

Toronto Dementia Network Steering Committee

Minutes of the Second Meeting

October 8, 2002, 9:30 a.m.

Toronto District Health Council Boardroom

4141 Yonge Street, Suite 200, Toronto

Present:

<i>Françoise Hébert, (Co-chair)</i>	–	<i>Alzheimer Society of Toronto</i>
<i>Celeste Blocker for Chris Dalglish</i>	–	<i>Ontario Long Term Care Association</i>
<i>Rod Browning</i>	–	<i>Ontario Seniors' Secretariat</i>
<i>Dr. Carole Cohen</i>	–	<i>Dementia LINC</i>
<i>Amanda Falotico</i>	–	<i>Community Support Services</i>
<i>Pam Goldsilver</i>	–	<i>Comprehensive Rehabilitation and Mental Health Services</i>
<i>Karen Henderson</i>	–	<i>Caregiver Network</i>
<i>Eric Hong and Anne Hayward</i>	–	<i>GTA Hospital Dementia Network</i>
<i>Marta Krywonis</i>	–	<i>Community Care Access Centres</i>
<i>Vija Mallia</i>	–	<i>Ontario Assoc. for Non-Profit Homes & Services for Seniors</i>
<i>Rhona Phillips</i>	–	<i>Ministry of Health & Long Term Care</i>
<i>Rena Postoff</i>	–	<i>Westpark Health Care Centre</i>
<i>Dr. David Ryan</i>	–	<i>Psychogeriatric Consultant Program</i>
<i>Fern Teplitsky</i>	–	<i>Toronto District Health Council</i>

Regrets: *Dr. Rory Fisher*

1. Welcome and introductions – F. Hébert

The meeting was called to order at 9:30 a.m. F. Hébert welcomed several new members to this second meeting of the Steering Committee, and invited everyone to introduce themselves. She advised that Dr. Rory Fisher was unable to be present due to a recent heart attack and that he is recuperating at home. On behalf of the Steering Committee, she sent a card to Dr. Fisher to wish him a full and speedy recovery. It is hoped that Dr. Fisher will be able to continue in his role as Co-chair of the Toronto Dementia Network Steering Committee.

2. Approval of Agenda – F. Hébert

The agenda was approved as presented.

3. Approval of the Minutes of June 17, 2002 – F. Hébert

The committee reviewed action items and noted that all had been accomplished. The minutes were approved as presented. Amanda Falotico/Eric Hong. **Carried.**

4. Composition of the Steering Committee – F. Hébert

Additional representation was suggested from the following sectors: PRCP consultants, multi-cultural groups, developmentally disabled groups, the Toronto police, ACE, LTCF special units and dementia clinics. F. Hébert noted Dr. Fisher's concern that the Committee should not become too large. The level of decision-making on the Steering Committee was also felt to be an important factor, as members should be able to make decisions on behalf of the groups that they represent. It was suggested that those with content knowledge could be invited to serve on sub-committees and task forces.

5. ***Terms of Reference – F. Hébert***

Draft Terms of Reference crafted during the summer by F. Teplitsky, R. Phillips, Dr. Fisher and F. Hébert were presented for comments. Suggestions were made to change the membership section to reflect the fact that persons who have been touched by dementia are the central focus of the Dementia Network, which works through service providers to improve the system of care for persons with dementia and their caregivers. The approved Terms of Reference will be distributed to the Dementia Network Contact List.

ACTION: F. Hébert will revise the membership section and redistribute the Terms of Reference for approval at the next meeting.

ACTION: A cover letter and the Terms of Reference will be sent to an expanded Contact List.

6. ***Overview of selected networks/initiatives***

6.1 LINC (Local Improvement Network in the Community) – *Dr. C. Cohen*

Dr. Cohen gave an overview of the development of the LINC Network, and an insightful explanation of its function and challenges. She noted that LINC was started by Sunnybrook Hospital at a time when community relations were a priority, that information sharing has proved invaluable to the network, and that LINC's catchment area is only that area served by the hospital network. In the beginning, LINC mapped out service gaps using the *Needs Based Planning Approach* chart developed by the Alzheimer Society of Toronto. Dr. Cohen noted that a LINC Registry pilot project is about to be launched, and described a number of ongoing research projects.

