

RFCC Advisory Team Minutes



Meeting Date:	February 24,2025	Meeting Time:	1330
Chair:	Kathy MacDonald	Meeting Location:	Chapel/Zoom
Recorder:	Joanna Johnson	Next Meeting Date:	March 31, 2025
Attendees:	Ken R (CEO); Bernard (RCM); Scott/Glenn (Family/Res-5 th); Hilary (Res 4); Linda (family 6 th); Taralee (RCM); Debbie M (Chaplain); Debbie C (DORC); Leyola/Anita/Annette (Res/Family 2 nd); Claudia (Family 4 th)		

- 1.0 Welcome and introductions-
- 2.0 Additions to the Agenda: will add as the meeting progresses

3.0 Business arising from the minutes

3.1 Agenda Item: COVID response (Joanna)	
Discussion: Current outbreak will be closed effective midnight on the 25 th if there aren't any new cases of COVID. The current outbreak has affected 7 residents over three floors.	
RSV vaccines have all been given to those residents whose SDMs have consented to them being given.	
Action items: Joanna to continue to monitor the building for symptomatic residents, and send swabs as needed.	
Person Responsible: Joanna	Deadline: ongoing

3.2 Agenda Item: Capital Project update	
Discussion: The 2 nd floor dining room floor will be installed March 21 st and will take approximately two weeks for completion. During this time, the residents will be eating their meals in the solarium/nursing station or in the hallways/rooms.	
The chiller project is coming on and hopefully replaced on March 26 th . There will be a large crane that will limit access to the North side of the building during this portion of the project.	
Person Responsible:	Deadline:

3.3 Agenda Item: Recreation/Pastoral Care Updates (Amy P)	
Discussion: Lots of activities are planned for the month of March. There will be a St. Patrick's kitchen part in the Windsor Room. There will be various music groups coming on Saturday afternoons to play for the residents. It is also Nutrition Month, so there will be a themed BINGO planned to celebrate. It is also Music Therapy Month, so there will be activities such as Pearce playing on the units for the residents.	

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As for Pastoral Care, we will continue to have a variety of denominations come in to provide services to the residents. The Korean Church will be back on March 17 th . Please check the recreation calendars for further activities.	
Person Responsible: Recreation Staff	Deadline:

4.0 New Business

4.1 Agenda Item: Staff Changes	
<p>Discussion: We have had several changes in the management team which will better align with our new Strategic Plan. We have hired a Coordinator of Staff Development, Manuel Bautista who will be providing ongoing education to all staff, as well as, ensuring that the CCA standardization has been completed, along with ensuring the RNs and LPNs are competent with their skills. Bernard Mabatid who was the Clinical RN on the 5th floor has accepted a Resident Care Manager position for the 2nd and 3rd floor. Judy Changwony will be the Resident Care Manager for the 5th and 6th floor. Taralee Walsh will be the Resident Care Manager for the 4th floor, and will be responsible for the Leadershift portfolio. Tracy Bonner who was the Director of Quality and Risk has taken a position at HANS, so Joanna Johnson will no longer be an RCM, and will now be the manager for Quality/Infection Control and InterRai.</p> <p>Once the Board approves the Strategic Plan, then we will present it at the next RFCC meeting.</p>	
Person Responsible:	Deadline:

4.2 Agenda Item: Licensing Visit	
<p>Discussion: We recently had our Department of Seniors Licensing Visit which involves two inspectors to review our policies, documentation, meeting minutes, and then do a building inspection to ensure that we are compliant. If they find areas that we could do better in, then we have to develop a plan on meeting that particular requirement. We did really well during this inspection, some of their findings were:</p> <ul style="list-style-type: none"> - Personnel files didn't include a completed orientation checklist - Doctor's orders we not signed within 72 hours of receiving a telephone order - If an item was discussed at an IRCC meeting, there wasn't a careplan to address that item - Medical and Therapeutic meeting- the CEO should attend at least two meetings a year - They found one hairbrush that wasn't personally labeled. - We didn't have any expired medication or creams noted during the inspection 	
Person Responsible:	Deadline:

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4.3 Agenda Item: Fire Drills	
Discussion: We have been putting information regarding the roles of the fire warden, scene commander etc on the E-Boards. We will be doing the fire drills on a more regular basis, and at different times of the day.	
Person Responsible: Ken	Deadline:

4.4 Agenda Item: Mock Evacuation	
Discussion: Every 4 years, we are required to do a mock evacuation related to a disaster. We have external resources such as the Fire Warden and Emergency Medical Officer observe the drills and provide feedback to how everything. During this exercises, we use volunteers as residents who are evacuated to prevent any unnecessary stress on our residents. The whole drill takes approximately 20 minutes from start to finish.	
Person Responsible	Deadline:

4.5 Agenda Item: Family Feedback/Ideas for Discussion	
Discussion: During our last meeting, we had some very nice feedback from family members which we appreciated. If families have any areas that they would like us to speak about please let Kathy MacDonald know, and we will add that to the agenda.	
Person Responsible:	Deadline:

5.0 Roundtable: Nothing discussed

6.0 Adjournment: 1405