

Home Advisory Committee Minutes

Date:	December 1, 2009
To:	Advisory Committee on Long-Term Care Homes and Services
From:	General Manager, Long-Term Care Homes and Services
Wards:	All
Reference Number:	

SUMMARY

At past meetings of the Advisory Committee on Long-Term Care Homes and Services, members have questioned content, style and grammar of minutes of various Home Advisory Committees. From time-to-time, there has been a lack of clarity in an issue that was discussed at a Home Advisory Committee. It is recognized that the issue and decision may be clear to members of the specific Home Advisory Committee but unclear to a third party reader, such as members of the Advisory Committee on Long-Term Care Homes and Services. From time-to-time, there have also been errors in interpretation, in context of the written minutes and/or in grammar.

At the November 25, 2009 meeting of the Inter-Home Advisory Committee (a networking group of the Chairs/designates of each of the Home Advisory Committees with the General Manager), the Chair of the Inter-Home Advisory Committee, Mr. Jan Nowakowski provided feedback from the Advisory Committee on Long-Term Care Homes and Services, noting that there are sometimes factual, spelling and/or grammatical errors in the minutes. Encouragement was given to verify the accuracy of minutes prior to forwarding them to the General Manager for submission to the Advisory Committee on Long-Term Care Homes and Services. Discussion focused on strategies to assist in ensuring timely and accurate minutes, prior to them being forwarded. The General Manager will be discussing the suggested strategies with the Administrators of the various homes and will be revising processes for meeting management in early 2010.

This report provides a summary of the rationale(s) and ideas generated at the Inter-Home Advisory Committee, plus initial analysis by senior management.

Financial Impact

There are no financial implications arising from this report.

COMMENTS

Discussion at the November 25th meeting of the Inter-Home Advisory Committee focused on the fact that a number of the meetings of the various Home Advisory Committees are out of synch with the schedule for Advisory Committee on Long-Term Care Homes and Services. As a result, some homes have forwarded draft minutes in order to meet the test of timeliness.

Unlike the Advisory Committee on Long-Term Care Homes and Services, the City Clerk's office does not support the various Home Advisory Committees. Rather, either a committee member or a staff member volunteers to take notes and record the minutes. The style of the minutes typically reflects the skill of the individual and the preferences of the individual committees.

In order to address some of these issues, the Inter-Home Advisory Committee suggested standardizing some of the processes for meeting management, including:

1. finalize the minutes at a pre-determined and standardized time after the last meeting or before the next scheduled meeting (e.g. 10 days);
2. have the minutes signed by the Chair of the Home Advisory Committee either 10 days prior to the next scheduled meeting or at the next scheduled meeting;
3. consider having only minutes that have been signed by the Chair of the Home Advisory Committee forwarded to the Advisory Committee on Long-Term Care Homes and Services (the alternative would be draft minutes being forwarded);
4. if and when the Advisory Committee on Long-Term Care Homes and Services has questions about content or context in the minutes that require follow-up by an Administrator, ask the General Manager to ensure that the Administrator informs the Chair and the Committee of the correction and/or requested feedback; and
5. ensure that all expenditure requests from donation accounts are supported by a clear business case and costs.

These suggestions and alternatives to them are currently being considered by the Long-Term Care Homes and Services Management Committee. In addition, copies of the City's reference guide entitled "Writing Clearly – Writing and Style Guide" have been ordered for each Home Advisory Committee. It is anticipated that by the second quarter of 2010, the process, clarity and accuracy of submitted minutes to the Advisory Committee on Long-Term Care Homes and services will be improved.

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SIGNATURE

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