

## VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, January 14, 2015 @ 6:30pm
PLACE: Gathering Room, VVM
RECORDER: John O'Halloran

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

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	John asked to comment on the Barrie area LTC & retirement home dinner held at the Holiday Inn before Christmas. Lorraine wanted to comment on the Victoria Village resident/family Christmas Dinner.		
4. Condolences	Wendy reported 10 deaths since our last meeting of November 12, 2014	Wendy	Ongoing
5. Approval of Minutes from the November 12, 2014 meeting	Motion - Lorraine Seconded - Mike CARRIED	All	Ongoing
6. Treasurer's Report	Account Balance 2908.39 Includes Staff Appreciation \$ 331.71 received after the "cut-off" date/time.		

	These funds will be held for the 2015 Staff Appreciation campaign.  Canadian Tire: \$20.85 in CTC cash	Lorraine	Ongoing
7. Secretary's Report	None	John	Ongoing
8. Standing Items			
a) VVM Report	<p>1.) The 6th floor (Balmoral) is currently in an influenza/respiratory outbreak. Notification has been sent to all resident families with a request that families not visit until the outbreak is declared as "over". Wendy advised that numerous measures have are in place on the third floor including not allowing residents or third floor staff to mix with other residents or staff. Wendy also advised that there has to be eight clear days with no new cases reported before the outbreak is determined to be "over".</p> <p>2.) VV has filled a vacancy by hiring Amanda Leduc as the new PSW Manager. For a number of years Amanda has been working on the third floor (Windsor). Family Council congratulates Amanda on her recent promotion to the manager position.</p> <p>3.) On January 22, 2015 VV staff will participate in a process to update their operational plan. If anyone is interested and available to provide input on that date contact Wendy to make arrangements.</p> <p>4.) VV is expecting that Ministry Inspectors will soon be returning to our facility to conduct their annual inspection. Wendy reminded Joanne that she may be contacted by the Ministry as part of this process.</p> <p>5.) Wendy reminded those present of an email she had previously forwarded to all resident families from the Family Councils of Ontario website. It contains a report entitled, "Long-Term Care Task Force on Residential Care and Safety Report". Following this there was a discussion on "abuse". Wendy asked that any reports of abuse be immediately brought to the attention of staff or management. All matters will be investigated and in some instances (as per policy) may be reported to the police.</p>	Wendy	Ongoing
B) Web-Site Committee	Joanne advised that Tracey contacts the web master monthly. All seem pleased with Family Council's recent addition to the VV website. Any comments or suggestions can be brought forward to Tracey or at our meetings.	Joanne for Tracey	Ongoing

9. OLD BUSINESS			
a) Staff Appreciation Report	The response to the 2014 staff appreciation campaign was fantastic. \$5670.00 was collected by the cut-off date and approximately \$330.00 was received after that point. This allowed Family Council to purchase gift cards for all VV employees in the amount of \$35.00. Wendy advised that staff were elated with both the dollar value amount of the card and the fact they received a card for the business/store that they requested (which was new this year). There was a discussion as to how to cut down on VV staff time to facilitate this process for next year. Joanne advised that while she does not plan to be FC President next year, she is willing to chair this effort.	Joanne	Nil
b) Cupcake Report	The Family Council Christmas cupcakes, coordinated by Mike and Robin were a hit with residents again this year. Several photos of residents enjoying their treat were viewed. An effort will be made for the 2015 campaign to start the planning process a little sooner than we did this year.	Mike/Robin	Nil
c) November Board Meeting Report	Joanne reported that her presentation to Board members went well and they asked a number of questions regarding our accomplishments (ex. Dare to Dream) and goals, etc. Since the meeting, Joanne and Tracey had discussed whether a Board member should be invited to report at one of our meetings. This matter was not clearly resolved but may be further discussed in the future.	Joanne	Nil
10. New Business			
	John advised the group that he had transported a number of VV residents to a Christmas dinner at the Holiday Inn. That dinner is a regular event which is sponsored by a number of Barrie Long Term Care and Retirement Homes. The dinner and entertainment was very good. The only comment was that the meal was buffet style and space limitations in the room meant that a number of wheel chair or mobility challenged residents were unable to view or make their own food choices. John asked if there is a substantial difference cost wise to get the meal "served" or could some other location be used where there is more room to allow for better accessibility. Wendy will bring those concerns to the VV staff member who serves on the planning committee for the 2015 Christmas meal.	John	Nil

	<p>Similarly, Lorraine commented that the VV Christmas meal for residents and families was a wonderful meal (served by VV staff) but asked if steak was the best choice for residents. Wendy advised that in the planning of this function it is very difficult to please everyone within the framework of what is available and how it is to be carried out. Issues include determining cost, served vs. buffet style, the best time to serve the meal (residents normally eat at an earlier hour than their family members may be used to) as well as the choices for the main plate. In addition, Wendy advised that due to size limitations within the kitchen of the great room where the meal was held, it is difficult for kitchen staff to do the final preparation and presentation of the meal. It seemed the main consensus among those present was that the meal was "too fancy" for residents who may have preferred a more basic type of meat and potatoes meal. Wendy will bring these thoughts forward in the planning for the 2015 Resident/Family Christmas dinner.</p>	Lorraine	Nil
	<p>There being no further business, the meeting was adjourned at 7:23 PM.</p> <p>Next meeting - Wednesday, February 11, 2015 at 6:30 PM in the Gathering Room.</p>		