



### **St. Joseph's Lifecare Centre – Board of Trustees**

- Minutes of the Meeting, January 21<sup>st</sup>, 2015 11:30 am-1pm  
4th Floor Board Room, St. Joseph's Lifecare Centre Brantford

Present: W.Wood Chair, Ms. V. Smith, Mr. V. Bucci, Ms. Barbara Hendry, Mr. J. Lavalley, Mr. B. Rumble, Ms. S. Wilson, Ms. A. Romano, Mr. J.Quinlan  
Staff: Mr. D. Bernardo, N. Tomkinson  
Resources: Ms. A. Groulx, Ms. J. Miller, Ms. E. Perkins, Ms. O. Consorti, Ms. Cheryl Moore  
Regrets : Mr. B. McGeein, Ms. M. McIntyre, Dr. John Hadley

#### **1. Education Session: E. Perkins & J.Miller**

1.1) E. Perkins provided a patient story on end of life care in an acute care facility, next month C.Moore will discuss how care could have been different in a hospice environment.

1.2) An overview of the 2015-2016 QIP was presented to Board members. This is a provincially mandated document that is created at the beginning of the year that allows the home to improve quality by focusing on a few areas and targets. Out of the 7 priority indicators that LTC homes should look at it has been recommended that SJLC focus on the following three:

- 1.) Appropriate prescribing of antipsychotic medication (this is a concern throughout the System)
- 2.) Continence
- 3.) Falls- already making great strides and don't want to lose the momentum

Next steps: Assume support for the three indicators, draft of QIP to be brought back to Board members before it is forwarded to HQO.

#### **2. Call to Order**

- 2.1 Quorum present
- 2.2 Declaration of Conflict of Interest, none declared.

#### **3. Invocation – D. Bernardo**

#### **4. Approval of Agenda – Approved**

#### **5. Approval of the Minutes**

- 5.1 Approval of the minutes–of the meeting of November 19th, 2014

***Moved by V.Smith***

***Seconded by S.Wilson***

***That the minutes of the November 19<sup>th</sup>, 2014 meeting be approved***

***Carried***

#### **5.2 Review Action Items-November 19<sup>th</sup>, 2014**

Action items 1-3 had no new discussion and action item 4 regarding 4<sup>th</sup> floor securities will be addressed later in the minutes

#### **6. Other Business**

#### **6.11 Motion Summary**

*Moved by V.Smith*

*Seconded by B. Hendry*

- A) That the following Board members be granted an additional three year term with the Board of Trustees at the end of their term in June 2015**

*Anna Romano*

*Vince Bucci*

*Sandra Wilson*

- B) That Vic Prendergast is appointed as member of the SJLC Board of Trustees as of July 1<sup>st</sup> upon John Quinlan's end of term.**

*Carried*

#### **6.12 Governance Committee Report**

*Moved by S.Wilson*

*Seconded by V. Smith*

***That the minutes of the November 11<sup>th</sup>, 2014 Governance Committee meeting be accepted as presented***

*Carried*

At the Governance Committee meeting in January the Governance Committee received an update from the Nominating Sub-Committee surrounding Board positions, as of now the Board is at full compliment. At their next meeting they will do a Committee review to include composition and recruitment. The Nominating sub-committee will review if members are on appropriate committees and look at bringing in community members for Committees. The goal is to have Board backfill and keep in mind the long term impact. The Governance Committee reviewed a draft of the Nominating Sub-Committee's terms of reference; the draft will go back to the Nominating Sub-Committee for revisions and come back to the Governance Committee at their February meeting.

Draft 3 of the Eldercare Quality Working group was reviewed; revisions were made to the meeting schedule from bi-annually to quarterly. The draft will go back to the Elder care group, then to Governance before making its way back too the Board.

E. Perkins presented the Governance standards to the Committee and generated some thought; some details may be forthcoming to the board as the Governance Committee works through the standards.

#### **6.13 Quality Committee Update**

##### **a) Quality Placemats**

Quality placemats are currently being used at our sister sites and contain the strategic plan, the QIP, questions that Board members should be asking at meetings and other useful information to keep conversation at a Governance level. At other sites the placemats are in poster form on the wall or as laminated "placemats" at each Board members seat as they were presented today.

##### **b) Elder Care Quality Working Group Update**

Please be advised that the SJHS Board has been updated with re: the proposed Elder Care Quality Working Group and approved. Changes to the Terms of Reference have been made as per recommendations from SJLC's Governance Committee, Elder Care Committee and K. Smith/ B. Guest. Focus: to integrate common quality initiatives across each organization. Promote consistency in Resident Quality Inspection preparation and performance and best practice procedures. Target date: Feb 2015.

The draft Terms of reference have been reviewed and accepted to date by the System Board. The Elder Care Working Group will focus on consistencies in performance measurements and inspection protocols across the three LTC sites. The group will be made up of the LTC President's, the quality leads, Researcher and Medical Directors from each site on an Ad Hoc basis. This group will be in addition to the 25% air time at Board meetings.

