

## VICTORIA VILLAGE MANOR

<b>MEETING: Family Council</b>
<b>DATE: Wednesday, June 11, 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), Mike O'Halloran, Robin O'Halloran, Yvonne Parr, Cheryl Norton, Lorraine O'Halloran, Olivia Schmitz
<b>REGRETS:</b> Kathy Beatty, Sharon Bate

<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>	See item 12 (d) - Other	All	Ongoing
<b>4. Condolences</b>	Wendy reported 12 deaths and 1 discharge since our last meeting of April 9, 2014	Wendy	Ongoing
<b>5. Review/ Approval of Minutes from the March 12/14 and April 9, 2014 meeting</b>	At our April meeting, there were insufficient members present who attended the March meeting. Therefore it is necessary to review/approve those minutes. Motion to approve March 12/14 meeting minutes: Lorraine O'Halloran Seconded - Cheryl Norton CARRIED. Since the May 2014 meeting was cancelled due to an outbreak of the Enteric illness, it is	All	Ongoing

	<p>necessary to review/approve the April 9/14 meeting minutes at this meeting. Prior to approving the minutes, Wendy indicated an error in section 8 (VVM Report) section. It was incorrectly reported that the Ministry of Long Term Care contracts Rice and Associates for a LTC survey. Wendy reported that Rice and Associates has a "fixed" question survey which is used by all Long Term Care facilities. This allows VVM to compare itself with similar facilities throughout the Province of Ontario. Once corrected - a motion to approve the April 9/14 meeting minutes was made by Tracey Baker.</p> <p>Seconded - Gary Norton CARRIED</p>		
<b>6 . Treasurer's Report</b>	<p>General Account:       \$ 480.54 Zehrs/ Dare to Dream: \$2366.36 Staff Appreciation     \$ 415.00 <b>Total - \$3261.90</b></p> <p>Canadian Tire: \$7.60 in CTC cash (This is the total received since March 2014.) Note: As of May 1, 2014 the Bank of Montreal is charging community accounts a \$2.50 maintenance fee/month and is not paying interest on the account.</p>	Lorraine	Ongoing
<b>7. Secretary's Report</b>	None	John	Ongoing
<b>8 VVM Report (Wendy)</b>	<p>Wendy provided information from Prema Athaide (VVM Office Manager) that room rates are not increasing this year. Notice of assessments are due into the office ASAP for those who will be applying for a room subsidy. Notice will go out to families to this effect.</p> <p>Wendy advised the Residential Survey had been emailed to Family Council members, inviting input to the survey. None present remembered seeing the survey except one member who had difficulty opening the document. Lorraine requested that hard copies of the current survey be provided at our February 2015 meeting so members had ample time to provide input. As a group at tonight's meeting, no new input was received.</p> <p>Wendy advised that the Rice and Associates survey is "fixed" with the same questions for all Long Term Care Homes but if VV wanted, other questions could be added to the survey on a separate page(s).</p>	Wendy	Ongoing  February 2015 mtg.

<p><b>9. VVM Report (Olivia)</b></p>	<p>Olivia had been requested to come to the May 2014 meeting which was cancelled due to illness in the facility.</p> <p>Olivia explained how the development of the VVM Operational Plan evolves throughout the year. The plan has goals set by the staff who sit on that committee and that numerous disciplines are represented. Once approved, the Operational Plan is posted on the bulletin board outside the reception area. The goal of the OP is to work to improve on the previous year's statistical goals in all areas. The OP discussion became quite detailed in certain areas so anyone with further enquiries should read the OP and consult with Olivia if you have further questions.</p> <p>In response to the Ministry inspection at the beginning of this year a committee has been formed to address the concerns raised in the report. Here again, the committee consists of staff from various levels and disciplines as those issues brought forward in the report. Some items have already been corrected and Olivia advised all items would be addressed. Olivia undertook to give quarterly updates on the progress of that committees work. Olivia pointed out that the Ministry gave no written orders as a result of the inspection.</p> <p>Tracey enquired as to what the percentages mean with respect to the statistical information in the Operational Plan. Olivia advised that VVM percentages are a comparison to other LTC beds in homes in the province.</p> <p>Lastly, Olivia advised that staff have installed an indicator arm on the soap/disinfectant dispenser in resident rooms. If you find the dispenser getting low or empty, flip the indicator arm up and cleaning staff will refill it.</p>	<p>Olivia</p> <p>Olivia - quarterly report on compliance committee.</p>	
<p><b>10. Standing Items</b></p>			
<p><b>a) Web-Site Committee</b></p>	<p>Nothing new to report.</p>	<p>Tracey</p>	<p>Ongoing</p>

