

# Family Council Minutes

Meeting Date: January 30, 2014

Time: 6:30 – 8:00 pm

Location: Riverside Glen Long Term Care Gym/Physio Room

Chairperson (interim): Siobhan Bulmer

- A member volunteered to act as Secretary to take minutes.
- Ten members attended the meeting

(times are approximate)

6:30-7:00 pm

1. Welcome new and returning members.
2. Distribution of sign in sheet, agenda & member sign up sheet.
  - Discussion of privacy and confidentiality regarding member information and discussions during meetings.
3. Review and discussion of nomination and election process.
  - Term for elected executive members ends November 2014.
  - Annual nominations and elections to be held each November.
  - The new executive starts each January.
  - Members can nominate themselves or other members.
  - Nominees can accept or refuse prior to the election.
  - Members can also share a position or rotate a position.
  - The executive must have at least a Chairperson and a Secretary.
  - Secret ballots are used for nominations & elections.
4. Final nominations and election of:
  - Chairperson: Siobhan Bulmer
  - Vice-Chairperson: Wayne Matthews
  - Secretaries: Rotation of at least two members

7:00-7:15 pm

Council Business

5. Review and approval of previous meeting minutes.
  - October minutes reviewed and approved
  
6. Updates arising from previous minutes.
  - November memo from Conestoga College previously circulated to Family Council after October meeting.
  - Additional update from Conestoga College November 26, 2013
  - Conestoga College Living Classroom Newsletter circulated.

7:15-7:30 pm

Committee Updates (if any)

7. Tea room report
  - \$90 raised from Tea Room
  - Not as profitable this year
  - Not as busy
  - Location in LTC too small
  - Recommendations from Heather Sibley to be shared and considered for future reference
  
8. Working group report
  - Discussed planner's report
  - Update regarding Schlegel application to Guelph Planning Department and City Council

## Communications review (if any)

### 9. Riverside Glen management and other agencies.

#### a) MOHLTC inspection report summary

- 16 inspection reports for 2013, to date
- Report summary circulated for review and discussion at next meeting
- Care of residents discussed

#### b) LTC resident handbook

- One copy of LTC Resident Handbook circulated
- No members have received this handbook (or any other version) when their family member was admitted
- All family council members requested a copy of the handbook, chairperson will follow up with management

#### c) MOHLTC definitions for Respiratory Tract infections/outbreaks

- Circulated to family council members for review, explained and discussed

7:30-8:00 pm

Members circle: sharing concerns and ideas and kudos.

- Laundry concerns: misplaced & lost
- Room Temperatures: some are too hot or too cold
- Lost or misplaced articles (glasses, razors, etc)
- Care of residents
- Inattentive staff: on smartphones, ignoring residents while on duty
- Toileting of residents
- Funding for staff computers
- Food concerns: staff not knowing residents' requirements, diets
- Recreation Staff:       Where are they?  
  How do they decide who attends each activity?
- Medication changes: Family members/POA's should be consulted  
  and any changes discussed and explained
- Website for family council

Kudos: To those staff who work hard and really care for our loved ones.

Thank you: Riverside Glen management and Food Services for providing supplies and refreshments for our meeting.

Thank you: Tina for setting up the room and helping to organize our meeting.