

SOUTH CARIBOO COMMUNITY HEALTH COUNCIL

PUBLIC MEETING

Tuesday, April 10, 2001
Mill Site Lodge Conference Room

Present:	Alex Campbell William (Sandy) Foster Pam Miller Ron Howard Audrey Leathem Tracey MacAloney Al Richmond Dennis Trelenberg	Absent:	Alberta Grahn Gail Morrison Bruce Nicolson Elizabeth Pete
Staff:	William Marshall, Chief Executive Officer Carla Granberg, Executive Assistant Margaret Mitchell, Director of Health Programs Neil Dickens, Director of Finance Del Gunn, Home Support Administrator		
Delegations:	Daycare Committee: T. Larum, S. Thompson, L. Belcourt Mill Site Lodge/Fischer Place: C. MacKenzie, Head Nurse		
Audience:	N. Mah		

W. Marshall stated that a quorum has been established and advised that the Chair was not able to attend the meeting.

FOSTER-LEATHEM **MOVED that, in the absence of a Chair or Vice-Chair, that A. Richmond be appointed Acting Chair for the meeting. Carried.**

Introductions were conducted for new and reappointed Health Councillors.

A. Richmond, Acting Chair, called the regular public meeting to order at 7:13 pm and called for the audience to sign the attendance list.

A. Adoption of Minutes:

TRELENBERG-MILLER **MOVED that the minutes of the regular public meeting of the South Cariboo Community Health Council held March 5, 2001, be received and adopted as circulated prior to the meeting. Carried.**

B. Delegations/External Committee Reports:

1. **Daycare Society Steering Committee:** T. Larum, representative of the steering committee, provided an overview of the development and progress of this initiative to date. The results of the recent investigation into relocating the community resource team were reviewed and a one-page summary provided to W. Marshall to redirect to appropriate authority.

The Health Action BC grant application has been drafted and submitted to management for review and input. The deadline for receipt by the Ministry of Health is April 30, 2001.

T. Larum requested a meeting of the Health Council Ad Hoc Committee and the Daycare Society Steering Committee to consider:

- 1.1 The grant application, above mentioned;
- 1.2 A further meeting with representatives of the Board of Directors of the Canadian Mental Health Association.

T. Larum expressed the steering committee's frustration at the slow "pace" that this initiative is progressing. General discussion ensued. W. Marshall also provided an update and confirmed the progress of various aspects of this initiative.

TRELENBERG-MILLER MOVED that, in an endeavour to augment the health care professional recruitment and retention initiative to start an onsite day care, letters be written to the Cariboo Community Health Services Society and the Ministry for Children and Families to request a formal commitment to fund the relocation of the Community Resource Team. Carried.

It was suggested that the steering committee approach the media with details on the Health Action BC grant application. L. Belcourt also provided some anecdotal information on how an onsite daycare could allow nurses to work additional and more flexible hours because short-notice daycare is both an available and viable option.

FOSTER-LEATHEN MOVED that the written report of the South Cariboo health Centre Day Care Society Steering Committee dated March 2001 be received as circulated, presented and discussed in detail. Carried.

The members of the Daycare Society Steering Committee 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 **Mill Site Lodge/Fischer Place:** Prepared by C. MacKenzie, Head Nurse, for the reporting period 2001 on the quality assurance activities at Mill Site Lodge/Fischer Place. C. MacKenzie was unable to present her report last month and took the opportunity to do so at this meeting. During the course of her presentation, C. MacKenzie announced her retirement plans in the fall of 2001.

MILLER-TRELENBERG MOVED that Item C1.1, described above, be received as circulated presented and discussed. Carried.

C. MacKenzie now left the meeting.

2. **Medical Advisory Committee:** W. Marshall provided a brief overview of the minutes.

MILLER-LEATHEM MOVED that the minutes of the Medical Advisory Committee meeting held March 14, 2001, be received as circulated and recommendations contained therein be endorsed. Carried.