6.2 *Dementia Network of Ottawa – F. Hébert*

A presentation on the Dementia Network of Ottawa was circulated, highlighting the accomplishments of this network, whose goals are similar to those of the Toronto Dementia Network. The Ottawa network has existed for several years and has heavy physician involvement. Its products to date include a *Dementia Newsletter for Physicians* and a *Driving and Dementia Toolkit*. The Ottawa Dementia Network is a sponsor of the *First Link Program*, which recently received a large Trillium grant to strengthen the link between family physicians, the Alzheimer Society and service providers.

6.3 *211 Number and the Blue Book – A. Falotico*

A. Falotico gave an overview of the 211 information line and the Web site www.211Toronto.ca, and distributed a 211 Fact Sheet. She noted that Toronto is the first community in Canada to launch a 211 service, offering a multilingual information line 24 hours a day, seven day a week, and covering a wide range of information from childcare to seniors' groups. As an experiment, she called the information line and was generally pleased with the service, which provides directory-type information. Limitations of 211 seem to be the same as the Blue Book, in that descriptions are general and do not provide dementia-specific guidance.

7. ***Possible projects***

F. Hébert noted that one-time funding of \$50,000 has been made available to the Toronto Dementia Network by the Ministry of Health and Long Term Care. About half of this amount will be required for administrative support purposes. The remaining funds could be applied to program initiatives. Funds not expended by March 31, 2004 must be returned to the Ministry.

7.1 Toronto Dementia Network Web Site – *F. Hébert*

A project idea *Single Window Access to Dementia Service Information in Toronto* was distributed. In order to proceed with this idea, a task force would need to be appointed to develop a more detailed project proposal and business plan for consideration by the Steering Committee at its next meeting. The Alzheimer Society of Ontario could host the Web site at no cost to the Dementia Network.

7.2 Advance Directives on Care Choices – *Dr. D. Ryan for Dr. R. Fisher*

Dr. Fisher suggested that our Network assist as much as possible in helping the implementation of the other Alzheimer strategy initiatives. One project might be to promote #7 - *Guidelines for Advance Directives on Care Choices*. R. Browning from the Ontario Seniors' Secretariat provided details on the current implementation of Strategy # 7. *A Guide to Advance Care Planning* has been widely distributed, but additional distribution would be helpful to raise awareness.

ACTION: R. Browning will review the Dementia Network Contact List to ensure that all appropriate names on the list have received the *Guide to Advance Care Planning*.

7.3 Other ideas

R. Phillips suggested that a Toronto resource list / calendar of educational opportunities for caregivers and staff at various levels would be useful.

Dr. C. Cohen suggested that Louise Lemieux-Charles be invited to speak to the Steering Committee about her *Dementia Care Networks' Study* and how to apply the findings to the Toronto Dementia Network. There was general support for this idea, as it was felt that the Toronto Dementia Network is not yet prepared to initiate specific projects. A session with Louise Lemieux-Charles would provide an opportunity for the Steering Committee to better define future directions for the Dementia Network.

ACTION: F. Hébert will invite Louise Lemieux-Charles to conduct a half-day workshop for the Steering Committee in November or December 2002.

8. *Next steps – F. Hébert*

8.1 Committees and Task Forces

The possibility of creating sub-committees or task forces was deferred to a subsequent meeting.

8.2 Contact List

The current Contact List includes 51 individuals who asked to be kept informed about the Toronto Dementia Network. The list was compiled from responses to some 200 letters sent out to those who had been invited to the Information Meeting on Dementia Networks at Providence Centre in April 2002. There was general agreement that the list needs to be broadened. Steering Committee members agreed to review the list to identify gaps and to suggest additional names, including representatives of other networks that might be interested in the Toronto Dementia Network.

ACTION: Steering Committee members will review the Contact List and suggest to F. Hébert additional names of individuals, organizations or associations for inclusion on the list.

9. *Next meeting and adjournment – F. Hébert*

The date of the next meeting will be announced after contact is made with Louise Lemieux-Charles. The meeting adjourned at 11:55 a.m.