

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED MARCH 7, 2014 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.) FACILITY MANAGEMENT REPORT
- 7.) ACTING ADMINISTRATOR'S REPORT
- 8.) ACCREDITATION REPORT
- 9.) COMMUNICATIONS INFORMATION PACAGE
- 10.) NEXT MEETING - September 5, 2014  
Huron Lodge Conference Room
- 11.) ADJOURNMENT

KK/  
Windsor, Ontario March 7, 2014

A meeting of the **Committee of Management for Huron Lodge Long Term Care Home** 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 Ron Jones  
Councillor Hilary Payne

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

Mary Bateman, Acting 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 9:04 o'clock a.m. and the Committee of Management for Huron Lodge considers the Agenda being Schedule "A" attached hereto, matters which are dealt with as follows:

**2. ADOPTION OF THE MINUTES**

Moved by Councillor Jones, seconded by Councillor Payne,  
That the minutes of the Committee of Management for Huron Lodge Long Term Care Home of its meeting held December 13, 2013 **BE ADOPTED** as presented.  
Carried.

**3. DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

**4. MOTION TO MOVE IN CAMERA**

Verbal Motion is presented by Councillor Payne, seconded by Councillor Jones, to move In Camera at 9:05 o'clock a.m. for discussion of the following items:

Item No.	Subject	Section Pursuant to Municipal Act 2001, as amended
4.1	Personal matter about an identifiable individual, including municipal or local board employees	s. 239(2)(b)

**Motion Carried.**

Discussion on the items of business.

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

**Moved by Councillor Payne, seconded by Councillor Jones, to move back into public session at 9:12 o'clock a.m.**

**Motion Carried.**

**Moved by Councillor Jones, seconded by Councillor Payne,  
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 March 7, 2014 at the next regular meeting.**

Moved by Councillor Jones, seconded by Councillor Payne,

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 **BE AUTHORIZED** to proceed in accordance with the verbal direction of the Committee of Management for Huron Lodge Long Term Care Home.

Carried.

**6. ACTING ADMINISTRATOR'S REPORT**

M. Bateman reports the final 2013 Budget Variance is anticipated to be reported to City Council late in March 2014; the deficit projected at the 3<sup>rd</sup> quarter for 2013 variance has been substantially mitigated and reduced to less than half originally reported. The anticipated deficit being reported to Council is approximately \$107,000.

M. Bateman advises Huron Lodge has compiled the data for the 2013 Resident Family Satisfaction Survey and the 2013 Initial Resident Family Satisfaction Survey. She notes there are questions in the survey related to the Ontario Municipal Benchmarking Initiative (OMBI) that supports internal and external benchmarking. The Chair extends congratulations to the staff at Huron Lodge for their diligence as the feedback derived from the survey was very impressive.

A letter from the Ministry of Health and Long Term Care dated January 28, 2014 regarding the Inspection Report Public Copy for an inspection conducted on November 21, 2013 is **attached** as Appendix "A".

Moved by Councillor Jones, seconded by Councillor Payne,

That the report of the Acting Administrator of Huron Lodge dated March 7, 2014 entitled "Huron Lodge Long Term Care Home - Acting Administrator's Report to the Committee of Management" regarding an update relating to resident care, the Ministry of Health, 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 December 1 to February 28, 2014..

Carried.

7. **COMMUNICATIONS INFORMATION PACKAGE**

Moved by Councillor Payne, seconded by Councillor Jones,

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

1. Long Term Care Task Force on Resident Care and Safety - Delivering on the Action Plan to Address Abuse and Neglect in Long Term Homes - Update January to September 2013
2. Ontario Association of Non-Profit Homes and Service for Seniors - Maximizing Resident Care and Safety
3. Ontario Association of Non-Profit Homes and Services for Seniors - Maximizing Resident Care and Safety Summary of Recommendations
4. Parkland Institute - From Bad to Worse Residential Elder Care in Alberta

Carried.

