



Committee Minutes

Committee of Management September 14, 2021 – 9:30 AM

The Committee met on the above date through electronic means with the following members participating:

Present: Councillors Dwight Burley, Scott Mackey, Christine Robinson, and Brian O’Leary; Barb Clumpus, John Woodbury and Warden Selwyn Hicks

Staff

Present: Kim Wingrove, Chief Administrative Officer; Jennifer Cornell, Director of Long-Term Care; Karen Kraus, Stacey Goldie and Shannon Cox; Executive Directors; Renate Cowan, Accreditation and Quality Specialist; Mary Lou Spicer, Director of Finance; Joanna Alpajaro, Deputy Treasurer; Markus Hawco, Financial Analyst, Denna Leach, Clinical Specialist, Heather Morrison, Clerk and Olivia Yale, Digital Communications Specialist

Call to Order

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

Declaration of Interest

There were no declarations of interest.

Reports

LTCR-CM-19-21 Long-Term Care COVID-19 Status Update

Jennifer Cornell provided an overview relative to the COVID-19 update. She noted several directive updates were received in conjunction with Step 2 and Step 3 of Ontario’s Reopening Roadmap. Visitor guidelines were updated for fully, partially, and unimmunized visitors. Surveillance testing has decreased based on updated directives with rapid testing continuing. Infection Prevention and Control (IPAC) strategies continue to evolve with new guidelines.

Fall preparation is underway and a checklist has been sent out from Ministry of Long Term Care and Public Health Ontario for precautions related to the fourth wave and flu season.

The Long-Term Care vaccine policy has been released which aligns with the Ministry of Long-Term Care (MLTC) policy and includes three options: proof of vaccine, medical exemption, or education session. Active discussions locally continue to align with partners to require vaccinations for all new hires. At the end of August, the Ministry of Long-Term Care announced that all residents are eligible for a third dose of vaccine at least five months following the second dose. 225 residents have already received their third dose. In August Designated Care Partner (DCP) program celebrated it's the one-year anniversary. Celebrations were held the week of August 23 as appreciation week for DCPs with events throughout the week.

Ms. Cornell noted that the micro certificate program, which is fully funded by the Ministry of Labour Training and Skills Development is going very well and additional sessions have been added for the fall. This program is used to support those thinking of working in the long-term care field. Five care support assistants are furthering their education in a Personal Support Worker (PSW) program. Several students were in the homes over the summer gaining experience in the long-term care field. Staff reached out for feedback from them as an exit survey.

Ms. Cornell provided an overview of the funding announcements received during this period.

CM28-21 Moved by: Councillor Burley Seconded by: Councillor Robinson

That Report LTCR-CM-19-21 regarding a Long-Term Care COVID-19 Status Update be received for information.

Carried

LTCR-CM-20-21 Long-Term Care Operational Report June 15-August 14, 2021

Jennifer Cornell provided an overview of the operational report. Renate Cowan noted that the 4th quarter data has been released-the data is starting to show the impacts of COVID. Regular department meetings and visits to the care communities have begun to address consistency and alignment between all three homes.

Shannon Cox spoke to the orders that were completed during the time. It was noted that when enhancements are implemented in one home, they are reviewed for the implementation in the other homes. Ms. Cox highlighted the special themes weeks that

occurred in the care communities and noted the positive feedback from residents and staff.

Stacey Goldie spoke to the Colour-It story to resume communal dining within the homes due to the increase in vaccination rates. She noted the positive and energetic atmosphere on the first day.

Karen Kraus noted that residents embraced the summer Olympics and participated in their own mini-Olympics with homemade medals. She spoke to a boiler issue at Rockwood Terrace which has since been fixed. She also highlighted the hard work and dedication by staff during the storm in Durham in August.

CM29-21 Moved by: Councillor Woodbury Seconded by: Councillor O'Leary

That Report LTCR-CM-20-21 Long-Term Care Operational Report from June 15-August 14, 2021 be received for information.

Carried

LTCR-CM-22-21 Grey Gables Optimizing PSW Schedules

Jennifer Cornell provided an overview of the report. She noted that this would extend the short shifts of less than 7.5 hours to longer shifts of 7.5 hours from October 1 to December 31, 2021. There is a critical shortage of PSWs, and this will assist in providing further PSW coverage at Grey Gables. She noted that short shifts are very difficult to recruit for. To optimize recruitment, staff are recommending the increase to the short shifts. It is a crucial step to creating normalized shifts.

The next step would be working with Human Resources and the union to create schedules that meet the overall needs of residents and staff. Work with outside stakeholders and staff will also commence to increase full time staff. It is anticipated this program will be phased in over the next three years to increase the time per resident from 2.91 hours to 3.08 hours per day. Discussion occurred on the direct care hours at the other two homes. It is hoped that these strategies will assist, over time in the staff overtimes and shortages. It is the first step in optimizing staffing and providing more work-life balance options for staff. Ms. Cornell noted that COVID has really brought to light the challenges around scheduling and everyday life. She stated that the University of Toronto department of mechanical engineering has reached out to see if there is an option for a partnership to assist in working through a program for staff scheduling.

CM30-21 Moved by: Councillor Burley Seconded by: Warden Hicks

That Report LTCR-CM-22-21 regarding a Grey Gables Optimizing PSW Schedules be received; and

That the short shifts (less than 7.5 hours) at Grey Gables be extended to full shifts (7.5 hours), for a period of October 1 to December 31, 2021; and

That the financial impact of \$41,438.25 as phase one in a strategy to optimize staffing resources be funded from the Ministry of Long-Term Care COVID Containment and Prevention funding.

Carried

CM31-21 Moved by: Councillor Woodbury Seconded by: Councillor Robinson

That the Committee of Management does now go into closed session pursuant to Section 239 (2) of the Municipal Act, 2001, as amended, to discuss:

- a. Personal matters about an identifiable individual, including municipal or local board employees**
- b. Labour relations or employee negotiations**

And that all staff remain in attendance.

Carried

The Committee moved into closed session at 10:21 am.

The Committee returned to open session at 10:49 am.

Chair Mackey confirmed that only those items noted above were discussed during the closed session.

Other Business

There was no other business.

Next Meeting Dates

November 9, 2021

On motion by Councillors Burley and O'Leary the meeting adjourned at 10:50 AM.