

COMMITTEE OF MANAGEMENT
FOR HURON LODGE LONG TERM CARE HOME
FRIDAY, DECEMBER 4, 2015 - 9:00 A.M.
HURON LODGE CONFERENCE ROOM

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED SEPTEMBER 11, 2015 AS ATTACHED
- 3.) DISCLOSURE OF PECUNIARY INTEREST
- 4.) MOTION TO MOVE IN-CAMERA

Subject	Section Pursuant to Municipal Act 2001, as amended
Personal matters about an identifiable individual, including municipal or local board employees	s. 239 (2)(b)

- 5.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 6.) ADMINISTRATOR'S REPORT
- 7.) COMMUNICATIONS INFORMATION PACKAGE
- 8.) NEXT MEETING - to be determined
Huron Lodge Conference Room
- 9.) ADJOURNMENT

KK/
Windsor, Ontario September 11, 2015

A meeting of the **Committee of Management for Huron Lodge** is held this day commencing at 9:00 o'clock a.m. in the Huron Lodge Conference Room, there being present the following members:

Councillor Bill Marra, Chair
Councillor Jo-Anne Gignac
Councillor Ed Sleiman

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

1. **CALL TO ORDER**

The Chair calls the meeting to order at 9:05 o'clock a.m. and the Committee of Management considers the Agenda being Schedule "A" **lltllcl1ed** hereto, matters which are dealt with as follows:

2. **ADOPTION OF THE MINUTES**

Moved by Councillor Gignac, seconded by Councillor Sleiman,
That the minutes of the Committee of Management for Huron Lodge of its meeting held June 5, 2015 **BE ADOPTED** as presented.
Carried.

3. **DISCLOSURES OF PECUNIARY INTEREST**

None disclosed.

-t **MOTION TO MOVE IN-CAMERA**

Verbal Motion is presented by Councillor Gignac, seconded by Councillor Sleiman, to move In Camera at 9:06 o'clock a.m. for discussion of the following items:

Item i'lo.	Subject	Section Municipal amended	Pursuant Act 20(1), ml	lo
-ti	Personnel matter about an identifiable individual, including municipal or local board employees	s. 239(2)(b)		

Motion Carried.

Discussion on the items or business.

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

Moved by Councillor Sleiman, seconded by Councillor Gignac, to move back into public session at 9:24 o'clock a.m.

Motion Carried.

Moved by Councillor Gignac, seconded by Councillor Sleiman

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 September 11, 2015 at the next regular meeting.

Moved by Councillor Sleiman, seconded by Councillor Gignac,

That the verbal In Camera report relating to the personal matter about an identifiable individual, including municipal or local board employees **BE RECEIVED** and further, that Administration **HE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

6. **ADMINISTRATOR'S REPORT**

Moved by Councillor Gignac, seconded by Councillor Sleiman,

That the report of the Administrator of Huron Lodge dated September 4, 2015 entitled "Huron Lodge Long Term Care Home - Administrator's Report to the Committee of Management" 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 **APPROVED** for the period from June 1, 2015 to August 31, 2015.

Carried.

7. **COMMUNICATIONS INFORMATION PACKAGE**

Moved by Councillor Sleiman, seconded by Councillor Gignac,

That the following communications **BE RECEIVED** for information:

- Ministry of Health and Long-Term Care - Long-Term Care Homes Quality Inspection Program
- Huron Lodge- 2015/16 Quality Improvement Plan for Long Term Care homes
- Ministry of Health and Long-Term Care - Critical Incident Inspection - Public Report
- Public Health Ontario - Tools for Preparedness: Triage, screening and patient management for Middle East Respiratory Syndrome Coronavirus infections in acute care settings
- ESC LI-JIN and Hospice Windsor Essex/University of Toronto - Research study: Audit and Feedback Dashboard for Community and LTCH sectors

Carried.

8. DATE OF NEXT MEETING

The next meeting will be held on December 4, 2015 at 9:00 a.m. in the Huron Lodge Conference Room.

