A meeting of the Committee of Management for Huron Lodge Long Term Care Home is held this day at 9:00 o’clock a.m. in the Huron Lodge Conference Room, 1881 Cabana Road West, there being present the following members:

Councillor Bill Marra, Chair
Councillor Ron Jones
Councillor Al Maghnieh

Also present are the following resource personnel:

Joe Baker, Project Administrator
Lucie Lombardo, Executive Director, LTD Administrator, Huron Lodge
Ronna Warsh, Community Development & Health Commissioner
Karen Kadour (A) Committee Coordinator

1. CALL TO ORDER

The Chair calls the meeting to order at 9:06 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. MOTION TO APPROVE THE AGENDA

Moved by Councillor Maghnieh, seconded by Councillor Jones,
That the Agenda for the meeting of the Committee of Management for Huron Lodge Long Term Care Home held March 5, 2012 BE APPROVED AS AMENDED to add the following communications as Items 10 and 11 respectively.

Item 10  Windsor-Essex County Health Unit – Food Premises Inspection Report dated February 17, 2012
Item 11  Erie St. Clair LHIN/Health Service Providers Leadership Council Forum Carried.

3. ADOPTION OF THE MINUTES

Moved by Councillor Jones, seconded by Councillor Maghnieh,
That the minutes of the Committee of Management for Huron Lodge Long Term Care Home at its meeting held December 12, 2011 BE ADOPTED as presented.
Carried.
4. **DISCLOSURE OF PECUNIARY INTEREST**

None disclosed.

5. **IN CAMERA**

Verbal Motion is presented by Councillor Maghnieh, seconded by Councillor Jones, to move In Camera at 9:15 o’clock a.m. for discussion of the following items:

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Subject</th>
<th>Section Pursuant to Municipal Act, 2001, as amended</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Personal matters about an identifiable individual, including municipal or local board employees</td>
<td>s. 239 (2)(b)</td>
</tr>
<tr>
<td>5.2</td>
<td>Labour relations or employee negotiations</td>
<td>s. 239 (2)(d)</td>
</tr>
<tr>
<td>5.3</td>
<td>Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board</td>
<td>s. 239 (2) (e)</td>
</tr>
</tbody>
</table>

Motion Carried.

Discussion on the item of business (Item 5.3)

Discussion on the item of business (Item 5.2)

The Committee Coordinator is asked to leave the meeting at 9:30 o’clock a.m.

The Committee Coordinator is invited back into the meeting at 9:45 o’clock a.m.

Verbal Motion is presented by Councillor Maghnieh, seconded by Councillor Jones, to move back into public session at 9:46 o’clock a.m.

Motion Carried.

Moved by Councillor Jones, seconded by Councillor Maghnieh,

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 5, 2012 at the next Regular Meeting.

That the In Camera Report of the Project Administrator, Engineering Development dated March 1, 2012 entitled “Project Update Report – March 2012” BE DISCUSSED during the public session of the Committee of Management for Huron Lodge Long Term Care Home meeting.
That the confidential verbal report of the Committee of Management for Huron Lodge Long Term Care Home relating to the labour relations or employee negotiations 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.

That the confidential verbal report of the Committee of Management for Huron Lodge Long Term Care Home relating to the personal matters 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.

Motion Carried.

7. DELEGATION OF AUTHORITY REPORTS PROVIDED FOR INFORMATION

7(a) Project Update Report – March 2012

Moved by Councillor Jones, seconded by Councillor Maghnieh,

I. That the Project Update Report – March 2012 for Huron Lodge Redevelopment Project BE RECEIVED for information.

II. That an expenditure in the amount of $86,393.16 (excluding HST) BE APPROVED for the Mechanical Systems Upgrade Project (MSUP) specifically related to the revised scope of work in the pantries at Huron Lodge to BE FUNDED from Project ID# 7034195.

Carried.

7(b) Delegation of Authority Report – Long Term Care – Service Accountability

Moved by Councillor Maghnieh, seconded by Councillor Jones,

That APPROVAL BE GIVEN to execute the sign-back form effective January 2, 2010 and ending March 31, 2013. The sign-back form is required to formally acknowledge the new financial policy which has been in effect since January 2, 2010.

