- 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	

- 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

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. <u>CALL TO ORDER</u>

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" <u>attached</u> hereto, matters which are dealt with as follows:

2. <u>ADOPTION OF THE MINUTES</u>

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. <u>DISCLOSURE OF PECUNIARY INTEREST</u>

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, sec onded 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 Heaith 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 Jong-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 I, 2014 to May 31, 2014.

Carried.

Letters dated January 28, 20I 4 and March 11, 2014 from the Ministry of Health and Long-Term Care regarding the Inspection Report-Public Copy are <u>attached</u> respectively as Appendix "A" and "B".

8. <u>ACCREDITATION REPORT</u>

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. <u>COMMUNICATIONS INFORMATION PACKAGE</u>

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. <u>MOTION TO MOVE IN CAMERA</u>

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	
		Municipal	Act 2001,	as
		amended		
4.1	Personal matter about an identifiable	s. 239(2)(b)		
	individual, including municipal or local board emnlovees			

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	

- 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

Item No.

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. <u>DISCUSSION:</u>

!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 LHINI

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 Busines

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

Site Phone: 519-253-6060

Report Number: FI-000-00167
Report Number: 056-001706-28
Inspection Date: July 30, 2014
Contact Name: Kathy Harris
Community: Windsor

In Compliance?: Yes

Facility Category: Food (Institutional), Boarding/Lodging Home/Kitchen

Site Fax: 519-977-8027

Inspection Type: Required: Compliance Inspection

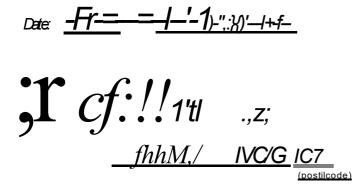
Aclion(s) Taken: No Additional Action Taken

Delivery Method: Hand Delivery
Opening Comments and Observations:

Closing Comments:

Condition of premise satisfactory at time of inspection.

VACCINE COLD CHAIN MAINTENANCE INSPECTION REPORT



Date of Inspection: <u>)f}(t.f- / (p'--'l f [,'</u> 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

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

Ministry of Health and Long-Term Care

Public Health Protection and Prevention Branch

Vaccine Cold Chain Maintenance Inspection Report

Date of Inspection (yyyylmmldd)

Address Building No.	Street Name /" \A\delta M			Type (St./Blvd. /Ave.ID)	Direction (N/SIWIE)	Suite/Apt Number
Lot/Concession/Rural Rou						
Number of re -gerators in this premises	This inspection is for refrigerator labelled number	Type of Refrigerator D Bar style u ose-built	Domestic Alarmed			
		*Rating	j: P -	-Pass	C - Conditional	F• Fail
Vaccine Refrigerators T	emperature and Readmgs			Strategies	5	*Rating
						hl
						111
						De
						0-
						OF
		Compliant?				
Log Book Review		if Yes		Strategies		*Rating

Va_ç cine Cold Chain Maintenance Inspection Report- Page 2

		*Rat	tinç	: P-Pass	S	C- Conditional	F -Fail
	Ministry Cold Cham Materia	ompliant?			Strategies		'Hating
		if Yes		'. 1:.t<: U : :h.l.ll.	J	- ,, • t,l."lf<1!	
a.	How to inORifor yeur re'(ri.getator f mf.ief.fiture 1Ju,ignet i,s mounted 0n exterior at vaccihe refrigerator , k'.i ., ?,; i.i.; i.i.; '-",; atN:;-:t., c,<\C;\i\; '-:: KV''			Given <i>How</i> to <i>inqnite</i> and ptaced on e g	o <i>F yqur refrig</i> r'Q f va _ne	rerator f!>mperotura magne refiiQ tof	l
b.	Protect your vaccines - Protect your pa'fients poster is mounted on exterior of vaccine refrigerator]	D	Given <i>Protect your</i> and placed on exter	vaccines- Pro ior of vaccine	tect your patients poster refrigerator	t:af,
C.	vaccine Storage Bnd Handljt,g Gufdelii'les is on hand		u'G	iven <i>Vaccine \$foa</i>	ај; ;;,,;·н.,,с	dling Gufd;,i;ei	Ос
d.	Insulated vaccine container(s) with packing material and a temperature monitoring device is: i. present li. used when transporting vaccines iii. used for contingency planning]				ed vaccine container(s)	Of
d.	Space is maintained between each vaccine product						oc
							OF
a ⁻ ,							
).	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	D		nstructed to mark mu ispose as per manuf		with the date opened and uctions	De OF

Va;:cin'e C old Chain Maintenance Inspection Report - Page 3

Remeni!Prlib<>VJ4 eil'>imallypr,iceil:

i. rn an rE!a ti',at is I v t:i!;:ited

II. Outof direct sunlight

iii. Away frqm external v,alls

b. Refrigerator door OR refrigerator room is locked at the end of the day

c. Refrigeral9r electrical outlet is:

i: Cov<af8d l>y metal cage; OR

ii. Not **easny** accessible; OR

iii. Accessible but the *Qo not unplug* sticker sign is posted beside tefrigeratt,r;;fectrical outlet'

d. Refrigerator maintenance is performed:

i. Freezer has been defrosted and ice is < 1 cm thick

 Back (including the coils, if necessary), ttlp and sides are cleaned and dusted

iii. Door is sealed tigMy and propeMy and has:

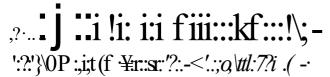
Adequate door seals

· Velcro door latch installed

light door hinges

e. One'office **staff** member ifresponsibte {Qr va_ccine r.n, errient·._.,

f. Office staff know to contact public health unit immediately if vaccines are exposed to temperatures below +2°C or above +8°C



h. Contingency (emergency) plan developed in the event of a vaccine refrigerator malfunction, power failure or other emergencies

Inventory

Vaccine

refrigerator room door

P-Pass

D Instructed to:

"Rating:

 Defrost refrigerator and move vaccines to a monitored and insulated container while defrosting

C - Conditional

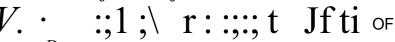
F -Fail

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

 $D \; \hbox{Tighten door hinges} \\$



D Instructed III:

t.Ý

D Report cold chain Incidents III 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

Comments and Recommendations					
Name of Premise	Name of Contact (First name, Last name)	Signature			
HURON LODGE	<u>.</u>				
4574-64E (2010/11)	© Queen's Printer for Ontario, 2010 Disponible en Franc;ais				

" V a¶c i e Cold Chain Maintenance Inspection Report - Page 4