8. **DATE OF NEXT MEETING**

The next meeting will be held on Friday, June 6, 2014 at 9:00 o'clock a.m. in the Huron Lodge Conference Room.

9. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:20 o'clock a.m.

COUNCILLOR BILL MARRA, CHAIR

COMMITTEE COORDINATOR

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED DECEMBER 13, 2013 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.) ACTING ADMINISTRATOR'S REPORT
- 7.) COMMUNICATIONS INFORMATION PACKAGE
- 8.) NEXT MEETING · June 6, 2014  
Huron Lodge Conference Room
- 9.) ADJOURNMENT

**Ministry of Health  
and Long-Term Care**

Health Services Administration  
Performance, Division  
Performance and Compliance  
Branch  
London Service Area Office

130 Dufferin Avenue, 4<sup>th</sup> Floor  
London, ON N6A 5R2  
Telephone: (519) 873-1200  
Fax: (519) 873-1300

**Ministère de la Santé  
et des Services Longue Durée**

Division de la responsabilité de la performance du  
... - de -  
Division de la performance et de la  
conformité,  
Branche de description de London

130, avenue Dufferin, 4<sup>e</sup>  
étage, London, ON N6A 5R2  
Téléphone : (519) 873-1200  
Télécopieur : (519) 873-1300

**Ontario**

January 28, 2014

Mrs. Mary Bateman  
Administrator  
Huron Lodge  
1881 Cabana Road West  
Windsor ON N9G 1C7

Dear Mrs. Bateman:

Please find enclosed the **Inspection Report-Public Copy** for an inspection conducted on November 21, 2013 under the *Long-Term Care Homes Act, 2007* (LTCHA) for the purpose of ensuring compliance with requirements under the LTCHA.

This inspection report must be posted in the home, in a conspicuous and easily accessible location in accordance with the LTCHA, 2007, S.O. 2007, c.8, s.79 (1) and (2).

A copy of the **Inspection Report-Public Copy** must be made available without charge upon request. The report will also be on file with the London Service Area Office, Performance Improvement and Compliance Branch.

Yours truly,

*Terri Daly*

Terri Daly  
LTC Homes Inspector - Nursing



Ministry of Health and Long-Term Care

Ministère de la Santé et des Soins de longue durée

Inspection Report under the Long-Term Care Homes Act, 2007

Rapport d'inspection sous la Loi de 2007 sur les foyers de soins de longue durée

Health System Accountability and Performance Division  
Performance Improvement and Compliance Branch

London S&Mce Area Office  
291 King Street, 4th Floor  
LONDON, ON, N6B-1R8  
Telephone: (519) 675-7680  
Facsimile: (519) 675-7685

Bureau régional de services de la santé  
London  
291, rue King, 4<sup>e</sup> étage  
LONDON, ON, N6B-1R8  
Téléphone: (519) 675-7680  
Télécopieur: (519) 675-7685

Division de la responsabilité et de la performance du système de santé  
Direction de l'amélioration de la performance et de la conformité

Public Copy/Copie du public

Report Date(s) / Date(s) du Rapport	Inspection No / No de l'inspection	Log # / Registre no	Type of Inspection / Genre d'inspection
Dec 12, 2013	2013_206115_0060	L-000921-13	Complaint

Licensee/Titulaire de permis  
CORPORATION OF THE CITY OF WINDSOR  
1881 Cabana Road West, WINDSOR, ON, N9G-1C7

Long-Term Care Home/Foyer de soins de longue durée  
HURON LODGE LONG TERM CARE HOME  
1881 CABANA ROAD WEST, WINDSOR, ON, N9G-1C7

Name of Inspector(s)/Nom de l'inspecteur ou des inspecteurs  
T. RIDAY 11

The purpose of this inspection was to conduct a Complaint inspection.

