

## Cassellholme Family Council Meeting

Held by *Zoom*, North Bay, ON

Tuesday April 4<sup>th</sup>, 2023

---

### Welcome (2:00 p.m.)

The Family Council met using *Zoom*. Chair Monique Peters welcomed everyone. She reminded everyone that it was National Caregiver Day and she thanked members of Family Council for all the work they do to keep the residents safe and well cared for.

### Attendance (6)

Bonnie Bolger, Lise Cousineau, Karen Gooch (Recorder), Elizabeth Henderson, Monique Peters (Chair), Michelle Schmitt, Blanche-Hélène Tremblay, Brenda Walsh

Guest Ron Goodship (Occupational Health & Wellness Coordinator), Jillian Marchand (Staff Assistant)

### Territorial Acknowledgement

Monique Peters offered an acknowledgement that we meet on the territory of the Nipissing First Nation and offered gratitude for their teachings.

### Guest Speaker

Monique Peters welcomed Ron Goodship, Occupational Health & Wellness Coordinator. He made a brief presentation to Family Council about Cassellholme's emergency measures program.

- Complete fire safety and evacuation procedures are in place and staff receive ongoing training. Although, evacuation is a last resort, slings and sliders are in place in the stairwells and clinical staff regularly practice how to use these devices.
- Due to the way the building has been constructed and the fact that Cassellholme is a high priority with the fire department, it is highly likely a fire will be contained to one area of the building. Fire drills happen once a month and sometimes staff from the fire department attend. Procedures are also in place for other types of disasters such as weather or violent incidents.
- Emergency plans are being completed for the new building including for the transitional time when both buildings will be in operation. Consultation with places such as the North Bay Regional Health Center have been part of plan development.
- Posters and floor plans are on the walls in the hallways to help keep staff and visitors informed about emergency procedures.
- Any questions or concerns about safety procedures can be sent to Jillian Marchand. Monique thanked Ron for the information he provided.

### Cassellholme Update

Monique Peters welcomed Jillian Marchand, Family Council Staff Assistant. She offered the following Cassellholme update

- COVID-19 – Jillian provided information about outbreaks at Cassellholme:
  - The facility outbreak is still in place, but due to a change in Ministry of Health guidelines there have been changes to the visiting policy effective April 1<sup>st</sup>. [Visiting as of April 1, 2023 | Cassellholme](#)

Testing is no longer required and visitors are asked to self-screen for symptoms. Until the outbreak is declared over, only essential visitors can visit and they must wear N95 masks with goggles.

- After the outbreak is over, medical masks will have to be worn and general visitors can return. Screeners will be at the door for a few more weeks to help guide people. Unfortunately, extra provincial funding for the screeners has been cut and even though the screeners have become valuable members of the staff, the positions will be cut. Cassellholme is evaluating extending the store hours in order to help make up for the loss of screeners. Training for essential care givers is still available. Contact Jillian for details.
  - All data about outbreaks at Cassellholme are shared with the Health Unit, including the number of deaths.
  - People are reminded they can bring Easter treats to the front door for delivery even if they cannot visit. A reminder that baby's breath and lilies are not allowed due to the strong scent.
  - Construction –Jillian provided some details about the new building which is starting to rise from the ground. There will be two balconies on each floor. The rooms are bigger than in the current building – 394 sq ft for a double room, 265 sq ft for a private room and 230 sq ft for a private room with a shared bath. A mock up of a private room will be set up in the auditorium in the near future so that visitors and staff can provide feedback about the layout. There was a question about the use of lifts in the bathrooms, but Jillian did not have firm information about this.
  - Nurse Practitioner – A nurse practitioner (NP), Teri Mc Dougal has been hired by Cassellholme to work with the Medical Director Dr. Prins. Her exact role is still evolving while management figures out how to make the best use of her skills. She has been invited to attend our May Family Council meeting.
  - Hospital – If there is concern about transferring a resident to hospital for more care, POAs are advised to review the advanced care plan that is in place with the doctor, the NP or the Director of Care.
  - Orientation – Jillian is looking for input regarding the orientation sessions since only a few people have been in attendance. She will offer a couple of more sessions and may consider a different time.
  - QI Plan – The Quality Improvement plan has been approved and will be posted on the website. A full package will be available for distribution soon.
- Monique Peters thanked Jillian for her report.

## Agenda

### Motion 005/23

Brenda Walsh/ Michelle Schmitt moved that the agenda be approved as circulated.

**Carried**

**Minutes of Previous Meeting**

**Motion 006/23**

Karen Gooch/ Elizabeth Henderson moved that the minutes from the March 7<sup>th</sup>, 2023 meeting be approved as circulated.

**Carried**

**Business Arising**

Monique Peterson offered the following:

- The results of the Satisfaction survey have been sent to Family Council members. The results should be posted online soon.
- The letter the government from the Ontario North Family Council Network (ONFCN) concerning the proposal to allow PSWs to administer medication was also forwarded to members. Monique attended an online presentation by the Minister of Health which offered some clarification about this proposal – including the fact that PWSs will not be administering medication such as narcotics.

**New Business**

Research and Advocacy Brenda Walsh stated that after a delay, the Quality Council has approved its goals for the coming months.

Chair Report Monique Peters spoke about the following items.

- It has been suggested that the Chair of the Resident's Council attend one of our meetings as a guest to inform Family Council about their work.
- Monique has been reviewing the new LTC guidance document and has attended several online sessions about it. We were reminded that even though restrictions are being lifted, caution is still advised since COVID has not disappeared. Staff is still being tested and visitors are asked to review the signage at the entrance for self-assessment. Routine resident screening has stopped and masks are still required when in the building, but are no longer needed during outdoor visits. The vaccine policy has been suspended while a review takes place.

Discussion/ Sharing There was a time of discussion for people to share anything about their experiences at Cassellholme.

- We discussed how things have been working at the door since the screeners' role has been reduced. So far things seem to be running smoothly, but it has only been a few days. It was acknowledged that the screeners provided a lot of help and guidance over the time they have been on duty. The Family Council thanks all of them for their good work.
- There seems to be a bit of unease among some Family Council members that Cassellholme's vaccine policy has been put on hold. Vaccine policies are up to individual facilities according to the new LTC guidelines – including whether or not to have one. There seems to be encouragement from some not to have a policy at all.
- We discussed the times for future orientation sessions. Several members suggested an afternoon timeslot may make it easier to attend. Although the orientation is geared to family members who are new to Cassellholme, anyone can come and it may be good for members of Family Council to attend if they can.

