**Meeting Date:** Jan 25, 2022

**Attendees:**  Jen VrMeer, Shirley Lee, Elaine & Tony, David Huang, Hamid F, Alishah, Rebecca R, Angela Lee

**Regrets:** ?

**Facilitator:**  Anne Shatkin **Recorder:** Anne Shatkin

| **Agenda Item** | | **Action Required** | **Person Responsible** |
| --- | --- | --- | --- |
|  | **Opening the Meeting**  Meeting began at 6:15 p.m. | None | Anne |
|  | **Approval of Agenda**  The council approved the agenda. | Approval | Anne |
|  | **Review and Approval of Minutes**  The council approved the meeting minutes as amended.  ***ACTION****: REMINDER - All council members to complete the “Code of Conduct and Confidentiality Agreement” and return to Anne. Anne to resend the agreement to everyone.* | Approval | Anne |
|  | **Standing Items** |  |  |
|  | **A. Review Action Items**  1. **Education** - The council has expressed interests in the past in opportunities to learn more about Fair Haven’s operations.  ***ACTION****:* This month we have Loretta join us to go over the care team’s training and operations. February is Recreation month. We will have Dana (Dir of Recreation) speak to us in the next meeting.  **2. Document Sharing Platform** – Anne will be creating a Microsoft Teams site to share documents in related to Family Council Meeting discussions.  ***ACTION****: Anne to share Teams site and move documents over there from Google Drive before next meeting.* | Discussion | Anne |
|  | **Business Arising** | Discussion |  |
|  | No business arising at this time. |  |  |
|  | **New Business** |  |  |
|  | 1. **Care Staff Training and Ongoing Education – presentation by Loretta Lo**   **Points of interest:**  **Safety protocols under positive diagnosis of residents**  It varies from health authority to health authority. Special Care Unit has special procedures that differ from other units to avoid residents wander around.  **Fair Haven Care Team Roles & Responsibilities / Training & Education Requirements**  Loretta discussed the education / hiring requirements of various positions within the care team, and ongoing training opportunities for each role, including dementia care training.  **Single Site policy -** Single site policy to continue- TBD by Bonnie Henry. One can work between Acute and LTC but not multiple LTC. FH can form clusters and share staff between FH sites.  **Care team rotation** – To maintain continuity of care. Care staff generally stay in the same neighborhood though they rotate through different shifts  **Care aide staff recruitment -** Care aide staff offered sign-on bonus and undergoes probational period  **Vancouver home –** FH received funding to install AC in common areas at the Vancouver home. Parts are being ordered and they will start with the install in a couple months | Discussion | Loretta |
|  | **Next Meeting**  The next meeting is scheduled for Tuesday, February 22, 2022. | None | None |
|  | **Closing the Meeting**  Meeting adjourned at 7:29 p.m. | None | None |