

SOUTH CARIBOO COMMUNITY HEALTH COUNCIL

A

PUBLIC MEETING

Monday June 4, 2001
Mill Site Lodge Conference Room

Present:	Gail Morrison, Chair Alex Campbell William (Sandy) Foster Pam Miller Ron Howard Bruce Nicolson Tracy MacAloney Al Richmond	Absent:	Alberta Grahn Audrey Leathem Dennis Trelenberg Elizabeth Pete Del Gunn Neil Dickens
Staff:	William Marshall, Chief Executive Officer Carla Granberg, Executive Assistant Margaret Mitchell, Director of Health Programs		
Delegations:	Constable B. Leslie, RCMP B. Guertson, Community School Coordinator C. Ellens, Dietitian L. Bjarnason, Physiotherapist		
Audience:	N. Mah K. Muise		

G. Morrison, Chair, called the regular public meeting to order at 7:14 pm and called for the audience to sign the 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 May 7, 2001, be received and adopted as circulated prior to the meeting. Carried.**

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

1. **PARTY Program:** Program Steering Committee members: Constable Bill Leslie, RCMP and Barb Guertson, Volunteer Community Policing Coordinator/Community School Program Director, provided a presentation on a program to be delivered to the Grade 10 students at Peter Skene Ogden Senior Secondary School. On May 10, 2001, a number of community representatives attended an education session in Cranbrook on the development of a PARTY program which is primarily hospital based. In this community the steering committee estimates that room in the facility is required for approximately 20 students/chaperones to gather. This larger group would then split off into two smaller groups to tour the hospital. The program will educate 215 students per year. Steering committee members have spoken in depth with the nursing staff regarding their volunteer roles in this program as well as several local physicians. Discussion ensued and additional clarification was provided in response to queries.

RICHMOND-CAMPBELL **MOVED that the Health Council support in principle for the community “PARTY Program” to commence in the school year 2001-2002; Further, that staff be requested to meet with the program’s steering committee representatives to work out space requirements and other logistics of presenting the program at 100 Mile D.G Hospital.** **Carried.**

Constable Leslie and B. Guertson now left the meeting.

2. **South Cariboo Health Centre Daycare Society:**

MILLER-MACALONEY **MOVED that the written report of the South Cariboo Health Centre Daycare Society Steering Committee for the month of June 2001 be received as circulated.** **Carried.**

C. **Advisory Committee/Operational Reports:**

1. **Quality Assurance:** M. Mitchell provided the background of the internal quality assurance program which is a reporting mechanism that assists program/service department heads with meeting their goals in the provision of quality health care and service. M. Mitchell also reviewed the function and role of the in house Quality Assurance Committee in assisting with the process that departmental supervisors undertake in their quality assurance activities.

Consideration was given to the following written reports as circulated prior to the meeting and presented:

- 1.1 **Food and Nutrition Services:** C. Ellens, Dietitian, presented her written report, as circulated prior to the meeting, on the quality assurance activities of Food and Nutrition Services. Clarification was provided in response to queries.
- 1.2 **Diabetes Education Program,** C. Ellens, Dietitian, presented her written report, as circulated prior to the meeting, on the quality assurance activities of the Diabetes Education Program. D. Lundeen, R.N. is the diabetic nurse educator for this program. Clarification was provided in response to queries.
- 1.3 **Physiotherapy:** L. Bjarnason, Chief Physiotherapist, presented her written report, as circulated prior to the meeting on the quality assurance activities of the Physiotherapy Department. Clarification was provided in response to queries. Dr. Nicolson invited L. Bjarnason to attend a future meeting of the Medical Advisory Committee regarding the benefits of the Lymphapress Program now in place.
- 1.4 **Nutrition Services:** C. Ellens, Dietitian, presented her written report, as circulated prior to the meeting, on the quality assurance activities of Nutrition Services. Clarification was provided in response to queries.

RICHMOND-HOWARD **MOVED that Items C1.1, C1.2, and C1.4, described above, be received as circulated, presented and discussed.** **Carried.**

C. Ellens now left the meeting.

RICHMOND-HOWARD MOVED that Item C1.3, described above, be received as circulated presented and discussed; Further, that a letter of support be forwarded to the Royal Inland Hospital Physiotherapy Department for their support provided to Physiotherapy Services at 100 Mile D.G. Hospital. Carried.

L. Bjarnason now left the meeting.

2. **Medical Advisory Committee:**

RICHMOND-MILLER MOVED that the minutes of the Medical Advisory Committee meeting held May 20, 2001, be received as circulated; Further, that the recommendations contained therein be endorsed. Carried.