This inspection was conducted on the following date(s): November 21, 2013

During the course of the inspection, the Inspector(s) spoke with the Acting Administrator, the Director of Resident Services, the Medical Director, the Director of Care Infection Control Practitioner, two Registered Nurses, two Registered Practical Nurses, one Personal Support Worker and five residents.

During the course of the inspection, the Inspector(s) reviewed clinical records, and policies and procedures related to the complaint.

The following Inspection Protocols were used during this inspection:  
Infection Prevention and Control



Ministry of Health and  
Long-Term Care

Ministère de la Santé et des  
Services de longue durée

Ontario

Inspection Report under  
the Long-Term Care  
Homes Act, 2007

Rapport d'inspection sous la  
Loi de 2007 sur les foyers de  
services de longue durée

Findings of Non-Compliance **were** found during this Inspection.

WN #1: The Licensee has failed to comply with O.Reg 79/10, s. 229. Infection prevention and control program

Specifically failed to comply with the following:

s. 229. (4) The licensee shall ensure that all staff participate in the implementation of the program. O. Reg. 79/10, s. 229 (4).

Findings/Fails saillants :

1. The licensee did not ensure that all staff participate in the infection prevention and control program during the influenza administration to residents.

Hand hygiene was not always practiced between resident contact while providing Intramuscular injections.

Staff verified that alcohol based hand sanitizer was available, but not always used between resident contact.

The homes infection control policy Hand Hygiene #1-1(A) identifies The 4 moments for hand hygiene in health care:

1. Before initial resident/resident environment contact.
2. **Before** aseptic techniques.
3. **After** body fluid exposure.
4. **AFTER** patient/patient environment contact.

The home confirmed that it is an infection control expectation that hand hygiene be practiced by all staff during patient contact and when injections are being administered. [s. 229. (4)]

**Issued on this 12th day of December, 2013**

**THE CORPORATION OF THE CITY OF WINDSOR  
PARKS & FACILITIES DEPARTMENT**

*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"*

<b>COMMITTEE OF MANAGEMENT REPORT</b>	<b>Report Date: May 14, 2014</b>
Author's Name: Tom Graziano	Date to Committee of Management: June 6, 2014
Author's Phone: 519 253-2300. Ext. 2741	
Author's Email: tgraziano@city.windsor.on.ca	

**TO: Huron Lodge Committee of Management**

**SUBJECT: Introduction of Facility Operations**

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

That this report **BE RECEIVED** as information.

**2. BACKGROUND:**

Historically, Huron Lodge has had internal staff manage the Environmental Services activities related to maintaining the facility. Environmental Services consists of caretaking, laundry & linen services, building maintenance, store keeper and grounds maintenance.

The Corporation has been moving towards consolidating responsibility for facility management under the Parks & Facilities - Facility Operations.

**3. DISCUSSION:**

As part of a corporate initiative to consolidate responsibility for facilities management, the Environmental Services department at Huron Lodge has been moved under Facility Operations.

A supervisor with Facility Operations will now lead all Environmental Services staff and activities. The Facilities supervisor started in the position on April 7, 2014, and is located at Huron Lodge.

The introduction of Parks & Facility Operations to Huron Lodge is expected to have many added benefits including the ability to leverage internal department services such as added support in building systems and maintenance, skilled trade staff, project management staff, grounds maintenance staff, and more.

Facility Operations will also introduce a web based centralized work order system, known as 360Facility. 360Facility provides a comprehensive work order, preventive maintenance and asset management system. It will be phased in over the next few months, providing a means to schedule maintenance, monitor responsiveness, track assets & projects, and generate related reports.

#### **4. RISK ANALYSIS:**

Huron Lodge receives funding from the Ministry of Health and Long Term Care. To prevent any impacts on funding, Huron Lodge will continue to bear all the costs of maintaining the facility through a charge back from Facility Operations on a monthly basis. Facility Operations in conjunction with Huron Lodge will ensure all Ministry of Health and Long Term Care reporting requirements are maintained. Impacts to funding amounts are not anticipated. However the approach of reporting must be established to minimize confusion and avoid any funding disruptions.

