



Alberni-Clayoquot Health Network

Table of Partners Agenda

ACRD Board Room, 3008 5th Ave, Port Alberni, BC
December 17, 2014
9:30 am – 12:30 pm

1.	Greeting, Acknowledgement of the Territories & Check-in	9:30 – 9:45
2.	Review of agenda and minutes from last meeting. <ol style="list-style-type: none"> 1. How would ToP like to build meeting agendas in the future? 2. Correction of October 2015 meeting date to be Oct. 21st 3. Minutes – request from member to include ‘action items’ 	9:45 – 10:00
3.	Coordination Issue – report from sub-committee & next steps (in-camera session)	10:00 – 11:00
4.	MOU Development – report from sub-committee & next steps	11:00 – 11:30
5.	Start of ACHN Budgeting Process for 2015 <ol style="list-style-type: none"> 1. Budgeting timeline (letter to IH, ACRD Board Budget cycle etc.) 2. Review of budget created last March 3. How shall we best proceed? 	11:30 – 12:00
6.	Other Business – <ol style="list-style-type: none"> 1. Correspondence – Letter to CFRC 2. Next Meeting January 21st - help with Coordination / Facilitation 3. Other? Action Tables, Network Meeting 	12:00 – 12:20
7.	Meeting Close	12:20 - 12:30



Alberni-Clayoquot Health Network Minutes

Wednesday, November 19th, 2014 @ 9:30 am

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

Attendees: Penny Cote, Tanis Dagert, Marcie DeWitt, Adriane Schroeder, Peter Klaver, Craig Summers, Laurie Money, Esther Pace, Julie Rushton, Wes Hewitt, Ellen Brown, Janice Johnson, Marcie DeWitt (teleconference), Janice Johnson (alternate for Eunice Joe).

Regrets: Eunice Joe, Matilda Atleo

1. Welcome

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

Each member introduced themselves and discussed their expectations of the ACHN. A review of the refresh process was discussed that the Health Network undertook for the last six months which has resulted in the new structure.

2. Information Package

Health Network Information Package

The Table of Partners (TOP) reviewed the purpose and the role of the TOP. Discussions on Action Tables, meeting schedule for the TOP and the Network were reviewed.

3. ACHN Finance Report

Review of the finances to date and remaining funds. More discussion and budget preparation at the December meeting.

4. ACHN Current Issues

- a) Request the TOP send a proposal for funding (sustainability) mid January to Island Health detailing an amount the ACHN needs for coordination and operation. (Detailed budgeting will be the focus of the December meeting.)

- b) Dissolve the Island Health and ACRD Protocol Agreement, create a new Terms of Reference document and develop an MOU in partnership with the ACRD (Grant Hollett, Corporate Director, Planning and Community Engagement with Island Health can attend an ACRD meeting regarding this issue).
- c) Prepare a Communications plan.
- d) Josie and Penny will discuss the TOP with Russell.
- e) Gather MOU`s from other Health Networks, TOP receive a first draft prior to the next meeting, attached to the December Agenda. (Tanis, Julie, Penny, Adrienne, Russell, Wendy)

Coordinator Contract and Administration

Contract for Coordinator is valued at \$55,000.00/year, 20 hours a week \$40 hour, this also includes GST and office expenses (internet, phone, travel). Administration is \$15,000.00/year which includes administration functions, facility and office equipment usage, financial flow thru. Core Coordinator and Administrator functions were included in the TOP package.

CRFC Letter to the ACHN TOP

The TOP received a letter from the CFRC for support and a report on how the capacity building funds (\$15,000) were used. Marcie and Esther explained the request of the Coastal Family Resource Coalition to the TOP. The question from the TOP was “What is the request?” Is part of the Island Health funding to be split apart or is the ACHN going to fund the CFRC?

Discussions regarding the request to fund the CFRC will continue at the December meeting. A sub group consisting of TOP members – Peter, Esther, Craig, Ellen, Penny, Josie and Adriane will discuss with Tanis and Marcie prior to the December meeting and present options to the TOP at the December meeting.

Transportation

Adriane delivered a presentation and handed out an action table funding request for Affordable and Accessible Transportation.

Motion: THAT the Table of Partners endorsed the request for \$3100.00 for the creation and support of an Affordable and Accessible Transportation Action Table.

Carried

Meeting adjourned at 12:31 pm.

The next meeting of the Table of Partners will be held on Wednesday, December 17, 2014 @ 9:30 am.

**PROTOCOL AGREEMENT
BETWEEN
Alberni-Clayoquot Regional District (ACRD)
AND
The Alberni Clayoquot Health Network Table of Partners (ACHN – TOP)**

PURPOSE

This Protocol Agreement enables the above Partners to collaborate in the continued development and administration of the Alberni-Clayoquot Health Network (ACHN) and to develop a more formal structure that maximizes collaboration and collective decision-making among the Partners.

This Protocol Agreement serves as an expression of the agreement between the partners and does not create legal obligation between the parties.

This Protocol Agreement replaces the former Protocol Agreement between the Vancouver Island Health Authority and the Alberni Clayoquot Health Network dated April 4th 2012, that initially created the Alberni Clayoquot Health Network.

