

RFCC Advisory Team Minutes



Meeting Date:	March 30,2026	Meeting Time:	1330
Chair:	Kathy MacDonald	Meeting Location:	Windsor Room/Zoom
Recorder:	Joanna Johnson	Next Meeting Date:	April 27,2026
Attendees:	Ken R (CEO); Debbie C (DORC); Leyola/Colleen (Res/Family 2 nd); Amy P (Rec Therapy); Debbie M (Chaplain); Celina (Resident 2 nd floor); Hilda/Jeff (Friends 3 rd floor); John (Facilities Maint. Mgr); Caylene (Dietician); Kayley (Diet.Intern); Judy (RCM); Bernard (RCM); Joan (Family 2 nd floor)		

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 Infection Control Update (Joanna):

3.1.1 RVS outbreak: We had one case of RSV on the 6th floor early last week, and was monitoring the residents for any additional cases. Unfortunately, on Friday evening, another resident had respiratory symptoms and was tested and the results came back positive for RSV. Public Health was contacted and we are in a confirmed RSV outbreak on the 6th floor.

3.1.2 COVID vaccine: the vaccines were ordered last week, and will be delivered the week of April 12th. Vaccines will then be administered to those residents who are eligible to receive the next set of COVID vaccines.

3.2 Capital Projects update (John): The stairs have been repaired, and now waiting on the final inspection to take place. The scaffolding will be coming off within the next day or so, and the chapel will hopefully be able to be used by this weekend. The next project will take place in April, and it will consist of heat pumps being installed in the laundry area, kitchen, and the dining rooms on each floor. We are just waiting for the contractor to get back to us regarding the schedule for the project.

3.3 Recreation (Amy P): Some of the April activities are roving cart for Easter; Golden Music Hour on Wednesdays; Saturday singing; bus rides; VR sessions, games etc. Check the calendars on the units for the full list of activities.

3.4 Pastoral Care Update (Debbie M): Easter Mass will take place on April 4th at 10am; Koren Church hymn sing on Mondays; United/Anglican/Presbyterian service on Thursday afternoons; Catholic service on Wednesday mornings.

4.0 New Business

4.1 Licensing Update: Our in-depth visit took place on February 5th and 6th, overall they were very pleased with the visit, and in speaking to residents/families and staff. There were a few items that were cited including:

4.1.1 Eye drops that we used past 30 days or that didn't have the sticker that said when the bottle was opened

4.1.2 1 expired PRN medication

4.1.3 A couple of admission skin assessments that weren't completed within the first 24hrs of admission- we have since completed some audits to ensure that they are being completed

4.1.4 Fire extinguisher inspection wasn't completed within the 12-month period. However, due to scheduling issues with Troy Alarm, the inspection was completed the following week.

4.2 Accreditation: We are scheduled to go through the accreditation process on April 12th, 13th, 14th and 15th. There are two surveyors who come in and review resident charts, staff files,

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- policies etc. They have approximately 178 criteria that they are reviewing while they are here.
- 4.3 Nightwatchmen: We had an incident in November when two people came into the building after a family member had left through the front door. They stayed on the main floor, and were trying some of the doors, before they left. It is a safety concern with the amount of foot traffic that goes in our parking lot, and the people who have been seen hanging out under our chapel. We did hire two 0.7 FTE to work from 2200-0600 7 days a week. Some of their responsibilities will be to monitor staff coming to and from their vehicles, going on breaks, safety rounds for the building etc. They started on March 30th.
 - 4.4 Dental Suite Update: We will be completing an upgrade of our dental suite using some of the money from the gift from the heart, as well as, grant funding from Dalhousie. Dalhousie will be sending in some of their students as a learning opportunity. Anyone using this service will be able to apply for the Provincial Dental Program.
 - 4.5 Cultural Competency Education: Saint Vincent's is becoming a more welcoming and inclusive organization, so to assist us, we hired an external consultant to assist us in this process. The initial step was to meet with the Leadership team to discuss what we would like our organization to look like, and then the consultant developed documents based on our feedback. Part of the process was to onboard all of the Leadership team, and sign a document regarding the cultural competency so that we can educate and guide the remainder of the staff. This is mandatory education for all staff of Saint Vincent's, and the initial education sessions for staff are to take place on March 31st and April 2nd, with more education sessions to be completed.
 - 4.6 CUPE Negotiation update: Saint Vincent's is at the Lead table for the negotiations between CUPE and the province for this round of negotiations. The last meeting on March 24th did not go well for negotiations, and are now in position to strike. We have unofficially heard from CUPE that April 13th is the day. We do have an Essential Services Agreement in place which will still provide staffing during the strike. The CCA compliment will go from between 4-6 on each unit, down to 3 CCAs during the day shift, and then for the LPNs, they will decrease by 1 on the evening shift. For the Environmental staff, instead of two on each unit, it will be one staff on each unit. The Leadership team will be assisting with feeding, turning residents, and being the 2nd person for the lifts. Family/friends are able to come in and provide care to their loved one, but not to other residents. There was some discussion regarding having special identification cards for families to show the staff who are on the picket line so they don't have to explain why they are crossing the picket line each time.
 - 4.7 CEO update: Ken will be leaving Saint Vincent's on June 17th, as his wife has been awarded a position in Winnipeg. The board is hiring a recruiting agency to assist in the application process, and there will be in interim CEO if the position is not filled prior to Ken leaving. We wish Ken all the best.
 - 4.8 Windsor/Quinpool Construction: They are starting to do more of the construction, and preparing the site for the new buildings. It will be two 28 story buildings, and two 27 story buildings with retail space on the main levels. There was some question regarding blasting, and as with the Parkland building, we will hear, and potentially feel the effects of the blasts. We did have someone come here to do a video survey/inspection of the building for monitoring purposes. There was some concern brought up regarding foot traffic through the parking lot, as the previous walking path that runs alongside our fence has been greatly diminished. We had previously locked the gate on the south side of the building, but then someone cut a hole in the fence to get through. Also concerns regarding parking once they

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are further along the construction process, John advised that we will be monitoring that, and issuing tickets to those who are illegally parking in our lot.

5.0 Round Table: No discussion

6.0 Meeting adjourned at 1408