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Windsor, Ontario February 27, 2017

A meeting of the **Committee of Management for Huron Lodge Long Term Care Home** is held this day commencing at 5:00 o'clock p.m. in the Walkerville Meeting Room, 3<sup>rd</sup> floor, City Hall, there being present the following members:

Councillor Ed Sleiman, Chair  
Councillor Fred Francis  
Councillor Jo-Anne Gignac

**Also present are the following resource personnel:**

Jelena Payne, Community Development & Health Commissioner  
Alina Sirbu, Executive Director of LTC Administrator Huron Lodge  
Karen Kadour, Committee Coordinator

**1. CALL TO ORDER**

The Chair calls the meeting to order at 4:10 o'clock p.m. and the Committee of Management considers the Agenda being Schedule "A" **attached** hereto, matters which are dealt with as follows:

**2. DISCLOSURE OF INTEREST**

None disclosed.

**3. ADOPTION OF THE MINUTES**

Moved by Councillor Francis, seconded by Councillor Gignac,  
That the minutes of the Committee of Management for Huron Lodge of its meeting held November 28, 2016 **BE ADOPTED** as presented.  
Carried.

**6. ADMINISTRATOR'S REPORT**

A. Sirbu provides an overview of the Administrator's Report to the Committee of Management as follows:

- The Long-Term Care Home Service Accountability Agreement; the legal agreement between the Long-Term Care Home and the Local Health Integration

Network is in process of being revised for dates and resigned for implementation.

**3.0**

- There have been no Ministry of Health inspections since November 2016. The annual inspection is generally held once a year; however the MOH can randomly inspect Huron Lodge at any time.
- The Canadian Institute for Health Information has determined Huron Lodge needs only to improve on 2 indicators - the use of antipsychotic medication and restraints.
- Special pain medication is now provided in a vial; is disposed of after each use and is documented as a narcotic. The pharmacy at Huron Lodge is providing the smallest dosage as possible to avoid waste. The old practice of utilizing a vial throughout the day has been discontinued.

#### 7. COMMUNICATIONS INFORMATION PACKAGE

The following comments are provided relating to the Communications Information Package:

- **Communication #3** -As of April 1, 2017, nurse practitioners will have the ability to prescribe narcotics (in consultation with medical direction).
- **Communication #5** - In terms of medical assistance in dying (MAID): Ontario, the legislation is now effective. As there is an ethical component to this practice, this will require clear direction to be provided to the Medical Director and nurses. It is suggested a policy be established. The LHIN is developing training packages relating to medical assistance in dying with the hospitals taking the lead in this initiative. There is a strict criterion for assisted suicide.

Moved by Councillor Gignac, seconded by Councillor Francis,  
That the following communications **BE RECEIVED**:

1. MOHLTC - Public Copy Resident Quality Inspection Report 2016
2. Professional Advisory Committee - Report- Nursing Programs Q4 2016
3. Ontario Association of Non-Profit Homes & Services for Seniors (OANHSS) - OANHSS 2017 -18 Provincial Spending Priorities
4. Windsor-Essex County Health Unit - Personal Service Setting Inspection Report and the Food Premises Inspection Report
5. Centre for Effective Practice - Medical Assistance in Dying (MAID): Ontario

Carried.

#### 4. MOTION TO MOVE IN CAMERA

Verbal Motion is presented by Councillor Francis, seconded by Councillor Gignac to move In Camera at 4:25 o'clock p.m. for discussion of the following item:

**Motion Carried.**

Discussion on the item of business.

**5. MOTION TO MOVE BACK INTO REGULAR SESSION**

Verbal Motion is presented by Councillor Gignac, seconded by Councillor Francis to move back into public session at 4:35 o'clock p.m.

**Motion Carried.**

Moved by Councillor Francis, seconded by Councillor Gignac,  
That the Clerk **BE DIRECTED** to transmit the recommendation(s) contained in the report(s) discussed at the In Camera Committee of Management for Huron Lodge Long Term Care Home held February 27, 2017 at the next regular meeting.

Moved by Councillor Gignac, seconded by Councillor Francis,  
That the report of the Administrator of Huron Lodge providing the Committee of Management with an update on issues relating to resident care, the Ministry of Health and Long Term Care, the Local Health Integration Network and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and **BE APPROVED** for the period of December 1, 2016 to February 27, 2017.

Carried.

**8. DATE OF NEXT MEETING**

The next meeting will be held on Monday, May 29, 2017 at 5:00 p.m. in the Walkerville Meeting Room (subject to change).

**9. ADJOURNMENT**

There being no further business, the meeting is adjourned at 4:36 o'clock p.m.