PART 1 – RESPONSIBILITIES OF THE ALBERNI CLAYOQUOT HEALTH NETWORK (ACHN)

The function of the ACHN is to provide a local community engagement mechanism for dialogue and action on health and well-being. It is expected that, through this Agreement, the ACHN will:

1. Improve health planning in the ACRD area,
2. Foster reciprocal accountability,
3. Contribute to the sustainability of our health care system, and
4. Model collaborative and inclusive decision-making.

The purpose of the ACHN is to:

- I. Take action to Improve the health status of the Alberni Clayoquot Communities population.
- II. Support local governments in community planning as it relates to the determinants of health.
- III. Provide a means to gather and distribute information, stories, and to capture the voices of the communities in the area that the ACHN serves.
- IV. Connect people with information and resources, and to mobilize the community in how the community can stay health and address health.

The ACHN Table of Partners (TOP):

The ACHN Table of Partners is the overall governing body responsible for decision-making and successful implementation of the Alberni Clayoquot Health Network. Members are committed to the ACHN vision, mission, and to advancing strategic priorities.

The purpose of the ACHN Table of Partners is to:

- Oversee the operation of a large, broad-based network of individuals and organizations in the Alberni Clayoquot region concerned with improving health
- Provide a forum to promote individual and community understanding of local health services and population health and well-being;
- Create / align action tables to accomplish the goals and objectives of the Health Network as determined by the membership.

The Table of Partners is made up of approximately 12-15 members/ representatives from diverse groups and organizations particularly concerned with regional mandates to improve the health and well-being of local communities and populations within the Alberni Clayoquot Regional District. Members of the Table of Partners that may include coalitions, local governments, non-profits and regional organizations with a vested interest in health. Representation will be sought from First Nations, West Coast Communities, Bamfield and the Alberni Valley.

Members are expected to share expertise, tools and best practices with the Network and commit to moving work forward between meetings. Members are also expected to bring information from the ACHN to their own organization, and vice versa.

The Table of Partners is responsible for:

- The overall governance of the ACHN
- Setting the strategic direction of the Network
- Setting and recommending an annual budget to the ACRD Board (the fiscal host for the ACHN) by February each year
- Making decisions on how funds are allocated through the budget cycle/ oversight and approval of ACHN expenditures and finances
- Hiring and overseeing ACHN contract staff
- Leveraging funding/ making requests to foster goals and initiatives that positively impact the social determinants of health in the ACRD.
- Ensuring that work on identified issues and agreed upon actions is moving forward.
- Negotiating/ entering into agreements on behalf of the Health Network, including update/ review/ renewal of this Protocol agreement with the ACRD on an as needed basis
- Striving to keep all ACHN members informed and involved (e.g. communications and public documents including agendas, minutes and postings on the website.)
- Facilitating health-focused community engagement and development activities.

- Developing / making recommendations regarding health service enhancements, service changes and health infrastructure requirements.

How the Table of Partners functions:

- Meetings will be held monthly (except in August) and will function as closed meetings.
- Decisions are made using consensus: a “temperature check” of thumbs up or not is used to indicate when further discussion or exploration is needed to achieve consensus. A position of “I can live with that’ can contribute to Agreement.

PART 2 – RESPONSIBILITIES OF THE ALBERNI CLAYOQUOT REGIONAL DISTRICT

As part of an annual administration fee from the ACHN budget to the ACRD (\$15,000/yr as at Dec. 2014), the ALBERNI CLAYOQUOT REGIONAL DISTRICT will provide an annual infrastructure to the ACHN including:

- Acceptance of the annual recommended ACHN budget by the ACRD Board
- Financial oversight in accordance with the ACHN annual budget and services related to being the overall fiscal hosting of the ACHN (payment of invoices, contract adjudication as appropriate, financial reporting to the ACHN TOP etc.)
- Ensuring that good accounting practices are followed; and that fair procurement and hiring practices are followed.
- Supporting ACHN recommendations regarding health service enhancements, service changes and health infrastructure requirements.
- Provide planning data.
- Provide administration support to the ACHN including: meeting minutes, maintenance of web page on the ACRD site, manage membership lists, group emails, event assistance, photo copying, etc.
- Provision of meeting space for ACHN activities
- Ensuring that the Chair of the Alberni Clayoquot Regional Hospital District Chair participates on Alberni Clayoquot Health Network Table of Partners

Partner Signatories

Alberni-Clayoquot Regional District (ACRD)

Alberni Clayoquot Health Network Table of Partners

Alberni-Clayoquot Health Network

2014 Budget	Amounts	Description
Coordinator	\$55,000.00	Wages - \$55,000
Admin Support	\$16,000.00	Wages - 1.5 days/week
Forums	\$22,000.00	
Planning	\$50,000.00	
Operating	\$10,000.00	
Total Expenditures	\$153,000.00	

2015 Budget	Amounts	Description
Coordinator	\$55,000.00	Wages - \$55,000
Admin Support	\$16,000.00	Wages - 1.5 days/week
Planning	\$50,000.00	
Operating	\$10,000.00	
Reserve	\$56,000.00	
Total Expenditures	\$187,000.00	