

SOUTH CARIBOO COMMUNITY HEALTH COUNCIL

PUBLIC MEETING

Monday May 7, 2001
Mill Site Lodge Conference Room

Present:	Gail Morrison, Chair Alex Campbell William (Sandy) Foster Alberta Grahn Pam Miller Ron Howard Audrey Leathem Bruce Nicolson Tracey MacAloney Elizabeth Pete Al Richmond	Absent:	Margaret Mitchell, Dennis Trelenberg
Staff:	William Marshall, Chief Executive Officer Carla Granberg, Executive Assistant Neil Dickens, Director of Finance Del Gunn, Home Support Administrator		
Delegations:	G. Dunsmuir, Hospice Program Director K. Skillings, Discharge Planner M. Patterson-Dickey, Respite Program Director		
Audience:	N. Mah David Wiley, Free Press		

G. Morrison, Chair, called the regular public meeting to order at 7:00 pm and called for the audience to sign the attendance list.

A. Adoption of Minutes:

LEATHEM-MILLER **MOVED** that the minutes of the regular public meeting of the South Cariboo Community Health Council held April 10, 2001, be received and adopted as circulated prior to the meeting. **Carried.**

G. Dunsmuir, Hospice Program Director, as an organizer for activities to celebrate the "International Year of the Volunteer" requested that the Chair present Health Councillors with recognition pins in the spirit of celebration of their volunteer role in this organization.

B. Delegations/External Committee Reports:

- Hospice/Palliative Care:** G. Dunsmuir, Hospice Program Director, provided a detailed presentation of the following documents, circulated prior to the meeting:
 - Annual Report for the Annual General meeting for fiscal year ending March 31, 2001;
 - Several brochures embodying the themes supported by Hospice/Palliative Care.

G. Dunsmuir also addressed four areas not covered in the materials circulated:

- 1.1 Definition of Hospice/Palliative Care;
- 1.2 Relationship with the Community Health Council;
- 1.3 Federal, provincial and regional activities in Hospice/Palliative Care;
- 1.4 Local partnerships in the community and support of local health care staff.

In response to queries, G. Dunsmuir provided additional clarification of aspects of the program and provided the background of the original development of the program. The Chair thanked G. Dunsmuir for her presentation.

2. **South Cariboo Health Centre Daycare Society:** W. Marshall provided a brief update of the activities to date by the Daycare Society steering committee. Consideration was given to the written report of the steering committee for May 2001.

RICHMOND-GRAHN **MOVED that Items B1 and B2, as described in detail above, be received as circulated and presented.** **Carried.**

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 **Discharge Planner:** K. Skillings, Discharge Planner, presented her written report, as circulated prior to the meeting, on the quality assurance activities of the Discharge Planning Office that supports the Acute Care Nursing Unit of 100 Mile District General Hospital. K. Skillings also presented in detail a proposal for a "Cardiac Prevention/Rehabilitation" program as attached to her report. General discussion ensued and K. Skillings provided clarification in response to a number of queries.

RICHMOND-LEATHEM **MOVED that Item C1.1, described above, be received as circulated and presented; Further, that management staff bring back a written report to the Health Council on the financial and operational implications of the proposal for the "South Cariboo Cardiac Prevention/Rehabilitation" at a projected annual operating cost of \$4,560 from the Community Health Council to cost-share 50% with the Cariboo Community Health Services Society.** **Carried.**

- 1.2 **Acute Care Nursing:** Consideration was given to the written report, circulated prior to the meeting, as prepared by S. Bruce, Head Nurse, on the quality assurance activities of the acute care nursing unit. Ms. Bruce was not available to present her report.

LEATHEM-MACALONEY **MOVED that Item C1.2, described above, be received as circulated.** **Carried.**

- 1.3 **Community Respite Program/Adult Day Service:** M. Patterson-Dickey, Respite Program Director, presented her written report, as circulated prior to the meeting, on the quality assurance activities of the Community Respite Program. M. Dickey provided clarification in response to a number of queries and stated that the program is approximately 12 to 15% over utilized. W. Marshall also provided anecdotal information regarding the importance of the supporting role of this program in the community and to the acute care and long term care facilities.

