

- 1.) CALL TO ORDER
- 2.) ADOPTION OF THE MINUTES DATED JUNE 6, 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.) ADMINISTRATOR'S REPORT
- 7.) COMMUNICATIONS INFORMATION PACAGE
- 8.) NEXT MEETING - December 5, 2014  
Huron Lodge Conference Room
- 9.) ADJOURNMENT

KK/  
Windsor, Ontario June 6, 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

**Regrets received from:**

Councillor Hilary Payne (meeting conflict)

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

Mary Bateman, Acting Administrator, Huron Lodge  
Adrian Busa, Supervisor of Maintenance, Contracts & Special Projects; Facility Operations, Huron Lodge  
Tom Graziano, Manager of Facility Operations  
John Miceli, Executive Director of Parks and Facilities  
Jelena Payne, Community Development & Health Commissioner  
Karen Kadour, Committee Coordinator

I. **CALL TO ORDER**

The Chair calls the meeting to order at 9:00 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 Marra,  
That the minutes of the Committee of Management for Huron Lodge Long Term Care Home of its meeting held March 7, 2014 **BE ADOPTED** as presented.  
Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

## 6. FACILITY MANAGEMENT REPORT

T. Graziano reports as part of a corporate initiative to consolidate responsibility for facilities management, the Environment Services Department at Huron Lodge has been moved under Facility Operations. The introduction of Parks and 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, and grounds maintenance staff.

T. Graziano states to prevent any impacts on funding from the Ministry of Health and Long Term Care, Huron Lodge will continue to bear all of the costs in 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.

J. Miceli advises he has met with all of the Environmental Services staff at Huron Lodge and anticipates this corporate initiative will be a tremendous success. He states 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 and projects and generate related reports.

Moved by Councillor Jones, seconded by Councillor Marra,  
That the report of the Manager of Facility Operations dated May 14, 2014 entitled "Introduction of Facility Operations" **BE RECEIVED**.  
Carried.

## 7. ACTING ADMINISTRATOR'S REPORT

M. Bateman advises as a result of a recently evacuated long-term care home in Windsor, the Erie St. Clair Local Health Integration Network (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.

Moved by Councillor Jones, seconded by Councillor Marra,  
That the report of the Acting Administrator of Huron Lodge providing 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.

Carried.

Letters dated January 28, 2014 and March 11, 2014 from the Ministry of Health and Long-Term Care regarding the Inspection Report-Public Copy are attached respectively as Appendix "A" and "B".

## 8. ACCREDITATION REPORT

M. Bateman reports in order to prepare for accreditation, there have been numerous meetings with the Management Team over the last year to review 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 the Commission on Accreditation of Rehabilitation Facilities (CARF). There will be two surveyors, each with their own assignments based on the area of expertise who will review Huron Lodge's processes for a day and a half. Once the surveyors have completed their review, they will 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 meet the goal to become accredited.

Moved by Councillor Jones, seconded by Councillor Marra,  
That the report of the Director of Resident Services dated May 15, 2014 entitled "Huron Lodge Accreditation Update" **BE RECEIVED**.  
Carried.

## 9. COMMUNICATIONS INFORMATION PACKAGE

A flyer from the Ontario Association of Non-Profit Homes and Services for Seniors (OANHSS) entitled "Meeting the Needs of Seniors Today and Planning for Tomorrow" is distributed and attached as Appendix "C".

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

- I. Canadian Institute for Health Information - Drug Use Among Seniors on Public Drug Programs in Canada, 2012 Report published May 2014
2. Ontario Association of Non-Profit Homes and Services for Seniors - Year over Year Funded CMI Analysis 2012-13 to 2014-15 February 2014
3. Ontario Association of Non-Profit Homes and Services for Seniors - LTC System Capacity Projections: Demographic Change and Community Diversion Strategy March 2014

Carried.

4. **MOTION TO MOVE IN CAMERA**

Verbal Motion is presented by Councillor Jones, seconded by Councillor Payne, to move In Camera at 9:18 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 Jones, seconded by Councillor Marra, to move back into public session at 9:48 o'clock a.m.**

**Motion Carried.**

**Moved by Councillor Jones, 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 June 6, 2014 at the next regular meeting.**

Moved by Councillor Jones, 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.

IO. **DATE OF NEXT MEETING**

The next meeting will be held on September 5, 2014 at 9:00 o'clock a.m. in the Huron Lodge Conference Room.

11. **ADJOURNMENT**

There being no further business, the meeting is adjourned at 9:50 o'clock a.m.

CHAIR

COMMITTEE COORDINATOR

- 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

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"*

**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 and other initiatives that impact the Long Term Care sector **BE RECEIVED** for information and **APPROVED** for the period of June 1, 2014 to August 31, 2014.

