

. COMMITTEE OF MANAGEMENT
 FOR HURON LODGE LONG TERM CARE HOME
 FRIDAY, MARCH 6, 2015 - 9:00 A.M.
 HURON LODGE CONFERENCE ROOM

- 1.) CALL TO ORDER
- 2.) ELECTION OF CHAIRPERSON
- 3.) ADOPTION OF THE MINUTES DATED SEPT. 26, 2014 AS ATTACHED
- 4.) DISCLOSURE OF PECUNIARY INTEREST
- 5.) 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)

- 6.) MOTION TO MOVE BACK INTO REGULAR SESSION
- 7.) ADMINISTRATOR'S REPORT
- 8.) COMMUNICATIONS INFORMATION PACAGF.
- 9.) NEXT MEETING- June 5, 2015
Huron Lodge Conference Room
- 10.) ADJOURNMENT

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 Hilary Payne

Regrets received from:

Councillor Ron Jones

Also present are the following resource personnel:

Alina Sirbu, Executive Director of LTC Administrator Huron Lodge
Mary Bateman, Manager Program Services
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" **attached** hereto, matters which are dealt with as follows:

2. ADOPTION OF THE MINUTES

As Councillor Payne was not present at the June 6, 2014 meeting of the Committee of Management for Huron Lodge, the approval of the minutes is deferred to the December 5, 2014 meeting.

3. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

4. MOTION TO MOVE IN CAMERA

Verbal Motion is presented by Councillor Payne, seconded by Councillor Marra, to move In Camera at 9:07 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 Marra, to move back into public session at 9:22 o'clock a.m.

Motion Carried.

Moved by Councillor Payne, seconded by Councillor Marra, 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 26, 2014 at the next regular meeting.

Moved by Councillor Payne, seconded by Councillor Marra,
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. ADMINISTRATOR'S REPORT

A. Sirbu indicates a second teleconference was held on July 25, 2014 with representatives from both the Ministry of Health and Long Term Care (MOHLTC) and the Integrated Assessment Project (IAR). During the discussion, the City of Windsor's Legal Department suggested a letter be received from the Ministry mandating Huron Lodge's participation or, that some amendments be made to the Data Sharing Agreement (DSA) to address concerns raised by the City's Legal Department.

J. Payne states the IAR is essentially at a standstill and notes the Legal Department is asking that the Ministry mandates opting into the IAR either through the LHIN or the Ministry of Health and Long Term Care. Conversely, it is suggested the agreement be amended between the City of Windsor and the third party to not provide resident information beyond the MOHLTC. Councillor Payne states the latter is totally contrary to privacy legislation.

Moved by Councillor Payne, seconded by Councillor Marra,
That the Administration's approach relating to the participation in the Integrated Assessment Project and the Data Sharing Agreement **BE SUPPORTED**.
Carried.

A. Sirbu provides the following information as it relates to the Resident Quality Inspection:

- One hundred new inspectors have been hired.
- Annual inspector will attend Huron Lodge for 5 to 10 days. Both residents and staff interviews will take place (stage 1)
- A "practice dry run" with staff is conducted prior to the inspection.
- Annual inspection is random.
- Inspectors endeavour to not disrupt services and quality of care.
- Following the inspection, an exit interview will be conducted.

J. Payne advises the inspection conducted at Sun Parlour received media attention by the Windsor Star.

A. Sirbu states the development of a Quality Improvement Plan (QIP) will dovetail with the Strategic Plan and will support reporting requirements to the Ministry for April of 2015. In conjunction with the QIP requirements, this will support and enhance the CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation.

A. Sirbu indicates currently, the Erie-St. Clair LHIN is placing an emphasis on BSO programs (Behavioral Support Ontario) and approaches in addressing responsive behaviors in long term care. As there will be no extra funding, the local LHIN is reviewing and revamping the current process. Ever increasing responsive behaviors are being experienced in long term care and supportive tools/processes are being stretched with the challenge to maximize resources among all long term care homes.

