
Long-Term Care Committee of Management January 8, 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: Selwyn Hicks, Dwight Burley, Scott Mackey, and John Woodbury

Regrets: Christine Robinson

Staff

Present: Kim Wingrove, Chief Administrative Officer; Lynne Johnson, Director of Long-Term Care; Kevin Wepler, Director of Corporate Services; Heather Morrison, Clerk; Karen Kraus, Jennifer Cornell, and Renate Cowan, Long-Term Care Administrators; Deputy Treasurers Mary Lou Spicer and Joanna Alpajaro; and Jacquelyn Morrison, Deputy Clerk/ Legislative Coordinator

Sienna Staff

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

Call to Order

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

Election of the Chair and Vice Chair

The Clerk stated that nominations for Chair and Vice Chair were in order.

Election of the Chair for 2019

CM01-19 Moved by: Warden Hicks Seconded by: Councillor Woodbury

That Councillor Burley be nominated as Chair for the Long Term Care Committee of Management for 2019.

CM02-19 Moved by: Councillor Mackey Seconded by: Councillor Woodbury

That the nominations for Chair for the Long Term Care Committee of Management be closed.

Councillor Burley accepted the nomination for Chair of the Long Term Care Committee of Management for 2019.

Election of the Vice Chair for 2019

CM03-19 Moved by: Councillor Burley Seconded by: Councillor Woodbury

That Councillor Mackey be nominated as Vice Chair for the Long Term Care Committee of Management for 2019.

CM04-19 Moved by: Councillor Burley Seconded by: Councillor Woodbury

That the nominations for Vice Chair for the Long Term Care Committee of Management be closed.

Councillor Mackey accepted the nomination for Vice Chair of the Long Term Care Committee of Management for 2019.

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Delegation

Introduction and Overview of the Committee of Management

Lynne Johnson, Director of Long-Term Care, provided background information relating to long term care and the current legislative framework. She discussed the Quality Inspection Program and highlighted the role of the Ministry of Health and Long Term Care and the Compliance Officers. The Ministry of Health and Long Term Care (“MOHLTC”) website is a useful resource for the Committee and can be viewed at <http://www.health.gov.on.ca/en/public/programs/ltc/>.

Discussion occurred on the definition of critical incidents and Ms. Johnson provided the Ontario government’s “Reporting Requirements Tip Sheet”. She highlighted the process that is to be followed when there is a critical incident.

Ms. Johnson provided an overview of the Long-Term Care Home Service Accountability Agreement (“LSAA”), which is an agreement between a long term care home licensee and the Local Health Integration Network (“LHIN”).

Ms. Johnson advised that long term care homes are supporting residents who have very specialized needs. Long term care homes operate in a highly regulated environment. The residents and families have high expectations for the complex services that are delivered. She provided an overview of the resident profile within long term care and discussion occurred regarding the characteristics of the residents. It was

noted that the provincial policy is to encourage people to stay at home for as long as possible.

Ms. Johnson discussed the Grey County homes, which are Grey Gables, Lee Manor, and Rockwood Terrace. She provided information on the waiting lists in Grey and Bruce Counties. It was noted that one person can appear on more than one waiting list for more than one room type. She reviewed how the homes select residents, including the placement priorities and eligibility. Discussion occurred on the differences between basic, semi-private, and private rooms.

Ms. Johnson discussed the four long term care pillars, which are financial, quality, human resources, and operating platform. Under financial, she provided an overview of the budget funding envelopes and how the budget has been developed for 2019. Under quality, she noted that structure is vital and that the homes are moving toward accreditation through CARF Canada in the fall. Under human resources, Ms. Johnson advised that the homes are focusing on recruitment, retention, attendance support, WSIB management, and occupational health and safety. Under operating platform, she noted the goal to streamline systems and platforms.

Ms. Johnson highlighted the role and objectives of Committee of Management. The Terms of Reference will be circulated to the Committee and are available online at www.grey.ca. The structure of the Committee of Management was discussed.

The Committee recessed briefly and then reconvened.