LEATHEM-MILLER MOVED that a letter be written to Dr. J. Sherwood to welcome her in the new role as Medical Health Officer. Carried.

3. **Public Relations Committee Report:** Consideration as given to the minutes of the meeting of the Public Relations Committee held March 21, 2001, as circulated and presented in detail by P. Miller.

FOSTER-MILLER MOVED that Item C3, described above, be received as circulated and discussed; Further, that the recommendations contained therein be endorsed for implementation; Further, that portraits of Hospital Society and Health Council Chairs also be framed and displayed in the Health Centre. Carried.

P. Miller clarified that subsequent to the meeting, it came to the attention of the Public Relations Committee that a budget of \$600 for the "tea" to celebrate the "International Year of the Volunteer" will not be sufficient.

LEATHEM-MILLER MOVED that the recommendation made by P. Miller, Chair - Public Relations Committee, to increase the budget to a maximum of \$1000 for the local activities to recognize volunteerism in health care in celebration of the "International Year of the Volunteer" be endorsed. Carried.

4. **Seniors Advisory Committee:** M. Mitchell provided a brief summary of the committee meeting.

MILLER-FOSTER MOVED that the minutes of the Seniors Advisory Committee meeting held March 13, 2001, be received as circulated and presented. Carried.

5. **Director of Health Programs Report:** M. Mitchell provided clarification in response to queries regarding aspects of her report. Miss Mitchell also offered new Health Councillors an opportunity for a "guided tour" of the facility at their convenience.

MACALONEY-HOWARD MOVED that the written report of the Director of Health Programs prepared by M. Mitchell, dated April 1, 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. Considerable discussion ensued regarding the status of the 100 Mile House Transit System.

MILLER-LEATHEM MOVED that the written report regarding Home Support Services dated April 4, 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.

FOSTER-MACALONEY 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 February 9, 2001, of the Board of Directors of the Cariboo Community Health Services Society be received as circulated. Carried.

2. **New Medical Health Officer:**

TRELENBERG-LEATHEM MOVED that the press release issued March 23, 2001, by Cariboo CHSS regarding the appointment of Dr. Jillian Sherwood as the new medical health officer for the region be received as circulated. Carried.

3. **Alternates for the Regional Decision Making Committee - Report:** W. Marshall and P. Miller provided an overview of the request for the regional decision making committee to appoint alternates for the two Health Councillors with membership on this committee. Discussion ensued regarding the fact that, under Ministry of Health legislation and guidelines, these alternates cannot sit on the Board of Directors of the Cariboo CHSS, which often meets contiguously.

CAMPBELL-HOWARD MOVED that the verbal report regarding the appointment of alternates to the Cariboo Chilcotin Coast Regional Decision Making Body be received; Further, that this issue tabled and brought back to the next meeting. Carried.

4. **Community Adult Mental Health:**

MACALONEY-LEATHEM MOVED that the copy of the letter dated March 7, 2001, from A. Boyd, Chair Cariboo CHSS, to the Minister of Health regarding the details of the funding proposal for Community Adult Mental Health in the Cariboo, be received as circulated and presented. Carried.

E. Business Arising:

1. **Renal Dialysis Services:**

MACALONEY-LEATHEM MOVED that the letter dated March 26, 2001, from Stella Black, Executive Director - Acute Care Services, Thompson Health Region, regarding the visit to 100 Mile House in April to review regional renal dialysis services be received as circulated. Carried.

2. **Tele-radiology:**

- 2.1 **Tele-Health Connections Conference - Report:** Five staff and health councillors attended this conference in Vancouver on March 29 and 30, 2001. Overall this conference was considered worthwhile and a significant information resource.

