



# Committee Minutes

## Committee of Management March 14, 2023 – 9:00 AM

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

Present: Chair Mackey, Councillors Keaveney, Paterson, Carleton, Nielsen, Hutchinson, and Warden Milne.

Regrets: None.

### 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; Denna Leach, Clinical Specialist; Mary Lou Spicer, Director of Finance; Markus Hawco, Manager Finance, Long Term Care; Olivia Yale, Digital Communications Specialist; Tara Warder, Clerk; and Sarah Goldrup, Deputy Clerk/Legislative Coordinator.

## Call to Order

The Chair called the meeting to order at 9:00 AM.

## Declaration of Interest

There were no declarations of interest.

## Delegations

There were no delegations.

## Reports – Long-Term Care

LTCR-CM-05-23 - 2022 Long-Term Care Write Off of  
Uncollectible Accounts

Markus Hawco reviewed the report and explained that for the 2022 fiscal year, staff recommended \$32,435 at Grey Gables, \$3,450 at Rockwood Terrace, and \$13,122 at Lee Manor be written off for a total of \$49,007, of which 50% or \$24,504 is eligible for Ministry reimbursement. Further, Markus Hawco reported the growing number of residents requiring public guardian trustee (PGT) designation and reviewed the extended process for a request to be taken under guardianship, which can delay the payment of account balances.

In response to questions from the Committee, staff confirmed the oldest accounts are 160 days in arrears, discussed the process for handling accounts, and described the assistance provided to residents and their families requiring public guardian trustee (PGT) designation.

*CM07-23* Moved by: Councillor Hutchinson Seconded by: Councillor Nielsen

**That report LTCR-CM-05-23 titled 2022 Long Term Care Write Off of Uncollectible Accounts be received; and**

**That the recommended write offs in the amount of \$49,007 as outlined in the report be approved.**

Carried

## LTCR-CM-06-23 - Long-Term Care Director's Update

Jennifer Cornell reviewed the report and highlighted updated definitions or guidance from the ministry, ongoing infection control measures, and health human resources considerations. Further, Jennifer Cornell noted correspondence from the ministry that provided summarized language for proposed legislative amendments and recognized regional and local partnerships. Jennifer Cornell shared that 36 students from Grey Bruce recently celebrated the completion of their personal support worker training program at Georgian College in Owen Sound and reported that all had found employment as PSWs as a result of the program.

*CM08-23* Moved by: Warden Milne Seconded by: Councillor Keaveney

**That report LTCR-CM-03-23 regarding the LTC Operational Report from December 15, 2022, to February 14, 2023, be received for information.**

Carried

## LTCR-CM-07-23 - LTC Operational Report December 15, 2022 - February 14, 2023

Denna Leach presented to the Committee regarding 2023 initiatives in four care areas, including expanded approaches to palliative care, improvements to medication management systems, education and training for skin and wound care, and the transition to electronic medical record software to support collaboration and coordination across care teams.

In response to questions from the Committee, Denna Leach spoke about medication management and discussed the transitions to electronic records and cybersecurity.

Stacey Goldie presented to the Committee regarding inspections and outbreaks. The Executive Director noted a ministry inspection at Lee Manor in January 2023 with no findings of non-compliance. Further, Stacey Goldie reported that all three homes experienced outbreaks during the reporting period and described early detection and management measures.

Shannon Cox presented to the Committee regarding programs and events, including Christmas celebrations, Rockwood Terrace's super bowl party, Lee Manor's celebration of Hockey Day in Owen Sound, and Grey Gable's love boat cruise. Further, the Executive Director reported on occupancy rates. Shannon Cox noted that a 97% occupancy rate is required to receive full funding. Additionally, the Executive Director explained that the Behavioural Support Transition Unit (BSTU) at Grey Gables is a designated specialized unit that does not require the typical 97% occupancy rate.

In response to questions from the Committee, Shannon Cox discussed occupancy rates, future reporting regarding BSTU beds, and the program's status. Staff confirmed they are continuing to fill beds, with two residents being admitted in the coming week, and that resident needs continued to be met through the program. Staff further discussed funding, the medication and behavioural needs of residents, the residents waiting to transition to the appropriate care and placement, and the status of the waitlist.

Karen Kraus presented to the Committee regarding environmental considerations and emergency preparedness, including monthly fire drills, fire alarm inspections, and elevator inspections.

*CM09-23* Moved by: Councillor Paterson Seconded by: Councillor Nielsen

**That report LTCR-CM-02-23 regarding a Long-Term Care Director Update be received for information.**

Carried

## Closed Meeting Matters

CM10-23 Moved by: Councillor Carleton Seconded by: Councillor Hutchinson

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

- i. Personal matters about an identifiable individual, including municipal or local board employees (LTCR-CM-09-23 - Closed Session Report July-December 2022).**

**That all staff remain in attendance.**

Carried

The Committee proceeded into closed session at 9:55 AM.

The Committee returned to open session at 10:22 AM.

The Chair confirmed that only the items stated in the resolution to move into closed session were discussed.

## Correspondence

There was no correspondence.

## Other Business

There was no other business.

## Next Meeting Dates

May 9, 2023, at 9:00 AM

## Adjournment

Due to technical difficulties, Councillor Paterson assumed the role of Chair.

On motion by Councillor Nielsen and Carleton, the meeting adjourned at 10:24 AM.