

Wednesday, November 23, 2016

Regional Wellness Council Meeting Minutes

#	Item	Details	Time	Responsibility
1.0	Call to Order	<ul style="list-style-type: none"> The Chair called the meeting to order. 	7:05pm	RWC Chairperson
2.0	Reflection / Prayer	<ul style="list-style-type: none"> The prayer was led by the Chair, Patricia Schaefer. 		Chairperson
3.0	Attendance	<ul style="list-style-type: none"> Present at the meeting was Patricia Schaefer, Linda Mabbitt, Debbie Hansen, Peter Daniels, Janelle Minute, Gloria Villebrun, Phyllis Mawdsley, as well as Barbara Chaulk and Lindsay MacKenzie for the Medical Travel presentation. Regrets for Al Dumont. Courtenay Kakfwi recorded the minutes. 		Executive Assistant
4.0	Approval of the Agenda	<ul style="list-style-type: none"> The agenda was approved as presented. Motion to accept the agenda as presented was moved by Debbie Hansen, seconded by Peter Daniels, and the disposition was unanimous. 		Chairperson
5.0	Previous Meeting Minutes - Review and Approval	<ul style="list-style-type: none"> The minutes from the previous meeting were reviewed and there were no questions at this time. Motion to accept the minutes from the previous meeting was moved by Gloria Villebrun, seconded by Linda Mabbitt, and the disposition was unanimous. 		Chairperson
6.0	Business Arising from the Previous Meeting Minutes	<ul style="list-style-type: none"> One of the members questioned why reports from each department are no longer provided for review. It was clarified that this now is reported to the CEO through weekly discussions through COO/CEO/Executive Meetings. 		Chairperson
7.0	Chairpersons Report	<ul style="list-style-type: none"> The Chair described the Leadership Council meeting that took place on September 12, 2016 as a learning experience. Brief updates were provided on each of the Regions. Beaufort Delta: <ul style="list-style-type: none"> Requested a copy of the corporate by-laws. Started a program to promote healthy living and consumption of healthy foods in the community. Having difficulty retaining physicians. Dehcho: 		Chairperson

		<ul style="list-style-type: none"> ○ Wanted to know what the roles and responsibilities would entail. ○ Noted that they will have quarterly meetings as everyone is in separate communities. Would prefer to have minimal teleconferences. ○ They questioned the budget for the new Regional Wellness Council in terms of travel, etc. ● Tlicho: <ul style="list-style-type: none"> ○ They have started working on their accreditation and have a position posted for Risk Management. ○ Renovations to their new Seniors Home (phase 1) has started. ○ They will be fully added to the EMR system in May 2017. ● Yellowknife: <ul style="list-style-type: none"> ○ Noted that the Regional Wellness Council members would also like to meet face to face as they are in separate communities. ● Hay River: <ul style="list-style-type: none"> ○ Requested copy of orientation, roles and responsibilities and policies. ○ Requested business cards to be able to contact the CEO, and Executive Directors. ● Sahtu: <ul style="list-style-type: none"> ○ Seeking to improve mental health and additions in the community. ○ Concerns regarding staff abuse. ○ Problems with patients being discharged in Yellowknife without notice. ○ Encouraging community members to pursue careers in health. ○ Requested roles and responsibilities. ● The Chairperson stated that orientation is being provided in each of the regions. ● The CEO provided financial updates; 14 that need to be amalgamated. This is currently being worked on. ● Colin Goodfellow is the new Stanton COO. ● Corporate by-laws were approved and passed with noted changes. Chair did not receive final changes. 		
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8.0	RWC Member Observations and Comments	<ul style="list-style-type: none"> The Regional Wellness Council members stated that they have a better understanding and insight regarding Medical Travel after the presentation that was provided earlier. There was discussion regarding the recommendations surrounding Medical Travel and confidential information being kept secure. There were recommendations to hire a casual or relief employee for situations when the Medical Travel agent is out of the office; or an additional employee working alongside the Specialist Clinic Assistant. A Medical Travel brochure was discussed and it was agreed that one be created for the community to ensure that clients are aware of the processes that must be followed. The Chair advised that these discussions will be brought forward to the next Leadership Council meeting. 		ALL
9.0	Projects and Priorities	<ul style="list-style-type: none"> It was questioned if additional orientation sessions will be provided for the members who were absent on November 9, 2016. Executive Assistant to distributed additional binders for the members that were not in attendance at the orientation on November 9. 		ALL
9.1	Orientation Debrief of November 9, 2016	<ul style="list-style-type: none"> It was noted that the orientation was very informative. The members got a clear understanding of what the roles and responsibilities of the Regional Wellness Council are. 		ALL
9.2	NLSCH Residents Brunch	<ul style="list-style-type: none"> The date has been set for December 3 at 11:30am at Northern Lights Special Care Home (NLSCH). All members are encouraged to attend this annual event. Members are welcome to attend the staff lunch on December 8 at NLSCH as well. 		ALL
9.3	Medical Travel	<ul style="list-style-type: none"> Barbara Chaulk, Director of Health 		ALL