That the Chief Administrative Officer and City Clerk BE AUTHORIZED to sign the sign-back form satisfactory in form with the City Solicitor, City Treasurer as to financial content and approval as to technical content by the Administrator of Huron Lodge.

Carried.
8. **UPDATED TERMS OF REFERENCE**

Moved by Councillor Maghnieh, seconded by Councillor Jones,
That the Revised Terms of Reference for the Committee of Management for Huron Lodge Long Term Care Home **BE FORWARDED** to City Council for approval.
Carried.

9. **MINISTRY OF HEALTH SAFETY EQUIPMENT FUNDING**

L. Lombardo indicates that the monies provided by the Ministry of Health and Long Term Care will be utilized for the maintenance of the nurse call systems, door alarms as well as further mattress replacements.

Moved by Councillor Maghnieh, seconded by Councillor Jones,
That the Report of the Executive Director, LTD Administrator, Huron Lodge dated February 1, 2012 entitled “Huron Lodge Long Term Care – Safety Equipment Funding” **BE RECEIVED**.
Carried.

10. **CONTINUOUS QUALITY IMPROVEMENT – UPDATE**

L. Lombardo advises that the Ministry of Health is looking for evidence of long term care homes formalizing a documented system of Continuous Quality Improvement (CQI). At minimum, a long-term care home must have a CQI contact, dates of meetings, written description of quality improvements with goals, protocols, annual surveys and records of improvement. She reports that the CQI system provides opportunities for focusing on improving long term care services and the 2012 prioritized objectives are as follows:

- Continue to provide opportunities for consistent staffing throughout the home especially during vacation periods.
- Enhance the end of life program by providing ongoing training sessions to staff.
- Through the Resident First Collaborative, reduce the occurrences of Pressure Ulcers.
- Examine a system for residents at high risk of falling to reduce the number of fall related injuries.
- Improve hand hygiene as the most important method of preventing infection and outbreaks.
- Continue to improve communication within the care team.

Moved by Councillor Maghnieh, seconded by Councillor Jones,
Huron Lodge for 2011” BE RECEIVED and further, that the general objectives rolled out for 2012 BE APPROVED.
Carried.

11. ONTARIO ASSOCIATION OF NON-PROFIT HOMES AND SERVICES FOR SENIORS – BENCHMARKING REPORT

Moved by Councillor Maghnieh, seconded by Councillor Jones,
Carried.

12. COMMUNICATIONS

The “Windsor-Essex County Health Unit – Food Premises Inspection Report” dated February 17, 2012 is distributed and attached as Appendix “A”.

The Memorandum from the Erie St. Clair LHIN regarding the “Erie St. Clair LHIN/Health Services Providers Leadership Council Forum, May 17, 2012” is distributed and attached as Appendix “B”.

Moved by Councillor Jones, seconded by Councillor Maghnieh,
That the following Communications BE RECEIVED for information:

1. Huron Lodge - 6 Week Post Satisfaction Survey – 2011
3. Local Health Integration Network ( LHIN) Community Care Access Centre – Understanding ALC Designations Windsor/Essex
4. Ontario Association of Non-Profit Homes and Services for Seniors Report – Long Term Care Services – 2009 Results
6. Ontario’s Action Plan for Health Care – Ministry of Health – Let’s Make Healthy Change Happen
8. Huron Lodge – 2012 Meeting Schedule
9. LHIN – Getting Better and Going Home
10. Windsor-Essex County Health Unit – Food Premises Inspection Report

Carried.
13. **DATE OF NEXT MEETING**

   It is generally agreed that the June 4, 2012 meeting date be rescheduled to June 11, 2012 as Councillor Marra will be attending the FCM conference on June 4, 2012.

14. **ADJOURNMENT**

   There being no further business, the meeting is adjourned at 9:55 o’clock a.m.

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CHAIR

(A) COMMITTEE COORDINATOR