Moved by Councillor Payne, seconded by Councillor Marra,
That the report of the Administrator of Huron Lodge entitled "Huron Lodge Long Term Care Home - Administrator's Report to the Committee of Management" dated September 15, 2014 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**.
Carried.

7. COMMUNICATIONS INFORMATION PACKAGE

Moved by Councillor Payne, seconded by Councillor Marra,
That the following communications **BE RECEIVED** for information:

1. Ministry of Health & Long-Term Care - Long Term Care Home System Report as of October 31, 2013

2. CARF International - Accreditation Letter
3. Family Member -Acknowledgement Letter from Family Member
4. OANHSS - Board Meeting Summary Report
5. OANHSS - 2013 Annual Report
6. OANHSS - Article : Municipal Delivery of Long Term Care Services
7. Ontario Seniors' Secretariat - Independence, Activity and Good Health Ontario's Action Plan for Seniors
8. OANHSS-2012 OANHSS Benchmarking Report - LTC Functional Area Analysis
9. OANHSS - 2012 OANHSS Benchmarking Report - LTC Estimated Hourly Wages..

Carried.

8. NEXT MEETING

The next meeting will be held on December 5, 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 10:05 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

COMMITTEE OF MANAGEMENT
 FOR HURON LODGE LONG TERM CARE HOME
 FRIDAY, SEPTEMBER 26, 2014- 9:00 A.M.
 HURON LODGE CONFERENCE ROOM

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED JUNE 6, 2014 AS ATTACHED
- 3.) DISCLOSURE OF PECUNIARY INTEREST
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Huron Lodge Conference Room
- 9.) ADJOURNMENT

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, and focused on the brightest future we can create together."

COMMITTEE OF MANAGEMENT REPORT	Report Date: February 28, 2015
Author's Name: Alina Sirbu	Date to Committee: March 6, 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: 1! 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 and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and **APPROVED** for the period of Sept 1, 2014 to Feb 28, 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 Sept 1, 2014 to Feb 28, 2015.

3. DISCUSSION:

Ministry of Health and long-Term Care (MOHLTCJ)

1. Ministry initiated agreements

a. Participation in the Integrated Assessment Project (/AR} - Update

Further to the update provided on June 6, 2014, a second teleconference was held on July 25, 2014 with individuals from both the MOHLTC and the IAR project. In the discussion, our Legal Department requested that the Ministry mandate our participation in writing or that some amendments be made to the Data Sharing Agreement (DSA) to address concerns raised by the City's Legal Department. A teleconference was held in November 2014 to raise the issues yet again.

A letter was received from the LHIN on January 20, 2015 without clear direction stipulating our participation so the City's Legal department has issued correspondence in response and we are waiting for further developments.

b. L-SAA agreement updates

The LHIN held a teleconference to announce changes to L-SAA agreements to include the quality indicators and public reporting. More information and direction is expected soon.

2. **Resident Quality Inspection RQI 2014 - update**

The Ministry of Health conducted the RQI at Huron Lodge from December 16 to December 19. The four inspectors on site conducted all stages of the annual inspections starting with the interviews of 40 residents, 25 staff, and the management and residents' council chairs as required under the Act. Compliments were expressed towards the team at the end of the inspection in regards to high quality of care provided to our residents.

The RQI resulted in the issuance of two (2) Written Notifications- WN and two (2) Voluntary Correction Plans - VCP. Details are included in the attached information package. The team has jointly worked to correct issues identified and improve upon all aspects of documentation as required.

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

Since the last Committee of Management Meeting, Huron Lodge was inspected on three different occasions. The public reports are included in the information package. Huron Lodge has received 2 WN and 1 VPC. As a result all measures have been put in place to improve documentation as required.

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

The Quality Improvement Plan (QIP) dovetails our Strategic Plan and supports reporting requirements due to the Ministry for April of 2015. In conjunction with the QIP reporting requirements, this will support and enhance our CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation.