Although Facility Operations is experienced and knowledgeable in maintaining facilities and caretaking, Huron Lodge presents a unique environment, including navigating requirements of the Ministry of Health & Long Term Care, and maintaining the respect and satisfaction of the residents that live there and their families. Facility Operations faces a learning curve with respect to some of these issues, but has the good fortune of doing so with the support of the Huron Lodge management and staff that has done an excellent job over the years.

#### **5. FINANCIAL MATTERS:**

The budget for Environmental Services will remain within the Huron Lodge budget as not to impact any funding requirements. However, the Facility Operations area will track all costs and charge these back to Huron Lodge on a monthly basis Table I below summarizes the budget for each of the Environmental Services Areas.

**Table 1**

General Caretaking	1,659,657
HL Laundry & Linen	310,295
HL Building & Property	778,943
TOTAL	\$2,748,895

#### **6. CONSULTATIONS:**

Carolyn Nelson, Financial Planning Administrator  
Rosanna PeUerito, Financial Planning Administrator.

**7. CONCLUSION:**

On April 7, 2014, as part of a corporate initiative to consolidate responsibility for facilities management, the Environmental Services department at Huron Lodge has been moved under Facility Operations. Huron Lodge will continue to bear all costs related to the maintenance and caretaking of the facility.

This report is respectfully submitted for your information.

**Manager of Facility Operations**

**Executive Director, Parks & Facilities**

**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"*

<b>COMMITTEE OF MANAGEMENT REPORT</b>	<b>Report Date: May20,2014</b>
<b>Author's Name: Mary Bateman</b>	<b>Date to Committee: June 6, 2014</b>
<b>Author's Phone: 519 253-6060 ext. 8254</b>	
<b>Author's E-mail: mbatemanrolcity.windsor.on.ca</b>	

**TO: Huron Lodge Committee of Management**

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

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

That the report from the Acting 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 **APPROVED** for the period of March 1, 2014 to May 31, 2014.

**2. BACKGROUND:**

The Committee of Management report serves as the Acting Administrator of Huron Lodge's updates and official record for the Committee of Management for the period of March 1, 2014 to May 31, 2014.

**3. DISCUSSION:**

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

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

Further to the update provided on March 7, 2014, a teleconference was held on May 6, 2014 with members of the IAR Implementation project for purposes of clarification to address the City's concerns in relation to the sharing of data. As a result to our discussion, the City was to be provided an IAR Extension Form and a letter outlining the discussion providing clarification to address the City's concerns. As of the writing of this report, we have only received the Extension form. As such, the Delegation of Authority Report requesting approval to participate in the

Integrated Assessment project and the signing of the Data Sharing Agreement (DSA) continue to remain outstanding.

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

As a result of a recently evacuated long-term care home in Windsor, the Erie St. Clair LHIN is moving towards a more coordinated approach to emergency preparedness in preparation for future incidents. In addition, the Ministry is currently working in conjunction with the LHIN's to define the LHIN's role in emergency management. They have issued a survey to all long-term care homes to assess our regional current state of preparedness.

Once the survey results are reviewed, a regional evacuation plan will be developed collaboratively with community partners. The plan will explore the preparedness for displacement of residents from their long-term care homes over short-term and extended periods of time.

### **JOther Busines**

#### I. Windsor-Essex County Health Unit

On March 25, 2014 a Food Premises Inspection was carried out by the Windsor-Essex County Health Unit. Huron Lodge received approval for 2014 business license and closing comments identified that the kitchen was maintained in clean and sanitary condition at the time of inspection. Copy of the inspection report is attached to this report.

