



**AGENDA**  
**Vision Family Council Meeting**  
 January 17, 2024                      7-8 pm  
 Zoom

**NOTE:** meetings are recorded for the sole purpose of accuracy and ease in preparing secretary minutes, in a timely manner.

**AGENDA**

- 7:00 pm      **Welcome** (Debbie K)
- Quorum met (votes only passed when quorum filled); *Quorum consists of five members eligible to vote one being of the executive panel and the others representing a minimum of four resident family members. One vote per family.*
  - Good news stories – any individual is welcome to share
- 7:10 pm      **Business / action items arising from Last Meeting: March 8, 2023**
- November minutes (prepared by Kerri Hill)  
     **Motion:** *That the Vision Family Council Minutes of November 15, 2023 be approved as printed. Mover:*    **Second:**  
     **Y/N**
  - Update to Family Concerns regarding Elopement and Unwanted Persons
    - Debbie and Bobbijo will outline concerns, solutions suggested to Vision and Vision response to date
- 7:25 pm      **Activities Report - Vision (Kerri)**
- Upcoming Events
- 7:35 pm      **Family Council New Business & Initiatives**
- New Executive Members – Our Elections will be held in May and we will need all positions of the Executive filled – Chairperson, Vice-Chairperson, Secretary
  - Creation of a Bus Stop
  - Gerry App
- 7:50 pm      **Round Table / Forward Agenda Items**    This is the opportunity to offer each person's reflection(s) or key point for discussion; ideas for the next meeting's agenda, based on this meeting's action items but also ideas generated from discussion at round table.
- 8:00 pm      **Adjournment**
- Motion:** *That the Vision Family Council Meeting of January 17, 2024 be adjourned. Mover:*    **Second:**    **Y/N**

**Next meeting:** March 20, 2024  
**Attachments:**  
 1. *Draft Minutes November 15, 2023*



**MINUTES DRAFT**  
**Vision Family Council Meeting**  
November 15, 2023  
7-8:05pm Zoom & In Person Grand  
Room

**ATTENDANCE:** 8 Family Members attended via Zoom, 1 in attendance in the Grand Rm

Staff: Kerri Hill (Staff Liaison), Lindsay Vandenburg (Administrator)  
Chairperson: Debbie K

**Quorum:** *Quorum consists of five members eligible to vote one being of the executive panel and the others representing a minimum of four resident family members. One vote per family.*

**1. Welcome (Debbie K)**

1.1. Quorum met

1.2. Good news stories: One family members loved one celebrated her 100<sup>th</sup> Birthday.

**2. Business/action items arising from Last Meeting: Minutes: September 27, 2023**

2.1. September minutes posted on the Resources page under Family Council. **Motion:**

That the Vision Family Council Minutes of September 27, 2023 be approved as written.  
Moved: Bobbijo Seconder: Judy Approved

2.2. Terms of references amendments for Family Council were sent to everyone. The only amendment were adding job descriptions to the executive positions that were more specific of what the job entails. It was brought forward about a treasures job description that has been put on hold at this time as we don't really have a group to fundraise. It is a living document, that changes can be made to from time to time. Terms of references to be accepted as written. **Motion:** That the Vision Family Council Terms of Reference be approved as updated. Moved: Mac Seconder: Bobbijo Approved

2.3. Land Acknowledgement – Liliane has reached out to friendship centre in Samia to see how to best come up with the wording for the land acknowledgement to be used for the beginning of our meetings. Debbie tabled it to January and requested that Liliane send this information to Debbie by January 5th so it can passed along to the senior management for approval and presented at our January 17<sup>th</sup> meeting. **Action: Liliane.**

2.4. Website – was presented by Kerri, showing there is a Family Council tab at the top of vision74.com website once you click on there; family council information comes up, there are different tabs at the bottom of the page a) meeting agendas b) minutes from meeting c) administrators report d) quarterly reports e) ministry website for inspections of the home f) Family Council Terms of References g) outbreak information. Please take a look and if there is missing information or something that needs to be added please let Debbie or Kerri know.

- 3. Administrator's Report -** (Lindsay) Copy of Report (attached) was shared with the meeting. Lindsay introduced herself to the family members she has been with Vision since 2009 years as a Charge RN, Nurse Manager, Assistant Administrator and now the Administrator.

Q: A family member asked about with the Wander Guard disabled will the doors still open?

A: Yes this is correct, the high risks residents pictures remain at the door and you still need to key pad out of the building. Debbie received an email regarding the Wander Guard and their loved had got out of Vision back in the summer. Debbie is going to look to Vision to come up with a resolution into this matter from Family Council. Lindsay is happy to sit with Debbie to come up with the solution to this issue. Debbie will be in touch with Lindsay the first week of December

**Motion:** That Vision Family Council advocate on behalf of the families to ensure security of the home, specifically as it relates to elopement. Moved: Liliane

Seconder: Shirley PASSED (all in favour) **Action: Debbie/Lindsay**

Q: When does the 1<sup>st</sup> Care Plan review take place?

A: The initial care plan has to be completed in the first 24 hour then 21 days to complete. The Admission care conference takes place in the first 2 weeks in the Nursing Home, then annually or if there is a significant change. In the Retirement Home the initial care conference takes place 6 months after the resident moves in. If the resident is capable of making their own decisions this conference is done with the resident, if they are incapable, then the care conference takes place with family.