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 June 1, 2014 to August 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 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 we receive a letter from the Ministry mandating our participation or that some amendments be made to the Data Sharing Agreement (DSA) to address concerns raised by the City's Legal Department.



## 2. Resident Quality Inspection - RQI

Huron Lodge is pending the Resident Quality Inspection that will be conducted by Compliance Inspectors from the Ministry of Health and Long-Term Care. The Ministry made a commitment to the citizens of the province to have RQI's completed for all homes by year end 2014. It is known that RQI's are currently being carried out within our county and Huron Lodge's RQI will likely be conducted very soon.

## 3. Quality Improvement Plan and Strategic Plan

While our current focus is on preparing for RQI, right on its heels will be the development of a Quality Improvement Plan (QIP) that will dovetail with our Strategic Plan and support reporting requirements to the Ministry for April of 2015. In conjunction to the QIP reporting requirements, this will support and enhance our CARF (Commission on Accreditation of Rehabilitation Facilities) accreditation.

## 4. Release of LTC Home System Report (October 2013)

The MOHLTC recently released the most current LTC Home System Report. The report provides system utilization details for October 2013. Long stay utilization was 99.1% reflecting no change over the prior year. The waitlist grew by 455, to 22,289 up 6% over the prior year and up 2.1% over September 2013. The Report is attached as **Communication #1**.

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

Huron Lodge hosted two inspectors from CARF on June 12 and 13, 2014. We are pleased to announce that Huron Lodge has been accredited for a period of three years from June 13, 2014 through to June 30, 2017. (Letter attached as **Communication #2**)

Huron Lodge also received a Quality Improvement Plan (QIP) from CARF which will require a response by October 24, 2014. This will allow 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.

### **!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 as **Communications #4 and 5** are OANHSS reports to its Board and its members)

**Communication #6** is an article from OANHSS identifying the municipal sector's involvement and challenges in the Long Term Care sector.

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

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

The local LHIN is also reviewing the increasing costs associated with transportation related to dialysis treatment and is contemplating a change to the funding formula in this regard.

Lastly, the local LHIN is involved in spearheading the connection of different health-related organizations to establish a continuum of care amongst the hospitals, Community Care Access Centres, Hospice and Long Term Care.

### **Other Business**

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

On July 30, 2014 a Food Premises Inspection was carried out by the Windsor-Essex County Health Unit. The condition of the premise was satisfactory at time of inspection. Copy of the inspection report is attached to this report.

On June 16, 2014 an inspection was carried out by a health unit inspector, in relation to proper vaccine storage and handling. A copy of the inspection report is attached to this report.

The report is respectfully submitted for your information,

**Alina Sirbu**  
**Administrator, Huron Lodge**

/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

Facility Information: Huron Lodge - Food Cathy Harris 1881 Cabana Windsor, ON N9G 1C7	Facility Number: FI-000-00167 Report Number: 056-001706-28 Inspection Date: July 30, 2014 Contact Name: Kathy Harris Community: Windsor
Site Phone: 519-253-6060 Site Fax: 519-977-8027	In Compliance?: Yes
Facility Category: Food (Institutional), Boarding/Lodging Home/Kitchen Inspection Type: Required: Compliance Inspection Action(s) Taken: No Additional Action Taken Delivery Method: Hand Delivery Opening Comments and Observations:	

### Closing Comments:

Condition of premise satisfactory at time of inspection.

Compliance Legend: YES= Yes, NO= No, N/A = Not Applicable at Time of Inspection

FI-000-00167 (056-001706-28)

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**VACCINE COLD CHAIN MAINTENANCE INSPECTION REPORT**

Date: Fr = = 1 - 1) - " : 3) - 1 + f -

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fhM / IVC/G IC7  
(postalcode)

**Date of Inspection:** )f}(t.f- / (p'--' f [, '  
Year/Month/Day

Dear Doctor/Administrator,

The success of immunization programs depend heavily upon the maintenance of vaccine stability. Proper vaccine storage and handling practice keep vaccine potent and reduces wastage. The Vaccine Storage and Handling Protocol under the Ontario Public Health Standards require local Public Health Units to inspect premises where provincially funded vaccine is stored, at least once annually.

Please find enclosed a copy of your Inspection Report.

Thank you for your cooperation in successfully following the Vaccine Storage & Handling Guidelines.