<b>b) Family Council Presentation Fall Series 2014</b>	<p>This item was discussed at the meeting. Since the meeting Tracey has provided the following particulars on our Fall Series Presentation:  Date: Monday October 6, 2014 at 11:30 AM and 6:30PM for approximately 1 hour.  Title Coping with Loss and Grief  Presenters: North Simcoe Palliative Care Network  Light refreshments will be provided.</p> <p>VVM Family Council has previously sponsored these types of presentations to resident families (and others interested). Although response has not been huge, those present certainly gained knowledge from our presenters and many questions were asked. Some logistics will have to be decided on this during our September 2014 meeting.</p>	Tracey and All	September 2014 mtg.
<b>c) Family Councils of Ontario</b>	<p>Joanne advised she receives the Family Councils of Ontario newsletter from Wendy on a monthly basis and she finds much useful information in it. They are looking for photos/stories which could be forwarded to the website for publication. They are also looking for suggestions for a new title for their newsletter.  Links to the Family Councils of Ontario website were provided in the April 9, 2014 meeting minutes.</p>	Joanne	Ongoing
<b>11. OLD BUSINESS</b>			
<b>a) Family Council Week (June 7 - 13, 2014)</b>	<p>Our Family Council display is currently in the lobby during Family Council Week. Special thanks to all who helped put it together including Wendy who provided photographs used in the display.</p> <p>Note: Congratulations have been extended to Shelley Walker, the massage therapist at VVM for having the winning guess. She is receiving a gift certificate from Bulk Barn.</p>	Joanne/All	Nil

<b>b) Bradford Greenhouse fundraiser</b>	Special thanks to Tracey Baker who did the leg-work to set up an account at Bradford Greenhouses. Between April 15 and October 15, people making purchases at BG can ask the cashier BEFORE she starts ringing up the total that they want their "points" to go to Victoria Village. This will enable VVM to purchase more seasonal type items which will then be placed within VVM. There are flyers on display on this in the elevator and lobby area.	Tracey	September mtg.
<b>c) Inclusion of Liquidation of Assets in Terms of Reference</b>	John passed around a draft wording for this motion. Input was offered by those present. At this time it was felt that the motion needs to be more specific in regards to naming bank accounts including our FC account and the VVM account the money would be transferred should this eventuality occur. With this in mind, John withdrew the motion at this time and we can address it again in September. Olivia undertook to find out account information from the VVM Controller and get back to us.	John/All	September mtg.
<b>d) Election of 2014-2015 executive</b>	<p>Following a discussion and a showing of hands through the voting process, here is the 2014-2015 VV FC executive:</p> <p>Chairperson/President - Joanne Baker-Forth  Vice Chairperson - Yvonne Parr  Secretary - John O'Halloran  Treasurer - Lorraine O'Halloran</p> <p>In each case, only one person put their name forward to run for the position. Joanne expressed a desire that this coming year would be her last as President but she did not rule out other positions.  Special thanks to Yvonne Parr for putting her name forward for Vice Chairperson. We have not had a person in this position for some time.</p>		

<b>e) Recognition Board of Staff</b>	<p>Sharon Bate was not present at this meeting. It may not be possible to get any further information on the recognition board she saw in another home. If any member knows where we can get a suitable recognition board either used or new please contact John O'Halloran. At this point however, it is not clear if this is a project we want to take on.</p>	<p>John/Sharon</p>	<p>September mtg.</p>
<b>h) Other</b>	<p>Nil.</p>		
<b>12. New Business</b>			
<b>a) Dare to Dream summer recipients</b>	<p>Wendy provided information on four possible recipients (two single persons and one two-person). All involved one meal (typically lunch) and the longest trip for one recipient would be to Orillia. The total cost for all four recipients would be approximately \$210.00.  A motion was put forward by Mike O'Halloran that we fund these Dare to Dream recipients. Cheryl Norton seconded. CARRIED.  Wendy and staff will works out the logistics for each trip and provide receipts.</p>	<p>Wendy</p>	<p>September mtg. for follow-up</p>
<b>b) Annual review of the books</b>	<p>In an email sent prior to this meeting Sharon Bate offered to assist with the review of the VVM FC books and bank accounts. Lorraine and Sharon will work on this over the summer.</p>	<p>Lorraine</p>	<p>September mtg.</p>
<b>c) Discussion of quarantine of floors</b>	<p>In view of the recent illness outbreak at VVM, Joanne asked if there was anything resident families can do at these times.  Olivia responded that families would be asked not to visit during the time of an outbreak but if they chose to they should ensure proper hand washing. If the resident was showing symptoms, visiting family members would have to gown up and wear protective devices to avoid catching/spreading the illness. She advised it was best to heed the recommendations of staff who work in conjunction with the Health Unit during these types of outbreaks.  The outbreak is over at this time.</p>	<p>Joanne</p>	<p>Nil</p>

<p><b>d) Other</b></p>	<p>Olivia advised that VVM was in the process of updating flooring and walls in the shower rooms. She brought manufacturers samples of floor tiles in various colours and paint samples. She requested input and suggestions as to colour choices. Residents will also be asked before final choices are made.</p>	<p>Olivia</p>	<p>Nil</p>
	<p>There being no further business, the meeting was adjourned at 8:50 PM.</p> <p>Next meeting - Wednesday, September 10, 2014 at 7:00 PM in the Gathering Room.  <b>HAVE A GREAT SUMMER EVERYBODY !!!!!!!</b></p>		