

# Fairmount Home Meeting Agenda

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## Management Team

Date: September 12, 2013

Time: 9:30 a.m.

Place: Fairmount Boardroom

Members:        Julie Shillington        Mary Lake  
                      Deb Crawford                Gail Williams  
                      Tom Mercer                    Rosemarie Christian Jones

1. Welcome and Introductions
2. Adoption of Minutes of the Previous Meeting
3. Additions to Agenda under Other Business
4. Delegations
5. Communications
6. Business Arising out of Minutes
  - a) We Love Your Opinion Book
  - b) Bomb Threat Exercise
  - c) Surplus Kitchen Equipment
  - d) Deicing RFP
  - e) Café Policies and Procedures
  - f) Location of Evacuation Lists
  - g) Council of Aging Corporate Membership
  - h) Bungee Walker
  - i) Falls Assessment Form
  - j) QI Display on Dietary Staff Satisfaction
  - k) Gazebo Roof Replacement & New Gazebo Purchase
  - l) Relocation of Heat Lamps in Tub Rooms
  - m) 1South Activity Room Chair Order
  - n) By-Pass Code for Roam Alert
  - o) Lift Policy Update
  - p) 1North Carpet & Baseboard Replacement
  - q) Auction Items

## 6. Business Arising out of Minutes

- r) New Vaccine Fridge
- s) Review of Recreation Policies
- t) Review of Education Policies
- u) Door Sign for Documentation Assistant Office
- v) Coffee Makers
- w) Butterfly Program
- x) Feeding Stool
- y) Equipment to be Purchased
- z) Bi-Annual Call System Confirmation
- aa) Update of Critical Incident Reporting Policy
- ab) Pandemic Supply List
- ac) Staff Wearing Aprons to Feed
- ad) Moving Door Alarms from 1N to 1S
- ae) NP Voicemail
- af) Recreation Board
- ag) Humidifiers in 1N Tub Room
- ah) Electronic Coroners Report
- ai) Trays on Snack Carts
- aj) General Nail Care Training for PSWs
- ak) Meeting Regarding Risk ID's - Loading Dock Door

## 7. New Business

- a) Resident Care – Compliance, Accreditation, Classification
  - i) Compliance
  - ii) Accreditation
  - iii) Residents' Council Update
- b) Support Services
- c) Treasury
- d) Administration
  - i) Concerns
  - ii) Risk ID's
  - iii) Work Plan
- e) Human Resources

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- i) Staffing

f) Health & Safety

- i) Monthly Fire Drill
- ii) Management Inspections

**Schedule:**

**Julie – June 13, 2013, November 7, 2013**

**Tom – February 8, 2013, July 11, 2013, December 12, 2013**

**Rosemarie – March 7, 2013, August 8, 2013, January 11, 2014**

**Gail – January 11, 2013, April 11, 2013, September 12, 2013**

**Mary – May 9, 2013, October 10, 2013**

g) Information Technology

h) Communications

i) Education Information Sharing (Staff Attendance at Conventions/Workshops)

j) Quality Improvements/Audits

- i) Hazard Analysis Report (Quarterly - November)
- ii) Complaint Documentation Report (Quarterly-October)
- iii) Symptoms Report (Monthly-August report due in September)
- iv) Near Misses/Incident Reports (Quarterly-November)
- v) Restraint Audits (Monthly – done the 3rd week, report the 4th week)

8. Other Business

9. Confirmation of time, date and location of next meeting

10. Adjournment