CHAIR

COMMITTEE COORDINATOR

**THE CORPORATION OF THE CITY OF WINDSOR**  
**Community Development and Health Services - Huron Lodge**

**MISSION STATEMENT:**

*"Our City is built on relationships- between citizens and their government, businesses and public institutions, city and region - all interconnected, mutually supportive, all focused on the brightest future we can create together."*

**To: Huron Lodge Committee of Management**

**Subject: Huron Lodge Long Term Care Home-  
Administrator's Report to the Committee of Management**

**1. RECOMMENDATION: City Wide: \_\_\_ Ward(s): \_\_\_**

**THAT** the report from the Administrator of Huron Lodge providing the Committee of Management with updates related to resident care, the Ministry of Health and Long Term Care, the Local Health Integration Network and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information, and **APPROVED** for the period of March 1, 2017 to May 31, 2017.

**2. BACKGROUND:**

The Committee of Management report serves as the official record for the Committee of Management and provides for updates from the Administrator of Huron Lodge for the period of March 1, 2017 to May 31, 2017.

**In Camera Re\_Qort**

In camera reports that contain personal matters about identifiable individuals.

### **3. DISCUSSION:**

#### **!Ministry of Health and Long-Term Care (MOHLTC)**

##### **1. Ministry Initiated Agreements**

The L-SAA agreement, which is the legal agreement between Huron Lodge and the LHIN, has been signed by the City Clerk and Chief Administrative Officer and Administration is prepared to implement that direction.

The LHIN is in the process of reviewing additional indicators such as the social determinants of health, which could be potentially added to agreements for all long term care facilities. The committee will be informed of any changes as they become known.

##### **2. Resident Quality Inspection -RQI 2017**

No RQI to date for 2017.

##### **3. Ministry of Health Visits /Public Reports**

There have been no Ministry of Health inspections since the last Committee of Management meeting.

##### **4. Quality Improvement Plan and Mandatory Reporting stats**

Huron Lodge reports the following quality indicators results from January 2017 to March 2017:

###### Falls

Province	15.2%
Huron Lodge	14.00%

###### Pressure Ulcers that worsened

Province	3.2%
Huron Lodge	2.05%

###### Restraint

Province	5.4%
Huron Lodge	4.04%

###### Pain-worsened

Province	10.3%
Huron Lodge	5.0%

###### Antipsychotic Use

Province	21.2%
Huron Lodge	23.03%

Due to admissions of new residents with prescribed antipsychotic medications we are in the process of reassessment with the physician, pharmacist and nursing staff to reduce this number. However Huron Lodge has a secure unit which increases the likelihood of residents on this type of medication. Coding adjustments are also considered as required based on assessment findings.

### Responsive Behaviours -worsening

Province	13.2%
Huron Lodge	7.5%

## **5. Resident Family Satisfaction Survey**

The compiled summary of findings report is attached for review. (Attached as **Communication #1**)

### **!commission on Accreditation of Rehabilitation Facilities (CARF) Accreditation!**

The survey will take place June 8 and 9. There will be an opportunity during these two days for surveyors to meet with different members of the Huron Lodge team in different areas of expertise such as: standards of care, health and safety, human resources, legal requirements, risk management and many others. The Committee of Management Chair, Huron Lodge residents, families, direct staff, managers, contracted services and all city resource departments have been informed and invited to participate and provide feedback. As part of the survey, the surveyors will interview people who receive services, their families, our staff, and others as delineated above. Some questions the survey team members might include are:

- Do we provide a clean and safe setting?
- Do you receive the services you need and want?
- Are you treated with respect?
- Do you take part in planning your services?
- Are you told what you need to know about your services?
- Are your questions answered in a way you understand?
- Do you know where to go with questions or concerns?

### **!Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS) / AdvantAge Ontario!**

On April 20, 2017 OANHSS officially rebranded to AdvantAge Ontario. The "big reveal" featured introductory remarks from outgoing Board Chair Debra Cooper Burger, who spoke of the history and strength of the Association over the past 100 years to change and adapt, and praised the current Board and membership for taking this bold step forward. Huron Lodge subscribes to the principles of AdvantAge as outlined below, and will continue to support AdvantAge in their pursuit of improving services to the non-profit sector of Long Term Care.

#### **AdvantAge Ontario - Advancing Senior Care**

##### **Our Story**

Not-for-profits play a unique and vital role in the provision of senior care in Ontario. They stand apart because of their commitment to putting residents first, reinvesting in care, and for their dedication to local accountability, strong community support, quality and innovation.

