

FAMILY COUNCIL MEETING

MINUTES July 3, 2018

Present: Paulette Gibbens, Émilie Johnson, John Martin, Roxanne Robert, Elio Tignanelli, Nancy Tod (Past Chair), Blanche-Hélène Tremblay (Chair), Jillian Duchesne (Cassellholme Coordinator of Special Events) , Jillian Marchand (Cassellholme Resident Services Coordinator)

Regrets: Ann McIntyre (Secretary/Recorder), Suzanne Pigeau

1. CALL TO ORDER

Request was made for someone to take notes. Jillian Duchesne offered her services. The Chair will prepare the minutes using Jillian's notes. Meeting commenced at 2:00 p.m.

2. APPROVAL OF MINUTES – June 5, 2018

Minutes of June 5 meeting were approved as presented.

Émilie Johnson, John Martin

3. APPROVAL OF AGENDA

Agenda approved as presented. Results of council's self-evaluation of its June 5 meeting were reviewed. Self-evaluation hints at a need for a clear plan for following up on certain issues. Measures will be taken to meet this need.

4. HUMANIZING DISCHARGE

John's collection of information to help families whose resident passes is almost complete. Members expressed appreciation for this work and made suggestions for additions and sharing the package. The package is ready for sharing even though updates will be made as new information becomes available.

5. RESIDENT CARE

- a. The Family and Resident Care Committee has invited Family Council to help identify key factors they want included in their loved-one's care plan. Some factors were identified by members including medications that need to be administered at the designated times to be effective, resident and substitute decision-maker's consent for medication, toileting times for residents requiring assistance, sharing of the plan of care and changes to the plan with families. Family Council requested that the letter about plans of care previously submitted to the CEO be re-shared with Family Council and shared with the Resident and Family-Centered Care Committee. Discussion took place regarding the time required for staff to be aware of changes to the plan of care. Discussion about this topic will continue at the next meeting.
- b. Discussion took place regarding ways of supporting staff and replacement staff during the summer season. Staff shortages have been noted and they have had a negative impact on the care given to some residents.

6. CASSELLHOLME FOUNDATION

Jillian Duchesne, Activity Leader, presented a slideshow that will be used to encourage donations to the Cassellholme Foundation which is a charitable organization created to collect and distribute funds to be used for supporting residents of Cassellholme and their families. Members of Family Council shared their thoughts on the effectiveness of the slideshow and the presentation.

7. **DISCUSSION / SHARING**

Nothing new to report at this time.

8. **EVALUATION OF MEETING**

Members completed the self-evaluation questionnaire as an indicator of the effectiveness of Family Council during this meeting.

9. **DATE AND TIME OF NEXT MEETING**

Tuesday, August 7, 2018, at 2:00 p.m.

10. **ADJOURNMENT**

Meeting was adjourned at 3:30 p.m.

DRAFT FOR APPROVAL BY FC