

PUBLIC MEETING

Monday, February 05, 2001
Mill Site Lodge Conference Room

Present:	Alan Boyd William (Sandy) Foster Pam Miller Gail Morrison Elizabeth Pete Al Richmond Dennis Trelenberg	Absent:	Alberta Grahn Audrey Leathem Bruce Nicolson Del Gunn
Staff:	William Marshall, Chief Executive Officer Carla Granberg, Executive Assistant Margaret Mitchell, Director of Health Programs Neil Dickens, Director of Finance		
Delegations:	Daycare Committee - L. Belcourt, T. Larum, P. Easton, S. Thompson		
Audience:	N. Mah, R. Howard, D. Essex, R. Kaplan M. Olsen - 100 Mile House Free Press		

A. Boyd, Chair, called the regular public meeting to order at 7:07 pm. The Chair requested that the delegation and gallery sign an attendance list.

A. **Adoption of Minutes:**

RICHMOND-MILLER **MOVED** that the minutes of the regular public meeting of the South Cariboo Community Health Council held December 18, 2000, be received and adopted as circulated prior to the meeting. **Carried.**

B. **Delegations/External Committee Reports:**

1. **On-Site Daycare Working Committee:**

W. Marshall presented the details of the space requirements resulting from a meeting between W. Marshall, D. Trelenberg, the Daycare Committee members, in consultation with a representative from the Ministry for Children and Families (MCF) as well as in consultation with representation from the Canadian Mental Health Association (CMHA). There is shortfall in available space to meet the requirements of all parties. Discussion ensued regarding the possibility of the parties to revise their needs to accommodate the shortfall. The Daycare Committee's needs are based on MCF legislated requirements for the number of children indicated in need of daycare services through a survey of staff. G. Morrison encouraged the Daycare Committee to pursue grant funding through Health Action BC funding allocations for ongoing operating costs. A. Boyd stated that if CMHA achieves the transitional housing project through the Cariboo CHSS "Cariboo Mental Health Plan", then CMHA may be in a position to relocate all of its services into the new building; however, this possibility is several years in the future. Discussion arose.

Consideration was given to the following as circulated and discussed at the meeting:

- 1.1 Letter dated January 12, 2001, from Alan Boyd, SCCHC, to the Daycare Committee;
- 1.2 February 2001 Report of the Daycare Committee;
- 1.3 Space Requirements for the Daycare Centre and the Canadian Mental Health Association programs/services.

The Chair recommended that the Health Council establish a committee to work with the Day Care Working Committee to review the progress to date and develop a resolution to meet the needs of all parties. A. Boyd, P. Miller and D. Trelenberg will form this ad hoc Committee. A meeting will be scheduled within the next week.

RICHMOND-MORRISON **MOVED that Items B1.1, B1.2 and B1.3 as described above be received as circulated, presented and discussed.** **Carried.**

The delegation now left the meeting.

C. Advisory Committee/Operational Reports:

1. **Quality Assurance:** Consideration was given to the following written reports as circulated prior to the meeting and presented:

- 1.1 **Housekeeping:** Prepared by V. Evjenth for the reporting period 2001 on the quality assurance activities in the Housekeeping Department.

MORRISON-RICHMOND **MOVED that Item C1.1 described above be received as circulated and discussed.** **Carried.**

- 1.2 **Rotating Appointment of Health Councillors to QA Core:** P. Miller clarified that she is appointed to the Quality Assurance Core Committee to represent the Health Council. In addition, rotating health councillor appointments to the Committee will be organized. Following discussion, it was determined that S. Foster will attend the March 15 meeting and A. Richmond the May 17 meeting. P. Miller will organize health councillors to attend during the remainder of the year.

2. **Medical Advisory Committee:**

RICHMOND-MORRISON **MOVED that the minutes of the Medical Advisory Committee meeting held January 17, 2001, be received as circulated and recommendations contained therein be endorsed.** **Carried.**

In response to a query, W. Marshall clarified that the Medical Advisory Committee met as a "committee of the whole" and determined that the Mediator's Report prepared by Alan Hope is acceptable to local physicians. There is no surplus money in the funding allocation to this Health Council because there are no specialists in the community. There is no contract to sign because this will be an interim agreement that expires at the end of March 31 2001.

3. **Project Building Committee Report:** A. Boyd stated that the committee will meet on February 22, 2001, and will resolve some of the outstanding issues. The project is under budget and will remain within budget through its completion.

4. **Seniors Advisory Committee:** G. Morrison, Liaison, reported that the committee last met in November and will meet again in the spring. January was the national month for recognition of Alzheimers' month. There was not an opportunity to organize this in January; however, staff will still organize an awareness day in the community in the near future. The community may be the site of a national conference for Alzheimers provincial group.
5. **Director of Health Programs Report:** M. Mitchell provided an overview of the funding application for the nursing unit support program to augment patient care services. M. Mitchell provided clarification in response to queries regarding aspects of her report.

