



MINUTES

JOHN NOBLE HOME COMMITTEE OF MANAGEMENT WEDNESDAY, NOVEMBER 13, 2019

1:00 P.M.

COUNTY OF BRANT
COUNCIL CHAMBERS
7 BROADWAY STREET WEST
PARIS, ONTARIO

Sarah MacCuish
Administrative Assistant

**JOHN NOBLE HOME COMMITTEE OF MANAGEMENT
MINUTES**

WEDNESDAY, NOVEMBER 13, 2019

1:00 P.M.

COUNTY OF BRANT COUNCIL CHAMBERS

Councillor Carpenter in the Chair

1. ROLL CALL

Present: City of Brantford Mayor Davis (1:04 p.m.)
Councillor Carpenter
Councillor Vanderstelt
Councillor McCreary

County of Brant Mayor Bailey
Councillor Wheat
Councillor Gatward

Also Present: J. Miller; S. Proulx; M. Cox; S. MacCuish;

2. DECLARATIONS OF CONFLICTS OF INTEREST

Members were asked to declare any pecuniary interests at the time when the item is considered.

No pecuniary interests were subsequently declared during the meeting.

3. MINUTES

MOVED BY Councillor Wheat
SECONDED BY Councillor Vanderstelt

THAT the following Minutes BE ADOPTED with amendment to include Councillor McCreary as present in the Roll Call of both open and closed session.

3.1 John Noble Home Committee of Management – October 9, 2019

3.2 John Noble Home Committee of Management, Private and Confidential Minutes – October 9, 2019

CARRIED

4. PRESENTATIONS/DELEGATIONS (list, if any, available at meeting)

None

5. ITEMS FOR CONSENT

MOVED BY Mayor Bailey
SECONDED BY Councillor Wheat

THAT all Consent Items (5.1-5.6) BE APPROVED

All Items were separated for discussion purposes.

**5.1 John Noble Home Administrator's Report [Financial Impact - None]
(JNH2019-43)**

THAT the John Noble Home Administrator's Report JNH2019-43 BE RECEIVED.

A governance session was held regarding the development of the Brantford/Brant Ontario Health Team. Councillor Carpenter and Councillor Gatward were in attendance as was J. Miller. During the meeting it was decided that a small committee made up of governors of the core signatory organizations would explore future governance options for the Brantford/Brant OHT. At this time there has been no funding to support the creation of the OHT. Councillor Carpenter suggested that the City of Brantford and the County of Brant may be able to provide funding for clerical support to assist in the application process.

1:04 p.m. Mayor Davis arrived

Item 5.1 was voted on and approved.

**5.2 John Noble Home Monthly Budget Summary for August 2019
[Financial Impact – None – Overall Under Budget at this Time]
(JNH2019-44)**

THAT the Monthly Budget Summary JNH2019-44 for August 31, 2019 for the John Noble Home BE RECEIVED.

Building capital account funds will be used by year end. S. Proulx confirmed that the surplus is a result of utility costs being under budget and salary savings from decisions made by the Committee of Management in the last couple months.

M. Cox explained that procedures for ordering supplies changed creating a surplus. This issue has been resolved and the surplus will be used by year end.

Equipment purchases that will be occurring by year end were explained by S. Proulx.

Item 5.2 was voted on and approved.

**5.3 John Noble Home Monthly Budget Summary for September 2019
[Financial Impact – None – Overall Under Budget at this Time]
(JNH2019-45)**

THAT the Monthly Budget Summary JNH2019-45 for September 30, 2019 for the John Noble Home BE RECEIVED.

Item 5.3 was voted and approved.

**5.4 Avoidable ED Visits as Reported by Canadian Institute of Health Information and the Ministry of Health [Financial Impact - None]
(JNH2019-46)**

THAT Report JNH2019-46 Avoidable ED Visits of Long Term Care Residents at the JNH for the time period of Q1 2018/19 and Q4 2018/19 BE RECEIVED.

