

CASSELLHOLME FAMILY COUNCIL MEETING MINUTES

Tuesday, September 4th, 2018

Present:

Jillian Marchand, (Cassellholme Resident Services Coordinator), Jillian Duschesne, Judy Koziol, Elio Tignanelli, Nancy Tod, Paulette Gibbens, Blanche-Helene Tremblay (Chair), Ann McIntyre (Recorder)

Regrets:

John Martin, Suzanne Pigeau

1. Call to order: The meeting was called to order at 2:00 PM.
2. Approval of Minutes: The minutes were approved as presented.
3. Approval of Agenda: The agenda was approved as presented with one addition. The Satisfaction Survey, 2018.
4. Review of Self Evaluation Results from the previous meeting. Blanche-Helene conducted the review.
5. Follow-up to Last Meeting:
Blanche-Helene will keep a master list in order to ensure tasks are completed as planned.
Discharge Package as compiled by John Martin was presented by Jillian Duschesne. Several items were modified including donations and use of legal council. Suggestions were made for a cart for residents' belongings once resident has passed. Discussion was held regarding the death of a loved one and the process of informing other residents and families. This continues to be an ongoing discussion among staff. Several items will be clarified by Jillian, especially clothing donations as well as other items. Members would appreciate feedback from previous discussions and suggestions through staff and administration.
6. Staff Shortages: In an effort to deal with staff shortages, Cassellholme will hold a Job Fair for PSWs on Thursday, September 5th. As well, a Summit will be held with PSWs on Thursday September 6th. This half day workshop will be held with 20 employed PSWs from Cassellholme plus a facilitator. It is hoped that solutions will be found to the ongoing staff shortage issue and that Family Council will be informed as to the findings.
Questions and comments were addressed. Family Council asked if there is anything the group could or should be doing to help address this issue.
7. Presentation on Continence Care – Thursday, October 25th, 2018, at 7PM. It is hoped that a staff representative will be made available to conduct this presentation. It was suggested that posters, October newsletter and other avenues be used to advertise the meeting.
8. Infection Control: Discussion was held regarding how and outbreak free period can be prolonged. Guidelines are provided by Public Health and must be adhered to. Volunteers are encouraged to hand out wipes in dining rooms to prevent spread of germs.
8B. Satisfaction Survey: Jillian Marchand explained the process. Forms will be sent out next week. Correlation of data will be completed by a different program this year to ensure accuracy of data. There will be an overview with each department once results are in and each department will develop a plan for improvement and to address issues. A quality improvement process will be used.
9. This occurred during the above topics.
10. Political Action Group: Ann indicated that a letter has been composed to The Honourable Christine Elliott, Minister of Health and Long Term Care and The Honourable Vic Fedeli, Minister of Finance. Members were asked if they felt

comfortable signing this letter and sending it from Family Council. Family Council agreed to sign and send the letter to the above members of the Ontario Legislature to demonstrate concern for the standard of care in nursing homes as well as support for the Time to Care Act. Ann will mail the letters immediately.

11. Forms were completed regarding evaluation of the meeting and submitted to Blanche-Helene.

12. Next Meeting Date: **TUESDAY, OCTOBER 2ND, 2018 AT 2:00 pm.**

13. The meeting was adjourned promptly at 3:30.