MILLER-MORRISON MOVED that the written report of the Director of Health Programs prepared by M. Mitchell, dated January 31, 2001, be received as circulated, presented and discussed. **Carried.**

6. **Home Support Services Report:**

MILLER-TRELENBERG MOVED that the written report regarding Home Support Services dated February 1, 2001, prepared by D. Gunn, Administrator, be received as circulated, presented and discussed. **Carried.**

7. **Chief Executive Officer Report:**

MILLER-FOSTER MOVED that the written report of the Chief Executive Officer dated February 2001 be received as circulated, presented in detail and discussed; Further that the Chief Executive Officer be authorized to attend the conference "Telehealth Connection" March 29 to 31, 2001. **Carried.**

The Health Council will write follow up letters to the staff providing their additional support to the letters of commendation. The thank you card from nursing staff with respect to the hiring of ward clerks was circulated to Health Councillors around the table.

- D. **Community Health Services Society Report:**

Minutes:

RICHMOND-MORRISON MOVED that the minutes of the meetings held November 16, 2000, and December 14, 2000 of the Board of Directors of the Cariboo Community Health Services Society be received as circulated. **Carried.**

2. **Expenditure Plan Continuing Care Renewal:**

TRELENBERG-RICHMOND MOVED that the letter dated January 18, 2001, from A. Boyd, Chair - Cariboo CHSS regarding the Health Action Plan: Home Care Initiative Expenditure Plan be received as circulated; Further, that the program proposal for Enhanced Geriatric Care Program in 100 Mile House be endorsed. **Carried.**

3. **Regional Urology Services:** Consideration was given to the following correspondence circulated prior to the meeting:

- 3.1 Letter dated December 13, 2001, from C. Kempling, A/Chair - Quesnel and District Community Health Council, expressing concern regarding the retention and recruitment provisions for urology specialists in the Cariboo Region;

- 3.2 Letter dated December 13, 2001, from C. Kempling, A/Chair - Quesnel and District Community Health Council, to Corky Evans, Minister of Health, expressing concern regarding the retention and recruitment provisions for urology specialists in the Cariboo Region;
- 3.3 Letter dated January 5, 2001, from A. Boyd, Chair - Cariboo CHSS to C. Kempling, A/Chair - Quesnel and District Community Health Council, advising that it supports the principle of a recruitment and retention package for specialists that serve the Cariboo Region.

MILLER-MORRISON **MOVED that Items D3.1, D3.2 and D3.3 described above be received as circulated; Further, that a letter of support for a regional proposal for urology services be written to the Cariboo CHSS. Carried.**

4. **Regional Mental Health Plan:** In response to queries, M. Mitchell addressed the recommendations made in the mental health plan. M. Mitchell confirmed that there are two local representatives on the Committee struck by the Cariboo CHSS to implement the plan.

MORRISON-MILLER **MOVED that the letter dated January 18, 2001, from A. Boyd, Chair - Cariboo CHSS, enclosing the report on the Regional Mental Health Plan submitted by the Director of Mental be received as circulated and discussed.**

5. **Regional Health Plan:**

MORRISON-TRELENBERG **MOVED that the copy of the letter dated January 21, 2001, from A. Boyd, Chair - Cariboo CHSS to Corky Evans, requesting the approval of the Cariboo Chilcotin Coast Regional Health Plan be received as circulated; Further, that a letter be written the Minister of Health in support in support of this request for approval with a copy to other Cariboo region health authorities. Carried.**

6. **Plan for CT Scan and MRI Services:**

RICHMOND-TRELENBERG **MOVED that the media release dated January 31, 2001, regarding the approval of funding to review CT Scan and MRI services in the Cariboo region be received as circulated and discussed. Carried.**

7. **Appointment to the Board of Cariboo Health:**

TRELENBERG-RICHMOND **MOVED that the letter dated January 18, 2001, from A. Boyd, Chair - Cariboo CHSS, extending an invitation to the nominees for the vacancy on the Board of Directors to attend the February and March Board meetings, be received as circulated and discussed. Carried.**

E. **Business Arising:**

1. **National Health Summit – January 18 – 20, 2001:**

- 1.1 **Report:** A. Richmond provided a detailed verbal report on his attendance as a representative of the Cariboo Chilcotin Regional Hospital District. The summit was well attended by local government, health authorities and regional districts with favourable outcomes. Summit information will be made available on the internet. A recommendation was brought forward to form a Task Force to pursue issues brought up at the summit with the health authorities and the municipal/city councils.
- 1.2 **“Towards the Virtual Hospital”:** This excerpt from Hospital Quarterly, Spring 2000 edition, as circulated prior to the meeting, on telehealth was considered at the summit.