Reports

The Chair requested to amend the agenda to group the reports together according to the home. The Committee unanimously supported this amendment.

LTQR-CM-01-19 and LTQR-CM-04-19 Grey Gables Operations Reports to Committee of Management

Jennifer Cornell discussed report LTQR-CM-01-19 for the period of October 15 – November 15, 2018 and report LTQR-CM-04-19 for the period of November 15 – December 15, 2018. She noted how the quality indicator percentages are established and noted that the quality indicator format will change to the format that Ms. Johnson referenced in her delegation. Ms. Cornell reviewed the quality scorecard, MOHLTC compliance orders, people, Sienna support services updates, projects and events, occupancy, regulatory visits, complaints and compliments, resident and family council updates, and emergency preparedness.

A discussion occurred on the follow up process when complaints are received. It was noted that formal written complaints have to be responded to within ten (10) days and have to be sent to the MOHLTC.

CM05-19 Moved by: Councillor Mackey Seconded by: Warden Hicks

That LTCR-CM-01-19 Grey Gables Operations Report to Committee of Management October 15 – November 15, 2018 and LTCR-CM-04-19 Grey Gables Operations Report to Committee of Management November 15 – December 15, 2018 be received for information.

Carried

The Committee recessed briefly and then reconvened.

LTCR-CM-02-19 and LTCR-CM-05-19 Lee Manor Operations Reports to Committee of Management

Renate Cowan discussed report LTCR-CM-02-19 for the period of October 15 – November 15, 2018 and report LTCR-CM-05-19 for the period of November 15 – December 15, 2018. Ms. Cowan reviewed the quality scorecard, MOHLTC compliance orders, people, Sienna support services updates, projects and events, occupancy, regulatory visits, complaints and compliments, resident and family council updates, and emergency preparedness.

Ms. Cowan advised that under the quality scorecard, the number of falls is the number of falls, not injury. Discussion occurred on how to reduce transfers to the emergency department. Discussion also occurred on emergency preparedness and fire procedures.

CM06-19 Moved by: Councillor Woodbury Seconded by: Warden Hicks

That LTCR-CM-02-19 Lee Manor Operations Report to Committee of Management October 15 – November 15, 2018 and LTCR-CM-05-19 Lee Manor Operations Report to Committee of Management November 15 – December 15, 2018 be received for information.

Carried

LTCR-CM-03-19 and LTCR-CM-06-19 Rockwood Terrace Operations Reports to Committee of Management

Karen Kraus reviewed report LTCR-CM-03-19 for the period of October 15 – November 15, 2018 and report LTCR-CM-06-19 for the period of November 16 – December 15, 2018. She reviewed the quality scorecard, MOHLTC compliance orders, people, Sienna

support services updates, projects and events, occupancy, regulatory visits, complaints and compliments, resident and family council updates, and emergency preparedness.

Ms. Kraus discussed occupancy rates and advised how outbreaks affect the occupancy of the home. The homes are not able to admit new residents during an outbreak. Discussion also occurred regarding medical care, assessments, and expectations.

CM07-19 Moved by: Councillor Mackey Seconded by: Councillor Woodbury

That LTCR-CM-03-19 Rockwood Terrace Operations Report to Committee of Management October 15 – November 15, 2018 and LTCR-CM-06-19 Rockwood Terrace Operations Report to Committee of Management November 15 – December 15, 2018 be received for information.

Carried

LTCR-CM-07-19 Declaration of Compliance

Lynne Johnson reviewed the Declaration of Compliance report. The Declaration confirms that the provisions of the Long Term Care Service Accountability Agreement have been met during the reporting period. All homes must submit the Declaration of Compliance annually. The LHIN requires that the Committee of Management approve the Declaration of Compliance.