CAMPBELL-GRAHN **MOVED that Item C1.3, described above, be received as circulated presented and discussed. Carried.**

G. Dunsmuir and K. Skillings now left the meeting.

2. **Medical Advisory Committee:**

MILLER-LEATHEN **MOVED that the minutes of the Medical Advisory Committee meeting held April 18, 2001, be received as circulated. Carried.**

3. **Public Relations Committee Report:** Consideration was given to the minutes of the meeting of the Public Relations Committee held May 2, 2001, as circulated and presented in detail by P. Miller.

MILLER-GRAHN **MOVED that Item C3, described above, be received as circulated and discussed. Carried.**

MILLER-LEATHEN **MOVED that a budget of a maximum of \$500 for each project delegated by the Community Health Council to the Committee be endorsed; Further, that any projects requiring funding exceeding \$500 be approved on a project by project basis by the Health Council. Carried.**

MILLER-GRAHN **MOVED that a budget of a maximum of \$2,000 for the annual public relations booth at the Community Fall Fair be endorsed. Carried.**

4. **Seniors Advisory Committee:** Nil.

5. **Director of Health Programs Report:** It was duly noted that the waiting list for intermediate/extended care placement is now at 79.

GRAHN-PETE **MOVED that the written report of the Director of Health Programs prepared by M. Mitchell, dated April 27, 2001, be received as circulated, presented and discussed. Carried.**

6. **Home Support Services Report:** D. Gunn provided clarification in response to queries regarding aspects of her report. The new transit bus is arriving tomorrow.

FOSTER-GRAHN **MOVED that the written report regarding Home Support Services dated May 2, 2001, prepared by D. Gunn, Administrator, 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. W. Marshall stated that, in the interest of retention and recruitment of a new radiology technologist, additional funding has been allocated in the operating budget to supplement this potential staff member's living expenses to a maximum of \$12,000 for a maximum of one year. General discussion ensued.

HOWARD-LEATHEN **MOVED that the written report of the Chief Executive Officer dated April 10, 2001, be received as circulated, presented in detail and discussed. Carried.**

D. Community Health Services Society Report:

1. Minutes:

MILLER-LEATHEM **MOVED that the minutes of the meeting held March 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:** P. Miller spoke to the issue and stated that this Community Health Council needs to appoint two alternates to sit on the Cariboo Chilcotin Coast Regional Decision Making Committee. Attendance at these meetings can be done by “teleconference”. It was clarified that these appointees cannot function as alternates for Health Councillors appointed to sit on the Board of Directors of the Community Health Services Society. The Chair requested volunteers. Extensive general discussion ensued regarding keeping the alternates informed of the developments and process involved on an ongoing basis.

RICHMOND-MILLER **MOVED that R. Howard be appointed as an alternate to the Cariboo Chilcotin Coast Regional Decision Making Committee. Carried.**

- 3. CCC Regional Decision Making Committee - Terms of Reference:** P. Miller spoke to the issues arising from and the process for the development of the terms of reference for this committee. A. Richmond spoke to the importance of the issues arising from capital funding allocation in the Cariboo health region that this committee will deal with in the future. Discussion also ensued regarding the potential impact of the upcoming provincial government election. Clarification was provided in response to a number of queries.

GRAHN-MILLER **MOVED that the revised Terms of Reference of the Cariboo Chilcotin Coast Regional Decision Making Committee be received as circulated and discussed in detail; Further, that the Terms of Reference be endorsed and a letter stating same be written to the Committee with a copy to health authorities in the Cariboo health region. Carried.**

4. Cariboo Capital Plan:

MILLER-GRAHN **MOVED that the letter dated April 4, 2001, from H. Robertson, Chair - Central Cariboo Chilcotin Health Council, regarding the “Cariboo Capital Plan” be received as circulated. Carried.**

- 5. Continuing Care Services.** P. Miller spoke to the issue of developing the Continuing Care Plan.

