



# Alberni-Clayoquot Health Network Minutes

Wednesday, March 18<sup>th</sup>, 2015 @ 9:30 am

ACRD Board Room, 3008 5<sup>th</sup> Avenue, Port Alberni, BC

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**Attendees:** Marcie DeWitt, Adriane Schroeder, Craig Summers, Esther Pace, Wes Hewitt, Josie Osborne, Ellen Brown.

**Guests:** Jeff McKee, Paul Hasselback.

**Regrets:** Peter Klaver, Laurie Money, Janice Johnson, Penny Cote, Rebecca Hurwitz.

## 1. CALL TO ORDER

The Chairperson of the ACRD Josie Osborne called the meeting to order at 9:37 am.

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

Membership is currently at 9, we have quorum.

## 2. REVIEW OF AGENDAS

Minutes of February 18<sup>th</sup>, 2015 meeting were approved.

## 3. PRESENTATION – DR HASSELBACK

Dr. Hasselback provided a presentation on using data to direct work with information from Local Health Area Profile for the Alberni-Clayoquot Region (Local Health Area 70) to provide context. The TOP discussed the statistics, next steps and asked questions. The TOP thanked Dr. Hasselback for a thoughtful presentation.

## 4. COORDINATOR REPORT

The ACRD Board of Directors approved the ACHN Coordinator Contract at their March 11<sup>th</sup>, 2015 Board of Directors Meeting.

Review of the Coordinator Report,

- Bamfield/HFN Accord followup, it was determined by HFN that the Forum was not ready to go forward. BC Healthy Communities will follow up with the community on their additional application.

Review of the Work Plan

- Summarizes key areas and lays out a 6 month calendar.

Review of the ACHN Communications and Engagement Guide.

**Action Items:**

1. Marcie to format work plan document – landscape and add more detail. (Work Plan Working Group – Josie and Adriane)
2. April ACHN TOP Meeting will remain on the 15<sup>th</sup>, Marcie will not be available.

Craig Summers left the meeting at 11:45 am.

**5. ACHN OPPORTUNITIES**

**New Opportunities**

**Indicator Projects**

Marcie will attend the AV Social Planning Council meeting next week, anticipate a request regarding for monies for a vital signs project. Will ask for an outline of the scope and to send a request letter to the ACHN TOP.

Identified need for a decision making matrix to be approved by the ToP to address requests from community partners in a timely and transparent manner.

Adriane reported there is an Alzheimer’s pilot program she will distribute the 2 page document with details.

Wes Hewitt reported there is also geriatrics program thru Dr. Sam Williams, Chief of Staff at WCGH.

\$10 a Day Child Care Plan aligning with our priority Sharon Gregson from Coalition of children advocates of BC presented to the Districts of Ucluelet and Tofino, both municipal councils endorsed the plan.

Josie as a health network should consider endorsing should also make a recommendation to the ACRD to endorse. See if the City will endorse as well.

**Action Items:**

1. Marcie to prepare decision making matrix for review next meeting
2. Send TOP an email with a deadline of March 31 for decision regarding the ACHN endorsing the \$10 day Child Care Plan.
3. Marcie prepare a letter from the ACHN recommending the ACRD Board of Directors endorse the \$10 day Child Care Plan for April 8, 2015 Board Meeting.
4. Josie will discuss with Mayor Ruttan if the City of Port Alberni has been approached to endorse the \$10 day Child Care Plan.

## 6. ACHN Co-Chair

### Action Items:

1. Tabled until new members are recruited.

## 7. Table of Partners Recruitment

Recruitment

Selection Committee

Timeline

TOP will need to recruit for 3 positions, Julie Rushton, Matilda Atleo and Marcie DeWitt's seats. TOP will also need to decide on a replacement for Rebecca who will be on medical leave for six months.

### Action Items:

1. The Recruitment letter will be distributed as a separate word document for feedback to Josie and Ellen by the end of day Friday.
2. Email the Recruitment Expressions of Interest to the Network with a deadline of April 8<sup>th</sup>, also TOP members to distribute to their networks.
3. Josie will send email to the TOP who were not in attendance at today's meeting to notify them of the Recruitment process.
4. TOP will review and decide new members at April 15<sup>th</sup> meeting.
5. Invite Faye, Clayoquot Biosphere Trust to attend the next TOP meeting as a guest to assist in maintaining communication with CBT and west coast communities in Rebecca's absence.

## 8. Budgeting Process for 2015

The ACRD Board of Directors passed 2<sup>nd</sup> reading of the ACHN Budget at the March 11<sup>th</sup> meeting.

## 9. Other Business

### C2C Forum

### Action Items:

1. Shelli will contact the absent TOP members to get confirmation of attendance at the C2C Forum on Friday, March 27<sup>th</sup> at the Hupacasath House of Gathering.

### CFRC MOU

Suggest small committee review or a discussion at the April 15<sup>th</sup> meeting.

### Action Items:

1. Send the MOU to TOP for edits submitted to Coordinator by April 1, 2015.

Wes Hewitt left the meeting 12:32 pm.

The meeting adjourned at 12:35 pm. The next meeting of the Table of Partners will be held on Wednesday, April 15<sup>th</sup>, 2015 @ 9:30 am.