MORRISON-PETE **MOVED that Item 1.2 described above be received as circulated and discussed.**

2. **Community Renal Dialysis:** Consideration was given to the following correspondence circulated prior to the meeting:

- 2.1 Letter dated January 3, 2001, from the 100 Mile House O.A.P.O Branch #102 petitioning the Health Council to pursue the possibility of purchasing a Dialysis machine for 100 Mile D.G. Hospital.
- 2.2 Letter received January 9, 2001, from P. Mergens, representative of the 100 Mile House Dialysis Group, reviewing the points made to the Health Council at the November public meeting.
- 2.3 Letter to P. Mergens, dated January 12, 2001, responding to his letter above, stating that the entire regional dialysis program is under review early this year and that the Health Council has requested the opportunity for input on the review process.

MORRISON-TRELENBERG **MOVED that Items F2.1, F2.2 and F2.3 be received as circulated and discussed. Carried.**

3. **BCCCA – Southern Interior Regional Cancer Advisory Committee:**

MILLER-MORRISON **MOVED that the letter dated January 17, 2001, from the S. Broughton, Regional Operations -Cancer Centre for the Southern Interior, writing in support of A. Leatham’s representation of the Cariboo Region on the BC Cancer Agency - Cancer Centre for the Southern Interior Regional Cancer Advisory Committee be received as circulated and discussed; Further that the South Cariboo Community Health Council endorse A. Leatham as its representative; Further, that a letter be written to the Cariboo Region health authorities to request their support of A. Leatham as the representative for the Cariboo Region.**

Discussion arose regarding the dissemination of information out to the community and the “world”. Plans for development of a website are underway.

4. **Physician Recruitment and Retention – Mediator’s Report Ratification:** This item was dealt with earlier in the meeting under Agenda Item C.2.

F. Financial:

1. Expenditure Reports:

- 1.1 G. Morrison, National Health Summit 2001, Prince George - \$214.00;
- 1.2 W. Marshall, Area Managers' Meeting, Williams Lake - \$78.00;
- 1.3 A. Boyd, Advocating Health in the BC Election, Vancouver - \$401.25.

FOSTER-MILLER **MOVED that items F1.1 through F1.3 described above be received as circulated and endorsed for reimbursement. Carried.**

2. Director of Finance:

- 2.1 **Financial Report:** Consideration was given to the written financial report dated 05 February 2000 prepared and presented in detail by Neil Dickens, Director of Finance, as circulated prior to the meeting.
- 2.2 **Reporting Process:** Consideration was given to a bound document entitled "SCCHC The Financial Process and Sample Reports" as circulated prior to the meeting. N. Dickens requested that the health council review this document in order to give direction to the Director of Finance regarding the documentation and level of reporting required each month. The "Consolidated Statement of Revenue and Expenditures" designed by N. Dickens were also reviewed as presented at the meeting. Mr. Dickens provided clarification in response to queries regarding the complex procedure for electronic transmission of financial data to the Ministry of Health. At this time, only the hard copy of the budget has been transferred to the Ministry. Reporting on Period 10 ending January 4, 2001 is up to date.

MORRISON-MILLER **MOVED that the written report of the Director of Finance dated February 5, 2001, and Item F2.2 described above be received as circulated presented in detail by N. Dickens and discussed. Carried.**

3. Fundraising Report:

MILLER-TRELENBERG **MOVED that the Fundraising Report for the month of December 2000 and January 2001 be received as circulated and discussed. Carried.**

MORRISON-MILLER **MOVED that recognition of the fundraising efforts of the Hospital Auxiliary be delegated to the Public Relations Committee for recommendation. Carried.**

4. Capital Equipment – Patient Monitoring System, Vaporizer: Consideration was given to the following, circulated prior to the meeting:

- 4.1 Copy of invoice from Datex-Ohmeda for a "Vaporizer Tec5 Fluotec" in the amount of \$5,344.65, a component of the Patient Monitoring System equipment for the Operating Room.
- 4.2 Memorandum dated January 10, 2001, signed by Dr. R. Ostby and Dr. J. Lapin, GP-Anaesthesiologists, confirming that the fluotec vapourizer is a required component and was demonstrated by the vendor at their request.

