## General Staff Meetings Date: March 12 & 14, 2024

**Present:** Lori, AnneFe, Rene, Keren, Karen, Charlene, Terry MacD., Tracy, Lisa, Princess, Emmanuel, Sam, Cecilia, Cathy, Madeline, Nicole, Mauro, Jane, Jason, Ariel, Eric, Michelle, Donnie, Jennifer, Joanne, Fran, Rosemary, Noreen, Stella, Marion, Rebecca, Mike, Joe, Amy, Miles, Colin, Carolyn, Rosella

Carolyn, Rosella								
Senior Leaders: Terry, Mark, Lee, Jacqueline & Michelle								
Loc	ation: Chapel	Time: 2:30pm Meeting Minutes are stored on the	stored on the RK website and Staff Bulletin Board					
Item		Discussion	Required Action	Owner				
1.	Accreditation	Terry: acknowledged the RK community had achieved Accreditation with Commendation and that there are four items for follow up: 1) Privacy and confidentiality of resident records – need to ensue nursing station doors are always closed; 2) requires a macro-agenda for regular fire / emergency plans exercises; 3) infection prevention and controls measures for multiple resident use equipment and; 4) medication management	Follow up areas for improvement for July 2, 2024	Senior Leaders				
2.	Staffing	Lee / Jacqueline: Focus is on recruitment efforts with immigration. Short term $6-8$ months will increase travel staff to fill CCA gaps. New immigration consultants SWIC will have IENs starting in September of this year. At present we have 21 CCA vacant positions. Jacqueline offered in 2023 we interviewed 163 applicants for a variety of RK jobs and 93 were successful reflecting our efforts to only hire individuals that align with our core values in caring for the most vulnerable sector of society; our seniors.	Continue to implement Jacqueline's HR Strategy	Jacqueline				
3.	New Build	Mark: presented an update on the new build. Not able to disclose location to date.  Opportunity for feedback continues in the main dining room with the next steps focused on décor, colors, flooring etc. Required staff meets with FBM every Wednesday afternoon from 2 - 4:00pm in the Roost – all are welcome!	Continue to notify required staff for specific discussion with FBM	Senior Leaders				
4.	RK Quilt	Keren: presented the quilt and reviewed the process for acknowledging when a resident passes away – process will be added to our website along with a photo of quilt designer, Dawn McKenna	Complete website posting	Cathy				
5.	Tree of Awesome	Terry: reviewed progress of the Tree of Awesome concept as we promote staff and families to nominate a staff member to the Tree of Awesome. Tree of Awesome process will be added to our website	Complete website posting	Cathy				
6.	Smoking on RK Property	Terry: voiced disappointment of the mess of cigarette butts left by smokers on our property. With snow melting we are seeing that staff is smoking at the front entrance, on the Maple Ridge free exit, staff entrance and all over the parking lot.	Need to understand why this practice continues and consider a total	Terry				

			smoking ban on RK property				
7.	Quality	Terry: reminded staff tat our quality indicators are now posted on our website and are distributed to all departments on a quarterly basis and further offered the quality indicators clearly reflect the awesomeness of this staff	Keep it up!	Everybody			
8.	Q & A	Karen: asked if residents are going to be allowed to smoke in the new build and the answer is "yes". Terry responded further by stating the property will be no smoking similar to the hospital grounds.  Rene: asked if we are going to continue to hire travel staff – Lee responded as long as we have a need, we will ensure we have staff to meet our residents care needs.					
9.	Adjournment	Meeting as adjourned at 3:25pm					
10.	Date of Next	April 16 <sup>th</sup> and 18 <sup>th</sup> – Location: TBA					
	Meetings						
PLEASE FORWARD ANY AGENDA ITEMS / QUESTIONS TO TERRY OR CATHY AT ANYTIME 😊							

File: Directors T Drive: General Staff Meetings / 2024 / Minutes March 2024

Our Core Values: Compassion. Accountability. Respect. Excellence. Safety