

Faith Manor Family Council Meeting Minutes (draft)

January 8, 2025

Date:	WEDNESDAY January 8, 2025
Time:	7:00PM to 8:00PM
Location:	Hosted on TEAMS and in person in
Topic:	Faith Manor Family Council Meeting
Present:	In Person: Peter Dykstra, Rudy Sasha, Paulette Velsen, Sabrina's mother, Margerite Gamble On Line: Lynn vanLieshout, Terry Shea, Shirley Graham, Jean De beer, Sabrina Aguiar, Staff: Romaine Manners, Jody Clarke, Sellinor Ogwu
Regrets:	

Welcome and chaired by Peter Dykstra- Opening Statement: As an introduction I think it would be a good reminder to note the purpose of the Family Council:

According to the Family Councils of Ontario (a tremendous resource) the four main goals of this council should be:

1. To provide support to family members and offer guidance to new families during their transition to Faith Manor
2. To provide education for family members to learn and gain an understanding of Faith Manor and how it operates.
3. To be advocates and assist in problem solving regarding collective concerns to improve the resident's quality of life.
4. To communicate and provide an opportunity for family members to be informed about what is happening in the home and to solicit ideas, give feedback and make suggestions from members to the home.

To that end we will always have a standing agenda that includes:

- Approval of previous meeting minutes
- Matters arising from minutes
- Summary report from the administrator or suitable alternate
- Summary report from the Director of Programs or suitable alternate
- Items submitted by FM leadership staff (if any)
- Items submitted by Family Council members (if any)
- Open discussion period (not including specific personal complaints)

Agenda:

1. Approval of Minutes for October 9, 2024

Moved by Shirley Graham, seconded by Terry Shea. *Carried.*

2. Matters arising from previous minutes

- Family Satisfaction Survey – higher response rate than in previous year. To be reviewed at next meeting

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- Update on the use of Microsoft Teams
- Welcome package to Family Council – Progress report
- Current financial system only spits out paper bills and does not have the ability to email monthly invoices to folks. Is it possible to print to PDF and email to those who would prefer soft copies vs. paper?

3. Administrator's Report

- Sellinor wished everyone a Happy New Year
- Condolences to Terry on the loss of her husband
- Occupancy at 99.4% at end of the year
- Ministry has listened to concerns in relation to admission process – publication has been developed in relation to cultural preferences, which is to be piloted – meaning Dutch individuals will be given first preference to HCH
- New doors to be installed in hallway leading towards faith manor spaces
- Family members are advised to ensure that valuables of residents, including credit cards, etc are kept secure or kept at home of family member to ensure nothing is removed or stolen
- Code Green evacuation drill – took 13 minutes to evacuate the entire 4th floor; done during the day shift. Things went very well.
- Policy and procedure on medication distribution to residents – all medications must be approved by practitioner including vitamins; medication is to be supervised by nurse (RN, RPN, NP) to ensure medication is taken; Nurse is to wait to make sure medication is taken; PSWs providing one-to-one care should not be handing medication out. Even family members that may be assisting with medication must have nurse present during ingestion of medication. Nursing staff to be reminded that they must stay present to supervise ingestion of medication at all times.
- Annual programs' evaluation day will be coming up in January – all family members are invited

4. Program Director's Report

- December was a busy month, doing lots of extra activities for the resident neighbourhoods
- New projects coming up in new year – door decals to be started on first floor; Ambient Omni boards ordered – for low to high functioning residents that has games and music available; Planters ordered for each neighbourhood for those who may wish to participant in gardening – it is on wheels and can be brought to individual rooms for those that may not be able go to the planter; 5th floor now has a bunny (Cocoa), birds on the 3rd floor, beta fish on 4th floor
- New Dr. has started as of December 5th; as previous Dr. has left. Families effected have been notified.

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5. New Business

- Report from Romaine – Infection Prevention and Control lead. She informed us about a Urinary Tract Infection (UTI) program. She referenced a bulletin put out by Public Health



uti-family-newsletter.
pdf

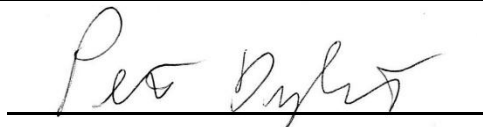
- Ontario which will be attached to these minutes. (
- The Eden Alternative Project is a new approach to care that is being implemented over the next year that emphasises looking at the whole person. Sellinor went into some detail what this approach is all about. It will be implemented slowly one home area at a time. The Tie that Binds had an article in it regarding this approach. Those that are interested can request a PDF of the Tie that Binds sent to them by emailing Jody.Clark@hch.ca. There will be more articles in future Tie that Binds newsletters.
 - There was a long detailed discussion about the staff attendance display boards. Everyone agreed that it is not working as it is right now. During the discussion a number of alternative solutions were presented. White boards like they have in hospitals was an example. Another experience was based on a day care program where each staff had a laminated name and picture on a magnet which then was put on a magnetic white board. Another possibility would be to see whether the scheduling program could connect to a display monitor which would list staff and their units in real time. Peter will continue to look at solutions with the staff and report back in a future family council meeting.
 - Since Terry's husband passed, she was asked if this would be her last meeting. She stated that she would like to stay on since she has established relationships with other residents and their families who would like her to represent them. It was explained that her membership could be extended with the approval of the family council if she wished. Peter made a motion to accept her membership in the family council to be extended. There was no objection so she was invited to stay on as a member. She was grateful.

6. Closing Remarks/Reminders

- **Next meeting: February 12, 2025 – 7 PM in the education room or online through teams**

7. Meeting adjournment: 8:40 pm

Signature:

A handwritten signature in black ink, appearing to read 'Peter Dylis', written over a horizontal line.

Date: February 12, 2025