VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, October 8, 2014 @ 7pm
PLACE: Gathering Room, VVM
RECORDER: John O'Halloran

PRESENT: Joanne Baker-Forth (Chair), John O'Halloran (Secretary); Lorraine O'Halloran (Treasurer), Gary Norton, Cheryl Norton, Mike O'Halloran, Robin O'Halloran, Sharon Bate, Wendy Massarotto (DRFS), Olivia Schmitz (Administrator), Sheri Maynard (Victoria Village Inc. General Manager).
REGRETS: Yvonne Parr (Vice-Chair), Tracey Baker, Kathy Beattie

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone.	Joanne	Ongoing
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet.	John	Ongoing
3. Declarations of any items to be added to the agenda	Lorraine wished to speak to the handout "The Experience of Dementia as a Journey". John wished to speak to the issue of re-appointing Wendy as the VV FC Assistant.	Joanne	Ongoing
4. Condolences	Wendy reported 1 death since our last meeting of September 8, 2014	Wendy	Ongoing
5. Approval of Minutes from the Sept 8 meeting	An error in the September 8, 2014 meeting minutes was addressed and corrected: Item (9a) incorrectly reported that Sheri Maynard was a member of VV "Staff". She is in fact the General Manager of Victoria Village Inc. Having corrected the error, a motion was made to accept the corrected minutes. Motion - Cheryl Norton Seconded - Gary Norton CARRIED	All	Ongoing

6 . Treasurer's Report	Account Balance 3165.99 Includes of Staff Appreciation $ 415.00 Canadian Tire: $12.05 in CTC cash	Lorraine	Ongoing
7. Secretary's Report	None	John	Ongoing
8 VVM Report (Wendy & Olivia)	1.) A Family Information Night will be held on October 22, 2014 at 4:30PM in the Gathering Room. Items on the agenda include Fire and Safety, Flu Season, Understanding Dysphasia, Renovations, Quality Assurance and Departmental Updates. A flyer will be posted in the building. Please RSVP to Wendy if you are attending. 2.) On November 22, 2014 there will be a resident gift & craft sale in the lobby. Tables may be rented to display/sell goods. Further information on this to follow. 3.) The annual Resident Christmas dinner will be held on Friday November 28, 2014. Cost will be $25.00 per person (non-residents). Further information to follow. 4.) Olivia announced that the planned shower renovations on all floors will be commencing shortly. Residents and families have had input on tile and paint colours and the choices have been made. More on this during the Family Information Night (above). 5.) New curtains have been installed in the third floor Living room and Palliative Care Room. 6.) An awning for the patio was looked at as a capital expense for this year but had to be deferred due to other priorities. 7.) A future project is the replacement of the current swipe card system.	Wendy Olivia	Ongoing Ongoing
9. Report from Sheri Maynard	1.) Resident families have noticed that there has recently been an increase in the length of hours that parking in the lot must be "paid". Sheri informed those present that originally VV received 20% of the parking fees paid by visitors to the building. Currently VV Long Term Care receives 50% of the funds generated from the parking lot. A recent Board of Directors decision increased the hours when parking must be paid from 7:00AM to 8:30PM. Sheri indicated those funds generated are used to fund capital expenses. 2.) Sheri did not seem to be aware of Family Council's desire to put information of our council including meeting minutes on the Victoria Village website. She has no objection	Sheri	Nil