#### **4. New Business & Initiatives**

- 4.1. **New Members to join Family Council** – Bobbijo has put her name forward for Vice Chairperson. She did a little introduction-past PSW for almost 15 years before she left to take a different position. Her mother-in-law is in the nursing home. She wants to get involved and be a voice for her loved one and for everyone to get the best care possible. **Motion:** To approve the appointment of Bobbijo to the position of Vice Chairperson of Family Council: Moved: Judy Seconder: Shirley Approved

We are still looking for a secretary position and will be looking for a Chairperson as Debbie's term will be complete in May/June. If you are interested please put your name forward to Debbie.

#### **5. Round Table / Forward Agenda Items**

- 5.1. Kerri passed along we are going to be getting new furniture and we will be asking for family input on the patterns they like the best. More information to come in the new year.
- 5.2. Q: What time are the doors locked at Wellington streets?  
A: doors are locked at approximately 7:00pm.
- 6.3 Debbie asked for each person to bring a friend from the home with them to the next meeting to try and keep our numbers growing.

#### **6. Adjournment & Merry Christmas to Everyone**

**Motion:** That the Vision Family Council Meeting of November 15, 2023 be adjourned.

Mover: Judy Seconder: Liliane Carried The meeting adjourned at 8:15 pm.

**Next Meeting:** Jan. 17, 2024 @ 7:00pm via zoom or in person in the Grand Room

Mar. 20, 2024 @ 7:00pm

May 15, 2024 @ 7:00pm (Elections)

**NOTE:** meeting was recorded for the sole purpose of accuracy and ease in preparing secretary minutes, in a timely manner. Membership names are protected unless added by permission of a specific member.

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### **Administrators Report – Lindsay Vandenburg**

**Accreditation:** Virginnia had updated you last meeting that our surveyors were very impressed with our home however we had not yet received our final decision. I am happy to report that we were Accredited with Commendation. We were very pleased with this decision and are proud of our team for all of their hard work. o There were two areas of improvement that were noted surrounding safe & reliable care and medication management. The team is working on compliance and will provide evidence of compliance to Accreditation Canada by April 2024

**Inspections:** Nursing Home October 3,4,5 – Long Term care inspector was in for a follow up visit on Oct 3,4,5 and we received 2 written notifications and one compliance order.

**WN #1** – in our care plan/Kardex/tasks the safety checks that we were performing on a resident was not captured accurately in the Care plan in all areas. One section indicated 30-minute checks while the other section noted hourly check. This care plan was updated while the inspector was on site.

**WN#2** – Care plan not revised when the resident's care need changed. This resident was assigned a TAB monitor for safety, in which we were applying daily, however, it was not documented in the resident's care plan. This care plan was updated while the inspector was on site. Both areas are resolved. C.O – When the inspector reviewed the policies and procedures surrounding our Wander guard system she found that there were areas that we were not in compliance with. The wander guard system was tied into our call bell system however, when we upgraded our call bell system it made us unable to determine exactly which bracelet had set off the wander guard. With that the Ministry looked into the system and served us with several recommendations or orders to better manage the wander guard system. As a result, the home has decided to completely disable the system. First and foremost, front line staff complete their safety checks per the care plan. All Residents and applicable families/POAs have been notified of the removal of the system, effective October 20, 2023. The policy has been removed from use, and internal communication has been provided to the registered staff and other as applicable. We have started trialing Air Tags on some of our residents, with the consent of families. P&P have been drafted and are undergoing final review. More information to come.

**2 Rest Home May 29 2023:** the RH inspector was in to visit on October 17th. • During this visit she noted a concern/complaint from spring 2023 that had not been addressed or brought forward for investigation. Education has been done with our new DOC to ensure she understands the regulations and our internal policy for reporting a concerns or complaint. • Resident change in condition and is receiving bathing from outside PSW – this was not captured in her care plan. Resolved.

**Call Bell System** – installation of the new system is nearly complete. The company is just finishing up some final touches.

**Respiratory Illness Season:** Public Health Ontario expects to see Influenza, Covid 19, and higher than usual rates of RSV virus in our community this season. We have completed Influenza vaccines throughout the home and are nearly done the Covid 19

boosters. We are waiting on more information from Public Health regarding the RSV vaccine. If you are not feeling well, please do not visit!!

**Communication:** Changes to the website – Kerri Hill to demonstrate the site live during the meeting.

**Social Work:** We are so pleased to announce that our Social Worker hours have been increased to FT hours. We will have either a social worker or SSW onsite Monday to Friday.

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### **Programming News**

- Secret Santa Program has gone out for staff who adopt a resident at Christmas and purchase a gift that is meaningful to them to open on Christmas morning.
- Christmas Decorating will take place on November 20 we will turn our home into Christmas Wonderland.
- December 16<sup>th</sup> Family Christmas Party at 6:30pm RSVP is required on each home unit with each residents allowed to have 2 guests. The menu is charcutier cups , dessert, wine, punch tea/coffee, musical entertainment and a visit from Santa. These invitation went out to the person who receives the activity notices that we have on file. If there was no one assigned to this it went to the resident themselves.
- Christmas light tours will be taking place in December for each home unit, please keep an eye on your loved ones calendar to know which night they are going out.
- Santa Claus will be coming December 23rd to the home to visit each of our residents
- Please keep an eye on the TV's as they are the most current with changes happening and last minute folks coming in during December ie choirs and brownie groups., etc and the big calendars may change throughout the month.

Q: Is it possible to have the Santa Claus Parade and the American Thanksgiving parade on the TV's?

A: Yes absolutely activities will make sure the parades are place on the TV's for those interested in watching.