



Alberni-Clayoquot Health Network Minutes

Wednesday, February 18, 2016 @ 9:30 am

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

Attendees: Janice Johnson, Penny Cote, Wes Hewitt, Josie Osborne, Marcie DeWitt, Esther Pace, Laurie Money, Craig Summers, Julie Rushton, Shelli Lyle.

Regrets: Peter Klaver, Rebecca Hurwitz, Ellen Brown, Adriane Schroeder.

1. CALL TO ORDER

The chairperson called the meeting to order at 9:40 am.

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

2. REVIEW OF AGENDAS

Minutes of January 21st meeting were approved.

3. COORDINATOR REPORT

3.1 January and February Reports

TOP reviewed the Monthly reporting spreadsheet. This tool will guide the TOP in the Coordinators work.

3.2 Communications and Engagement Plan

Marcie reviewed the plan and highlighted the 4 key recommendations; Communication evaluation, Branding, Developing full communication plans and utilizing the Table of Partners in distributing information.

Action: Marcie will distribute the Communications and Engagement Guide with a deadline of February 25th to receive feedback, an outline of suggested next steps around branding communication and engagement will be prepared for March meeting.

4. MECHANISMS FOR DIRECTORING COORDINATOR

4.1 How does Marcie receive direction, how is her work planned?

Develop mechanisms to bring forward opportunities, don't need to micro manage, form a small working committee to provide validation to the coordination.

4.2 Upcoming Opportunities

a. Housing

Wes Hewitt explained that the AVSCI is currently conducting a rewrite of the homeless plan. A consultant, Amanda Ridgeway was hired for \$6000 to complete this task by April. AVSCI wants a document that reflects what is current and can be used in grant writing. There will be public consultation and would like the ACHN to help promote, facilitate to ensure all stakeholders in the region are consulted. The plan will be presented to City Council and the ACRD Board of Directors. The WC Native Society is pursuing, the 2nd phase of Rainbow Gardens, as well as a west coast complex on property of the Tofino Hospital. There is a housing plan in Ucluelet and Tofino is preparing a needs and demand study. These groups should be included in consultation to work to common ground thoughts. There is basically one funder "BC Housing" it has been 13 years since the Alberni Valley received any monies.

Action: Engage with the different stakeholders that have been identified bring them together to find synergies and opportunities. Future Action Table for Housing/Homelessness.

b. Folk Fest

Penny reported the Canada Day Parade is Wednesday, July 1 suggested the ACHN be involved, at this point we are not ready to commit.

c. Food Security

Marcie was contacted by the PA Transition Town Society who wanted to make sure they were on the ACHN radar. A Transition Town Society are planning on launching an action plan and an AV focused forum and would like to link up with other organizations in the region.

d. HFN Bamfield Accord

Marcie had a discussion with Charlie Clappis regarding the Accord process. There is keen interest in the trail that will connect the communities. Question came up regarding the status of the C2C Forum and funding.

Action: Prepare a synopsis and determine what the ACHN's responsibilities are and whether we can extend the deadline of the C2C Forum.

e. Dropbox

Action: Marcie will create a Table of Partners Directory, populate and email the link to the TOP.

5. **ACHN COORDINATOR RECRUITMENT**

Ten proposals were received for the Coordinator role, three candidates were interviewed on Monday, February 16th. Marcie was the successful incumbent and accepted the HN Coordinator position.

Action: RFP will go to the ACRD Board of Directors meeting on February 25th with the recommendation to contract the ACHN Coordinator position to Marcie DeWitt.

6. **MOU Development**

6.1 Chairs- How do we elect the ACHN TOP chairs?

In the past the Chair was the Alberni-Clayoquot Regional Hospital Chair, should have a Co-Chair that is tied to a political process. Role needs to be explicit, a role of the Co Chair is to facilitate the Table of Partner meetings and liaise with the ACRD. Become the spokespeople, key media contacts. Time expectation is 1-2 days per month which includes meeting. Revisit co-chair selection annually.

Key Functions of Chairs

1. Helps inform the community about the Health Network
2. Advocacy, open doors to/with lobbying and advocacy
3. Ensures Health Network continuity in different way than a staff person
4. Have the best interests of the Health Network in the forefront

Recommendations:

- Go to a Co-Chair role.
- Co-Chair nomination process will be to invite people to express interest.
- Chairs will be recruited from membership of TOP.
- Janice Johnson will decide if she can be the co-chair and let the TOP know March 11th. Provide Janice with criteria.

6.2 Table of Partners selection and decisions

A selection committee whose terms are not up will determine who obtains the open seats using the matrix criteria with an emphasis on engaging diverse representation from regional partners which include first nations health representatives, specific sub regions and organizations representing priority areas.

- ACHN TOP will set membership.
- Regional District will appoint two members annually.
- Membership is to be reviewed and what is the term?
2 year terms with half switching out each year so we are six and six.
Recognizing it might be a renewal. You can reapply. Draw out of a hat, terms of six members will expire on Dec. 31, 2015 and the others will expire December 31, 2016.

- Quorum is 7.

Action: Prioritize the MOU, prepare an expression of interest for the TOP to apply as a Co-Chair, send out to the TOP, selection at the March meeting. Josie to confirm whether the ACRD ratifies appointments to the Table of Partners. Josie, Wendy and Marcie will continue to revisit the MOU.

6.3 Meeting Absences

If a TOP member misses more than 3 meetings consecutively they are not fulfilling their commitment and without approval of the TOP will be replaced. Extenuating circumstances will be considered.

7. **Budget Process**

- 7.1 Letter to IH - Island Health has been submitted requesting \$103,000.00 detailing an amount the ACHN needs for coordination and operation and an annual report.

Action: Adriane delivering the request for \$103,000.00 letter to Island Health. The ACHN 2015 budget will be included on the ACRD February 25th Agenda with the 2014 ACHN Annual Report.

8. **Other Business**

8.1 Transportation Action Table

Waiting to find out who will be taking on the coordination role, Adriane is transitioning out of the primary role. The ACHN was emailed the Transportation briefing note, Affordable and Accessible Transportation Study and Happy New Year letter.

8.2 Network Events

Action: Start to plan for the year, utilize our engagement to complete a strategic plan check up, an environmental scan on what is new and what has changed since we set the priorities and the plan to implement.

8.3 Island Health

Esther reported Marie Duperreault has been hired, IH is slowly moving to a regional graphic model with integrated service in Alberni. Marie will start at the end of March we will invite her to the April TOP meeting.

8.4 Tofino Hospital

The Tofino Hospital Foundation engages in many fundraising activities, they do not have the capacity to write grants how can we help them? Wes knows a contract grant writer. Julie suggested contacting Literacy Alberni.

8.5 Strategic Priorities

Invite Dr. Paul Hasselback to the TOP to give an analysis of the statistics and explain how can we connect or feed him information so we can have a good look at what needs to inform us as we move forward.

Items for March agenda:

Mechanisms for Coordinator

Engagement Plan

MOU development

C2C Forum “nananiiqsuu haahuupa”, Sharing the Grandparent’s Teachings, presented by John Rampanen – March 27 10 – 3:30

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