

## VICTORIA VILLAGE MANOR

<b>MEETING: Family Council</b>
<b>DATE: Wednesday, March 12, 2014 @ 7pm</b>
<b>PLACE: Gathering Room, VVM</b>
<b>RECORDER: John O'Halloran</b>

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

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
<b>1. Welcome</b>	The Chair welcomed everyone. (John acted as Chair in the absence of Joanne)	John	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>	Tom asked if it may be beneficial for Family Council to be in touch with the Life-Lease executive (the other part of the VV building). It was decided that Tom would approach that group and provide them with our phone number and/or email addresses.	John	Ongoing
<b>4. Condolences</b>	Wendy reported 4 deaths and 0 discharges since our last meeting of February 12, 2014	Wendy	Ongoing
<b>5. Review/ Approval of Minutes from the February 12/14 meeting</b>	Motion to approve - Kathy Beatty Seconded- Yvonne Parr CARRIED  Follow-up to the Minutes - Nil.	All	Ongoing
<b>6. Treasurer's Report</b>	<p style="text-align: right;">General Account:     \$ 482.98 Zehrs/ Dare to Dream: \$2380.33 Staff Appreciation   \$ 415.00 <b>Total - \$3278.31</b></p> <p>Canadian Tire: \$1.05 in CTC cash (cards of \$84.70 and cash of \$16.00 + \$13.97 used to purchase 2 radio/CD players, totaling \$114.67) Note: Previously thought the value of the cards was \$109.21 until the</p>	Lorraine	Ongoing

	cashier rang them in the till and they totaled \$84.70		
<b>7. Secretary's Report</b>	None	John	Ongoing
<b>8 VVM Report</b>	<p>Wendy thanked Family Council for their recent purchase of two radio/CD players for use in the Palliative Care rooms. She also provided a thank-you card written by Eileen Norrie RN (Staff) on behalf of the Palliative Care Committee for the kettles and toasters.</p> <p>There is a Family Council Recruitment Workshop at Roberta Place LTC (Barrie) from 1:30 to 4:30pm on Thursday April 10/14. The goal of the workshop is to discuss different strategies for recruiting Family Council members and to develop different strategies for recruitment. Attendance is limited so if you are interested contact Wendy Massarotto.</p> <p>Wendy has now received the MOHLTC Inspection Report following their inspection at VV over a 10 day period in January and February 2014. The report is 20 pages in length, plus a covering letter and certainly cannot be summarized in these minutes. Contact was made with the Ministry to ascertain if there is an electronic version of this report which could be forwarded to our members but no response was received at the time of this report. If further information is received (an electronic version or a link to an electronic version), it will be passed on to our members. In the mean time, members should contact Wendy for a copy of the report. Inspectors reviewed 18 Inspection Protocols and there were findings of Non-Compliance. One of the findings resulted in the Ministry requesting a prepared written plan of correction for that item while it is unclear what, if any follow-up action there may be by the Ministry for the other findings. Family Council may or may not wish to take follow-up action as a result of this report.</p>	Wendy	Monthly
<b>9. Standing Items</b>			
<b>a) Web-Site Committee</b>	Nothing new to report	Tracey/Lorraine	Ongoing
<b>b) Family Council Presentation Series</b>	Staff are meeting later this month with those making this presentation and at that time some suggested dates will be provided. We are still planning on a presentation in May 2014.	Wendy	April Mtg.
<b>c) Family Councils of Ontario</b>	This was in reference to the Family Council Recruitment Workshop - included in Wendy's report.	John	Nil
<b>11. OLD BUSINESS</b>	Action items from last meeting		

<b>a) Bradford Greenhouse Fundraiser</b>	Nothing new to report.	Tracey	April Mtg.
<b>b) Purchase of Items for Palliative Care</b>	As mentioned in the Treasurer's Report, two radio/CD players were recently purchased for Palliative Care. See Treasurer's Report.	John	Nil
<b>c) Inclusion of Liquidation of Assets in Terms of Reference</b>	<p>The committee is exploring solutions on what to do with the Family Council Funds in the event that there was not an active Family Council at VV. There was concensus in the group that our "intentions" should be incorporated in our Terms of Reference in the Fall 2014 and that in the meantime, our intentions should be brought forward in the form of a Motion at a regular meeting. Sharon pointed out that a Family Council in a home she visits has recently disbanded. Following further committee discussion it was generally felt that the following DRAFT motion reflects the "intentions" of the current committee:</p> <p><b>DRAFT MOTION:</b></p> <p><b>In the event that the Victoria Village Family Council ceases to exist for any reason, that the funds collected and in the Family Council bank account, at that particular point in time, would be forwarded to Wendy Massarotto, (or a person in her position as the Director of Resident and Family Services and deposited into a Victoria Village Manor Account to be used to grant "Dreams" pursuant to the Dare to Dream Program for as long as those funds exist.</b></p> <p>Wendy agreed that this action would be realistic.</p> <p>The above is just a DRAFT MOTION and will be subject to further discussion and perhaps a vote at our April 2014 meeting.</p> <p>Note: The Terms of Reference does not refer to the Dare to Dream program. This needs to be formalized as well.</p>	John	April Mtg.
<b>d) Elections in May, 2014</b>	Members present were encouraged to consider putting their names forward for the Family Council Committee. It was decided that 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	April Mtg.
<b>e) Providing WiFi for Palliative Care</b>	Wendy advised that WiFi will be provided free to families of a resident in palliative care. Families can request the code to access the internet at the front reception desk.	Lorraine	Nil
<b>11. New Business</b>			
<b>a) Flu Shots for Staff who work with residents</b>	Wendy advised that all staff, volunteers and outside service providers must provide proof of having received a flu shot. In the event that they do not get a flu shot they must provide a doctor's note as to why they do not/cannot get one. If the home experienced a flu outbreak it would be isolated to as small an area (and as few residents as possible)	Lorraine	Nil

	and those staff who do not have a flu shot would not have access to the infected area.		
<b>b) Family Council Week in June, 2014</b>	John advised those present as to what the current executive and committee have done in the past two years to celebrate Family Council week which this year is June 7-13, 2014. Wendy has not received any mailing from Family Council Ontario with regard to this year's theme. They typically provide posters and other information. The Family Council Ontario website indicates this year's theme is <b>Family Councils: Supporting Long Term Care Transformation</b> . At the April meeting we will be looking for ideas for our Family Council to support this year's initiative.	Joanne/John	April Mtg.
<b>c) Other</b>	Sharon spoke of seeing a "staff recognition board" in a home that she visits. It was felt that this would be a great way to recognize and support the staff who take care of our loved ones. The board recognizes years of service of employees of that home. A discussion occurred and there was consensus that this would be a good way to recognize our staff at VV. Wendy advised that there currently is this type of recognition in a non-public area of VV. It was thought that this recognition should be more "public" although there may be concerns about personal privacy issues. Sharon agreed to research the recognition board with staff in the home she visits and will give an update at an upcoming meeting.	Sharon & All	April Mtg.
	There being no further business, the meeting was adjourned at 8:34PM. . Next meeting - Wednesday, April 9, 2014 at 7:00 PM in the Gathering Room.		