

 **MEETING MINUTES**

**Thursday, April 11, 2013**

**6:00 pm**

**CVRD Boardroom**

**175 Ingram St, Duncan BC**

**Present:** Rob Hutchins, Co-Chair, Jennifer Jones, Co-Chair (6:50 pm), Bonnie Thomson, Denise Williams, Robin Routledge, Gerry Giles, Anita McLeod, Carol Hunt, Devon MacFarlane, Jan Tatlock, Joy Emanuel, Barb Lines.

**Regrets:** Sandra Goth, Cindy Lise, Cheryl Maitland, Grant Waldman, Jane Hope, Amy Trippe-Brophy, Joanna Neilson

Absent: Phil Kent, Gus Williams,

On Leave: Linden Collette

1. **Meeting convened at 6:00 pm**
2. **Agenda adopted by consensus with three additions that include:**

 April 30th All Day “Shared Learning” Session in Nanaimo - Devon

 April 20th Local “Community Resource Awareness Day” Session - Carol

“Get Well Cindy” - Rob

1. **Cowichan Valley Division of Family Practise** - Valerie Nichol provided an extensive overview of the Cowichan Division of Family Practice, which is attached to these minutes. Valerie stated the goal of the Division is to have all patients who want a general practitioner to be attached by 2015. Many achievements have been made in this area but the goal of attachment was highlighted through the work done by Dr. Maggie Watt and the maternity clinic. Since the Clinic's opening they have seen more than 1444 mothers and babies; have delivered more than 438 babies and have succeeded in seeing 222 patients attached. Valerie acknowledged Dr. Watt as a driving force in the success they are seeing. She identified the current gaps in care in the region while again stressing the importance of establishing a doctor/patient relationship both for the patient and for the health care system. Valerie highlighted the recent success of the "Choose Lake Cowichan Committee" in that they have attracted one doctor and one nurse practitioner to the area. She reviewed the Circle of Care Modelling Process and discussed their data collection process which included GP interviews; patient attachment surveys and then GP surveys. The findings and recommendations from this process were to consider a mixed approach to improving attachment. This would include a Community Health Centre and Val noted that funding for use of the Island Savings Centre was simply not sustainable at this time. Val was invited by Barb Lines to bring this presentation to the Island Savings Centre Commission and Rob Hutchins invited Val to make the same presentation to the Cowichan Valley Regional Hospital District.

During the question period Valerie emphasised that core funding for the Division is based upon the number of physicians in the catchment area. Robin brought forward the tradition of excellent care we once had in Cowichan and noted this tradition had diminished recently. He asked if there were thoughts on why this had happened. Jan responded that it is due to lifestyle changes between the younger doctors and their retiring colleagues. She indicated it is taking at least 2 doctors to replace every doctor retiring from the profession. Also, that many newly trained physicians are choosing to become specialists rather than going into general practise.

Valerie was thanked for her presentation and she left the meeting at 6:55 pm.

1. **Minutes of CCHN Minutes of March 14, 2013 were** adopted by consensus after being amended on page 3 to read "it was acknowledged by Allison Cutler that VIHA would provide bridge funding to operate the clinic" in the middle of the paragraph dealing with the Letter from the Collaborative Services Committee regarding the Maternity Clinic.
2. **Business Arising from the minutes**
	1. The confidentiality agreement was reviewed and it was agreed the first line would be deleted and the agreement would start with, "I understand from time to time the CCHN may discuss...." after which it was approved by consensus.
	2. The change in the wording of a quorum to read "a quorum is one half of current members" was approved by consensus.
3. **Correspondence**
	1. **North Cowichan's** letter was received and filed after it was confirmed that funding is provided to the CCHN by VIHA only therefore it was highly unlikely that Barb Lines was in a position of conflict by serving on the CCHN.

Barb will follow up with North Cowichan to see if further action is required.

1. **Reports of Committees**
	1. **Admin Committee** - Gerry reported on behalf of the Admin Committee to say Cindy had met with Sharon Moss of the CVRD and the CCHN budget was now aligned with the CVRD financial statement. Gerry noted a few minor changes to the budget including increasing the amount in the web updating account, adding a line for security and reducing the amount charged for CVRD administration.

The Spotlight Speaker, Delegations and Presentations guidelines developed by Cindy/Gerry were distributed and briefly discussed. No concerns were raised.

* 1. **Granting Committee** - the process was reported on by Denise Williams while Carol Hunt, Anita McLeod, Jennifer Jones and Gerry Giles left the room due to potential conflicts regarding one or more of the grant items.

Moved/Second that the CCHN endorse the funding of the following small grants projects based on the recommendations and review of all applications made by the granting committee.

* Cowichan Seniors Foundation -Brain Fitness Program 1,000.00
* Ts’ewulthun Health Dental Clinic –Seniors Denture program 950.00
* Cowichan Young Carers Program- Youth Leadership Conference 1,000.00
* Cowichan Literacy Now Society- Pathways to Learning 2,000.00
* Cowichan Success By 6- Connecting Parents Conference 1,500.00
* West Coast Men’s Support Society- Men’s Proactive Health Care 2,000.00
* Ladysmith Family and Friends- Program Support 2,000.00
* Cowichan Green Community- Youth Dig In’s Workshops 1,000.00
* Network for Families- Families Meals Project 2,000.00

Total Amount of Granting Allocation $13,450.00

 **MOTION CARRIED**

Moved/ second

that the CCHN not grant the following applications as after careful review of the grant committee they do not meet the criteria for funding as outlined in the CCHN Grant Policy.

* Marla Jardine- Cowichan Valley Integrated Care Team-To attend conference
* Choose Cowichan Lake- Office supplies
* Red Cross- Capital Expenditure for storage shed

 **MOTION CARRIED**

* 1. **Membership - No report**
	2. **Asset Mapping/Data Collection**

 During this discussion Joy Emanuel excused herself from the room because of her connection to Social Planning Cowichan.

Moved/second

that the CCHN purchasing Policy be waived with respect to the Asset Mapping Research Project.

 **MOTION CARRIED**

Moved/second

that the CCHN contract with Social Planning Cowichan (SPC) to undertake an asset mapping and research project. This project will create a community profile of the determinants of health using the 2010 Status of the Community Report as a template, with modifications to the project and process to be determined collaboratively between the CCHN Asset Mapping and Research Committee and SPC. **MOTION CARRIED**

* 1. **Communications Committee**

It was agreed by consensus that the CCHN would initiate a select Request For Proposals for professional communications services to develop a tool kit for CCHN communications including: branding, key messages, and templates for internal and external communication.

1. **CCHN Liaisons**
	1. Collaborative Services Committee – no report
	2. Hul'qumi'num Health Hub - no report but Brennan to be invited to show her video in May
	3. Cowichan Valley Division of Family Practice - provided during the presentation by Valerie Nichol
	4. Lake Cowichan Family Physicians - also updated by Valerie Nichol at the start of the meeting.
2. **New Business**

1) The CCHN has been invited to attend an all day “Shared Learning” session hosted by VIHA in Nanaimo on April 30th. Devon is to provide further information on this working together for positive change initiative.

2) Carol reported on the April 20th ”Community Resource Awareness Day” and it was agreed that she, Joy and possibly Georg from Volunteer Cowichan would look after the display for the CCHN.

3) It was agreed that Rob would follow up with a get well card and flowers for Cindy.

1. **Meeting adjourned at 7:55 pm**

Minutes taken by Gerry Giles