3. **Public Relations Committee Report:** P. Miller provided a brief update on the decision to revisit the method of recognizing past Chiefs of Medical Staff.

4. **Seniors Advisory Committee:** The next meeting is scheduled for June 12, 2001.

5. **Director of Health Programs Report:**

CAMPBELL-FOSTER MOVED that the written report of the Director of Health Programs prepared by M. Mitchell, dated May 31, 2001, be received as circulated, presented and discussed. Carried.

6. **Home Support Services Report:**

RICHMOND-MILLER MOVED that the written report of the Home Support Services prepared by D. Gunn, Administrator, dated May 31, 2001, be received as circulated, presented and discussed. Carried.

7. **Chief Executive Officer Report:** W. Marshall provided clarification in response to queries regarding aspects of his report.

HOWARD-MACALONEY MOVED that the written report of the Chief Executive Officer dated May 31, 2001, be received as circulated, presented in detail and discussed. Carried.

FOSTER-RICHMOND MOVED that a media release be provided to the local community news media to welcome the new staff member in Radiology Services. Carried.

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

1. **Minutes:**

RICHMOND-MILLER MOVED that the minutes of the meeting held April 15, 2001, of the Board of Directors of the Cariboo Community Health Services Society be received as circulated. Carried.

2. **Alternates for the Regional Decision Making Committee:** A. Campbell has put his name forward as an alternate for P. Miller. A letter will be written to the Regional Decision Making Committee advising of same.

3. **Cariboo Capital Improvement Projects:** W. Marshall presented the draft summary in detail, which is provided for information purposes only. This is the summary of the Area Managers quantification of the regional prioritization of capital improvement projects. This list has not yet been approved by the Regional Decision Making Committee. Discussion ensued regarding the complexity of the capital funding methodology. Management will prepare an overview of same for presentation to the next meeting.

FOSTER-CAMPBELL **MOVED that the draft Regional Capital Plan prepared by the Area Managers' Committee for presentation to the Regional Decision Making Committee for the ten year fiscal period commencing 2001/02 be received as circulated and discussed. Carried.**

E. Business Arising:

1. **Health Council Standing Committee Appointments:** G. Morrison provided the background behind her appointments made to Health Council Standing Committees.

RICHMOND-FOSTER **MOVED the document entitled "Standing Committees - Chair's Appointments as at May 28, 2001" be received as circulated and discussed. Carried.**

2. **Health Employers Association of BC - AGM, Submission of Resolutions:** The submission deadline is September 20, 2001.

3. **Cardiac Prevention/Rehabilitation Program:**

RICHMOND-FOSTER **MOVED that the report prepared by Margaret Mitchell, Director of Health Programs, dated May 31, 2001, recommending approval of the proposal for the Cardiac Prevention/Rehabilitation Program be received as circulated and discussed; Further, that the program be endorsed for implementation on the proviso that the Cariboo Community Health Services Society provide an annual allocation of \$1,920 in community partnership funding. Carried.**

F. Financial:

1. **Expenditure Reports:**

- 1.1 W. Marshall – Regional Decision Making Meeting (May 11, 2001) Williams Lake \$38.08;
- 1.2 W. Marshall – Regional Decision Making Meeting (May 11, 2001) Williams Lake \$80.00;
- 1.3 W. Marshall – Area Managers Meeting (May 24 & 30, 2001) Williams Lake \$160.00.

MILLER-RICHMOND **MOVED that items F1.1, F1.2, and F1.3 described above be received as circulated and endorsed for reimbursement. Carried.**

2. **Director of Finance:** Nil.

3. **Fundraising Report:**

RICHMOND-MILLER **MOVED that the Fundraising Report for the month of May 2001 be received as circulated and discussed. Carried.**

4. **Bank Signing Authority:**

RICHMOND-HOWARD MOVED that the Health Councillors and staff listed on Item E1 described above, be endorsed as bank signing authorities; Further, that Alan Boyd be removed as a signing authority. Carried.

5. **Major Capital Projects:**

5.1 **Acute Care Boilers Upgrade/Replacement:** Consideration was given to a letter dated May 29, 2001, from S.K. Lai, VEL Engineering, providing a proposed scope of work complete with cost estimates for upgrading the boilers in the acute care section. W. Marshall provided the background to the letter which indicates the scope of this project as increased to \$500,000, which should realistically be submitted in the fiscal year of 2002/2003 in the Regional Capital Plan.

5.2 **Emergency/Outpatient Department Upgrade:** The planning funding for this project should be more realistically submitted in the fiscal year 2002/2003 in the Regional Capital Plan.

