

Fairmount Home Meeting Agenda

Management Team

Date: November 15, 2012

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) Proposed Fairmount Website Map
 - b) Dietary Workflow - LTS Consulting
 - c) "We Love Your Opinion Book"
 - d) Finger Food Policy
 - e) Ferno Chair Instruction Sheet/Labels
 - f) Scent Awareness Policy
 - g) Care Carts with Doors
 - h) Bleach Based Cleaning Product - Pricing/Delivery Time
 - i) Well Project
 - j) Hot Cart Replacement
 - k) Fire Drill Scenarios
 - l) Snoozelen Policy
 - m) Fire Plan Updates
 - n) Emergency Call Back List
 - o) Cafe Cash Register
 - p) Door Frame Protection for Med Rooms
 - q) Emergency Plan - Follow-up to External Resource Partners

6. Business Arising out of Minutes

- r) Policy on Employee Incident Reporting
- s) 1North Humidity RFP
- t) Removal of Servery Hoods
- u) Food Donation Policy - Feedback from Health Inspector
- v) New Chart Rack
- w) Ethics Policy Update
- x) Restorative Care Policies
- y) Lids for Garbage Receptacles on Pathways
- z) Van Detailing
- aa) Bomb Threat and Missing Resident Exercises to be Scheduled
- ab) Assessment of Wall Units - Resident Rooms
- ac) Electrical Inspections-Update Policies-Remind Maintenance Staff to Tag Equipment
- ad) Management Inspection Form - Numbering
- ae) Location of Evacuation Lists
- af) Smell in 2South Janitor Room
- ag) Updates to MSDS Binders (2N & 2S)
- ah) Time of Temperature Readings
- ai) Scabies De-Brief
- aj) RFP for New Photocopier
- ak) Staff Christmas Party (P.O. for Entertainer)
- al) Portable Phone Covers
- am) Missing Pagers
- an) Order for Blue, Lined, Bottom Sheets
- ao) Resident Smoking Lighters
- ap) Email to Staff re Wet Floor Signs and Ensuring Bags are placed in Garbage Cans
- aq) Garbage Cans
- ar) Cleaning of 2South Servery
- as) 2North Team/Chart Room/Cost of Counter Tops
- at) Removal of Black Marks on Floor
- au) Maintenance/Process of Diet List Updates
- av) Business Case for Purchase of Televisions for Resident Rooms
- aw) Storage Unit
- ax) Task re Charging of RN Cell Phone
- ay) Emergency Plan to RN Meeting
- az) Phone Outage Communication to County Health and Safety Meeting

7. New Business

a) Resident Care – Compliance, Accreditation, Classification

- i) Compliance
- ii) Accreditation
- iii) Residents' Council Update

b) Support Services

- i) Used Linen (Human Society)

c) Treasury

d) Administration

- i) Concerns
- ii) Risk ID's
- iii) Work Plan
- iv) Timbits from the Auxiliary
- v) Performance Appraisal Distribution
- vi) Good Food Box

e) Human Resources

- i) Staffing

f) Health & Safety

- i) Monthly Fire Drill
- ii) Management Inspections

Schedule:

Tom – June 13, 2012, November 7, 2012

Rosemarie – February 8, 2012, July 11, 2012, December 12, 2012

Gail – March 7, 2012, August 8, 2012, January 11, 2013

Mary – April 11, 2012, September 12, 2012

Julie – May 9, 2012, October 10, 2012

- iii) Employee Worker November Inspection

g) Information Technology

h) Communications

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

j) Quality Improvements/Audits

- i) Hazard Analysis Report (Quarterly-Nov)

j) Quality Improvements/Audits

- ii) Complaint Documentation Report (Quarterly-Dec)
- iii) Symptoms Report (Monthly)
- iv) Near Misses/Incident Reports (Quarterly-Nov)
- 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