

**MINUTES**

**Thursday September 12, 2013**

**CVRD Board Room- 6:00 pm**

**Present:** Chair: Rob Hutchins, Jennifer Jones, Robin Routledge, Anita McLeod, Sandra Goth, Georg Stratemeyer, Gerry Giles, Grant Waldman, Cindy Lise, Gus Williams, Denise Williams, Jane Hope, Joanna Nielson, Jan Tatlock, Pat Weaver, Gretchen Hartley, Sheila Service for Carol Hunt, Candace Spilsbury for Michele Staples

**Regrets:** Michelle Staples, Carol Hunt,

**Absent:** Cheryl Maitland, Laura Court, Barb Lines, Bonnie Thomson

**Guests:** Phil Lawrence and Chris Sullivan

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

1. **Welcome and Introductions**
2. **Adoption of Agenda- Moved/second Approved**
3. **Spotlight Speakers:** Phil Lawrence and Chris Sullivan

**Chris Sullivan** shared an update on the redevelopment of B and D wings for Cowichan Lodge. The project did not meet the criteria for priority funding for the 2013 and 2014 fiscal year but plans have not been changed or lost and the project will be resubmitted for the 2014/ 2015 annual process. Because the plans that were developed by the joint committee they will not been altered, so it was felt that a joint committee is not required at this time. It was noted that it is not uncommon for large projects such as this to take a number of years before funding is available. CCHN members requested the following.

* That the community be reassured that the project is being put forward.
* That the community continue to be consulted and work in a joint committee upon the redevelopment to be certain that the plans meet the changing needs of the communities.
* That Island Health update the public on the decision made by putting the information into a press release for the news paper.
* That Island Health consider joint committees and regional participation in decisions that include local voices.

**Phil Lawrence** provided an update on Integrated Primary Care and Community Care in the Cowichan Lake region. A team of community members and organizations along with Island Health, Choose Cowichan Lake, the Division of Family Practice and the CCHN have been taking part in the planning and development of an Inter Disciplinary Primary Health Centre/ Team for the Cowichan Lake Region. Community Conversations have been held to discuss community wishes and priorities. The conversations also include what is going well and what is falling short. At this time a Nurse Practitioner has been approved. The NP will be working out of the Cowichan Lake Health Unit. The team will provide ongoing care and will assist patients in navigating the system as well as provide a team of support for care. The second initiative that is going very well is the Cowichan Maternity Clinic where Island Health and community are working together to integrate services and building a comprehensive system of care that works as one.

**CCHN members noted the following;**

* That the first public forum gathered important information that was not included in priorities such as transportation concerns. These concerns were not reflected in the first report. It is important to keep the broad report and be inclusive of all of the information gathered.
* The first community conversation included questions were too narrow and did not allow for broad community perspective.
* To make sure that the information that comes in via community conversations is captured to build the trust of the community and participants.

(It was reported that the second community conversation allowed for a broader perspective and did not include “dotmocracy” priority setting).

 **Chris Sullivan**- Reported that the Cowichan District Hospital planning is a number one priority for Island Health. Exploratory site planning is underway. There are three options in the initial 2010 master site plan that include;

* + - 1. Looking at renovating the existing building
			2. Rebuilding a new facility on the existing site
			3. Rebuilding on a new site in another location

At this time it appears that the third option is the most viable due to significant limitations with the first two recommendations that include costs and impact to patients. This is a large project that is still required to go through a high level decision making process and funding priorities outside of Island Health. It is competing with projects from all across the province.

It was recommended that community engagement and input also be included as this project moves forward.

1. **Minutes of July 17 – Moved/second Approved**
2. **Correspondence**
	1. Letter From Don Hubbard Island Health - Discussed in conversation with Chris Sullivan and Phil Lawrence
3. **Business arising from minutes – none**
4. **CCHN Committee Reports:**

 **Admin Committee-**

* 1. **Budget-** We are on target or below target in our 2013 budget to date. August included the fees for Taiji for the communications project with 10% being held back until its completion. New budget planning for 2014 will be undertaken soon.
	2. **Business Arising from Admin Committee**

**Network Sharing-** We would love to learn more about each other. Each month during the dinner time a CCHN member will be invited to share about their work, organization and links to the community. The sharing will begin at 5:45 with up to 10 minutes provided. Gus Williams will be the first one to share at the October meeting. (Thanks Gus)!

**Administration Policy-** There are occasions when the CCHN may not have a policy or procedure to undertake administrative tasks such as putting out a request for proposals as an example. The CVRD has well established policies and procedures and through their sponsorship of the CCHN ultimately holds administrative responsibilities. Other Health Networks also look to their fiduciary hosts for policies when needed.

