACTION</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
<b>1. Welcome</b>	The Chair welcomed everyone.	Joanne	Ongoing
<b>2. Sign-in sheet and confidentiality</b>	All Family Council members signed the meeting sign-in/confidentiality sheet.	John	Ongoing
<b>3. Declarations of any items to be added to the agenda</b>	None	All	Ongoing
<b>4. Condolences</b>	Wendy reported 2 deaths and 2 discharges since our last meeting of March 12, 2014	Wendy	Ongoing
<b>5. Review/ Approval of Minutes from the March 12/14 meeting</b>	Motion to approve - None Seconded- Only one member present this month was present for the March 12/14 meeting. March meeting minutes (and April's) will be put forward on a motion to approve at the May 14/14 meeting.	All	Ongoing



<b>a) Web-Site Committee</b>	<p>Information was provided by Wendy from Sheri Maynard (VV staff) that an email request has been sent to the web-site coordinator to populate the website immediately with Family Council material per our original request. Tracey has since resent the material we want on the website to Sheri.</p>	<p>Tracey</p>	<p>Ongoing</p>
<b>b) Family Council Presentation Series 2014</b>	<p>Joanne advised that following a meeting of the executive it was felt that a better time for this presentation would be in the Fall 2014, likely October. Factors affecting this decision included the perceived lack of time to put this together between now and our last meeting (June) and the fact that our executive have a number of other commitments which would limit the amount of time available for this project. Tracey will contact the presenters and obtain some possible dates for a Fall presentation.</p>	<p>Joanne</p>	<p>May 14/14.</p>
<b>c) Family Councils of Ontario</b>	<p>Joanne led a discussion on the role of The Family Council of Ontario and their use to resident's families a resource. They recently provided information (poster, literature, etc.) we will use as we celebrate Family Council Week 2014. (See item 11(c). ALL resident families are invited to check out the Family Councils of Ontario website:</p> <p><b><u><a href="http://www.familycouncilmembers.net">http://www.familycouncilmembers.net</a></u></b></p> <p>Families can sign up to receive the newsletter at:</p> <p><b><u><a href="http://www.familycouncilmembers.net/resources/newsletter-signup">http://www.familycouncilmembers.net/resources/newsletter-signup</a></u></b></p> <p>They also have a book club at the following link:</p> <p><b><u><a href="http://www.familycouncilmembers.net/resources/family-council-book-discussion">http://www.familycouncilmembers.net/resources/family-council-book-discussion</a></u></b></p> <p>We recommend the information and contacts available through this website to all families of our long term care home. Check them out.</p>	<p>Joanne/Tracey</p>	<p>Nil</p>
<b>11. OLD BUSINESS</b>			

<b>a) Contact with Life-Lease for Collaboration</b>	This matter was brought forward and is reported in our March 2014 minutes. Contact information for our Family Council was provided to one of our members who was to provide it to the Victoria Village Life Lease group. They have not contacted us at the time of this meeting. In the event that they do, we will re-introduce this for further consideration.	John	Nil
<b>b) MOHLTC Inspection Report Follow-Up</b>	Gary Norton advised the report on the recent Ministry Inspection is now available on the Ministry LTC website. Paper copies of the report are available to those who want it and the report has been previously forwarded to our members in an electronic format. All VV resident families are encouraged to read it if they haven't already. Some of the members present expressed concern regarding a number of the report findings to Wendy as our staff representative. Wendy advised that department heads have been tasked with developing a plan to respond to the noted problems and that plan will be presented to the Victoria Village leadership meeting in early May. That plan will be incorporated into the Operational Plan. Once the plan is approved it will be shared with Family Council. Wendy noted that although there were items identified in the inspection which are very concerning, there were no "Orders" issued against VV as a result of the findings. This matter will be followed up at our May meeting when Olivia is expected to be present.	All	May 14/14.
<b>c) Family Council Week (June 7-13, 2014)</b>	Quoting from the Family Councils of Ontario website: The theme for Family Council Week 2014 will be "Family Councils: Supporting Long Term Care Transformation". Family Councils are well positioned to contribute to and support LTC transformation and culture change through their work with residents, families and LTC Home staff, making this year's theme a recognition of the great work already being done and the successes we can continue to achieve."  We are still looking for ideas for our Family Council display which will be in the lobby for FC week. Bring your ideas to the May meeting.	Joanne and All	May 14/14.
<b>d) Bradford Greenhouse</b>	Tracey has prepared a letter on behalf of our Family Council asking to be part of their program. She will hand deliver it in the near future.	Tracey	May 14/14.

<b>Fundraiser</b>			
<b>e) Inclusion of Liquidation of Assets in Terms of Reference</b>	A copy of the DRAFT wording which was included in the March meeting minutes was distributed to those present for their consideration. However, it was felt that due to our small numbers this meeting that the item would be deferred to May.	John & All	May 14/14.
<b>f) Elections in May, 2014</b>	Members present were encouraged to consider putting their names forward for election to the Family Council Committee. Nominations or persons expressing interest <u>should forward their names to Wendy by May 9, 2014.</u> Elections will take place at our May 14, 2014 meeting.	John	May 14/14
<b>g) Recognition Board of Staff</b>	Sharon was unable to attend the meeting but forwarded information on the recognition board from the Port Hope Extencicare, which she visits. They report that the "board" was a gift from an outside source. They have no privacy concerns about the board which apparently is in their reception area. They do not consider their building to be a "public" building. This matter will be further considered in May.	John for Sharon	May 14/14
<b>h) Other</b>			
<b>11. New Business</b>	Nil		
	There being no further business, the meeting was adjourned at 8:33PM. . Next meeting - Wednesday, May 14, 2014 at 7:00 PM in the Gathering Room.		