Sincerely,

Public Health Nurse  
Vaccine Distribution Program  
Vaccine Preventable Diseases Department  
VPO\VD\1007\2012-11.so

Bureau de sante de Windsor-comte d'Essex

**519-258-2146**  
1-800-265-5822  
www.wechu.org

**WINDSOR** 1005 Ouellette Avenue, Windsor, ON N9A 4J8  
**ESSEX** 360 Fairview Avenue West, Suite 215, Essex, ON NSM 3G4  
**LEAMINGTON** 21\_5 Talbot Street East, Leamington, ON NSH 3X5

# Vaccine Cold Chain Maintenance Inspection Report

Date of Inspection (yyyy/mm/dd)

Address Building No.	Street Name /"	Type (St./Blvd./Ave./ID)	Direction (N/S/W/E)	Suite/Apt Number
	...-ASM			
Lot/Concession/Rural Route		City/Town		

Number of refrigerators in this premises	This inspection is for refrigerator labelled number	Type of Refrigerator
1		<input type="checkbox"/> Bar style <input type="checkbox"/> Domestic <input type="checkbox"/> Commercial <input type="checkbox"/> Alarmed

\*Rating:      **P-Pass**      **C - Conditional**      **F - Fail**

Vaccine Refrigerators Temperature and Readings

Strategies

\*Rating

hl

De

OF

Log Book Review

Compliant?  
if Yes

ii

Strategies

\*Rating

# Vaccine Cold Chain Maintenance Inspection Report- Page 2

\*Rating:

P-Pass

C- Conditional

F -Fail

## Ministry Cold Cham Materia

Compliant?

if Yes

Strategies

Rating

- |  |   |                                   |
|--|---|-----------------------------------|
| <p>a. <i>How to inORfor yeur re'ri.getator f mfi:ef.ftiture 1Ju,ignet is</i><br/>mounted On exterior af vaccihe refrigerator , k.T , , ,<br/>?,,,;:;:1_(- " , - .i. ;atN;:-t., c,;)Cil; 'r: KV'</p> <p>b. <i>Protect your vaccines - Protect your pa'fients</i> poster is mounted on exterior of vaccine refrigerator</p> <p>c. <i>vaccine Storage Bnd Handljt,g Gufdeli'i'les</i> is on hand</p> <p>d. Insulated vaccine container(s) with packing material and a temperature monitoring device is:<br/>i. present<br/>ii. used when transporting vaccines<br/>iii. used for contingency planning</p> | <p>D Given <i>How to inqnitof yqur refrigerator fl&gt;mperotura</i> magnet and ptaced on e gr'Qf va _ne refiiQ tof . . . . .</p> <p>D Given <i>Protect your vaccines- Protect your patients</i> poster and placed on exterior of vaccine refrigerator</p> <p>u'Given Vaccine <i>\$foaj; ;,,,;H,,dliing Gufd,,;ei</i></p> <p>D Given or advised to obtain Insulated vaccine container(s) with packing material (i.e. ice packs) and temperature monitoring device(s)</p> | <p>t:af,</p> <p>O c</p> <p>Of</p> |
|--|---|-----------------------------------|

d. Space is maintained between each vaccine product

OC

OF

a. *imriiedate orei't*

- |  |   |                     |
|--|---|---------------------|
| <p>b. Multi-dose vials (if present in vaccine refrigerator) are marked with the date opened and discarded within 30 days or as per manufacturer's instructions</p> | <p>D Instructed to mark multi-dose vials with the date opened and dispose as per manufactures' instructions</p> | <p>De</p> <p>OF</p> |
|--|---|---------------------|

"Rating: P-Pass C - Conditional F -Fail

Refrigerator location:

- i. In an area that is ventilated
  - ii. Out of direct sunlight
  - iii. Away from external walls
- b. Refrigerator door OR refrigerator room is locked at the end of the day
- c. Refrigerator electrical outlet is:
- i. Covered by metal cage; OR
  - ii. Not easily accessible; OR
  - iii. Accessible but the *Do not unplug* sticker sign is posted beside refrigerator electrical outlet
- d. Refrigerator maintenance is performed:
- i. Freezer has been defrosted and ice is < 1 cm thick
  - ii. Back (including the coils, if necessary), top and sides are cleaned and dusted
  - iii. Door is sealed tightly and properly and has:
    - Adequate door seals
    - Velcro door latch installed
    - Light door hinges
- e. One office staff member responsible for vaccine room, oriented,
- f. Office staff know to contact public health unit immediately if vaccines are exposed to temperatures below +2°C or above +8°C
- g. Contingency (emergency) plan developed in the event of a vaccine refrigerator malfunction, power failure or other emergencies

refrigerator room door

D Instructed to:

- D Defrost refrigerator and move vaccines to a monitored and insulated container while defrosting
- D Dust and clean the back (including the coils, if necessary), top and sides of the refrigerator
- D Replace door seals
- D Install Velcro door latch
- D Tighten door hinges

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D Instructed III:

- D Report cold chain incidents to the public health unit
- D Place vaccine involved in a cold chain incident in a bag marked 'Do Not Use'
- D Move this bag of vaccines into a monitored refrigerator

Inventory

Vaccine

Comments and Recommendations

Name of Premise

Name of Contact (*First name, Last name*)

Signature

HURON LODGE