



Alberni-Clayoquot Health Network Minutes

Wednesday, January 21st, 2015 @ 9:30 am

ACRD Board Room, 3008 5th Avenue, Port Alberni, BC

Attendees: Janice Johnson, Penny Cote, Wes Hewitt, Peter Klaver, Josie Osborne, Rebecca Hurwitz, Marcie DeWitt, Adriane Schroeder, Esther Pace, Laurie Money, Wendy Thompson.

Regrets: Craig Summers, Ellen Brown, Julie Rushton, Shelli Lyle

1. CALL TO ORDER

The chairperson called the meeting to order at 9:35 am.

The Chairperson acknowledged we are on the traditional territories of the Hupacasath and Tseshaht First Nations.

2. REVIEW OF AGENDAS

Minutes of December 17th meeting were approved.

3. COORDINATOR REPORT

3.1 Template in agenda package. Marcie spoke to items in attached report template:

- Can areas of action or consideration for ToP be highlighted in the report?
- ToP would like opportunity to shape Coordinator's work for coming weeks/month
- Ongoing item on agenda for opportunities?
- What would ToP like the Coordinator's reporting period to be?
- Which tables should Coordinator be at?
- What are the priorities for the Coordinator?
- How does the ToP want to shape the Coordinator's work?
- Discussion about coordinator role in communicating back to ToP members and mechanisms used (i.e. drop box)

Action: Mechanism to direct coordinator: include this on next agenda.

Action: Marcie to provide recommendations on mechanisms/process.

3.2 Happy New Year Letter – is in the agenda package.

- Suggest not using ToP meeting time to edit correspondence; deal with this between meetings.

Action: letter approved to go out with changes?

3.3 Engagement, Communications and Outreach Strategy Outline:

- Add “Engagement” be added to title
- Ensure strategy aligns with ACHN Refresh Info package;
- Give more consideration to different communication types/strategies and Engagement techniques and tools under best practices in outline.

Action: Draft Plan will be submitted for February meeting

Recommendation: set-up an ACHN email address; as well as facebook profile – over 2,000 hits in last two weeks.

4. ACHN COORDINATOR RECRUITMENT

Action Item Follow Up: –EOI advertised January 9 closing date February 6, 2015; list of where EOI has been advertised included in agenda package.

Selection Committee: Peter, Wendy/Russell, Penny, Rebecca, Janice.

- Include evaluation matrix for those in interviews – rating scale, key words etc.
- Consider all ToP to present for interviews
- Interview date Monday Feb 16th (back-up date would be 23rd)
- Are minutes available from Coordinator sub-committee meeting that was held January 6th?

Action: Wendy to circulate questions from first hiring process in 2012 if available.

Action: Wendy and Peter to arrange meeting date for selection committee.

5. MOU Development

Report from Wendy Thomson, ACRD Manager of Administrative Services:

Wendy reported out on ACHN governance structure with ACRD. Had good talk with CAO at Mount Waddington: money in money out, holds contract, approve budget, pay bills, they run theirs through the hospital district. Wendy may hear back from Cowichan and will follow-up with additional information.

Recommendation: ACHN continues to operate at arms-length. Use MOU to lay out agreement.

- Need revisions MOU to include how ToP members are selected and how Chair is selected.

- Include language: “Network will set membership, Regional District will appoint two members annually.”

Action: Josie to follow-up with Russell about the current in-kind support ACRD provides.

Action: Wendy, Marcie and Josie to work together on developing revised MOU.

Discussion:

Changes in membership need to go back to the selection committee – when are alternates sent? Are there going to be appointed seats i.e. for First Nations Health Authority; - Selection committee to pick someone from a sector rather than replacement from specific groups when a rep has to step down?

Action: Marcie will draft language re: membership for ToP to consider referring to Refresh Information Package and distribute to group – submit draft for February meeting.

Selection of Chair process – For example, ACRD once a year the Board elects chair. Clayoquot Biosphere Trust has co-chair role for example. Job description for Chairperson role – to be added to information package; goal is to complete this before new Coordinator starts. Consider remuneration for Co-Chairs when extra responsibilities come up for role?

Recommendations:

- Go to a co-chair role
- Strive to have a Nuuchahnulth and non-Nuuchahnulth member fill these roles.
- Chairs will be recruited from membership of ToP.

Action: Rebecca will share CBT Co-Chair role description(s).

Action: Marcie to put together some thoughts for Co-Chair and Admin role.

6. Budget Process

6.1 Letter to IH - Review of 2015-2017 three year budget to go to Island Health:

Combine lines 7 and 10 titled Administrative Support for a combined value of 15K

Line 16 add engagement

In-kind contributions budget – add more detail for ToP breakdown.

Action: Marcie to reconvene budget committee: Peter, Penny, Esther, Rebecca, Ellen, Josie and Craig. – Draft letter to Island Health for early next week- review

and feedback by end of next week. Request to Island Health needs to include Coordinator job description and cost breakdown.

Decision: Ask to Island Health is now \$103,000 for west coast coordination, coordination overall and funds earmarked for Barclay Sound participation.

Action: Coordinator prepare proposal letter for funding to Island Health by the end of January detailing an amount the ACHN needs for coordination and operation.

6.2 2015 Budget Submission to ACRD Board by February 18th, 2015

Action: Marcie to update high level budget and generate notes for Josie and Penny to be able to speak to – finalize budget to go to ACRD Board.

7. Other Business

7.1 Letter to CFRC

Action: Follow Up - Tanis and Marcie will prepare a draft response letter from the ACHN to the CFRC Management Resource Team signed by the Chair – Shelli drafted and sent a letter acknowledging receipt of their letter.

What are next steps to accomplish preliminary work: CFRC MRT to be patient and hire a new coordinator and then start the conversation – table next steps to March – recommend MOU not required, just a letter outlining what funds are for.

7.2 ToP Vacancy Process

Action: Follow Up - re exam the matrix, where do we have representation or need representation, missing meetings, Terms of Reference for filling vacancies.

7.3 Action Tables: Transportation

Recirculation of Transportation Report. Invitations to go out. First meeting planned for March – Marcie and Adriane to find a date. Marcie to get invitations out.

Include membership breakdown, end users; how will that Action Table budget be used – will end users will be invited to participate? As well as not-for profit transportation providers. ACRD Board members are looking forward to Action Table coming up with well thought out proposals and recommendations for ACRD to consider and collaborate on; would like to see Not for Profit transport providers included.

Action: Adriane to circulate draft Terms of Reference to ToP.

7.4 Meeting Procedures:

Add REPLY REQUESTED: in subject line for email correspondence to ToP members.

Make sure everything is minuted and recorded re: decisions are made – subcommittee needs to submit decision Shelli.

- 7.5 Tabled to next meeting:
- Network Event
 - Strategic Priorities Check Up
 - Items for February agenda:
 - Mechanism for directing the work of the Coordinator
 - After coordinator report ToP will bring forward opportunities and shape as part of standard agenda? – and review Parking Lot items?
 - Receipt of Draft ACHN Engagement Communications and Outreach Plan

The meeting adjourned at 12:40 pm. The next meeting of the Table of Partners will be held on Wednesday, February 18th, 2015 @ 9:30 am.