	Presentation	<p>Programs and Services and Lindsay MacKenzie, Primary Care Clinic Supervisor provided a presentation on Medical Travel.</p> <ul style="list-style-type: none"> • It was noted that this presentation was to help the members better understand the processes associated with Medical Travel so that they can provide this information onto the public if and when concerns arise. • It was questioned if Inuvik (NWT Health Care) approves appointments for everyone in the North. It was clarified that Yellowknife approves the travel after NWT Health Care approves the southern appointment. • It was questioned if this information and knowledge is available to the public. It was clarified that it is done on a case by case basis. • It was questioned if travel is not approved, what is the reason. It was noted that services in the north must be utilized unless it is absolutely necessary the client go south for treatment. In some cases, requests cannot be approved without necessary documents which are also contributing factors in the waiting periods. • It was recommended that a note be put on the current form for clients travelling to ensure they know all the processes for arranging follow up appointments. 		
9.4	Review Dialysis Brochure	<ul style="list-style-type: none"> • The new brochure with the NTHSSA logo was distributed. • The brochure is to help members better understand dialysis in Fort Smith and why the services are not provided. • The COO stated that when renovations were completed, a room was specified for dialysis services and this can be utilized in the future should the need be identified. Dialysis services require certain amount of people in the community in order for nurses to maintain their qualification and skills. 		ALL
9.5	Meeting Schedule and Presentations	<ul style="list-style-type: none"> • Next Leadership Council meeting is scheduled for December 6, 2016. • Date for the next Regional Wellness Council meeting is scheduled for January 18, 2017. 		ALL

		<ul style="list-style-type: none"> • It was stated it would be beneficial for different department to provide a presentation at each meeting. If any member has anything specific they would like to see please bring it to the Chairs attention. • It was noted that a presentation on the action plan “Building Stronger Families” be done in January. 		
10.0	Learning, Development and Innovation	<ul style="list-style-type: none"> • The members would like to see the corporate by-laws and policies. Chair to request this at the Leadership Council meeting for distribution to the Regional Wellness Council for review. • It was noted that it would be also beneficial to review the Medical by-laws. • All members would like to see a copy of the Strategic Plan. It was noted that this is a draft and is still a working document. To be distributed to all Regional Wellness Council members. 		Chairperson
11.0	Decision Items and Recommendations to the NTHSSA Leadership Council	<ul style="list-style-type: none"> • Refer to item 8.0 • The COO will get clarification on when the Strategic Plan will be completed. Chair will also request this information at the next Leadership Council meeting. 		Chairperson
12.0	Action Items Review	<ul style="list-style-type: none"> • The following items are to be added to the Action Item List that is being created: <ul style="list-style-type: none"> ○ Building Stronger Families presentation. ○ Strategic Plan distribution and review. ○ Corporate By-laws distribution and review. ○ Creation of Medical Travel brochure. 		Chairperson
13.0	Closing Reflections / Prayer	<ul style="list-style-type: none"> • The prayer was led by the Chair, Patricia Schaefer. 		Chairperson
14.0	Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned. • Motion to adjourn the meeting was moved by Debbie Hansen. 	9:10pm	Chairperson