#### **6.14 Nominating Sub-Committee Verbal update**

The Nominating Sub-Committee update was mostly covered through the Governance Committee update previously in the minutes. The only additions to the update were that Board positions were reviewed and at the next Nominating Sub-Committee meeting on February 4<sup>th</sup> the group will do a Committee review.

#### **6.2 Resource & Building Services Committee Update**

##### **6.21 No Report**

##### **6.22 Development Sub-Committee Summary-January 2015**

A summary update was provided to Development Sub-Committee members as the January meeting was cancelled due to the health Minister visiting the Hankinson House. Since the November Sub-Committee meeting exploration of partnerships with Lansdowne Children's Centre, BGH and the Hamilton Dialysis clinic have been looked at. It is expected we will be in the exploration phase until March 2015.

##### **422 Grey St.**

422 Grey St. has been purchased, however this does not preclude us from looking elsewhere in the city for other potential opportunities.

#### **7. President's Report - D. Bernardo**

##### **7.1**

##### **Operations**

##### **St. Joseph's Health System (SJHS) Update**

Reminder: SJHS Board Retreat taking place on February 19<sup>th</sup>, 2015 from 8 am- 4 pm.

Five local Board Members and the President are invited to attend the retreat (if available, the Board Chair, Vice Chair, Treasurer and two other members).

##### **Quality Board Work Plan**

Please be advised that a Quality work plan has been drafted for review and approval. As noted this will ensure 25% or more of the board agenda will have a Quality focus.

##### **County Funding Presentation**

Please be advised that the County Finance department has requested that all external organizations receiving County funding will be required to provide an update of the Organization's financial position and budget. D. Bernardo, A. Groulx and W. Wood to attend on January 22, 2014 at 7:50pm at the Burford Community Centre

##### **SEIU Arbitration Update**

Please be advised SEIU Arbitration has been finalized resulting in a 1% lump sum payment for 2013 and 2014. This will help to keep operational costs down in light of the City/County funding agreement which expires at the end of 2018. Management is presently working on draft proposals for the next round of negotiations for the 2015 and 2016 collective agreement.

##### **SJLC Security**

**Further to the last report re: potential security issues at SJLC, staff have reviewed all potential breach of access points exterior to the main building and have implemented the following:**

- 1) Signage to the 4<sup>th</sup> floor elevator indicating "Elevators restricted for SJLC Staff and Residents. Please use Public Elevators"- completed
- 2) Key Pad to the 4<sup>th</sup> Floor Elevators restricting access to Resident units- Target date: End of Jan 2015
- 3) Mandatory Sign in book- completed
- 4) Additional Camera to the front lobby area- completed
- 5) Mandatory name tags for all tenants and staff

**Moved by S. Wilson**  
**Seconded by J. Quinlan**  
***That the President's report be accepted for information by the Board of Trustees***  
**Carried**

**8. Foundation Update – O. Consorti**

**Christmas Campaign**

The Foundations Christmas campaign which kicked off in November took a different approach with their mail out this year. Instead of mass mailing to the community they sent their mail out to previous donors. There was also a four page spread donated by one of the local newspapers to reach a large audience in a more economical manner.

**Children's Bereavement**

The final components to the Children's bereavement program were introduced to Board members. Lorne Bear accompanied by book written by Elsie Hankinson. Lorne Bear and the book can be purchased through St. Joe's Java or the Hospice for \$20.00.

**Upcoming Events**

**Hug for Hospice:** February 6<sup>th</sup> & 7<sup>th</sup> 11:00am to 11:00pm

Draws and prizes plus 5% of sales from Stillwaters, ECO spa and Lox co-gender hair salon go to the Stedman community hospice.

**Wine Makers Dinner:** February 26<sup>th</sup> at 6:00pm- Sold Out

**Brant Men of Song:** evening of song for hospice February 28<sup>th</sup> at 7:30pm at St. Pius Church, good will offering at door.

**Rock for Hospice:** March 7<sup>th</sup>, 6-10:00pm. Classic rock band fundraiser for the hospice at the army navy air force club.

**Sharon Houliston Memorial Fundraiser:** March 27<sup>th</sup> at 8:00pm at the Gunners club

**Gary Gray Fundraiser:** April 25<sup>th</sup> at the St. George Legion

**Redefining Hope dinner and dance:** May 2<sup>nd</sup> at the Royal Canadian Legion 90 at 6:00pm

**Hike for Hospice:** May 3<sup>rd</sup> at 1:00pm

A new website for Hike for Hospice will launch this year, TA will be donating a BBQ and Gullivers travel will be donating a trip for fundraising prizes.

**Knights of Columbus breakfast fundraiser:** June 7<sup>th</sup> 9-1:00pm at the Knights of Columbus

**Hospice Tea Party:** June 27<sup>th</sup> 3-5:00pm at the Hankinson house (rain date June 28<sup>th</sup>)

**Bike Show Fundraiser:** June 28<sup>th</sup> 6:30am-4:00pm, Tutela Heights Road

**9. Other Business- None**

**10 Next Meeting-** Wednesday, February 18<sup>th</sup>, 2015 in the 4<sup>th</sup> floor Board Room

**11. Adjournment: 1:00pm**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording secretary

Approved \_\_\_\_\_  
Date