

**Wednesday, February 10, 2021**

**Regional Wellness Council Meeting Minutes**

#	Item	Details	Time	Responsibility
1.0	Call to Order	<ul style="list-style-type: none"> <li>○ The Chair called the meeting to order.</li> </ul>	3:07PM	RWC Chairperson
2.0	Reflection / Prayer	<ul style="list-style-type: none"> <li>○ The prayer was led by the Chairperson, Ms. Patricia Schaefer</li> </ul>		Chairperson
3.0	Attendance	<ul style="list-style-type: none"> <li>○ In Attendance</li> <li>○ Ms. Patricia Schaefer – Chairperson</li> <li>○ Ms. Linda Mabbitt</li> <li>○ Mr. Lloyd Jones via teleconference</li> <li>○ Ms. Gloria Villebrun</li> <li>○ Ms. Lorraine Tordiff</li> <li>○ Executive</li> <li>○ Ms. Sujata Ganguli, Chief Operating Officer</li> <li>○ Ms. Courtenay Paulette</li> </ul>		Executive Assistant
4.0	Approval of the Agenda	<ul style="list-style-type: none"> <li>○ Moved by Ms. Gloria Villebrun, seconded by Ms. Lorraine Tordiff that the agenda for the Fort Smith Regional Wellness Council (RWC) meeting of February 10, 2021 be approved with the addition of Integrated Care Teams (ICT) and moving item 7.0 up in the agenda to item 5.0. Motion carried unanimously.</li> </ul>		Chairperson
5.0	Orientation	<ul style="list-style-type: none"> <li>○ An updated copy of the Regional Wellness Council Handbook was distributed by email to all members ahead of the meeting and printed copies were made available.</li> <li>○ Allan Stanzell, Senior Advisor Governance, provided an overview of the roles and responsibilities of the Regional Wellness Council to help new members better understand their role.</li> <li>○ The presentation covered the following items:               <ul style="list-style-type: none"> <li>○ Health and Social Services System Structure,</li> <li>○ NTHSSA Organization</li> <li>○ RWC Roles, Responsibilities, Activities, Meetings and Reports</li> <li>○ Leadership Council Roles,</li> </ul> </li> </ul>		

		<p>Meetings</p> <ul style="list-style-type: none"> <li>○ Communications Protocols</li> <li>○ RWC Handbook – Code of Conduct</li> <li>○ Noted that RWC members should seek information from the public. Members are the eyes and ears for people in your region with regards to accessing health care. Their role is to provide input and advice on the programs and services for health and social services care. You should try to participate in any community activities.</li> <li>○ Identified that gathering information could include seeking opinions and information from individuals, organizations, groups community and Indigenous governments.</li> <li>○ Establish a meeting schedule, minimum of one meeting per year and a maximum of 12 per year.</li> <li>○ Items brought forward to the RWC gets brought to the Leadership Council (LC) by the RWC chairperson.</li> <li>○ If there are events in the community, or gathering where you can solicit information, those are the types of information that should be brought to the meetings.</li> <li>○ Important to develop relationships with stakeholders and determine what health and social service programs are needed in the community.</li> <li>○ Sharing information on different initiatives</li> <li>○ Any complaints, commendations, etc should be brought forward to the COO directly.</li> <li>○ COO will provide a regional report at each of the meetings.</li> <li>○ Allan suggested meeting right before Leadership Council meetings to ensure things are addressed in a timely manner.</li> <li>○ Leadership Council meetings are</li> </ul>		
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		<p>scheduled quarterly- May, August, November and March. These meetings are held in various communities throughout the NWT.</p> <ul style="list-style-type: none"> <li>○ Mr. Jones feels like it's important that new members receive this information when they start with the RWC and is glad that he finally received this information.</li> <li>○ Allan stated that if any of the Fort Smith members are in Yellowknife, you are welcome to come to the Joe Tobi building and he will give you a more in depth presentation.</li> </ul>		
6.0	Previous Meeting Minutes - Review and Approval	<ul style="list-style-type: none"> <li>○ Moved by Ms. Gloria Villebrun, seconded by Ms. Linda Mabbitt, the minutes for the Fort Smith Regional Wellness Council of May 21, 2020 be approved with the change that Ms. Villebrun made the recommendations that Medical Travel policies should to be reviewed and changed identified in item 10.0.</li> <li>○ Introduced the new COO, Sujata Ganguli who started with us on January 25, 2021.</li> </ul>		Chairperson
7.0	Business Arising from the Previous Meeting Minutes	<ul style="list-style-type: none"> <li>○ Ms. Villebrun questioned if there have been any changes to the guidelines for Medical Travel and the information that is being received for clients. COO will find out the guidelines for medical travel approval and the need for an escort.</li> </ul>		
8.0	COVID 19	<ul style="list-style-type: none"> <li>○ Majority of staff at Northern Lights Special Care Home (NLSCH) and all residents have been vaccinated.</li> <li>○ Waiting to hear back on dates for the next vaccination clinic for 60 years and over. COO to confirm number of vaccinations that were provided.</li> <li>○ Ms. Villebrun questioned when the 18-60 population will be vaccinated and the COO confirmed that this is unknown.</li> <li>○ Ms. Tordiff questioned if there any protocols in place for staff who refuse to get the vaccine. Noted that</li> </ul>		