**Moved/second** that in the event that the CCHN does not have an established policy or procedure for administrative tasks that it follows procedures set by the CVRD as an interim until such time as the CCHN develops its own policy if deemed necessary and appropriate.  **Carried**

**Communication Policy-** The CCHN has many active members, and a good communication process will ensure that members are well- informed, have access to information, are prepared for discussions, and able to make informed decisions. As per the terms of reference, it is the responsibility of the members to become informed of meeting schedules, background materials, and other relevant information, and a clear process is required for communication with members to enable them to do so.

**Moved/second**- That CCHN members agree to the following process:

* Agenda packages will be distributed **via email** at least one week prior to

 meetings;

* Key content and “CCHN” will be clearly identified in the subject line of each email;
* The “Check Up” newsletter will be distributed each Friday, with all meeting

 Information;

* Regular meetings are posted on the website in the meeting calendar
* Members agree to check emails at least weekly;
* Individual accommodation may be made only as necessary and deemed

 appropriate.

 **Carried**

It was recommended that critical meetings be avoided during summer months. It was also noted that marking the email with the red “important” icon would help with critical information.

**BC Healthy Communities Grant**- The BC Healthy Communities Grant received by the CCHN in the amount of $5,000.00 will be utilized by the contractor/s in the development of the community profile.

**United Way Public Policy Institute-** Approval has been authorised for the facilitator to submit an application to participate in the United Way Public Policy Institute. If successful, the fees for this training will be $500.00 and will be covered under the training and development budget.

* 1. **Granting:** The small grants project is going very well and a number of activities have been completed or are under way.
		+ The Network for Families will be the Family Meals event on October Oct. 4th from 5:00 to 7:00 at Clements Centre that includes a free dinner for families with children aged 0-8. The event will include activities and a free children’s book that promotes the importance and benefits of healthy meals together. CCHN members are invited to support the event.
		+ The Success By 6 Parent Conference will be taking place on October 26th for parents of young children. Workshops, community booths, vendors and more will be included in the day
		+ The Cairnsmore Neighbourhood group held their community BBQ with over 200 attending! Organizers were able to connect one on one with neighbours to find ways to make their neighbourhood better. A fun time was had by all.
		+ Filming is underway for the Stolen Hearts Video- we look forward to the completed documentary
	2. **Membership:**  New members Gretchen Hartley and Pat Weaver were welcomed to the CCHN
	3. **Asset Mapping / Data Collection –** *Cindy Lise, Georg Stratemeyer and Candace Spilsbury leave room due to conflict of interest and a brief update was provided by Rob.*

* 1. **Communications –** The Branding and Key messages are under development with Taiji Group. A small committee of CCHN members are invited to join a working group to advise Taiji on recommendations. Georg and Sandra have volunteered to participate on this committee.
	2. **CCHN Liaisons**

 **Collaborative Services Committee** – Robin to send synopsis of first half of 2013 to be

placed on the web site

 **Cowichan Division of Family Practice**- as there are no members from the Division

 participating in the CCHN it was recommended that a letter be sent to the Division

 inviting them to have a representative join the CCHN.

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

 **Choose Cowichan Lake Update:** Choose Cowichan Lake also received the Healthy

Communities Grant in the amount of $4,500.00 to enable them to establish a Health

 Advisory Committee for their community. The community committee will go under

 the name of Choose Cowichan Lake. The committee has been actively engaged in

 working with the Multi Disciplinary team and community consultations as well as the

 ongoing search of finding family physicians for their region.

 **Cowichan Lake Multi Disciplinary Team-** Update provided in Phil Lawrence’s

presentation above.

1. **New Business:**
	1. **PHABC- BCRPA Summer School Presentation-** Anita and Rob provided a brief presentation at the conference that was web cast to a number of locations in the province. Their presentation outlined the relationship between Parks and Rec and Health as demonstrated in the town of Ladysmith. The approach of working together can be a model for other communities.
	2. **Linkage for Public Policy Conference-** Georg presented the possibility of getting a delegate from CCHN to attend the upcoming conference in Vancouver in February of 2014. The conference may be of interest as we are proceeding with the Community Profile and Asset Mapping project. He also suggested that the CCHN submit an abstract to share the process that is underway for our project. The conference fees are $600.00 plus expenses. Georg is to submit information on the conference and the Admin committee will review the details of the conference and abstract and will report back in October.
	3. **Committee Membership –** Once again a call goes out to all members to consider participating in one of the sub committees of the CCHN. These include Membership Committee, Asset Mapping and Research Committee, Communications Committee, Grant Committee or the Admin Committee. Some committees require regular meetings while others have been able to tend to business via electronic means. For more information or to sign up for committee work please contact Cindy.
2. **Meeting adjourned at 7:30 PM**

Minutes taken by Cindy Lise