



## Homes Committee Agenda

Thursday, December 7, 2017  
Council Chambers  
County Administration Centre, Walkerton

### 1. Declaration of Pecuniary Interest

### 2. Action Items

- A. Blanket Warmer for Brucelea Haven (attached)
- B. Food Services Request for Proposal for Long Term Care Homes (attached)

### 3. Information Items

- A. 2017-2018 Base Funding increase to support enhancements to current Behavioral Supports Ontario Staffing (attached)
- B. Long Term Care Information Report (attached)

### 4. Next Meeting

January 4, 2018

### 5. Adjournment



## Committee Report

**To:** Warden  
Members of the Homes Committee

**From:** Michael McKeage  
Director of Health Services

**Date:** December 7, 2017

**Re:** Blanket Warmer for Brucelea Haven

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### Recommendation:

That the amount of \$4,000 of designated donations in the Brucelea Haven General Donations Account for the intended purpose of purchasing a blanket warmer for the residents of Brucelea Haven, be approved; and,

That the amount of \$800 in the Brucelea Haven General Donations Account intended for general purposes be used to complement the \$4,000 donation for the purchase of a blanket warmer valued at \$4,800.

### Background:

During the summer of 2017, the Knights of Columbus, affiliated with the local Roman Catholic Church, approached Brucelea Haven about making a donation. They asked what the residents require. We indicated that a blanket warmer would be well received as many of our residents experience cold or aches which could be soothed somewhat by a warm blanket. We also expressed that residents who are palliative might have some comfort with a warmed blanket.

In the fall, a representative from the Knights of Columbus delivered a cheque for \$4,000 for the express purpose of buying a blanket warmer for the residents of Brucelea Haven. After exploring options, the blanket warmer that will best suit the needs of the resident will cost approximately \$4,800.

### Financial/Staffing/Legal/IT Considerations:

The Brucelea Haven General Donations Account designated funds will be depleted by \$4,000 and the Brucelea Haven General Donations undesignated funds will be depleted by \$800. There is no staffing, legal or IT considerations associated with this project.



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**Interdepartmental Consultation:**

There was consultation that included the nursing, programs and administration departments at Brucelea Haven and Corporate Services Finance Division.

**Link to Strategic Goals and Elements:**

Goal # 3 - Find creative new ways to engage our public.

**Approved by:**

A handwritten signature in black ink, appearing to read 'Kelley Coulter', written over a light blue horizontal line.

Kelley Coulter  
Chief Administrative Officer



## Committee Report

**To:** Warden  
Members of the Homes Committee

**From:** Michael McKeage  
Director of Health Services

**Date:** December 7, 2017

**Re:** Food Services Contract

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### Recommendation:

That the Food Services Contract for Long Term Care be awarded to Gordon Food Services from January 1 2018 to December 31, 2020 with an option to extend for two years.

### Background:

In October the Purchasing Division of the Corporate Services Department in conjunction with the Department of Health Services issued a Request for Proposal (RFP) to supply Food Services for both Long Term Care Homes for the next three years. This process was undertaken as the current contract for food services will expire at the end of this year.

Four proposals were received: Flanagan Food Services, Gordon Food Services, Summit Food Services and Sysco. Through independent ranking, Gordon Food Services achieved the highest ranking in points and lowest in price. Within the procurement policy, staff have delegated authority to award contracts that are highest points and lowest price. However, given the contract is in relation to food services for our residents, staff wish to seek Committee formal endorsement. For clarity, the prices used as part of this evaluation process were based on a basket of 50 items which were a combination of high dollar and frequently ordered items from the homes purchased between January and August 2017. The RFPs were evaluated by five senior members of the Department of Health Services including specialists in the area of Dietary Services. Presentations were made by both Gordon Food Services and Sysco.

Our current service provider, Flanagan Foods have agreed to extend their contract, at no cost, until the end of January, allowing for the onboarding of Gordon Food Services after the holiday season.



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**Financial/Staffing/Legal/IT Considerations:**

The greater number of products, service options and the large inventory carried by this company will provide both homes with a higher level of service.