		staff members are screened and their temperatures are taken twice daily.		
9.0	Integrated Care Teams	<ul style="list-style-type: none"> <li>○ The Primary Health Care Reform Demonstration Project of Integrated Care Teams launched on February 8, 2021 in Fort Smith.</li> <li>○ Working out kinks and already have some success stories.</li> </ul>		
10.0	Chairpersons Report	<ul style="list-style-type: none"> <li>○ Did not attend the last Leadership Council meeting in December, but does have the report provided by Allan. EA to circulate this report to all members.</li> <li>○ At the next Leadership Council meeting Ms. Schaefer will be informing them that she will not be renewing her term when it expires; therefore they will need to appoint a new chairperson.</li> </ul>		Patricia
11.0	RWC Member Observations and Comments	<ul style="list-style-type: none"> <li>○ Mr. Jones would like to see some information regarding strategic planning.</li> <li>○ Ms. Villebrun would like her concerns regarding medical travel to be brought to the Leadership Council.</li> <li>○ Ms. Villebrun questioned what happened to the request for a vice chair. Ms. Schaefer noted that Ms. Villebrun was appointed, however received confirmation that the vice chair cannot sit at the Leadership Council table or make decisions.</li> <li>○ EA to follow up on posters or information nominations for the RWC. Follow up with Allan.</li> <li>○ Questioned what training is provided to NLSCH staff and if they receive appropriate geriatric training. COO to provide this list with information from the Regional Supervisor, Long Term Care.</li> </ul>		Courtenay
12.0	Decision Items and Recommendations to the NTHSSA Leadership Council	<ul style="list-style-type: none"> <li>○ Medical travel guideline reviews. Also ensure that when someone is going for surgery that they are provided an escort for their return trip.</li> <li>○ Ms. Villebrun questioned if head</li> </ul>		

		<p>injuries and heart problems still go to directly to Edmonton. Noted that the NWT should stop sending these patients to Yellowknife if they are being medevaced. Would like some clarification on this.</p> <ul style="list-style-type: none"> <li>○ Proper training for Resident Care Aides and the need for staff to complete the Personal Support Worker training should be a requirement. Questioned if this course be provided at the Aurora College Thebacha campus.</li> </ul>		
13.0	Action Items Review	<ul style="list-style-type: none"> <li>○ Medical Travel.</li> <li>○ Remove Orientation.</li> <li>○ Follow up on the presentation of Cancer Care with Nurse Navigators.</li> </ul>		
14.0	Adjournment	<ul style="list-style-type: none"> <li>○ Motion to adjourn the meeting was moved by Ms. Linda Mabbitt.</li> <li>○ Next meeting scheduled for April 21, 2021 confirm through email.</li> </ul>	4:56 pm	