FOSTER-CAMPBELL **MOVED receipt of the verbal report on the “Telehealth Connections Conference” provided by W. Marshall and D. Trelenberg. Carried.**

- 2.2 **CHIPP Funding Announcement - Project Summary:** As part of the above-mentioned conference wind-up proceedings, R. Southby, Executive Director - Information Services, Thompson Health Region, presented a summary on the grant application for implementation of teleradiology in the Cariboo, Thompson Health Region and the Yukon under the federal Canadian Health Improvement Partnership Program.

MACALONEY-LEATHEM **MOVED that the Project Summary for the “Central BC - Yukon Telemedicine Initiative under the federal Canadian Health Improvement Partnership Program be received as circulated and presented. Carried.**

- 2.3 **Diagnostic Imaging in the North.** W. Marshall clarified that this health council has chosen to partner with the Thompson Health Region rather than the North for the implementation of telemedicine. General discussion ensued.

HOWARD-LEATHEM **MOVED that the letter dated March 1, 2001, from Dr. Larry Breckon, Department of Medical Imaging, Prince George Regional Hospital, proposing a meeting of all stakeholders on the issue of the future of diagnostics and delivery of health care in Northern BC be received as circulated and discussed. Carried.**

3. **Cariboo Economic Action Forum:** A. Richmond advised that he will attend as a representative of the Cariboo Chilcotin Regional Hospital District. D. Trelenberg stated that he will attend as a Health Council representative. W. Marshall is also registered to attend. Other Health Councillors may contact C. Granberg to request registration.

MILLER-LEATHEM **MOVED that the agenda and workshop information for the Cariboo Economic Action Forum’s 8th Annual Stakeholder Conference entitled “Infrastructure - Back to the Basics” scheduled for May 25 and 26, at the 108 Mile Ranch, be received as circulated and discussed. Carried.**

F. **Financial:**

1. **Expenditure Reports:**
1.1 G. Morrison, 100 Mile House January 13 - \$31.30;
1.2 A. Boyd, 100 Mile House, February 19-23 - \$124;
1.3 W. Marshall, CEAF Registration, March 16 - \$50;
1.4 D. Trelenberg, Telehealth Connection, March 29-31 - \$529.65;
1.5 W. Marshall, Telehealth Connection, March 29-31 - \$529.65;

- 1.6 W. Marshall, D. Trelenberg, C. Granberg, R.B. Nicolson - Telehealth Connection, March 29-31 - \$1,890.77;

MILLER-FOSTER **MOVED that items F1.1 through F1.6 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 April 10, 2001, prepared and presented in detail by Neil Dickens, Director of Finance, as circulated prior to the meeting. The draft lease agreement between the Cariboo CHSS and the Health Council will be presented at the next meeting.

MACALONEY-LEATHEM **MOVED that the written report of the Director of Finance dated April 10, 2001, be received as circulated presented in detail by N. Dickens and discussed. Carried.**

3. **Fundraising Report:**

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

4. **Petty Cash Policy:**

MILLER-LEATHEM **MOVED that draft policy HGM III-50 "Petty Cash" be received and endorsed as circulated, presented in detail by N. Dickens and discussed. Carried.**

5. **Capital Equipment Plan Expenditure 2000/01 - Ratification of Email/Telephone Poll:**

MILLER-HOWARD **MOVED that the results of the email/telephone poll to endorse the purchase of recliner chairs at the cost of \$5,586 under the 2000/01 Capital Equipment Budget be received and ratified as circulated. Carried.**

6. **Capital Equipment Expenditure Plan 2001/02:** N. Dickens presented in detail a proposal to upgrade the Health Council Accounts Receivable/Cash Systems through acquisition and implementation of software and hardware. N. Dickens stated that he wishes to proceed with this proposed upgrade in April 2001 and requested preliminary approval of this proposal under the 2001/02 Capital Expenditure Plan.

