

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, February 12, 2014 @ 7pm
PLACE: Gathering Room, VVM
RECORDER: John O'Halloran

PRESENT: Joanne Baker-Forth (Chair); John O'Halloran (Secretary); Mike O'Halloran, Yvonne Parr, Wendy Massarotto (DRFS), Cheryl Norton, Tom Riley, Kathy Beatty.
REGRETS: Tracey Baker, Lorraine O'Halloran, Gary Norton, Sharon Bate

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone.	Joanne	Nil
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet.	John	Nil
3. Declarations of any items to be added to the agenda	Joanne asked to speak briefly on the upcoming elections (May) which per our Terms of Reference, we are required to start discussion in February.	Joanne	Ongoing item
4. Condolences	6 deaths and 0 discharges since our last meeting of January 8, 2013	Wendy	Nil
5. Review/ Approval of Minutes from the January 8 meeting	Motion to approve - Cheryl Norton Seconded- Mike O'Halloran CARRIED Follow-up to the Minutes - Nil.	All	Ongoing

6 . Treasurer's Report	<p>General Account: \$ 482.95 Zehrs/ Dare to Dream: \$2380.33 Staff Appreciation \$ 415.00 Total - \$3278.28</p> <p>Canadian Tire: \$109.21 in cards and \$10.40 in CTC cash, total \$119.61.</p>	<p>John (for Lorraine)</p>	<p>Ongoing</p>
7. Secretary's Report	<p>None</p>	<p>John</p>	<p>Ongoing</p>
8 Staff Presentation - Quality Improvement Project	<p>Michelle Scott (Staff) presented for Elpidia Khan who could not be present. Michelle gave an overview of the latest quarterly stats which LTC facilities are required to collect and provide to the Ministry. Many categories are now being reported as below the provincial average. VV staff post these statistics quarterly on the wall outside the reception desk area and invite all interested parties to review them and ask questions if they have any.</p> <p>There was also a brief discussion on the recent inspection carried out by Ministry inspectors. Four inspectors were in the building for about ten days asking both residents and staff a series of questions and then following up on the answers. They interviewed about 40 residents and their families and conducted audits in many areas including meals. Members of Family Council were also interviewed for the purposes of this inspection.</p>	<p>Staff</p>	<p>Quarterly</p>
9. VVM Report	<p>Wendy reminded Family Council that Palliative Care Network Staff have agreed to provide a seminar on "Coping" which was our most asked for topic in our 2013 survey. We are looking at dates likely in May for this seminar and will update when a date(s) become known.</p> <p>VV Unit Coordinator Tanya Wilfling has accepted a general manager's position in a Midland facility and Family Council wishes her well in her new position. Nancy Mayne who was the nurse on the sixth floor will replace Tanya as Unit Coordinator. We are sorry to see her leave the sixth floor but also wish her well in her new position.</p> <p>Thursday February 20/14 Victoria Village is having a strategic planning day for staff and Wendy welcomes the participation of any Family Council members who have time to participate. These sessions are held annually and this is when the strategic goals are set</p>	<p>Wendy</p>	<p>March Mtg.</p>

	for the coming year.		
10. Standing Items			
a) Web-Site Committee	There is nothing new on this item as neither Tracey or Lorraine were present. Wendy advised on behalf of Olivia that the website is currently "down".	Tracey/Lorraine	Ongoing
b) Family Council Presentation Series	See first item in Item 9 - Wendy's VV report. A seminar is being planned. At this stage, a date(s) are being decided.	Staff	March Mtg.
11. OLD BUSINESS	Action items from last meeting		
a) Request for Capital Expenditures	Wendy again sought input from Family Council on ideas for Victoria Village which would qualify under this project. Several ideas were discussed although not all qualified as capital expenses. The "bubble" fountain in the palliative care room is broken but Wendy thought that repairs for it would be very expensive. Changes are planned for the third floor to make it more a "home-like" atmosphere for residents. This may include the painting of murals along the corridor walls. Some other suggestions (which may/may not qualify) included a portable garage to shelter the VV bus from the elements, improving street access for the residents who are able to leave the building, perhaps moving the gazebo to a better location or the development of more green space from the concrete which surrounds the building. Wendy will forward these items for consideration.	Wendy	Nil
b) Bradford Greenhouse Fundraiser	Joanne advised that Tracey is working on the wording of a letter which will be sent to Bradford Greenhouse to apply to be part of this incentive program.	Joanne	March Mtg.
c) Purchase of Items for Palliative Care	2 kettles and 2 toasters were purchased from Canadian Tire for use in the Palliative Care rooms - Cost - \$90.35 (\$90 taken out of VVM funds) Radio/CD players were not available when the above items were purchased but John/Lorraine will follow this up since a motion was carried to purchase these items.	John	March Mtg.
d) Inclusion of Liquidation of Assets in Terms of Reference	There was continued discussion on where Family Council would intend our funds to be directed in the event that for any reason Family Council at VV ceased to exist. It is felt that some "intentions" on this issue should be formalized in written form. A wording provided by a member was discussed as were other ideas. It was decided that John would forward some ideas to members (by email) prior to the March meeting for discussion at that time. Any further suggestions can be forwarded to John/Lorraine by email and	John	March meeting