MILLER-MACALONEY MOVED that the Acute Care Boiler Replacement/Upgrade and Emergency/Outpatient Department Upgrade Capital Projects be deferred to 2002/03 in the Regional Capital Plan; Further, that the funding request be resubmitted to reflect the new scope of the capital budgets of both projects. Carried.

5.2.1 **Part B Study - Status Report:** W. Marshall provided an update on the status of the development of the Part B Study by the architectural firm of Killick Metz Bowen Rose Architects Planners Inc. This study is scheduled to be complete by the end of June 2001 in order to be presented at the July 2001 meeting.

6. **Capital Equipment Three Year Plan:** C. Granberg presented in detail the plan for acquisition of capital equipment. Items on lines 1 through 18 from 2001/02 of the plan are proposed to be included in the Capital Equipment "Wish List" as promoted in the community to individuals, service clubs and corporate donors for fundraising purposes.

RICHMOND-MILLER MOVED that the Capital Equipment Three-Year Plan for the fiscal years ending March 31, 2002 to 2004 be received as circulated and presented; Further, that this Plan be endorsed for acquisition of the equipment identified in the 2001/02 fiscal year; Further that Scenario B of the Funding Plan be endorsed. Carried.

7. **Fundraising Project - Community Van:** Consideration was given to a letter from Maggie Patterson-Dickey, Program Manager - Community Respite Program - Adult Day Service, regarding the need to acquire a new community van to meet the transportation needs of the program, as circulated at the meeting. W. Marshall briefly spoke to the issue of being responsible for a program that has no attached capital or amortized funding for replacement of a major asset. It is proposed that this community van be promoted in the community as a fundraising project. General discussion ensued. It was determined by general consensus that the program director be invited to make a presentation to the next Health Council meeting on the necessity of the van in terms of the value of the program to prevent acute care admission. Options for fundraising such as writing grant proposals to large funding foundations will be investigated.

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 May 7 to 31, 2001 Executive Summary, circulated prior to the meeting;
2. Received June 1 to 4, 2001, Executive Summary, circulated at meeting.

MILLER-HOWARD **MOVED that the Executive Summaries of correspondence received May 7 to June 4, 2001 be received as circulated. Carried.**

H. New Business and Roundtable:

1. **Home Support, Level One Services:** Consideration was given to the following:

- 1.1 A letter dated April 26, 2001, from J. Tidbury, A/Chair, Upper Island/Central Coast Community Health Services Society, requesting support to bring the Minister of Health's attention to the importance of Home Support Services, in particular Level One Services, as circulated prior to the meeting;
- 1.2 A news article entitled "Cutting 'frills' to seniors' care costs thousands, report says" as circulated at the meeting.

RICHMOND-FOSTER **MOVED that Items H1.1 and H1.2 described above be received as circulated and discussed; Further, that a letter be written to the Minister of Health in support of the appropriate provision of Home Support Services. Carried.**

FOSTER-HOWARD **MOVED that a letter be written to Walt Cobb, the newly elected local MLA for Cariboo South to request a meeting at an early opportunity to discuss local health issues with the Community Health Council. Carried**

2. **HEABC Labour Relations Solutions for a New Era:**

MACALONEY-MILLER **MOVED that the memorandum dated May 31, 2001, from Gary Moser, Chief Executive Officer, Health Employers Association of BC, enclosing a document entitled "Health Labour Relations Solutions for a New Era - Issues for Consideration" dated May 18, 2001, containing recommendations on a number of issues for consideration by the new Liberal Transition Team, be received as circulated. Carried.**

3. **Health Atlas of Rural British Columbia - Phase One:** A. Richmond provided a brief presentation on a draft proposal dated May 2001 addressing the strategic research initiative for "an assessment of the health status of those living in rural and remote Canada and an assessment of health services in rural and remote Canada".

RICHMOND-CAMPBELL **MOVED that the draft proposal dated May 2001 for "A Health Atlas of Rural British Columbia: Phase One" be received as circulated at the meeting and discussed; Further, that the South Cariboo Community Health Council provide a letter of support and an expression of interest to participate in this research program on a local basis to A. C. Michalos, Principal Investigator/Coordinator, University of Northern BC. Carried.**

I. **Public Question/Answer Period:** The Chair opened the public question period and information/clarification was provided as questions arose.

J. **Date of Next Meeting:** Tuesday, July 3, 2001, in the Mill Site Lodge Conference Room.

There being no further business, the meeting adjourned at 9:45 pm.

Chair

Secretary-Treasurer

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DRAFT