

## **COMMITTEE OF MANAGEMENT, JOHN NOBLE HOME**

Sherman Board Room  
May 7, 2008  
9:00 a.m.

- Present:** Councillors Kinneman, Bradford, Bucci, Coleman and Wheat.
- Regrets:** Member Taylor
- Others:** Dan Temprile, General Manager of Public Health, Safety and Social Services,  
City of Brantford
- Staff:** Maslin, Proulx, Andrews and Carman.

Councillor Wheat in the Chair.

### **APPROVAL OF AGENDA**

Moved by – Councillor Coleman  
Seconded by – Councillor Bradford

That the John Noble Home Committee of Management agenda for the May 7, 2008 meeting be approved as circulated.

. Carried

### **MINUTES**

Moved by – Councillor Bucci  
Seconded by – Councillor Kinneman

That the minutes of the April 2, 2008 meeting of the Committee of Management be approved as circulated.

. Carried

### **BUSINESS ARISING FROM THE MINUTES**

#### **Amended Governance Review**

Eleanor Maslin and Dan Temprile reviewed the amendments made by Brantford City Council to the proposed John Noble Home Governance Review, noting the following changes:

- two additional representatives from County Council to be added to the Social Services Committee, bringing the total number of County representatives to four with City representation remaining at six, for a total of ten members, which results in the same ratio of members as currently exists for the Committee of Management
- structure similar to the County Emergency Services Committee, whereby the John Noble Home portion of the meeting would be dealt with at the beginning of the Social Services meeting
- decisions regarding the John Noble Home to be forwarded to both City and County Councils for final approval
- John Noble Home to remain a separate body and not become a Department of the City

Mr. Temprile outlined various instances where City Departments – Housing, Finance, Purchasing, Legal, etc. – had provided support to the John Noble Home staff in various matters. This proposed change to the governance structure will help to streamline processes and expedite the business of the Committee of Management. He noted the importance of more members of County Council serving on the Social Services Committee, particularly since Social Services matters impact both municipalities. In response to a question, Mrs. Maslin advised that she supports the proposal from a governance perspective, as she feels it is important that both the City and the County are involved in the management of the John Noble Home.

The County members of the Committee expressed their concern that directing John Noble Home matters through the Social Services Committee adds another level of bureaucracy, and that matters may be so streamlined that the Councils do not receive sufficient information on the Home to be fully informed. The City members of the Committee expressed their support for the proposed governance structure, noting that the six members of City Council on the Social Services Committee will now have a raised awareness of the Home and elevate issues in support of the needs of the residents. Councillor Bucci pointed out that the Social Services Committee had made changes to the proposed governance structure to try to accommodate the County's concerns about the structure, by adding more County members and allowing for both Councils to approve decisions related to the John Noble Home.

Moved by – Councillor Bucci  
Seconded by – Councillor Brandford

That the John Noble Home Committee of Management approve the governance structure proposed by Brantford City Council for the John Noble Home Committee of Management;

And that the proposed governance structure be referred to Brant County Council for their consideration.

	<u>Recorded Vote</u>	
	<u>Yes</u>	<u>No</u>
Councillor Coleman		1
Councillor Bucci	1	
Councillor Bradford	1	
Councillor Kinneman	1	
Councillor Wheat		1
<b>.Carried</b>	<b><u>3</u></b>	<b><u>2</u></b>

### **Long-term Care Redevelopment Tender**

Shelly Proulx advised that the tender for the General Contractor for the Long-term Care Renovation Project was released on May 6. The tender closes on June 2, and staff will be reviewing the submissions for presentation to the Committee of Management at the June 4 meeting. Ms. Proulx noted that these timelines may need to be extended if addendums to the tender are required. This will require a special meeting of the Committee of Management to consider the tenders so that construction can proceed in August.

## **FINANCIAL REPORTS**

### **Cheque Register – March 2008**

Moved by – Councillor Coleman  
Seconded by – Councillor Kinneman

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

. Carried

### **Budget Summary – March 2008**

Shelly Proulx advised that the Home was slightly under budget at the end of March, noting that most Departments are below last year's trends. Housekeeping is slightly over budget due to project work that was done at the beginning of the year. Facility costs are higher at this time of year due to heating costs. Although the negotiations for the SIEU union contract have not been completed at this time, it appears that the anticipated increase can be accommodated within the 2008 budget to support the position.

Moved by – Councillor Bradford  
Seconded by – Councillor Kinneman

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

. Carried

## **APPLICATION BEST PRACTICE COORDINATOR**

Joan Andrews advised that the Home has applied to the Registered Nurses' Association of Ontario to host one of eight regional Best Practice Co-ordinator positions across the Province. This position will provide a resource to the Home and other long-term care facilities in the area. There is no cost to the Home for this position, as there is office space and technical resources available within the Home.

## **DAY AND STAY PROGRAM**

Shelly Proulx explained that the Home has applied for funding of \$400,000 from the Human Resources and Skills Development Canada Enabling Accessibility Fund to relocate and expand the Day and Stay program. These costs were included in Phase 1 of the Long-term Care Renovation Project, and the additional operational costs that will result from this expansion have been included in the operating budget.

## **CELEBRATING INNOVATIONS IN HEALTH CARE EXPO**

Joan Andrews reviewed her report on the Home's participation in the "Celebrating Innovations in Health Care" Expo held April 22, 2008 at the Toronto Metro Convention Centre. The Home received good exposure for the HOBIC (Health Outcomes for Better Information and Care) assessment tool, being the first long-term facility in Ontario to use this system. The Home staff that attended this expo found it to be an excellent learning experience.

### **DONATION – ROTARY SUNRISE CLUB**

Mrs. Maslin advised that the Rotary Sunrise Club will be donating \$3,500 to the John Noble Home to be used to furnish one of the lounges in the Bell Lane Terrace Apartments.

### **STAFF INFORMATION REPORTS**

#### **Quality Improvement Report – March 2008**

In response to questions, Joan Andrews reported that residents' falls are increasing due to the type of individuals that are being admitted to the Home with more complex medical and/or mental states. The majority of falls occur on Bell Court, which is a dementia unit. Ms. Andrews also explained that the Home utilizes a "least restraint" policy, in that restraints are only used where absolutely necessary. Staff will check the statistics reported for the Day and Stay program for the month of March.

Moved by – Councillor Coleman

Seconded by – Councillor Bucci

That the Quality Improvement Report for the month of March, 2008 be received for information.

. Carried

### **COMPLIANCE REPORTS**

The Administrator reported on a special visit carried out by the Ministry of Health and Long-term Care Compliance Branch, as a result of a complaint of an alleged abuse of a resident by a staff member. An investigation was undertaken by Home staff, resulting in discipline of the employee, mandatory EAP counselling, and inservice abuse training. The Compliance investigation found no unmet standards or criteria related to this investigation.

### **OTHER BUSINESS**

1. Chairman Wheat noted his attendance at the Home's successful Volunteer Night. Mrs. Maslin reported that the Home has approximately 200 volunteers, with 80 in attendance at the Volunteer Night awards.
2. Mrs. Maslin referred to an article entitled "Meeting the Mental Health Challenge in Long-term Care". She noted that she will be attending a workshop next week, and has been asked to bring forward examples of situations that have occurred at the John Noble Home that demonstrate the challenges of dealing with developmentally delayed individuals and mental health patients within long-term care facilities.

### **NEXT MEETING**

The meeting adjourned at 10:25 a.m. to meet again on **Wednesday, June 4, 2008, at 9:00 a.m. in the Sherman Board Room.**

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Secretary