MILLER-LEATHEM **MOVED that the letter dated April 24, 2001, from E Robertson, Acting Chair, Cariboo Community Health Services Society, regarding the strategic directions and vision for Continuing Care Services, Cariboo Health Region be received as circulated and discussed; Further, that the revised plan be endorsed and a letter stating same be written to the Cariboo CHSS. Carried.**

E. **Business Arising:**

1. **Health Council Appointments:**

1.1 **Election/Appointment of Vice-Chair:**

FOSTER-RICHMOND **MOVED that P. Miller be nominated as Vice-Chair for a term expiring March 31, 2002. Carried.**

There being no further nominations, P. Miller was declared Vice-Chair by acclamation.

1.2 **Standing Committee Appointments:** The Chair briefly spoke to the reasons for making appointments to standing committees. Health Councillors have indicated their interest to the Chair as to the committees they are interested in serving on. The Chair's appointments will be communicated prior to the next Health Council meeting.

2. **"Secure Care Act":** Consideration was given to written information prepared by staff on this new legislation.

FOSTER-GRAHN **MOVED that the information prepared by staff in regard to the implications of the "Secure Care Act" in response to the letter dated March 28, 2001, from the Regional District of Mount Waddington requesting Health Councils to provide comments to the Secure Care Project Team be received as circulated. Carried.**

3. **Tele-radiology - CHIPP Proposal:** For information, A. Richmond and W. Marshall jointly presented an overhead presentation as originally prepared by R. Southby, Executive Director - Information Technology, Thompson Health Region, and presented to the "Telehealth Connections" Conference in Vancouver in March 2001. This initiative is specific to tele-radiology; however, other applications may include tele-psychiatry and tele-nephrology, among others, in the future. In March 2001, the federal government approved a \$5 million grant for this initiative. The South Cariboo Community Health Council must source \$360,000 over two years for its local share of the capital funding for this project.

4. **Cariboo Chilcotin Coast Regional Hospital District - Ten Year Capital Plan:** For information, A. Richmond provided an overhead presentation regarding the purpose and methodology of the "Ten Year Capital Plan" in the Cariboo Region for allocation of capital funding for health care equipment and building projects. The initiative has three goals: develop a 10 Year Capital Plan, eliminate debt, and encourage regional planning and priority setting. A. Richmond re-emphasized the importance of the Health Council's role on the Regional Decision Making Committee in view of the third goal. A. Richmond provided additional clarification in response to queries.

F. **Financial:**

1. **Expenditure Reports:**

1.1 A. Boyd's Recognition Dinner - Cariboo Florists \$57.00;

1.2 W. Marshall - Area Managers Meeting (April 6, 11 & 26) Williams Lake \$240.00.

MILLER-LEATHEM **MOVED that items F1.1 and F1.2 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 May 7, 2001, prepared and presented in detail by Neil Dickens, Director of Finance, as circulated prior to the meeting.

MACALONEY-HOWARD **MOVED that the written report of the Director of Finance dated May 7, 2001, be received as circulated presented in detail by N. Dickens and discussed. Carried.**

3. **Fundraising Report:**

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

4. **Three Year Major Capital Plan:**

MILLER-PETE **MOVED that the descriptions of Major Clinical Equipment proposed for purchase under the Regional Capital Plan submission for the fiscal years 2001/2002 through 2003/2004, be received as circulated for information. 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 April 10 to May 3, 2001 Executive Summary, circulated prior to the meeting;
2. Received May 3 to 5, 2001, Executive Summary, circulated at meeting.