	would be included on a list for discussion. Hopefully we can come up with something agreed upon by our June meeting which will be the last one for the current executive.		
e) Other	None		
12. New Business			
a) Parking Lot at VVM	<p>John advised that on a recent weekday visit to his father at VVM he was unable to find one parking spot in the lot so Lorraine waited with the car (parked illegally) while John made a quick visit with his Dad. During that time, Lorraine counted 5-6 cars which came on the lot, circled and then had to leave due to the lack of parking spots. There have been at least two times in the past month when the lot was completely full. It is understood that this winter we have had far more snow than in recent years. It is understood that it is costly to remove snow which covers parking spots. Members had a discussion as to what (if anything) could be done to improve conditions so family members had a place to park in the lot while visiting residents.</p> <p>Wendy advised that Victoria Village (LTC) only controls the lot closest to the front lobby as other lots are controlled by the City of Barrie. Staff are only permitted to park in the Wellington Street lot. Wendy also advised that Long Term Care facilities are permitted to have one parking spot for every four residents and that when meetings are held in the building (ex. staff training) attendees are told to park on the street.</p> <p>Ideas discussed included possibly finding an alternate spot to park the bus during the winter (since it is used less during this time period) and having family members pay more attention to how they park their vehicles so they do not take up more than one parking spot.</p> <p>It was also noted by a member that during a recent pick-up of a resident by a BACTS bus it was a difficult push for both the bus driver and the attendee (for the resident) to push the resident's wheelchair through the snow (on what is now known to be a City sidewalk) in order to get to the bus which parked on Ross street. On the return trip by BACTS (a different driver) the bus pulled onto the lower lot and used a sidewalk which IS maintained by VV staff and this sidewalk was cleared.</p> <p><u>Since BACTS buses no longer come onto the upper lot due to vehicle clearance issues, perhaps a reminder can be sent to the City of Barrie to do a better job clearing the sidewalk at the street (in front of the LTC Facility) or a reminder sent to BACTS asking them to pull onto the lower lot so that the VV maintained sidewalk can be used.</u></p>	John	Nil

b) Providing WiFi for Family Members of Residents in Palliative Care	<p>It is understood that family members who would benefit from WiFi access while their family member is in palliative care can gain access to it via the Victoria Village system which requires a "code". Access to WiFi would not be made available to resident families unless their loved one is in palliative care. The problem is that not all family members in this position of palliative care are/were aware of that fact. A discussion of possible ways to advise them ensued. A suggestion was made that this information be included in written form with the other information provided in the palliative care package. Wendy will take this forward to VV management.</p>	<p>John & All</p>	<p>March Mtg.</p>
c) Other	<p>Joanne reminded all members present of our upcoming May elections. Although the Terms of Reference refer to a "nomination committee", in the past interested parties simply advised if they were willing to put their names forward for a position and in May (2013) a vote was held by members present which resulted in our current executive. Joanne will include a notice in the upcoming newsletter asking/advising all resident families of our upcoming election as well as how to put their names forward if they wish as required by our Terms of Reference. Nominations (or persons interested in putting their names forward) should be received at least a month prior to the May elections.</p>	<p>Joanne & All</p>	<p>March Mtg.</p>
	<p>There being no further business, the meeting was adjourned at 8:18PM. Next meeting - Wednesday, March 12, 2014 at 7:00 PM in the Gathering Room.</p>		