The report is respectfully submitted for your information,

/ja

**Windsor-Essex County Health Unit**

1005 Ouellette Avenue Windsor, ON N9A 4J8

Phone Number: (519) 258-2146 Fax Number (519) 258-8672

***FOOD PREMISES INSPECTION REPORT***

**Closing Comments:**

Maintained in clean and sanitary condition at the time of inspection  
Approved for business license for the year 2014

Compliance Legend: YES= Yes, NO= No, NIA= Not Applicable at Time of Inspection

FI-000-00167 (063-001808-27)



**THE CORPORATION OF THE CITY OF WINDSOR**

*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"*

<b>Committee of Management Report</b>	<b>Report Date: May 15, 2014</b>
<b>Author's Name: Nancy Musson</b>	<b>Date to Committee: June 6, 2014</b>
<b>Author's Phone: 519 253-6060 ext. 8244</b>	<b>Classification #:</b>
<b>Author's E-mail: nmusson.ci@windsor.on.ca</b>	

**To: Huron Lodge Committee of Management**

**Subject: Huron Lodge Accreditation Update**

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

That the Committee of Management of Huron Lodge **RECEIVES** for information an update on the status of the accreditation process.

**2. BACKGROUND:**

As the Committee of Management is aware via a report submitted at the September 9, 2013 meeting, Huron Lodge is attempting to become accredited with the Commission on Accreditation of Rehabilitation Facilities (CARF). The process began in the summer of 2013 and has continued throughout the year. The preparation for the accreditation is being lead by Nancy Musson, Director of Resident Services, and Matt Pavelich, Manager of Administration.

**3. DISCUSSION:**

In order to prepare for accreditation, there have been numerous meetings with the Management Team over the last year to review our business practices and services and how they relate to the expectations of the accrediting body. The deadline to have the accreditation examination survey complete is June 30, 2014 based on the Standards Manual that was purchased from CARF which changes and updates on an annual basis.

In early January 2014 we gave CARF the official notice of our Intent to Survey. CARF has indicated that the surveyors will be in attendance at Huron Lodge on June 12 and 13, 2014 in order to review processes and determine if we will become accredited for either a 1, 2 or three year period. There will be two (2) surveyors, each with their own assignments based on their area of expertise who will review Huron Lodge's processes for a day and a half.

To assist, Huron Lodge has compiled a number of binders, each relating to specifics of the accreditation requirements, e.g. there is a binder specifically for Leadership. Included are such things as an organizational chart and procedures related to Human Resources, Accessibility, Finances, and Risk Management at a corporate and departmental level.

When they arrive they will be meeting with the Management Team, Members of the Committee of Management, the CAO and Commissioner (based on availability). During the time spent at Huron Lodge, they have also requested to meet with residents, volunteers, family members and those with whom we do business within the community.

After completing their review, they will then have an exit interview to provide feedback and indicate their initial findings prior to sending a formal report. In conversation with the surveyors they have indicated they are here to help us meet our goal to become accredited.

**4. RISK ANALYSIS:**

N/A

**5. FINANCIAL MATTERS:**

The initial amount paid to CARF for the books was \$717.00, and our Intent to Survey cost was \$1497.25. The final balance paid for the surveying phase including HST was \$8,475.00 bringing the total cost for accreditation to \$10,689.25. The total cost is \$975.00 more than initially estimated with preapproved budget dollars.

If we receive our accreditation we will then receive an increase in our funding from the Ministry of Health and Long Term Care. The Ministry will increase our funding by \$.33 per resident per day, totalling an annualized funding increase of \$26,980.

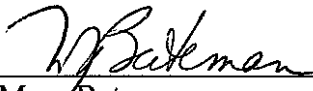
**6. CONSULTATIONS:**

Matt Pavelich, Manager of Administration

**7. CONCLUSION:**

That the Committee of Management receives this report for information and that there will be more information forthcoming when our accreditation survey is complete.

Director of Resident Services

  
Mary Bateman  
Acting Administrator