M. Cox explained that mobile X ray and diagnostics services that may be required following a fall are not always ideal as the severity of the injury may require immediate diagnostics or may be delayed on weekends or in off hours. This may necessitate a Resident transfer to hospital. Mayor Davis asked if the falls data has increased with ED visits. M. Cox stated that there has not been an increase in the number of falls but that the severity of the falls has increased during this quarter. Falls Prevention initiatives have been a focus as part of the Best Practice Spotlight Organization implementation and best practices are in place in the Home. Falls are also tracked and reported as part of our Quality Improvement Plan.

Item 5.4 was voted on and approved.

**5.5 John Noble Home's Ministry of Health and Long Term Care's Resident Quality Inspection Results (Financial Impact-None)
(JNH2019-47)**

THAT the John Noble Home' Resident Quality Inspection Report BE RECEIVED

M. Cox shared that the recent MOLTC inspection was not a full RQI but a review of the Home's Critical Incidents. The inspection lasted 16 days. In summary, the Home received one compliance order which must be corrected with measures by December 9, 2019 and eight written notifications related to Care Plan documentation and policy revision. All measures for correction are being put in place.

M. Cox explained the difference between the various levels of non-compliance. It was clarified that one order of non-compliance can stem from Inspectors noting a pattern of non-compliance. Interventions for correction were summarized for the Committee including additional staff education, a change in duties of the full-time day RN to focus on care plan auditing and documentation. The Ministry of Long Term Care has released the public document and it is posted in the Home.

Councillor Vanderstelt asked for clarification of the reporting timelines for resident to resident incidents. M. Cox reviewed reporting obligations and details of incidents related to the MOLTC inspection and further explained that any resident incident resulting in harm must be reported immediately to the after-hours line and followed up with a written report on the next business day. Mayor Davis inquired in what circumstances does the Home call the police. M. Cox answered that per the inspection protocols police must be called for any incident resulting in harm to a resident.

Councillor Gatward questioned if the Home has had incidents in the past where there has been an assault between residents that causes an injury. M. Cox confirmed that this has happened and only once during her tenure have the police laid charges.

Councillor Carpenter requested that a report be prepared for the next meeting that details the actions put in place in response to all of the Ministry Inspectors findings.

5.6 Prior Years Surplus/Deficit and Reserve Fund Balances Memo

THAT the Prior Years Surplus/Deficit and Reserve Fund Balances Memo BE RECEIVED

S. Proulx, explained that surpluses are transferred to the reserve account at each municipality and that City finance have utilized these funds in the most recent report for Bell Court renovations. The County did not apply prior surplus funds to the Bell Court Project resulting in a higher surplus for the County. Surplus practices were explained and that it is the decision of the Municipal Councils to use funds from the reserve although the Committee can make a recommendation to councils.

CARRIED

6. ITEMS FOR CONSIDERATION

MOVED BY Councillor McCreary
SECONDED BY Mayor Davis

THAT all Items for Consideration (6.1) BE APPROVED

Item 6.1 was separated for discussion.

6.1 Award of Contract for Day and Stay Bus 39 Month operating lease. [Financial Impact - \$80,666.05 plus HST] (JNH2019-48)

THAT Council AUTHORIZE the Administrator to award the contract for a thirty-nine (39) month, Day and Stay bus operating lease with Quest Automotive Leasing Services for a total contract cost of \$80,666.05 plus HST per month.

S. Proulx described the RFQ process and how the decision was awarded.

Councillor Gatward noted that the Financial amount on the report recommendation was listed as monthly. J. Miller confirmed that this was the total contract amount.

Item 6.1 was voted on and approved.

CARRIED

7. PRIVATE AND CONFIDENTIAL ITEMS

8. CORRESPONDANCE

9. RESOLUTIONS

10. NOTICES OF MOTION

11. QUESTIONS

Councilor McCreary requested clarification on the process for booking and cancelling transportation arrangements through Brantford Lift during an outbreak. J. Miller explained that when an outbreak is confirmed over by the Health Unit, notification is sent to Brantford Lift by the Home as well as by the Health Unit. At times, this confirmation process may result in a delay.

12. NEXT MEETING

The next meeting of the John Noble Home Committee of Management will be held on Wednesday, December 11, 2019 at 1 p.m. in the Sherman Board Room of the John Noble Home.

13. ADJOURNMENT

The meeting was adjourned at 1:42 p.m.

Councillor Carpenter
Chair

Sarah MacCuish
Administrative Assistant