RICHMOND-MILLER **MOVED that Items F4.1 and F4.2 described above be received as circulated and discussed; Further, that the purchase of the Vaporizer for Patient Monitoring System be endorsed and funded through capital surplus if necessary.**

5. **Capital Projects 2001/02 – Emergency/OP Department Upgrade:** Consideration was given to the following correspondence circulated prior to the meeting:

- 5.1 Letter dated December 29, 2000, from Corky Evans, Minister of Health, responding to A. Boyd's letter dated September 27, 2000, requesting approval to proceed with the Emergency/Outpatient Department upgrade.
- 5.2 Letter dated January 26, 2001, from Tamara Vrooman, Executive Director, Funding, Planning and Evaluation - Ministry of Health, providing an update on the 2001/02 capital budget process and further advising that the Emergency/Outpatient Department Upgrade is supported to proceed to "Part B".

MILLER-TRELENBERG **MOVED that items F5.1 and F5.2 as described above be received as circulation.**
Carried.

RICHMOND-TRELENBERG **MOVED that the Chief Executive Officer be directed to proceed immediately to hire the consultant to provide the necessary information in "Part B" as supported by the Ministry of Health in relation to the Emergency/Outpatient Department Upgrade.**
Carried.

6. **BC Health Action Equipment Grant 2000/01:** Consideration was given to an excerpt from the BC Health Action Plan for an equipment grant of \$59,332 to the South Cariboo Community Health Council, as circulated prior to the meeting. W. Marshall confirmed with the Ministry of Health that this funding is to be cost-shared. \$59,332 represents sixty (60%) percent of the total expenditure. The Health Council is responsible for the forty (40%) percent share.

MORRISON-MILLER **MOVED that an item of equipment be brought forward from approved Three-Year Capital Equipment Plan for purchase in 2000/01 with funding from the BC Health Action equipment grant of \$59,332 for sixty (60%) per cent and forty (40%) per cent from undesignated donations and/or capital reserve.**
Carried.

7. **Cariboo Capital Plan:** Consideration was given to the following correspondence circulated prior to the meeting:

- 7.1 Letter dated December 19, 2000, from A. Richmond, Chair – Cariboo Chilcotin Regional Hospital District, regarding capital funding for projects/equipment in the 2000/01 and 2001/02 budget years;
- 7.2 Letter dated January 11, 2001, from E. Nash, Chair – Cariboo/Chilcotin/Coast Decision Making Committee, to the Ministry of Health regarding the Regional Hospital District's approval of projects and equipment for 2001/2002 budget year.

RICHMOND-TRELENBERG **MOVED that Items F7.1 and F7.2 described above be received as circulated.**
Carried.

G. Correspondence:

Originals of all correspondence were available for perusal at the meeting and are on file in the Health Council administration offices.

1. Received December 18, 2000, to February 2, 2001 Executive Summary, circulated prior to the meeting;
2. Received February 2 to February 5, 2001, Executive Summary, circulated at meeting.

TRELENBERG-MILLER **MOVED that the Executive Summaries of correspondence received December 18, 2000, to February 5, 2001, be received as circulated. Carried.**

H. New Business and Roundtable:

1. **International Year of Volunteers 2001:**

MILLER-TRELENBERG **MOVED that the information brochure from Lila Goodspeed, President – Volunteer Canada, regarding the benefits of recognizing volunteers in the 2001 social marketing campaign known as “I Volunteer”, as circulated and discussed; Further that the concept of recognition of volunteers working in local health care settings be delegated to the Public Relations committee for implementation.**

2. **Health Council Policies:**

- 2.1 **Anti-Harassment Policy:** Consideration was given to a new policy entitled HGM IX-5 “Anti-Harassment Policy” developed by M. Mitchell and D. Gunn, circulated prior to the meeting. The policy was developed to provide a safe and respectful work environment for all employees of the Health Council.
- 2.2 **Occupational Health & Safety Program:** Consideration was given to a new policy entitled HGM IX-1 “Occupational Health & Safety Program” developed by M. Mitchell and D. Gunn, circulated prior to the meeting. This policy was developed to provide a safe working environment for all employees of the Health Council.

MILLER-RICHMOND **MOVED that Items H2.1 and H2.2 described above be received as circulated and discussed; Further, that both policies be endorsed for implementation. Carried.**

3. **Aboriginal Health:**

- 3.1 **Aboriginal Governors Forum:** Consideration was given to a memorandum dated January 16, 2001, from Rhonda DesRosiers, Executive Assistant, Aboriginal Health Association of BC, providing details and extending an invitation to the 3rd Annual Aboriginal Governors Forum in Vancouver on March 1 and 2, as circulated at the meeting.
- 3.2 **Aboriginal Governors’ Working Group:** Consideration was given to a letter dated December 20, 2000, from Lisa Allgaier, Director – Aboriginal Health Division, Ministry of Health, regarding the Aboriginal Governors Working Group report “Achieving a Balance of Wellness for All British Columbians: Aboriginal People and Regionalization”, and the preparation of Aboriginal Health Plans during the next planning cycle, as circulated prior to the meeting.

