

COMMITTEE OF MANAGEMENT, JOHN NOBLE HOME

Sherman Board Room
March 5, 2008
9:00 a.m.

Present: Councillors Kinneman, Bradford, Bucci, Coleman and Wheat and Member Taylor.

Staff: Maslin, Proulx, Hannam and Carman.

Councillor Wheat in the Chair.

APPROVAL OF AGENDA

Moved by – Councillor Kinneman
Seconded by – Councillor Coleman

That the John Noble Home Committee of Management agenda for the March 5, 2008 meeting be approved as circulated.

. Carried

MINUTES

Moved by – Councillor Coleman
Seconded by – Councillor Bradford

That the minutes of the February 6, 2008 meeting of the Committee of Management be approved as circulated.

. Carried

BUSINESS ARISING FROM THE MINUTES

Update on Pharmacy Services

The Committee reviewed a report prepared by Joan Andrews regarding the new pharmacy services contract. Freda Hannam explained that Home staff is working with representatives of Classic Care to resolve issues that have arisen in the implementation of the new service. Staff answered questions on the RFP process for pharmacy services, noting that Classic Care had scored the highest in the criteria evaluation. It was suggested that staff update the Committee on a bi-monthly basis on the pharmacy service to ensure that improvements in the service continue.

Laundry Service Contract

Eleanor Maslin advised that in accordance with the decision made at the last meeting to utilize an external agency for the Home's linen and laundry service, a meeting was held with the union and they have been served notice of lay-offs. One Laundry Services employee has submitted their notice of retirement for the end of July, 2008. Due to the fact that the union contract prohibits the loss of jobs due to contracting out of services, there is one full-time employee and one part-time employee that will need to be reassigned, in consultation with the Union, to other areas of the Home. Staff is working with the City Purchasing Department to prepare the linen and laundry services tender for distribution in April, with a tentative effective date of August 1. It is anticipated that a cost savings for laundry services will be realized after the first year of operation.

FINANCIAL REPORTS

Cheque Register – January 2008

Moved by – Councillor Coleman
Seconded by – Member Taylor

That the cheque register for the month of January, 2008 be approved.

. Carried

Budget Summary – January 2008

Shelly Proulx distributed a revised budget summary for the month of January, noting that the Home is slightly over budget due to higher heating costs, snowplowing, building projects and staff statutory benefits costs which are higher in the early months of the year. She noted that the January results are very comparable to other years. In response to questions, she explained that costs specific to the Bell Lane Terrace apartments (e.g. hydro, heating, cleaning, etc.) are billed directly to the apartments and are not a cost to the John Noble Home.

Moved by – Councillor Kinneman
Seconded by – Councillor Coleman

That the budget summary for the month of January, 2008 be approved.

. Carried

BELL COURT TUB ROOM

Mrs. Maslin advised that mould has been discovered under the tub and flooring in the Bell Court tub room. Staff has received quotes for an abatement and remediation process for this room, which includes removing the tub, replacing the flooring and putting in a new wheel-in shower, which is more economical and better for the type of residents on Bell Court than the tub. The quotes received for the abatement specifications, mould removal and shower installation total \$24,000. Due to the fact that these costs were not included in the 2008 operating budget, staff is recommending that this project be funded by the Home's Donations Account, which is comprised of miscellaneous donations made to the Home. It was noted that this will utilize all the funds in the Donations Account at this time.

Moved by – Councillor Coleman
Seconded by – Councillor Bradford

That the estimated cost of \$24,000 for the abatement and remediation process for mould removal in the Bell Court Tub Room be funded from the John Noble Home Donations Account.

. Carried

MOHLTC RPN FUNDING

Notification has been received from the Hamilton Niagara Haldimand Brant Local Health Integration Network that the Home will receive \$46,500 as part of its base funding for one new full-time RPN position. The Administrator pointed out that there is a funding shortfall of approximately \$15,000 that the Home would be required to cover because the Provincial funding is not sufficient to cover the full costs. The Home is required to sign an agreement in order to qualify for this funding.

Mrs. Maslin pointed out that she anticipates that due to concerns expressed by OANHSS and other long-term care facilities who are refusing to sign the agreement because of the funding shortfall, there will be a further announcement forthcoming on the funding.

LETTER OF AGREEMENT FOR CAN-STRIVE STUDY

The Administrator provided information on a research initiative by the Department of Health Studies and Gerontology at the University of Waterloo that the Home will be involved in. The CAN-STRIVE Project (Canadian Staff Time and Resource Intensity Verification Study) has two major components – a 24-hour staff time measurement using PDAs (Personal Digital Assistants) and the collection of clinical information for the residents cared for on the day of the measurement. Mrs. Maslin advised that the unions have been advised of and are in agreement with this research project. The honorarium the Home receives for participating in the research project will be used in some manner to thank the employees who participated.

Councillor Bradford suggested that when the Home is involved in research projects in the future, the participants be required to sign informed consent forms and that there be a publication process for the results, with a peer review, regardless of the outcome.

MOHLTC NURSING SECRETARIAT INITIATIVE

Shelly Proulx advised that the Home wishes to apply to participate in the Ministry of Health and Long-term Care Nursing Secretariat Initiative to update technology at the Home. The Home's proposal would include an evaluation of Personal Digital Assistants (PDAs) for use on medication carts and for tablets for use by all staff for on-line education and research purposes. At the end of this one-year initiative, the Home will be able to retain the equipment used in the project.

Moved by – Councillor Bucci
Seconded by – Councillor Coleman

That John Noble Home staff be directed to make an application to participate in the Ministry of Health and Long-term Care Nursing Secretariat Initiative to upgrade technological equipment at the Home.

. Carried

CITY OF BRANTFORD ANNUAL MEETING FOR BOARDS AND ADVISORY COMMITTEES

The Committee members agreed that the John Noble Home Committee of Management would not participate in the Annual Report presentation to City Council and Public Forum, as there is no requirement for the Home to participate.

STAFF INFORMATION REPORTS

Quality Improvement Report – January 2008

Shelly Proulx advised that the Home's Quality Improvement Team is currently reviewing the indicators, the benchmarks and what changes can be made to the Quality Improvement report to improve the quality of the information being provided.

It was noted that a report on significant weight gain and losses in residents would be presented to the Committee in March. It was also noted that staff are now tracking falls out of bed as a separate statistic. In response to questions, staff advised that the increase in statistics for aggressive incidents is due to increased reporting and more residents with severe behaviours.

Councillor Kinneman reported that she would provide Home staff with a copy of a recent study which indicates that playing baroque music in areas housing residents with severe behaviours reduces aggressive incidents.

OTHER BUSINESS

1. It was agreed that rather than leave the door to the Board Room open during meetings of the Committee of Management, a sign would be placed on the closed door advising that the meeting is in progress, and that members of the public are welcome to attend.
2. Costing for the Long-term Care Redevelopment Project
Shelly Proulx advised that cost estimates have been received for the new design for Davis Court, which will have two specialized units for residents with severe behaviours associated with dementia. The preliminary estimates indicate that the costs for the specialized units will be within the approved budget as approved at the last meeting by allocating \$1.6 million from Phase 2 to Phase 1 of the redevelopment project. Some of the items to be included in these units will be tendered separately so that a final decision on their inclusion can be made once the tenders have been received. It was noted that the tender for the construction contract for the long-term care redevelopment will be ready in April.

NEXT MEETING

The meeting adjourned at 10:15 a.m. to meet again on **Wednesday, April 2, 2008, at 9:00 a.m. in the Sherman Board Room.**

Secretary