

**MINUTES**

**Wednesday July 17, 2013**

**Taiji Studio 1145 Maple Bay Road, Duncan BC**

**Present:** Chair: Rob Hutchins, Jennifer Jones, Bonnie Thomson, Robin Routledge, Anita McLeod, Laura Court, Sandra Goth, Michelle Staples, Georg Stratemeyer, Gerri Giles, Grant Waldman, Cindy Lise, Gus Williams

**Regrets:** Barb Lines, Denise Williams, Carol Hunt, Jan Tatlock, Jane Hope, Joanna Nielson

**Absent:** Cheryl Maitland,

**On Leave:** Linden Collette, Amy Brophy, Phil Kent

1. **Welcome and Introductions**
2. **Adoption of Agenda- Bonnie- second Anita Approved**
3. **Spotlight Speaker/:** none
4. **Minutes of June 13 – Bonnie- second Robin Approved**
5. **Correspondence**
	1. Letter from Social Planning Cowichan was shared
6. **Business arising from minutes – none**
7. **CCHN Committee Reports:**
	1. **Admin Committee-** No report
	2. **Budget-** Please see minutes from June 13 clarifying the question re: Government fees- 4% of CCHN expenditures are provided to CVRD for housing CCHN initiative.
	3. **Granting:** no report
	4. **Membership:** no report
	5. **Asset Mapping / Data Collection –**

 **-** *Michelle Staples not present- conflict of interest-*

The asset Mapping Committee began looking at this task in the spring of 2013. We looked at samples of work that might be used as a template for the idea we had to do this project.

A motion was put forward in April of 2013 to look at exploring this project with Social Planning Cowichan.

The Asset Mapping Committee met and put together an expression of intent and presented it to SPC in June. When the parties met it was discovered that more work was required in clarifying the project parameters and the intended outcomes. The two parties agreed to return to their boards/ committees for further planning and discussion on how to approach the project.

The Asset Mapping committee met once again to fine tune the intended outcomes and the approach required for this project. It was agreed that this was far more complex than originally thought and that the committee would like to call upon the expertise of Dr Paul Hasselback. A meeting was set with Dr. Hasselback for further discussion.

The recommendations from the meeting with Dr Hasselback were as follows:

* Begin by collecting data- there are numerous places where the data already exists and a number of stakeholders who have access or hold the information including VIHA.
* Once the data has been collected the next step would be to synthesise and analyse the information
* The next step would be to identify the assets and the deficits and to make recommendations base on the information gathered.
* The final phase of the project would be community engagement and conversations with stakeholders. The final phase would include the CCHN.

The project is complex and large in scale. As a result it may require more than one contractor and /or a number of resources to complete the process. There are a number of contractors and organizations who are able to carry out this work and may have a different perspective on how to provide the deliverables that specifically meet our needs. Although no community has tackled the issue in such a fashion, there are some examples of where we can look to assist us in the development of our framework. As a result of the recommendations from the July 17th meeting with Dr. Hasselback it was determined that the wording in the recommendation from April 11 is changed to allow for the potential of additional contractors to submit a request for proposals. It was also recommended that the wording be changed from Social Determinants of Health to, **“*Determinants of Health”*** as the first definition excludes medical services. Dr. Hasselback has also agreed to work closely with the CCHN on the project and will assist where possible in gathering information/ data from his sources.

***Motion by Gerry, 2nd Gus -That the Motion from April 11, 2013 be rescinded***

***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 Communities Report as a template, with the modifications to the project and the process to be determined collaboratively between the CCHN Asset Mapping and Research Committee and SPC***. ***Carried***

New Recommendation

***Motion by Anita, second Robin***

***That the Cowichan Communities Health Network initiate a Request for Proposals for a contractor to develop a community profile on the determinants of health for the Cowichan Communities.***

***That the Cowichan Communities Health Network provide up to $50,000.00 for the community profile project.***

 ***Carried***

Discussion included:

* Construction of the RFP is important so ensure that we do it correctly- look to CVRD and others who have written RFP’s such as this for advice.
* Ensure that we are clear on our research methodology and that we get advice from those who are familiar prior to posting the RFP. What model would we like to use?
* Ensure that this by no means excludes Social Planning Cowichan by changing the wording of the motions. What it means is that the work may be done by one or a number of contractors who contribute to the project. The CCHN welcomes SPC to apply.
* The CCHN will be actively engaged in the final portion of the process which is the consultation and connecting with the communities
* The RFP will be brought back to the Network prior to posting.
	1. **Communications-:** Members attending listed above took place in 4 hourplanning session earlier in the evening. The CCHN members will be engaged in an ongoing process to identify key messages, organizational brand and communications tool kit.
	2. **CCHN Liaisons**

 **Collaborative Services Committee** – No report

 **Hul’qumi’num Health Hub:** No report

 **Lake Cowichan Update:**

1. **New Business:**

**Healthy Communities Grant Application:**

* + - * + The application for the BC Healthy Communities Local Government Capacity Building grant to support the asset mapping project was successful! The CCHN received $5,000.00.
				+ The CCHN also assisted the Town of Lake Cowichan in writing a BC Healthy Communities grant that was successful in the amount of $4,500.00 to assist the Cowichan Lake Communities in setting up a Committee to look at health and host community conversations.
1. **Meeting adjourned at 8:15 PM**

Minutes taken by Cindy Lise