

**Network Meeting**

**MINUTES**

**Thursday February 14, 2013**

**5:30 p.m.**

**CVRD, Committee Room 2**

**175 Ingram St, Duncan BC**

**Network Members:** Anita Mcleod, Barb Lines, Gus Williams, Gerry Giles, Grant Waldman, Joanna Neilson, Rob Hutchins, Jan Tatlock

**Regrets:** Robin Routledge, Denise Williams Phil Kent, Jane Hope, Carol Hunt, Jennifer Jones, Sandra Goth, Linden Collette, Bonnie Thompson, Cheryl Maitland

**Guests**: Ranjana Basu, Saston -Youth Caregivers Project; Pam Alcorn -Better at Home Update

**CCHN Facilitator**: Cindy Lise

**Recorder**: Cindy Lise

**Absent:** Pat Weaver

1. **Welcome**, called to order 6:00 pm. with round table of introductions.
2. **Adoption of Agenda** –Add
   * Correspondence from Patient Voices
   * Reports- Anti Tobacco initiative- Joanna
   * CCHN phone number- Cindy
3. **Spotlight Speaker**:

Youth Caregivers Project. Ranjana and Saston shared that many youth are the caregivers for loved ones and parents who are unable to fulfil their parenting role. These youth are often extremely stressed and misunderstood as they struggle between the roles of being a teenager or young adult and the responsibilities of caring for loved ones. Saston shared the difference support can make as well as enlightened the group about how society is willing to help families struggling with illness yet is not as understanding with youth who are struggling to keep a family afloat that are experiencing addictions or mental illness. The Youth Caregivers project is working to keep the initiative running in the Cowichan region and shared that up to 20% of our youth are supporting family members in one way or another. CCHN will provide the project with a letter of support as they are seeking CVRHD Grant in Aid Funding. CCHN will also contact the Youth Caregivers Project once the grant application process is ready

**Cindy to complete the grant application form for approval at Admin Committee**

**Cindy to write letter of support for the Youth Caregivers Project**

Pam Alcorn presented on Better at Home Initiative which is a United Way pilot project to support seniors at home. Cowichan Valley is one of 4 pilot projects on Vancouver Island running this year. Pam shared that a seniors mapping project will be undertaken in the coming months. CCHN will look forward to receiving mapping information once it is collected and working with the project as it moves along.

1. **Approval of January 10 Minutes, 2013 Network Minutes – No Quorum-**
2. **Correspondence-** 
   * Kristine Byers from Patient Voices has contacted the CCHN to share information on some upcoming orientation in Victoria. Although there are no representatives of Patient Voices living in the Cowichan Region who would be able to join us at the CCHN we do now have a contact for future engagement.

**Cindy to contact Kristine Byers**

1. **Business Arresting from the Minutes**
2. **Procurement and Purchasing Policy-**It was recommended that #3 in the policy document be removed. The policy will be taken to the Admin Committee for revision
3. **Reports**

**a. CCHN Committees-**

**Admin Committee –Gerry**

**Budget-** The revised budget was presented to the Network. Network members were pleased with the document and liked that it is comprehensive and easy to interpret. Gerry reported that it will still take some time for the official year end statement from the CVRD but it is coming soon. It was requested that the CCHN be diligent in reducing the costs of the meeting expenses. Measures have already been put in place to reduce this number from last year. Rob reminded the Network that often meeting expenses include a commissionaire and in the past room rentals in various locations. Gerry will see if she can provide a break out of these expenses from the previous year.

It was agreed that the CVRD Board room was the best location for meetings with the only negative aspect being the locked door downstairs.

**Membership – Cindy-** The package was presented. Revisions include wording in the confidentiality agreement. The confidentiality document will be revised at the next admin committee meeting. Once completed, the package will be distributed to all members for approval.

**Confidentiality document to be revised at Admin Committee**

**Asset Mapping/ Data Collection-** The committee met and is making the following recommendations;

* The committee would like to see a “meta” analysis completed that encompasses the determinants of health and includes existing research that has already been undertaken by others such as VIHA, School Districts, Seniors etc.
* That a process for the collection of data and mapping be established- the data and the work is extensive. The committee will act as advisors in the process
* That a researcher/ analyst be hired to compile and analyse the data
* That community organizations and the community be invited to participate in the gathering and sharing of data and information through a series of meetings/forums
* That a strategic session be held with the CCHN network members to complete our own mapping project. Anita has a framework that would be perfect for this activity

**Communications-** The communications committee met and made the following recommendations

* That Cindy will meet with Taiji Group to see if they are able to assist in the process of establishing a communication strategy for the CCHN
* That we create 5 key messages
* That a series of monthly articles promoting the determinants of health be published

**SharePoint update**- Jan- Tabled

**Website Update**- The work on the new format for the CCHN website is well under way. There is a significant amount of information required so the decision not to activate the new site until it was completed was made to prevent the site from being “under construction”.

**b. CCHN Liaisons**

**Collaborative Services Committee/ Cowichan Division of Family Practice** - Cindy, Rob and Jennifer attended. Rob reports that under the lead of Dr Maggie Watt the Division has come together and is really working well together. The group did receive bad news that the Attachment Funding has been significantly reduced which will considerably change the way the Division is working at this time . It may also impact the Warmland Clinic project and potentially it may not happen at all unless other funding sources can be found. Attachment funds are also closely linked to the Cowichan Maternity Clinic but it is reported that VIHA will step in to support the Maternity Clinic

**Hul’qumi’num Health Hub**- - Cindy – No report

**Medial Advisory Committee**- Rob, Cindy and Jennifer attended the meeting where a power point presentation had a number of the committee members learning that the CVRHD funds up to 40% of medical services in the Cowichan Region. The power point presentation also enlightened the committee of the determinants of health and how medical services are only a portion of the determinants of health. We were encouraged to share our progress and information as it arises with the Medical Advisory Committee.

**8. New Business**

* **CCHN Phone number-** 250-709-5062
* **Survey of Pharmacies- Certificates to recognize Health promoting businesses-** Cindy has been calling local pharmacies to see if any are selling tobacco products. It is hoped that once the survey is complete each business will be recognized for their commitment to community health and wellbeing.
* **Joanna Anti tobacco/ Health Friendly project –** Joanna has come up with a brilliant idea of engaging local businesses and organizations into being “Health Friendly” This project is similar to Family Friendly businesses where businesses and organizations can be recognized for how they contribute to healthy living and the determinants of health. This will promote healthy living and education but also the CCHN awareness. This idea will be explored in the coming weeks.

**9. Adjournment**- 8:00 pm