9. ADJOURNMENT

There being no farther business, the meeting is adjourned at 9:25 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

COMMITTEE OF MANAGEMENT
FOR HURON LODGE LONG TERM CARE HOME
FRIDAY, SEPTEMBER 11, 2015- 9:00 A.M.
HURON LODGE CONFERENCE ROOM

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED JUNE 5, 2015 AS ATTACHED
- 3.) DISCLOSURE OF PECUNIARY INTEREST
- 4.) MOTION TO MOVE IN-CAMERA

Subject	Section Pursuant to Municipal Act 2001, as amended
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Huron Lodge Conference Room
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THE CORPORATION OF THE CITY OF WINDSOR
Huron Lodge

**MISSION STATEMENT:**

"The City of Windsor, with the involvement of its citizens, will deliver effective and responsive municipal services, and will mobilize innovative community partnerships"

COMMITTEE OF MANAGEMENT REPORT	Report Date: November 20, 2015
Author's Name: Alina Sirbu	Date to Committee: December 4, 2015
Author's Phone: 519 253-6060 ext. 8253	
Author's E-mail: asirbu@city.windsor.on.ca	

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 an update on issues relating to resident care, the Ministry of Health and Long Term Care, the Local Health Integration Network (LHIN) and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and **APPROVED** for the period of September 1, 2015 to November 30, 2015.

2. BACKGROUND:

The Committee of Management report serves as the Administrator of Huron Lodge's updates and official record for the Committee of Management for the period of September 1, 2015 to November 30, 2015.

In camera Report

Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

3. DISCUSSION:

Ministry of Health and Long-Term Care (MOHLTC)

1. Ministry initiated agreements

a. Participation in the Integrated Assessment Project (IAR) - Update

Huron Lodge will complete the implementation of IAR at Huron Lodge by the end of February 2016.

b. Long Term Care Home Accountability Planning Submission (LAPS) updates

The Long-Term Care Home Accountability Planning Submission (LAPS) is a planning document that provides information about an individual LTCH and supports the negotiation of the Long-Term Care Home Service Accountability Agreement (LSAA). Each LTCH owns the LAPS document and is responsible for providing accurate and complete information to the LHIN.

The LAPS is the precursor of the L-SAA agreement which is the legal agreement between the LTCH and the LHIN.

The LTCH's LAPS and LSAA must reflect the home as part of a health care system versus as an individual health care provider.

Included in the LAPS, the Service Plan Narrative has been adjusted to reflect some of the language included in the Community Annual Planning Submissions (CAPS) as follows: included a question related to integrations and partnerships; added a section on Risk and Mitigations; and added a section on the Redevelopment Project. Each LAPS document will be reviewed by LHIN staff to ensure that the submission is complete; ensure that the LTCH is maintaining required services; compare the narrative component with other information for consistency; review assumptions for consistency and reasonableness; confirm that community engagement has occurred; identify any inconsistencies or anomalies in the submission; and generate a list of questions for the LTCH if required. Attachment#

2. **Resident Quality Inspection ROI 2015**

The Ministry of Health has not yet conducted the RQI at Huron Lodge for the year 2015.

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

Since the last Committee of Management Meeting, Huron Lodge was inspected on one occasion on October 8, 2015. The purpose of the visit was to conduct a critical incident system inspection as well as a follow up on a complaint letter sent to eh MOH by Huron Lodge as per regulations. During the course of this inspection no items were found in non-compliance. - public report attached#...

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

A media release is scheduled for December 15, 2015 by the Canadian Institute of Health Information for 2014-2015 statistics. Huron Lodge 2013-2014 statistics are included as reference. These indicators are used internally to determine if interventions are effective in moving in a positive trend. Huron Lodge statistics are verified and correct. The comparison to benchmark is calculated and reported by CIHI. LHIN and province benchmarks are also taken from the CIHI website. Further adjustments to their values may occur by CIHI prior to public release on December 15, 2015.- attached draft public report#

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

Huron Lodge is working towards the implementation of all conformity items as outlined through the quality implement plan submitted to CARF

Ontario Association of Non-Profit Homes and Services for Seniors (OANHSSJI

Huron Lodge continues to support OANHSS in its goals and objectives of improving services to the non-profit sector of Long Term Care. **Attached as Communication #4**

Local Health Integration Network- Erie-St. Clair LHIN

LHIN's Ron Sheppard continues to work closely with Huron Lodge to align initiatives and programs such as IAR.

