

CASSELLHOLME FAMILY COUNCIL MEETING

Tuesday, August 6th, 2019 at 2:00 pm

MINUTES

Present: Karen Gooch, Madeleine Mantha, Emelie Johnson, Pierette Villeneuve, Nancy Tod (Past Chair), Blanche-Helene Tremblay, (Chair) Roger Hudebine, Gerrie Gyne, John Martin, Ellen Whittaker (Manager Infection Control/Health and Safety, Cassellholme) Jillian Duchesne (Resident Services Coordinator), Ann McIntyre (Recorder)

Regrets: Jody Koziol, Karen Solway, Elio Tignanelli, Evelyn Johnson, Stan Sloan, Marcelle Gravelle, Pierrette Villeneuve, Paulette Gibbens, Suzanne Pigeau

1. Call to Order: The meeting was called to order at 2:00.

2. Family Council Education: North Bay Fire and Emergency Services, Fire and Evacuation:

- Jillian introduced Joe and Chris from the local fire department. Questions were provided to the two fire fighters and discussion was held.
- Chemical spills were discussed. Emergency preparedness is with the community, including police, fire and ambulance. Maintenance staff would be called and procedures would be followed. Management team would be deployed. Building procedures would be followed as per the Ministry of Long Term Care or Ministry of Labour. Spill kits are in the home. Small spills would be covered by the plans for the home.
- Evacuation is to Chippewa, staff would be calling families and city buses and ambulances would be utilized.
- Evacuation with limited staff: drills are important. Fire drills are based on minimum of 11 staff at night. Timed fire drill held annually. If there is a fire during the night the home would do a “fan-out” of staff. Firefighters would need to contain the situation prior to allowing family members or staff to assist. Manager on call would be responsible for the entire situation. Shoppers Drug Mart would be the parking lot/meeting area for family or staff assistants. 160 minutes is given for evacuation but it can be done with 11 staff in a lot shorter time. Staff would be notified by text or phone using the same system for staffing. Multiple agencies would be assisting residents and staff.
- Cassellholme is a very safe building as it is fully provided with sprinklers. Home is inspected twice a year. Fire safety plan in place. Staff take this situation very seriously and numbers are legislated with regard to number of staff. Staff would use slings and sliders to evacuate residents from higher floors. Cassellholme is divided into zones, and evacuation would occur to other zones. Cement walls and sprinkler systems all provide maximum protection. Smoke alarms in the building are all connected. All equipment is checked annually by technicians.
- In the case of a forest fire time would be available to follow evacuation plan. Plan is in place for smoke issues. Oxygen concentrators are brought with residents who use them if they had to be evacuated. Cassellholme is well prepared in the event of an emergency.
- Blanche-Helene thanked Chris and Joe for their presentation. If further questions arise they could be forwarded to the chair.

3. **Approval of the minutes – July 2, 2019** – Nancy Tod moved the minutes be approved as presented: Émilie Johnson seconded the motion and the minutes were accepted as presented.
4. **Approval of the Agenda:** The agenda was accepted as presented.
5. **Review of Self-Evaluation:** Members were encouraged to fill the forms out each month in order to improve the function of the meeting.
6. **Follow up to last meeting:** Letter to the Nugget thanking individuals involved with the rebuild was revised but was not published in the Nugget. It was posted on Facebook.
7. **Cassellholme Update (Jillian Duchesne, Resident Services Coordinator) Jillian presented the following:**
 - Compliments were given to staff for introducing themselves at the beginning of each shift and family members were encouraged to fill out a compliment form located near the General Store.
 - Resident library still in progress. The physiotherapist is willing to make that move. Trying to find a spot for the parallel bars.
 - Automatic beds have been ordered and are being shipped. They will replace all crank beds.
 - Air conditioning on third floor is still in progress. Jillian to check on progress of this for the next meeting.
 - The new build architect cannot make another presentation to Family Council as it is costly.
 - Ministry was here regarding staffing levels however there apparently are no concerns from them.
8. **Cassellholme Board of Management – Observers' Report (deferred, generally no meetings in July and August) Deferred**
9. **Positive Attitudes to Aging and Long Term-Care:** Recommendations were made for this year's survey. Other questions were suggested. It was pointed out that designating units as North or West is confusing for some. Perhaps using room numbers might be easier. A question was asked as to how we are getting residents to complete the survey? Discussion was held regarding how to ensure residents who are capable of answering the survey are not only allowed but encouraged to do so. Perhaps residents would be able to answer with assistance from family, staff or volunteers? This was deemed unsuitable by FC's staff representative because of possible bias. It was suggested that if the vast majority of respondents are not residents then the title should be changed to reflect this.
10. **Family Mentoring: Planning for Family Information Night:** Family Council is planning a family information session to address the needs of families and friends of residents living with dementia sometime after the end of October. Suggested speakers are someone from Seniors' Mental Health Centre and a member of the Behavioural Support Ontario (BSO) team at Cassellholme. Speakers would be invited to speak about the different kinds of dementia, communication with persons living with dementia and activities to try when visiting. A survey will be sent out to families to see if there is sufficient interest and to find a time that would be suitable. FC Representative offered the possibility of sending the survey by email. The chairperson will prepare the survey.
1. Members suggested a family drop-in as a way of meeting the needs of families whose resident is living with dementia. The staff representative was invited to check with administration to see if having members of Family Council act as resource persons for a drop-in would be acceptable.

11. Discussion/Sharing - Deferred

12. Research and Advocacy Working Group – The chairperson thanked Ann McIntyre who has very successfully lead Family Council's Research and Advocacy initiatives over the past three years. Members of Family Council were invited to consider taking on the important task of leading this working group whose goal is to raise awareness of the needs of residents in long-term care homes. The group keeps abreast of developments in long-term care, and makes presentations about the needs in long-term care as the opportunities arise.

13. Evaluation of meeting – forms were handed out and everyone was asked to complete them.

14. Next meeting date: September 3rd, 2019 at 2:00 pm.

15. Adjournment The meeting was adjourned at 3:40 p.m.