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Windsor, Ontario March 6, 2015

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 Marra, Chair  
Councillor Jo-Anne Gignac  
Councillor Ed Sleiman

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

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

**1. CALL TO ORDER**

The Committee Coordinator calls the meeting to order at 9:04 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. ELECTION OF CHAIRPERSON**

The Committee Coordinator calls for nominations from the floor for the position of Chairperson. Councillor Gignac nominates Councillor Marra. The Committee Coordinator asks if there are further nominations from the floor. Seeing none, the Committee Coordinator asks Councillor Marra if he accepts. Councillor Marra accepts.

Moved by Councillor Gignac, seconded by Councillor Sleiman,  
That Councillor Bill Marra **BE ELECTED** Chair of the Committee of Management for Huron Lodge.  
Carried.

Councillor Marra assumes the Chair.

**3. ADOPTION OF THE MINUTES**

Moved by Councillor Sleiman, seconded by Councillor Gignac,  
That the minutes of the Committee of Management for Huron Lodge of its meeting held September 26, 2014 **BE ADOPTED** as presented.  
Carried.

4. DISCLOSURE OF PECUNIARY INTEREST

None disclosed.

5. MOTION TO MOVE IN CAMERA

Verbal Motion is presented by Councillor Gignac, seconded by Councillor Sleiman, 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
5.1	Personal matter about an identifiable individual, including municipal or local board employees	s. 239(s)(b)

**Motion Carried.**

Discussion on the items of business.

6. MOTION TO MOVE BACK INTO REGULAR SESSION

**Moved by Councillor Gignac, seconded by Councillor Sleiman, to move back into public session at 9:26 o'clock a.m..**

**Motion Carried.**

**Moved by Councillor Sleiman, 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 March 6, 2015 at the next regular meeting.**

Moved by Councillor Gignac, seconded by Councillor Sleiman, 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.

## 7. ADMINISTRATOR'S REPORT

A. Sirbu succinctly provides the following highlights of the Administrator's Report to the Committee of Management as follows:

- A second teleconference call was held on July 25, 2015 with individuals from both the Ministry of Health and Long Term Care and the IAR project. The City's Legal Department requested the Ministry mandate the participation by Huron Lodge in writing or, that some amendments be made to the Data Sharing Agreement to address concerns, i.e. other nursing homes can view patient information. A letter was received from the LHIN on January 20, 2015, however, clear directions stipulating the City's participation were not provided, therefore, a letter from the Legal Department has been sent with no response as of this writing.
- The Ministry of Health conducted the Resident Quality Inspection from December 16, 2014 to December 19, 2014. The four inspectors on site conducted all stages of the annual inspections commencing with the interviews of 40 residents, 25 staff and the management and residents' council chairs as required under the Act.
- The Resident Quality Inspection resulted in the issuance of two written notifications and two voluntary correction plans.
- The Quality Improvement Plan dovetails the Strategic Plan and supports reporting requirements due to the Ministry by April 1, 2015.
- Huron Lodge received a Quality Improvement Plan from CARF to which a formal response was sent in October 2014. This allows Huron Lodge the opportunity to address partial or non conformance to standards and to enhance the dedication and commitment to the quality of life for the residents. Huron Lodge obtained a three year accreditation along with additional funding.
- The Integrated Attendance at Work Program effective January 1, 2015 formally reinstates the City established Integrated Attendance Management Policy which is based on a medical model to address absenteeism.
- Huron Lodge in conjunction with Information Technology are working towards the installation and set up of a software program (Policy/Manager) that will eventually overhaul the current manual workflow process of reviewing, updating, communicating, copying, distributing and accessing procedures to an electronic system.

Moved by Councillor Sleiman, seconded by Councillor Gignac,

That the report of the Administrator of Huron Lodge dated February 28, 2015 entitled "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 for the period of September 1, 2014 to February 28, 2014 **BE RECEIVED.**

Carried.

**8. COMMUNICATIONS INFORMATION PACKAGE**

Moved by Councillor Sleiman, seconded by Councillor Gignac,  
That the following communications **BE RECEIVED** for information:

1. Ontario Association of Community Care Access Centres - Making Way for Change Transforming Home and Community Care for Ontarians
2. OANHSS - The Not-for-Profit Advantage in Long-Term Care for Ontario's Seniors October 2014
3. OANHSS - Municipal Delivery of Long Term Care Services Understanding the Context and the Challenges
4. Windsor-Essex County Health Unit - Food Premises Inspection Reports for October 10, 2014 and January 14, 2015
5. Ministry of Health and Long-Term Care- Inspection Reports under the Long-Term Care Homes Act, 2007
6. Huron Lodge - Annual Reports - Ministry of Health Unusual Occurrence, Reports/Critical Incidents, Fall Report and Loss Report

Carried.

**9. DATE OF NEXT MEETING**

The next meeting of the Committee of Management for Huron Lodge will be held on June 5, 2015 in the Huron Lodge Conference Room.

**10. ADJOURNMENT**

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

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CHAIR

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COMMITTEE COORDINATOR

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 PACAGE
- 9.) NEXT MEETING - June 5, 2015  
Huron Lodge Conference Room
- 10.) ADJOURNMENT