

RFCC Advisory Team Minutes



Meeting Date:	June 24, 2024	Meeting Time:	1330
Chair:	Kathy MacDonald	Meeting Location:	Chapel/Zoom
Recorder:	Joanna Johnson	Next Meeting Date:	September 30, 2024
Attendees:	Scott G (Family- 5 th floor); Glenn (Res 5); Marilyn (res 6); Cathy (Res 2); Caylene (Dietician); Tracy (Dir, Quality/Risk); Xia (Master Student); John (Facilities Mgr); Debbie (Chaplain); Amy G (Rec Therapy); Leyola (Res 2 nd); Edwina (Res 6 th); Anna (Family 6); Paulette (Family 3 rd); Susan (Res 2 nd); Carl (Res 4 th); Helen (Res 2 nd); Hilary (Res 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: No updates, however, there is COVID in the community, so if you are feeling ill, please don't come to visit a resident. We have lots of rapid tests in the lobby so feel free to take one.	
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: 1) The backflow preventor work was completed on May 28th	
2) Hallway floors will be resurfaced for the 2 nd , 4 th and 6 th floor in the fall, as well as, in the Windsor Room	
3) Call Bell system is being updated and replaced, they are now working on the 4 th floor, and still have the 2 nd and 3 rd floor to complete.	
4) Been approved for a new chiller which will replace the one on the roof, this work will likely take place next spring	
5) Our curtains in the resident rooms are going to be replaced, they will be more like blackout blinds. The company that is replacing them will be measuring all the windows in July, with the replacement taking place afterwards.	
6) The exterior chapel staircase will be removed and replaced within the next few months	
Person Responsible:	Deadline:

3.3 Agenda Item: Recreation/Pastoral Care Updates (Amy, Debbie M)	
Discussion: The July calendar for Recreation will be out this week, some of the activities planned are bus rides, Saturday music, BINGO, bonfires/smores; unit garden parties; Men's club; blueberry and strawberry socials; public garden trips; ice cream carts to name a few.	

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<p>Pastoral Care Updates- The Korean church, presbyterian and united churches will be taking the summer off and resuming in the fall. A few of our ministers have also left, so we will be looking for some replacements. The Catholic and Anglican services will continue throughout the summer.</p>	
<p>Person Responsible: Recreation Staff</p>	<p>Deadline:</p>

4.0 New Business

<p>4.1 Agenda Item: Safety</p> <p>Discussion: We continue to have people walking through our parking lot checking vehicles to see if the doors are locked. Please ensure that you don't have any personal items left in your vehicle or any change/money that is visible. We have asked the police to patrol the area as an additional precaution.</p> <p>Action items:</p>	
<p>Person Responsible</p>	<p>Deadline:</p>

<p>4.2 Agenda Item: Management Update</p> <p>Discussion: While the call bell system was being installed, asbestos was discovered in some of the walls. A full bulk testing was completed. We will be having an abatement company coming in to clean the resident rooms, which will require the resident to be out of the room for approximately 2hrs at a time. They will be using heap vacs and wipes to clean the walls, floors etc in the rooms.</p>	
<p>Person Responsible:</p>	<p>Deadline:</p>

<p>4.3 Agenda Item: Quality Improvement</p> <p>Discussion: Tracy reviewed the concept of Leadershift which involves a daily 15 minute meeting with the RN/LPN and the RCM to discuss any fall trends/infection control/behavior/staffing situation etc. The we have huddleboards on the 2nd, 4th and 6th floor which involves a 15 minute meeting three days a week with all departments. Staff put in "tickets" which outline a process concern such as garbage not being emptied at the end of the shift, and everyone problem solves how to fix the problem. The focus is not the management team to fix issue, but a collaborative approach for improvements for residents and staff.</p> <p>Action items:</p>	
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Person Responsible:	Deadline:
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<p>4.4 Agenda Item: Resident Care and Quality of Life Survey 2024</p> <p>Discussion: This was sent out on May 10th via e-mail, with paper copies at the front desk. The deadline for completion is May 31st; however, it was extended to the end of June. It was discussed whether there could be one survey for families and another for residents, we will review for next year's survey.</p> <p>Action items:</p>	
Person Responsible:	Deadline:

<p>4.5 Agenda Item: 2024-2025 Budget</p> <p>Discussion: We recently received our budget from the NS government which started on April 1st, Ken and James are currently reviewing it. Our food budget has increased due to inflation which is reflected in the new budget. There is also an increase in pay for positions that have not yet had an increase yet. We may also be adding a part time Nurse Practitioner position to our budget, more information to come.</p> <p>Action items:</p>	
Person Responsible:	Deadline:

5.0 Roundtable: It has been extremely hot on the unit, discussed getting some portable air conditioning units in the dining rooms. Also reminding staff/family/residents to keep windows closed and blinds/curtains drawn during the hot days to assist the chillers are working efficiently.

6.0 Adjournment: 1420