

Family Council Executive Update February 11, 2020

Executive	FC = Lisa Dawson and Joy Salzberg, Co-Chairs, Joan Strauss Secretary, Tamara Guner, Treasurer and; Charlotte Katzen, Immediate Past Co-Chair
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1. BUSINESS ARISING *from previous meeting(s)*

Item	Information, Discussion, Decision & Action Plan	Who/By When
a. FC Campaign Update	<ul style="list-style-type: none"> Total raised: \$18,000+ !!!! Campaign still running until the end of February Reviewed each project: wheelchair, TVs, Awnings/2nd floor balcony, Shalom Garden Chair replacement already being taken care of by a direct family donation. 	SLT and FC will work though vendor information to implement projects.
b. Adaptive clothing for residents	<ul style="list-style-type: none"> Successful February 5 Carda Creations pop up shop in 2nd floor Bistro. Will do so again this year. Lisa to check if we can have a dressed manikin for 2nd floor display and samples for gift store 	FC Lisa to liaise with Laurie for 2 nd floor and Goldie for gift shop
c. Review of Admission Package/Resident Handbook	<ul style="list-style-type: none"> Many moving parts to this live document. Electronic version and print version. Carol leading meeting Feb.26 at 1:00PM Will break up the handbook using brochures to address specific areas: e.g. pre-admission Timeline – completion target: March 2020 	Carol
d. Discharge after Death /End of Life Protocol	<ul style="list-style-type: none"> Chart has been created, Gaps identified, Working on improvements and update of documentation and training. Integration of “End of Life” communication to admission process is being created (maybe a brochure)? 	Rob Menes – ask if a specific committee will be formed
e. Lost Items	<ul style="list-style-type: none"> Follow up on review of FC Exec Memo to SLT re: brochure “Suggestions to reduce loss and theft within LBHH” 	FC/SLT Lunadel to report back
f. Welcoming New Resident and Family	<ul style="list-style-type: none"> February 2 – Meet and Greet – went well but mostly residents. No plans for next meet and greet date but will consider better timing. 	Joy/Charlotte/Lisa
g. Emergency response	<ul style="list-style-type: none"> In light of the recent laundry fire, what is the “plan” to evacuate 2nd floor wheelchair and other residents? How? *This is actually directed by the fire department and Louis Brier takes direction in the moment from the Fire Department David showed a sample of “Cheat Sheets” for Emergency Code’s to be posted in easily visible & accessible areas; Other similar “cheat sheets” for all operations to follow. 	<ul style="list-style-type: none"> Part of FC meeting for Nurse managers to address
h. LBHH Website	<ul style="list-style-type: none"> Lisa meeting with Michael Galope on Family Council portal structure and content management 	Lisa/Michael Galope

2. NEW BUSINESS

Item	Information, Discussion, Decision & Action Plan	Who/By When
<p>a. Louis Brier Lobby</p>	<ul style="list-style-type: none"> • Who is responsible for the design, upkeep and maintenance of the lobby (tv programming, religious display case, signage, information stand, etc.)? Current layout not welcoming or functional for residents or visitors. • Carole reported working with designer on this. • Family Council Projects include the update of chairs and environment of public spaces (lobby in particular). Discussion to be held on managing Staff Notices (elsewhere?), Safety/Health Notices, Intermittent notices etc. so each has their place. 	<p>SLT to create a time for discussion with FC on this. Next meeting?</p> <p>SLT to fix lobby TV right away – USB problem</p>
<p>b. Companion Program</p>	<ul style="list-style-type: none"> • Formation of Companion Committee as part of the ongoing Companion review and improvement process. 	<p>Charlotte/Joy/Lunadel/Myla</p>
<p>c. Communication</p>	<ul style="list-style-type: none"> • Emergency Code Book was circulated as an example of improved information being made available to everyone in public areas. 	<p>SLT</p>
<p>d. Café idea for Gift Store redo</p>	<ul style="list-style-type: none"> • SLT asked FC for their opinion on whether a small Café concept would be appreciated. Coffee and baked goods to start. Simple help yourself bar and pay at gift store. (FC consulted at FC Meeting and the answer is “yes”) 	<p>SLT</p>