



# Committee Minutes

## Long-Term Care Committee of Management March 12, 2019 – 9:30 AM

The Long-Term Care Committee of Management met on the above date at the County Administration Building with the following members in attendance:

Present: Chair Dwight Burley; Councillors Scott Mackey, John Woodbury, and Christine Robinson; and Warden Selwyn Hicks

### Staff

Present: Kim Wingrove, Chief Administrative Officer; Lynne Johnson, Director of Long-Term Care; Heather Morrison, Clerk; Karen Kraus, Jennifer Cornell, and Renate Cowan, Long-Term Care Administrators; and Jacquelyn Morrison, Deputy Clerk/ Legislative Coordinator

### Sienna Staff

Present: Sanja Freeborn, Vice President of Operations Long-Term Care

## Call to Order

The Chair called the meeting to order at 9:30 AM.

## Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

## Reports

### LTCCR-CM-15-19 Lee Manor Operations Report to Committee of Management – February 1-28, 2019

Renate Cowan discussed report LTCCR-CM-15-19 for the period of February 1 - 28, 2019. Ms. Cowan reviewed the quality scorecard, Ministry of Health and Long Term Care ("MOHLTC") compliance orders, people, Sienna support updates, projects and events, occupancy, complaints and compliments, and emergency preparedness. She reviewed the resident and family satisfaction survey results and a discussion occurred on the process followed when the surveys were administered.

Kim Wingrove noted that the quality indicator description will be updated to ensure clarity. The indicators are out of 100, which is standard across the Province. The Committee noted that it may be helpful to include the indicators from the previous quarter to show changes. Discussion occurred on the quality improvement plan, which will be coming forward in April or May.

Discussion occurred on powers of attorney. Warden Hicks noted there are various reasons why people may choose a particular individual for their power of attorney. It was noted that future family satisfaction surveys will seek input from individuals who may not be the resident's power of attorney.

*CM18-19* Moved by: Councillor Mackey Seconded by: Warden Hicks

**That LTCR-CM-15-19 Lee Manor Operations Report to Committee of Management February 1-28, 2019 be received for information.**

Carried

## **LTCR-CM-16-19 Rockwood Terrace Operations Report to Committee of Management – February 1-28, 2019**

Karen Kraus reviewed report LTCR-CM-16-19 for the period of February 1 - 28, 2019. Ms. Kraus discussed the quality scorecard, MOHLTC compliance orders, people, Sienna support updates, projects and events, occupancy, complaints and compliments, resident and family satisfaction survey, and emergency preparedness. She noted that Code Black is a bomb threat. All Codes are practiced at least once per year.

Discussion occurred on end of life care. Ms. Kraus noted that staff recently received training on end of life care. Discussion occurred on dignity quilts and the processes involved with end of life care. This topic will be discussed at an upcoming resident council meeting. Warden Hicks noted that this could be a consideration in the design of a new building.

*CM19-19* Moved by: Councillor Robinson Seconded by: Councillor Woodbury

**That LTCR-CM-12-19 Rockwood Terrace Operations Report to Committee of Management December 15, 2018 – January 31, 2019 be received for information.**

Carried

## LTCR-CM-17-19 Grey Gables Operations Report to Committee of Management – February 1-28, 2019

Jennifer Cornell discussed report LTCR-CM-17-19 for the period of February 1-28, 2019. She noted that on February 2<sup>nd</sup>, Premier Doug Ford, MPP Bill Walker, and Warden Hicks visited Grey Gables. Ms. Cornell reviewed the quality scorecard, MOHLTC compliance orders, people, Sienna support updates, projects and events, occupancy, complaints and compliments, resident and family satisfaction survey, resident and family council updates, and emergency preparedness. Blank resident and family surveys will be emailed to the Committee members.

Discussion occurred on new resident orientations and the move in process. Ms. Cornell noted that the home currently has a welcoming committee.

The Committee discussed the prevention of bullying.

*CM20-19* Moved by: Warden Hicks Seconded by: Councillor Robinson

**That LTCR-CM-17-19 Grey Gables Operations Report to Committee of Management February 1-28, 2019 be received for information.**

Carried

## LTCR-CM-13-19 Confidential Operations Report

Lynne Johnson noted that the operation of the homes involves confidential, sensitive information. She highlighted the type of information that would be shared in the confidential reports, including personal information, labour relationships, negotiations, and legal information. She noted that standardized confidential reports will be brought back to the Committee as needed. She expected this to happen quarterly.

A question arose regarding when the police become involved if abuse is alleged. Ms. Cornell confirmed that police are always called if abuse is alleged. She also noted that the homes follow an algorithm that details the procedure. Ms. Johnson noted that the homes conduct and investigation independent of the police process.

*CM21-19* Moved by: Councillor Woodbury Seconded by: Councillor Mackey

**That report LTCR-CM-13-19 regarding Confidential Operations Reporting be received; and**

**That a Confidential Operations Report be provided to the Committee of Management on a regular basis to manage risk and guide decision making.**

Carried

## LTCCR-CM-18-19 Title Change – Executive Director

Lynne Johnson advised that the scope of the administrator’s role has changed over the years. Most organizations have moved to the term “Executive Director”, which is more reflective of the scope of responsibility.

CM22-19 Moved by: Councillor Robinson Seconded by: Councillor Mackey

**That report LTCCR-CM-18-19 regarding a title change for the Long Term Care Home Administrators be received; and**

**That the job title be changed from Administrator to Executive Director.**

Carried

The Committee recessed briefly and then reconvened.

## Closed Meeting Matter

CM23-19 Moved by: Councillor Woodbury Seconded by: Councillor Mackey

**That the Long-Term Care Committee of Management does now go into closed session pursuant to Section 239 (2) of the *Municipal Act, 2001* to discuss:**

- a. **A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization (*Private Sector Long Term Care Intentions*); and**

**That the following staff and guests remain in attendance: Kim Wingrove, Lynne Johnson, Heather Morrison, Karen Kraus, Jennifer Cornell, Renate Cowan, Jacquelyn Morrison, and Sanja Freeborn.**

Carried

The Committee proceeded into closed session at 11:01 AM.

The Committee returned to open session at 12:07 PM.

CM24-19 Moved by: Councillor Robinson Seconded by: Councillor Mackey

**That the Long-Term Care Committee of Management proceed with planning for the redevelopment project of Rockwood Terrace; and**

**That staff send a letter to the Ministry of Health and Long Term Care regarding the Rockwood Terrace application.**

Carried

*CM25-19* Moved by: Councillor Mackey      Seconded by: Councillor Robinson

**That the Long-Term Care Committee of Management directs staff to proceed with developing a scope of work for a project to investigate options in the best interests of Grey Gables.**

Carried

*CM26-19* Moved by: Warden Hicks      Seconded by: Councillor Woodbury

**That the private sector be invited to meet with staff regarding long term care needs in Grey County.**

Carried

## Other Business

Warden Hicks thanked staff for organizing tours of the long term care homes.

Kim Wingrove extended thanks to Sienna for their support. She noted the importance of said support. The Committee recognized Sienna's significant contribution to the development of the 2019 budget.

## Application for Long Term Care Beds Verbal Update

Ms. Wingrove provided an update on the application for long term care.

## Next Meeting Dates

The next meeting will be held at Rockwood Terrace. The date of the meeting will be determined at the call of the Chair.

On a motion by Councillors Woodbury and Mackey, the meeting adjourned at 12:38 PM.

Dwight Burley, Chair