**Interdepartmental Consultation:**

Corporate Services Department - Purchasing Division

**Link to Strategic Goals and Elements:**

Goal #6 - Explore alternate options to improve efficiency and service

**Approved by:**

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Kelley Coulter  
Chief Administrative Officer



## Committee Report

**To:** Warden  
Members of the Home Committee

**From:** Michael McKeage  
Director of Health Services

**Date:** December 7th, 2017

**Re:** 2017-2018 Base Funding increase to support enhancements to current Behavioral Supports Ontario Staffing.

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### Recommendation:

The 2017-2018 Base Funding increase to support enhancements to current Behavioral Supports Ontario Staffing report is for information.

### Background:

The South West Local Health Integration Network (LHIN) has advised that they will be providing a base funding increase for Behavioral Supports Ontario (BSO) Staffing to both homes in 2017-2018. The funding allocation of \$6,800 for Brucelea Haven and \$9,047 for Gateway Haven will begin December 2017.

These new funds are to be allocated to the current BSO program for new or enhanced hours of service provision. These funds will amend the current Long-Term Care Home Service Accountability Agreement. The addition of these funds will result in the BSO base funding for Brucelea Haven of \$61,224 and Gateway Haven of \$48,571.

### Financial/Staffing/Legal/IT Considerations:

The 2017-2018 BSO budget will be adjusted to account for these additional funds. Both LTCH will apply these funds as described in the revised Long-Term Care Home Services Accountability Agreement.

### Interdepartmental Consultation:

Corporate Services - Finance Division



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Link to Strategic Goals and Elements:

None

Approved by:

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Kelley Coulter

Chief Administrative Officer



## Committee Report

**To:** Warden  
Members of the Homes Committee

**From:** Michael McKeage  
Director of Health Services

**Date:** December 7, 2017

**Re:** Long Term Care Information Report

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### Recommendation:

The Long Term Care Information Report dated December 7, 2017 is for information.

### Background:

#### **Ministry of Health Long Term Care Compliance Annual Inspection**

A Ministry of Health inspection team visited Brucelea Haven from November 6-22 to complete their annual RQI inspection. The written report is expected in January 2018. The debriefing at the exit meeting highlighted a number of findings for improvement. Particular mention was made surrounding staff coverage which has been an ongoing issue for both homes and the long term sector. Staff have been working to close the gap, while progress has been made we have more activity to complete. Staff are working with our stakeholders to formalize a strategy for recruitment and retention to address. A second common issue identified was inconsistent to provincial policy in the area of incident reporting and follow up. This item the staff will alter their practice to align to the interpretation shared by the ministry inspectors.

When the report is received, staff will identify actions to address the findings. Brucelea management were commended for their work during the audit.

#### **Food Services Vendor RFP**

As reported under separate enclosure, the four proposals were received in response to the Food Services RFP issued in September. Following the scoring methodology, two firms were interviewed by the selection committee on November 8. After the completion of reference checks, the three-year contract (renewable for a further two years) has been recommended to Committee to award to Gordon Food Services. Staff wish to recognize the support of Flanagan Foods in the continuation of Food Service Delivery to January 31 to ensure a smooth food service transition.



### **Additional Behaviour Supports Ontario Funding**

The Southwest Local Health Integration Network has confirmed that Bruce County Homes will each receive an additional annualized funding to provide additional BSO hours. These funds complement current BSO funding already present in both homes to support residents with responsive behaviours due to Dementia, Alzheimers and mental health diagnosis.

### **Holiday Events**

Both homes are being decorated and many special events are planned for the period leading up to Christmas Day. Many families book rooms so that they can celebrate with their loved ones. As always, there will also be special gift exchanges, musical events and larger Christmas dinners.

### **Financial/Staffing/Legal/IT Considerations:**

The financial consideration related to this report includes the possible reduction in food costs resulting from the RFP process. Staffing will be improved as a result of receiving additional BSO funding.

### **Interdepartmental Consultation:**

There has been internal departmental consultation in the preparation of this report from Gateway Haven and Brucelea Haven.

### **Link to Strategic Goals and Elements:**

Goal # 4 - Find creative ways to involve all staff in our future

Goal # 6 - Explore alternate options to improve efficiency and service

### **Original Draft of Report Prepared By:**

Willy Van Klooster, Administrator, Brucelea Haven

Heather Penny, Administrator, Gateway Haven

### **Approved by:**

Kelley Coulter

Chief Administrative Officer