MILLER-LEATHEM **MOVED that the Executive Summaries of correspondence received April 10 to May 5, 2001 be received as circulated. Carried.**

H. New Business and Roundtable:

1. **Health Employers Association of BC - AGM, Submission of Resolutions:**

MILLER-FOSTER **MOVED that the letter dated April 23, 2001, from John Kennedy, Chair - Health Employers Association of BC, regarding the Annual General Meeting November 6, 2001, and call for resolution submissions by September 20, 2001, be received as circulated. Carried.**

2. **Primary Care Demonstration Project.** W. Marshall provided a brief background on the development of primary care demonstration projects in the province. In response to a query, it was confirmed that follow up information may become available after the symposium.

PETE-RICHMOND **MOVED** that the email message dated May 1, 2001, from Ron Mattson, Project Manager, Primary Care Demonstration Project, Ministry of Health, providing an invitation to attend the project symposium June 8, 2001, be received as circulated. **Carried.**

3. **Physician Job Action/Withdrawal of Services:**

FOSTER-HOWARD **MOVED** that the letter dated April 24, 2001, from M. VanAndel, Registrar, College of Physicians and Surgeons of BC, regarding physician job action and withdrawal of services receipt and enclosing a "policy statement" regarding same, be received as circulated. **Carried.**

4. **Aboriginal Health in BC:**

FOSTER-HOWARD **MOVED** that the memorandum dated April 24, 2001, from Joy Ward, Policy Consultant and First Peoples' Liaison, Health Association of BC, enclosing a survey for aboriginal governors to find success stories of aboriginal-health specific programs, be received as circulated and discussed. **Carried.**

5. **Southern Interior Advisory Committee Appointment:** Consideration was given to correspondence circulated prior to the meeting as follows:

5.1 Letter dated April 10, 2001, from John Knoch, Chief Executive Officer, Quesnel and District Community Health Council, confirming support for A. Leathem's representation of the Cariboo Region on the Cancer Centre for the Southern Interior Advisory Committee;

5.2 Letter dated April 4, 2001, to S. Broughton, Regional Operations/Cancer Care Leader, BC Cancer Agency, from H. Robertson, Chair - Central Cariboo Chilcotin Health Council, supporting A. Leathem's continued representation on the Cancer Advisory Committee as the Cariboo Region representative.

The Chair congratulated A. Leathem on her appointment to the Committee as a representative of the Cariboo Region. Brief discussion ensued regarding the Advisory Committee's changing policy for reimbursement of travel expenses.

LEATHEM-FOSTER **MOVED** that Items H5.1 and H5.2, described above, be received as circulated and discussed. **Carried.**

6. **HABC Governance Institute:**

MILLER-HOWARD **MOVED** that the event advisory regarding the postponement of the Health Association of BC "Governance Institute" originally scheduled on May 24-26, 2001, be received as circulated and discussed. **Carried.**

7. **Cariboo CHSS Appointments:** G. Morrison read a letter from Leah Hollins, Deputy Minister of Health, regarding the delay in the decision making process for appointments to the Cariboo Community Health Services Society due to the declaration of the provincial election.

8. **Cariboo Tribal Council - Treaty Negotiations:** G. Morrison provided the background behind this proposal to build relationships on the community level between aboriginal leaders and local governing bodies.

CAMPBELL-FOSTER **MOVED** that the email message dated May 4, 2001, from Mark Atherton, Manager, Treaty Consultation, regarding the public information program in place as part of the treaty negotiations between the province and the Cariboo Tribal Council, be received as circulated and discussed. **Carried.**

9. **Flag:** P. Miller provided a local resident's concern regarding the absence of provincial or Canadian flag on the property of the South Cariboo Health Centre.
 10. **Representation at Regional Meetings:** A. Richmond emphasized the need for Health Council representation at health-related regional conferences in order to stay current on the Ministry of Health's funding policies. A. Richmond stated that his attendance at the Health Association of BC's Northeast/Northwest Regional Council meeting in April 2001 was worthwhile.
- 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:** June 4, 2001, in Mill Site Lodge Conference Room.

There being no further business, the meeting adjourned at 9:36 pm.

Chair

Secretary-Treasurer

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