	to that and advised that the person to contact was "Mike" who manages the site. **Note:** Since the meeting contact information has been received for "Mike". Tracey Baker has undertaken to liaise between FC and "Mike" so look for movement on this issue. 3.) Sheri advised that housekeeping for the Life Lease portion of the building and the LTC side is being managed from the Life Lease side. There is no change in staffing who are responsible for vacuuming, dusting, room cleaning, washroom cleaning and re-stocking supplies, etc. 4.) Sheri outlined the history of proposed development of property in the vicinity which is owned by Victoria Village. A proposal to build a 12 storey building at Wellington and Toronto Streets was delayed by a city bylaw which limited building height to 5 storeys. Sheri advised that VV opposed that bylaw at an OMB hearing and won that case so the building will proceed. It will house both independent living and assisted living units. The construction is still "in process" so watch for more on this in the future.		
9 Standing Items			
a) Web-Site Committee	See 9(2) above. Tracey Baker has undertaken to manage this transition of information to the VV website.	Tracey	Ongoing
b) Family Council Presentation Fall Series 2014	Sue Martin and Cori Johnson from the North Simcoe Muskoka Hospice Palliative Care Network made a presentation (sponsored by Family Council) on Monday October 6, 2014 at 6:30PM. A session planned for lunchtime was cancelled since no one expressed interest in attending. Seven people attended the evening session although four of them were FC members. Having said that the information was well received and those in attendance asked many questions. Handouts and contact information from the session were made available to FC members at our meeting. Thanks to Tracey for making the contact and setting up this educational session and to Lorraine O'Halloran for providing refreshments and snacks for those attending.	Joanne & John for All	Nil
10. OLD BUSINESS			
a) Bradford Greenhouse fundraiser	This program will end in October so it is expected that by our November meeting we will know how many "points" we accumulated on behalf of VVM. If you are making purchases at either of the Bradford Greenhouse stores please advise the cashier before he/she rings in your purchase that you want your "points" to go to	Joanne for Tracey	November Mtg.

	VVM. The "points" will allow VVM to purchase ornaments/decorations, etc. at a reduced rate.		
b) Revisions to the Terms of Reference	During our September 2014 meeting, changes were made in two areas of the Terms of Reference.(One involved the disposition of FC funds in the event that FC ceased to exist for any reason and the second involved the turn-around time of the process for a call for agenda items until the agenda is forwarded to members prior to each meeting.) During this meeting (October), members were provided with a DRAFT copy of the TofR containing those changes. The changes were the same as discussed in September. A motion was made by Lorraine O'Halloran that the Terms of Reference, as revised October 8, 2014 be accepted. Seconded: Gary Norton. CARRIED Note; The numbers of the bank accounts have been blocked out to enable it to be posted on the website.	Lorraine	Nil
c) Other			
11. New Business			
a) Resident Survey Concerns	Lorraine expressed the opinion that the resident Long Term Care Survey at 67 questions is too long. She also questioned the wording contained in some areas of the document. Olivia advised that while she didn't necessarily disagree, the survey questions are set and the same for all provincial LTC facilities. This allows individual facilities to see where they stand with others in the province. Olivia advised that they also use question responses to plan things like training for staff and/or residents. Also discussed was whether a "No" response was a negative or just a fact as some residents have to deal with challenges such as dementia. Overall Olivia feels that they do receive useful information from these surveys and also that in the future VV may undertake asking some questions specific to our facility.	Lorraine	.
b) Inspection Protocols for Ministry of Health – Family Council Interview	Wendy provided members with a copy of a survey that Ministry staff use when they interview Family Council members. In the past, Ministry staff have contacted Joanne, our chair for the purposes of completing this survey. Members are invited to review the survey and if there are any questions we can discuss them at our next meeting.	Wendy	Nov. Mtg.

d) Other	1.) Lorraine provided a one page handout entitled, "The Experience of Dementia as a Journey", which was received during a presentation by Mr. Ed Harper of the Alzheimer's Society at a September 25th educational meeting for staff and volunteers. The document is both educational and inspirational so Lorraine though it should be shared with our members. 2.) John noted that during our June meeting (following elections) we are supposed to re-appoint a Family Council Assistant for the coming year. **Note:** This was a suggestion from the Ministry Inspectors previously. Motion: (With Wendy's consent): That the Director of Resident & Family Services (Wendy Massarotto) be re-appointed as the Family Council Assistant for the 2014 - 2015 term. Seconded: Lorraine O'Halloran CARRIED	Lorraine John	Nil Nil
	There being no further business, the meeting was adjourned at 8:24PM. Next meeting - Wednesday, November 12, 2014 at 7:00 PM in the Gathering Room.		