Huron Lodge specific project@

Integrated Attendance at Work Program - This program is now well underway with the second quarter follow up as of September, 2015. Improvements are noted while we continue to work in conjunction with the Disability Manager and support from other corporate departments.

PolicyManager Software- We are working with the IT department and the internal team to define all details and steps of the process. The roll out date is scheduled for January 2015

E-MARS Solutions

As a new process aligned with the expectations under CARF and MOH, Huron Lodge is exploring available avenues for implementation of an Electronic Medication Administration Module in collaboration with Purchasing and IT departments.

MedPass Nutrition Supplement Program

Huron Lodge has successfully initiated a pilot project in one of our units in regards to the med pass of nutritional supplement 2.0. The rest of the facility's units will be integrated early next year. This supplement is considered a resident friendly approach to managing weight loss and malnutrition. **Attached as Communication #5**

Other Business@

1. Windsor-Essex County Health Unit

One Food Premises Inspections was carried out by the Windsor-Essex County Health Unit in this quarter on September 1, 2015 with no findings of non-compliance; also a Personal Service Setting - Beauty Salon Inspection was conducted on November 25, 2015 with Infection Control practices satisfactory at time of inspection. **Attached as Communication #6**

2. Community Involvement and Special Projects

a. Palliative Executive Council

The Administrator of Huron Lodge is representing the Long Term Care Sector as part of the continuum of care while on the Palliative Executive Council of Windsor Essex as well as Windsor Essex Hospice Palliative Care Committee. Huron Lodge is aligned with best practices within the sector and across the continuum of care. Our home will be part of a pilot project for building capacity in long term care in relation to palliative and end of life care. In the first quarter of

2016 hospice professionals will provide education to families, Personal Support Workers (PSW's) and registered staff in an concerted effort to use best practices at bed side.

b. LTC/Hospital Initiatives

Psychiatric/general admissions/discharges for LTC clients - system improvement -this project was initiated by Huron Lodge with support and representation from the LHIN (Local Health Integrated Network) and BSO (Behavioral Support Ontario). The project is intended to facilitate better flow of clients to and from the hospital while more timely and accurate information is used by all partners in care. The roll out date for the new forms and transition process is February 1, 2016.

c. ALC Performance Management Working Group Meeting -

Huron Lodge Administrator is now part of this working group composed of hospital representatives, Community Care Access Centres (CCAC), LHIN, Community Services groups. This group is working towards a better placement of residents within the continuum of care.

d. Research study: Audit and Feedback Dashboard for Community and LTCH sectors

Huron Lodge was selected as the only one LTCH to participate in this funded research program. The funding is being provided through the Ministry of Health and Long-Term Care, Primary Care Network, Applied Health Research Question process. The research will explore how the tool could be of use across the LTCH sector, what aspects are to be found useful or not useful. Huron Lodge has been identified as a potential catalyst agency and early adopter of this system. To advance new knowledge in this field, this study will be focused on residence-based and community care for frail elderly. The first stage of this study will be to conduct interviews with our staff in early December for data collection.

3. Financial

a. Special MOH funding

No updates at this time

b. Budget

On target as of this quarter - more updates to follow during next meeting

c. Fundraising

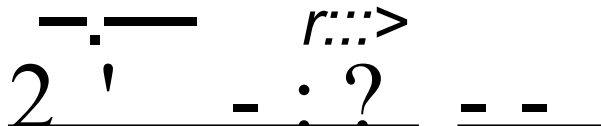
No fundraising since last meeting.

The report is respectfully submitted for your information,



Alina Sirbu
Administrator, Huron Lodge

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