LEATHEM-HOWARD **MOVED the written preliminary report on projected capital equipment revenue/expenditures for fiscal year 2001/2002 in the total amount of \$415,000 be brought forward as circulated and presented at the in camera meeting. Carried.**

MILLER-MACLONEY **MOVED that the written proposal to upgrade the Accounts Receivable/Cash Systems at the estimated cost of \$40,422.30 under the Capital Equipment Expenditure Plan 2001/02 be received and endorsed for implementation as circulated and presented in detail by N. Dickens. Carried.**

N. Dickens also presented details of a proposed acquisition of a replacement for the defunct "embosser" which is also required without delay. The Admitting Department is using a manual embosser in the interim. The replacement will integrate/interface with the Admit-Discharge-Transfer module of the Meditech system.

LEATHEM-TRELENBERG **MOVED that the verbal proposal presented by N. Dickens to purchase a replacement embosser unit at the estimated cost of \$11,150 be received and endorsed for implementation in addition to the Accounts Receivable/Cash Systems Upgrade. 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 March 5 to April 5, 2001 Executive Summary, circulated prior to the meeting;
2. Received April 5 to 10, 2001, Executive Summary, circulated at meeting.

TRELENBERG-CAMPBELL **MOVED that the Executive Summaries of correspondence received March 5 to April 10, 2001 be received as circulated. Carried.**

H. New Business and Roundtable:

1. **Health Council Membership:**

1.1 **Ministry Appointments to Health Council:**

MILLER-LEATHEM **MOVED that the letter dated March 26, 2001, from P. Van Rheenen, Executive Director - Regional Programs, Ministry of Health announcing the following appointments to the South Cariboo Community Health Council: R. Howard, A. Campbell, T. MacAloney, A. Grahm and A. Leathem, be received as circulated. Carried.**

1.2 **Publication of Health Council Contact Information:**

TRELENBERG-MACALONEY **MOVED that Health Council membership and organizational contact information be published on the "health" section of the 100 Mile House internet homepage. Carried.**

1.3 **Election of Vice-Chair:**

CAMPBELL-LEATHEM **MOVED that the election of Vice-Chair be deferred to the May meeting. Carried.**

2. **HABC Membership Renewal:**

FOSTER-HOWARD MOVED that the letter dated March 8, 2001, from the Health Association of BC regarding the annual membership renewal fees and enclosing an invoice for \$5,283.99 for same be received as circulated and discussed; Further, that payment of the annual membership fees be endorsed. Carried.

3. **Replacement of Baker Lodge:**

MILLER-LEATHEM MOVED that the letter dated March 15, 2001, from C. Kempling, Acting-Chairperson, Quesnel and District Community Health Council, regarding the Part A- Needs Justification for the Replacement of Baker Lodge be received as circulated and discussed; Further, that a letter of support in principle be written to the Quesnel and District Community Health Council and copied to health authorities and funding authorities in the Cariboo. Carried.

4. **"Secure Care Act":** General discussion ensued regarding the issues arising from this new legislation. M. Mitchell advised that crisis stabilization program staff have attended workshops sponsored by the Ministry for Children and Families.

LEATHEM-HOWARD MOVED that the letter dated March 28, 2001, from B. McLaren, Regional District of Mount Waddington, inviting Health Councils' comments on the new "Secure Care Act" be received as circulated and discussed; Further, that staff review and feedback be brought forward to the next meeting for Health Council consideration before providing comment to the Secure Care Project Team. Carried.

5. **Items Brought Forward from In Camera Meeting:**

FOSTER-LEATHEM MOVED that the following items be brought forward from the In Camera meeting:
B1.1 - Minutes - Public Relations Committee - February 13, 2001;
B1.2 - Expense Summary - Farewell Gift for Alan Boyd;
B3 - Chief of Medical Staff Remuneration 2001/02;
B6 - Chief Executive Officer Report - April 2001. 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:** May 7, 2001, in Mill Site Lodge Conference Room.

There being no further business, the meeting adjourned at 9:12 pm.

Chair

Secretary-Treasurer

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