CM08-19 Moved by: Councillor Woodbury Seconded by: Councillor Mackey

**That report LTCR-CM-07-19 be received; and
That the Warden and Clerk be authorized to sign and submit a Declaration of Compliance for Grey Gables, Lee Manor and Rockwood Terrace to the South West Local Health Integration Network for the reporting period of January 1, 2018- December 31, 2018.**

Carried

LTCR-CM-08-19 Proposed 2019 Long Term Care Budgets

Lynne Johnson provided an overview of the above report. She advised that the overall budget for all three homes is \$33,317,245, which requires an overall net levy of \$6,269,646 from the County. The net levy contribution is unchanged from 2018. She noted the four sources of revenue and historical funding assumptions. Ms. Johnson advised that in addition to base funding, the homes receive resident acuity funding,

which is referred to as the Case Mix Index (CMI). The County levy covers the portion of budget that exceeds the ministry and resident co-payment amounts.

Discussion occurred around the perception of the difference between public and private long term care homes.

Ms. Johnson reviewed the budget impacts, including wages and benefits. Recruitment and retention of employees will be a focus this year for the homes. She also highlighted attendance support and the focus on education.

Ms. Johnson advised that there are four collective agreements across the three homes. It was noted that some agreements are being negotiated. Ms. Johnson also highlighted the premiums under the *Workplace Safety and Insurance Act*. Kevin Weppler provided insight on the premiums and the increased costs.

Ms. Johnson noted the four funding envelopes, namely other accommodation, raw food, nursing and personal care, and program and support services. Under Other Accommodation, she highlighted information and technology costs, one-time expenses, and the Sienna contract. Under Raw Food, it was noted that the MOHLTC provides \$9.54 per resident day. Discussion occurred around continuing to support locally grown food. Sanja Freeborn advised that in past surveys 97% of residents were satisfied with Sienna's menus. Under Nursing and Personal Care, wages and benefits are included as well as equipment, supplies, and services. Under Program and Support Services, activity and recreation staff, materials, and services are included.

Discussion occurred around the savings already achieved under the budget. It was noted that Sienna will provide support and insights on policy and procedure.

Jennifer Cornell reviewed the Grey Gables budget. She highlighted the increase in hours for the office clerk/scheduler. She reviewed the 2019 capital budget and provided an overview of projects. It is projected that Grey Gables will have a negative reserve balance in 2020 and will return to a positive balance in 2039. However, collectively the reserves for all three homes remain positive. Kevin Weppler noted that the reserve balances will continue to be monitored.

Renate Cowan noted that Lee Manor's budget has remained largely unchanged from 2018. She reviewed the home's capital costs and provided upcoming capital projects for 2019.

Karen Kraus reviewed Rockwood Terrace's budget, which is unchanged from 2018. She noted that the need for redevelopment is balanced with providing a safe and comfortable environment. She summarized the upcoming capital projects.

Discussion occurred on the actual figures presented in the budgets.

CM09-19 Moved by: Warden Hicks Seconded by: Councillor Mackey

That report LTCR-CM-08-19 regarding the proposed 2019 Long-Term Care budgets be received; and

That the 2019 Long-Term Care budgets, as presented, be forwarded to County Council as part of the overall corporate budget package for consideration.

Carried

LTCR-CM-09-19 2019-2022 Long-Term Care Home Accountability Planning Submission and Service Accountability Agreement

Lynne Johnson reviewed the above noted report. She advised that the County received notice on October 11th that an updated Long Term Care Home Accountability Planning Submission (“LAPS”) was required to be submitted within 60 days. The LAPS have been submitted to the LHIN. It was noted that not much had changed in the LAPS that were submitted.

CM10-19 Moved by: Councillor Woodbury Seconded by: Warden Hicks

That Report LTCR-CM-09-19 regarding the Long-Term Care Homes Accountability Planning Submission and Service Accountability Agreement be received; and

That the Committee of Management approve the Long-Term Care Home Accountability Planning Submission document for Grey Gables, Lee Manor and Rockwood Terrace.

Carried

Other Business

Kim Wingrove discussed the information workshop that will be held on January 22nd.

Next Meeting Dates

The next meeting will be held on February 12, 2019 at 9:30 AM.

On motion by Councillors Woodbury and Mackey, the meeting adjourned at 2:25 PM.

Dwight Burley, Chair