The following indicators are publicly reported: falls; restraints; worsening incontinence; worsening pain; responsive behaviours; ER visits.

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

Huron Lodge received a Quality Improvement Plan (QIP) from CARF to which a formal response was sent in October, 2014. This allows Huron Lodge to address partial or non conformance to standards and to enhance our dedication and commitment to the quality of life for our residents. Measures are being designed for conformity by Huron Lodge.

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

Huron Lodge continues to support OANHSS in its goals and objectives of improving services to the non-profit sector of Long Term Care. (Attached Communication #2 - The Not-for-Profit Advantage in Long Term Care for Ontario's Seniors and #3 -Municipal Delivery of Long Term Care Services Understanding the Context and the Challenges)

Local Health Integration Network - Erie-St. Clair LHIN

Ron Sheppard is the new Health System Navigator and our lead from the LHIN. Direction is to follow in regards to the L-SAA agreement changes for all LTC homes.

Huron Lodge specific project

Integrated Attendance at Work Program roll out- Effective January 1, 2015, Huron Lodge is formally reinitiating the City established Integrated Attendance Management (IAM) Policy. The Council approved IAM Policy is based on a medical model to address absenteeism. This means that the approach is guided by medically verifiable illnesses and/or conditions. The Human Resources (HR) Procedures that follow the Policy involve the ongoing review of the employee's attendance records, medical documentation, dialogue with the employee/union representative/management, accommodation and/or transitional work plan if warranted, further medical intervention if needed, and discussion regarding any obstacles the employee may be having that affects their ability to attending work regularly.

PolicyManager Software- Huron Lodge in conjunction with Information Technology has been working diligently towards the installation and set up of a software program that will eventually overhaul our current manual workflow process of reviewing, updating, communicating, copying, distributing and accessing procedures to an electronic system. PolicyManager is software devised specifically for the needs of Long Term Care wherein the software is unique in providing notices for procedural updates as and when the Long Term Care Homes Act is amended or updated. We are currently receiving WeBex training sessions and the goal is to be "live" in April 2015.

Other Business

1. Windsor-Essex County Health Unit

On October 26, 2014 and January 14, 2015 Food Premises Inspections were carried out by the Windsor-Essex County Health Unit. The condition of the premises was satisfactory at time of the inspections. A copy of the inspection reports are attached to this report.

2. In camera Report

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

3. 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.

b. *LTC/Hospital Initiatives*

Transfer to Hospital forms- Huron Lodge Administrator as chair of FOG (Facility Operators Group) has worked in partnership with the Hospital representatives and other LTC administrators and Directors of Care to reduce cost to health care system through the implementation of a transfer to hospital form by all LTC homes.

Psychiatric 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.

4. Financial

a. *Special MOH funding*

In January of 2015 Huron Lodge was awarded \$24,791 to support the implementation of the Late Career Nursing Initiative (LCNI). The objective of the Late Career Nurse Initiative is to provide opportunities for Late Career Nurses (LCNs) to utilize their knowledge, skills and expertise in less physically demanding alternate roles. Through the LCNI, LCNs will advance projects that improve patient care and/or the quality of the work environment. Huron Lodge has assigned 5 RN's for special projects: Continence; Transfer to hospital form; Infection Control education; Palliative Care; Resource manual updates.

b. *Budget*

In January 2015 City Council approved the 2015 Annual Operating Budget. The 2015 approved budget for Huron Lodge is \$6,961,741. This is a decrease of \$522,133 from 2014 primarily due to an increase in Ministry Funding related to the CMI. The increase in CMI was announced February 5, 2015.

c. *Fundraising*

Resident Council at Huron Lodge held a baking fundraiser and was able to raise \$633.60 to be used for the residents' life enhancement activities.

The report is respectfully submitted for your information,



Alina Sirbu
**Executive Director of LTC/
Administrator, Huron Lodge**



Jelena Payne
**Community Development and Health
Commissioner**

/ja