

VICTORIA VILLAGE MANOR

MEETING: Family Council
DATE: Wednesday, September 9, 2015 @ 6:30pm
PLACE: Gathering Room, VVM
RECORDER: Tracey Baker

PRESENT: John O'Halloran (Chair), Yvonne Parr (Vice-Chair), Tracey Baker and Cheryl Norton (Co-Secretaries); Lorraine O'Halloran (Treasurer), Wendy Massarotto (DRFS), Gary Norton and Cheryl, Joanne Baker-Forth, Olivia Schmidt
REGRETS: Mike and Robin O'Halloran, Sharon Bate

Issue	ACTION	PERSON RESPONSIBLE	TARGET DATE
1. Welcome	The Chair welcomed everyone. Meeting called to order at 6:33pm.	John	Ongoing
2. Sign-in sheet and confidentiality	All Family Council members signed the meeting sign-in/confidentiality sheet.	Tracey	Ongoing
3. Declarations of any items to be added to the agenda	None	All	Ongoing
4. Condolences	Wendy reported 7 deaths plus one discharge since our last meeting of June 10, 2015	Wendy	Ongoing

	<p><u>Ministry of Health visit to VVM:</u></p> <p>Olivia distributed the Compliance Plan Action Form developed as a result of the Ministry’s recent inspection. 13 points were noted as requiring action and all are being addressed within the Plan. In summary, the foci of the actions include staff training/re-training, more timely care plan updates, process clarification and enforcement (specifically as relates to the Critical Incident System) and governance planning. Report to be posted on the FC website page.</p> <p><u>CIHI Indicator Report</u></p> <p>Olivia distributed the results of the recent CIHI (Canadian Institute for Health Information) report. Of the 23 indicators summarized for the past six quarters (ending with Q1 2015), Olivia highlighted the “Has Fallen” indicator has having improved in Q1. She noted however that there has been some “fall” activity in the current quarter and we should expect to see worsened results in the next report. Report to be posted on the FC website page.</p>		
b) Bradford Greenhouses	<p>Tracey reported that we have had more points activity this year than last. The campaign ends October 15 so all were encouraged to make any purchases prior to that date. Tracey requested that a final notice be included in the next mailing by Wendy and that an item be included in the next newsletter.</p> <p>Subsequent to this meeting, Tracey confirmed that, as at Sept 22, we have 22,628 points representing at \$226.00. The total in 2014 was 16,800 for \$168.</p>	Tracey	Ongoing
c) Web-site update	<p>Tracey reported that the June minutes have been posted to the site and requested an updated Executive photo for posting.</p> <p>Olivia committed to provide website traffic information at the next meeting.</p>	Tracey and Olivia	October
9. OLD BUSINESS			
a) Fall Seminar – summer planning	<p>Wendy confirmed Monday November 2 as the date for the session. Joanne and Tracey committed to take the lead on planning and promotion. Tracey requested that Prema</p>	John	November

	<p>contact her to clarify information required for promotional details.</p> <p>Dr. McConvey will co-present with someone from pharmacy. The topic is Antibiotic Stewardship (managing medication).</p> <p>Cheryl suggested using the event as an FC member recruitment opportunity and John confirmed that he always includes a “pitch” for membership in his remarks.</p>		
b) Family Council Week (June 6- 12)	Joanne reported that the chocolate “kisses” were a big hit. There is a significant quantity remaining and it was agreed that they would be returned to the front desk at Reception for all to enjoy.	Joanne	Nil
c) Other	None		
10. New Business			
a) Resident and Family Survey	Resident and Family surveys will be mailed September 14 to those whose family members are unable to complete.	Wendy	September
b) Summer Review of Bank Account	<p>The annual review of the financial records was distributed as provided by Sharon Bate.</p> <p>Note #1: Correction to the confirmation date which reads August 31, 2014. It should read 2015. Report to be posted on the FC website page.</p> <p>Note #2: A cheques in the amount of \$16 was written subsequent to the report.</p>	Lorraine	complete
c) Reflecting on Year – Effectiveness of FC in meeting goals and objectives	<p>As specified in the Terms of Reference, this meeting included a review of the TOR to address any issues and/or make changes.</p> <p>One item was discussed: Clarification of Family Council membership, in view of the April 30/15 Ministry document from Nancy Lytle (filed with our May 2015 minutes) and a follow-up document dated June 3/15 from Lorraine Purdon, Executive Director from the Family Councils of Ontario.</p> <p>Following discussion regarding how to handle a “disinvitation” to Family Council, Gary offered to draft wording that will clarify the approach. He will send the draft to John</p>	John	October

	<p>prior to the next meeting.</p> <p>MOTION #1: Tabled by Lorraine that as per page 5 of the Terms of Reference, the Administrator will be invited to attend whenever he/she is available and needs to do so. Seconded by Yvonne. CARRIED</p> <p>MOTION #2: Table by Lorraine that as per page 3 of the TOR, Gary and Cheryl are invited to remain Family council members for fiscal 2015/2016. Seconded by Joanne. CARRIED</p>		
<p>d) Other</p>	<p>(a) MOTION #3 – Joanne tabled the motion that the Director Resident and Family services be reappointed as the Family Council Assistant for the current year. Seconded by Cheryl – CARRIED</p> <p>(b) Staff Appreciation gifts:</p> <ol style="list-style-type: none"> a. Joanne volunteered to lead the communication b. It was agreed that choice will continue to be offered to staff for their gifts as – Walmart, Tim Hortons or President’s Choice c. Timeline: <ol style="list-style-type: none"> i. October 14 newsletter will remind to donate ii. Cheques/donations are to be left at reception. Donations of \$20+ receive a tax receipt. iii. Friday December 11 at 12:00pm – donations for 2015 close (late comers will carry forward) iv. Monday December 14 at 9:00am– assembly of envelopes in the Library at 9:00am v. Thursday December 17 – staff pay date <p>(c) Resident Christmas gifts – the issue was tabled and discussion focused on repeating the cupcakes or considering chocolates. To be discussed at next meeting.</p> <p>(d) Bicycle Built for 2 – Wendy advised that residents thoroughly enjoy participating on the Bicycle Built for 2. John noted a change in legislation regarding safety on</p>	<p>All</p>	<p>Nil</p>

	<p>City streets and committed to provide Wendy with further details.</p> <p>(e) Pharmacy bills – Tracey and Yvonne shared that a bill had been received from the pharmacy for an item not covered by OHIP. Subsequent to receiving the bill, a notice was received advising that it was an error and refunds would be provided. The question of what happened was tabled and neither Olivia nor Wendy was aware of it. Olivia agreed to investigate and report back</p>		
	<p>There being no further business, the meeting was adjourned at 8:19 PM.</p> <p>Next meeting - Wednesday, October 14, 2015 at 6:30 PM in the Gathering Room.</p>		