AdvantAge Ontario represents and supports their critical work. As the association of not-for-profit long



term care, housing, and services for seniors, AdvantAge connect all of our stakeholders to deliver the

best possible care for seniors in an efficient, respectful way. Their unique positioning allows them to consistently give back - by working to ensure the focus is always on the people who need them the most.

For 100 years, they have been influential in advocating government policies for senior care, dynamic in building strong community relationships, and rigorous in our business practices and accountability.

They believe that not-for-profit care is the best approach, one that is developed by local people for local people. AdvantAge Ontario members are dedicated to helping seniors make the very most of their lives while delivering outstanding results for Ontario's health care system.

### **!Local Health Integration Network - Erie-St. Clair LHIN!**

The recent integration of the CCAC within the LHIN has not affected patient care. All CCAC services will continue under the LHIN. As well, collective agreements with Care Coordinators, Patient Services Assistants, and Nurses will transfer to the LHIN. The goal is to provide an even stronger home and community care sector that centres around patients and families.

### **!Huron Lodge Specific Project**

**Integrated Attendance at Work Program** -The program continues at Huron Lodge and now more staff are enrolled. Positive results are seen overall and we are hoping to be able to achieve further improvements in attendance as we progress.

### **E-MARS Solutions/Clinical Software**

Huron Lodge has adopted new clinical software, Med-E Care, in late February 2017. A considerable change management process is under way for both health care registered staff and administrative resource staff as users of this new system.

The implementation of E-MARs is expected for early fall. The Commissioner is leading a working committee with representatives from Huron Lodge, clinical software and pharmacy vendors, and the IT department to implement this system.

### **EmpCenter**

Workforce Management Software (the vendor) has begun the Huron Lodge Configuration based on the collection of business rules, collective agreements and facility policies/procedures. The Payroll Process Team has been giving bi-weekly updates on progress since early April.

A testing strategy/plan is being developed for Huron Lodge. The Payroll Team plans to test all aspects of the configured software to ensure that the automated rules are working correctly and generate accurate remuneration for employees. Included in testing are functions such as shift change requests, leave requests, etc. which are governed according to policy, procedure and collective bargaining.

The Payroll Team has also begun the development of a training strategy/plan. Each employee will be required to complete a "foundations" course comprised of the software basics, followed by more detailed classroom style training designed based on an individual's role and how they will use the system. Managers will receive additional training to ensure they are maximizing the benefits contained within the software.

Management received a preview of the functionality and capabilities of this software in mid-April. This preview generated positive feedback and as a result, once the software is fully configured and testing complete, the Payroll Team would like to provide live demonstrations for all staff before moving into training.

## **Other Business**

### **1. Windsor-Essex County Health Unit**

A Food Premises Inspection was carried out by the Windsor-Essex County Health Unit on March 14, 2017, with one paper towel dispenser being found empty. It was replenished at the time of inspection. (Copy of report is attached as **Communication 2**)

### **2. Community Involvement and Special Projects**

#### *a. Outdoor Exercise equipment park*

Huron Lodge was a fortunate recipient of funding from the Windsor Accessibility Advisory Committee. This funding is allowing us to provide our residents, families and community members at large that use wheelchairs a safe outdoor exercise equipment set.

We are hoping to invite the Committee of Management, the Windsor Accessibility Advisory Committee and others to our grand opening of this area in the very near future.

### **3. Financial**

#### *a. MOH funding*

The Ministry of Health and Long term Care (MOHLTC) announced that LTC homes generally will receive an overall increase of approximately 2% in the 2017-18 funding year, provided that the home's Case Mix Index (CMI) remains unchanged. Homes will see a significant increase in raw food per diem of \$9.00 from \$8.33, an annualized increase of \$54,778 effective July 1, 2017.

Homes will receive Physiotherapy funding increases of approximately 2% for homes effective April 1, 2017.

## **How Funding Changes Impact Huron Lodge**

The announced funding changes translate to an annualized increased funding of **\$82,695 for Huron Lodge**. The Level of Care per diems will increase by \$80,604 of which \$54,778 will be for food. The physiotherapy funding will increase by \$4,478. It is important to note that Huron Lodge's CMI has decreased by (0.86%). The NPC LOC per diem and the RPN funding is linked to the CMI.

As such, the Huron Lodge RPN funding will decrease by (\$2,387). Overall, Huron Lodge will see approximately a 0.82% annualized increase in funding.

**b. Fundraising**

No fundraising has occurred since the last meeting.

The report is respectfully submitted for your information,

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**Alina Sirb**  
**Executive Director of Long Term  
Care/Administrator Huron Lodge**

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**Jelena Payne**  
**Community Development and Health  
Commissioner and Corporate Leader Social  
Development, Health, Recreation and  
Culture**

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