

Wednesday, June 14, 2017

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, Al Dumont, Janelle Minute, Linda Mabbitt, Debbie Hansen, Peter Daniels and Phyllis Mawldsey. Gloria Villebrun attended through teleconference. 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 Janelle Minute, 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 on March 29 were reviewed and there were no questions at this time. It was identified that the May 17 meeting was rescheduled for June 14. Motion to accept the minutes from the previous meeting was moved by Janelle Minute, seconded by Peter Daniels, and the disposition was unanimous. 		Chairperson
6.0	Business Arising from the Previous Meeting Minutes	<ul style="list-style-type: none"> Following up on item 8 from the March 29 minutes, the clarification of the concerns brought forward was provided by the COO. It was identified that the Director of Health Programs and Services had a medical audit completed to ensure employees follow the appropriate processes. It was noted that the employee did not receive any sort of preferential treatment and did not enter themselves into the scheduler. It was also identified that there is nothing in the collective agreement that does not 		Chairperson

		<p>allow annual leave to be added onto medical leave.</p> <ul style="list-style-type: none"> • Following up on item 10 from the minutes, it was questioned if more orientation will be provided for Regional Wellness Council members. It was noted that a second stage of orientation will be provided by the NTHSSA but a date has not been determined. 		
7.0	Chairpersons Report	<ul style="list-style-type: none"> • The chairperson did not provide an update at this meeting as there is no new information to provide. The last leadership council meeting was on March 6 and the next meeting is scheduled for July 12-14 in Inuvik, NT. 		Chairperson
8.0	RWC Member Observations and Comments	<ul style="list-style-type: none"> • There was a discussion about current member terms that are expiring. It was identified that members can be reappointed. Applications for reappointment should include letters of reference and assisting documents as part of the application. • There was a concern brought forward regarding scheduled council meetings. Members felt that the council should be meeting more often. It was noted that the previous Board of Management used to meet monthly and suggested that we continue to meet on a monthly basis. It was noted that the handbook for Regional Wellness Councils indicated a quarterly meeting schedule for all Regional Wellness Councils. Members would like to be kept more informed about what is going on in the region, however it was recognized the role of the Regional Wellness Council was about being the voice for the community and the Leadership Council as the Board of Management for the NTHSSA. • Members identified that they would like to receive department reports as previously done with the Board of Management. 		ALL

		<ul style="list-style-type: none"> • Any concerns to be brought forward can be done with the COO regarding concerns with the health centre. • There was a discussion on how we can inform community members about present Regional Wellness Council members. The COO suggested that members be in attendance at the health fair this year to bring awareness to the community of how the council can be contacted and what can be brought forward. • The members suggested purchasing an information screen for outside the Hospital. • Chairperson suggested at the last Leadership Council meeting that concerns brought forward get added to an action item list to ensure information is kept up to date. • It was questioned who has access to certain information within the Electronic Medical Records system. It was noted that this is a role based access which means certain employees have access to certain information. Noted that it is a protected system and audits are done frequently. 		
9.0	Activities and Priorities	<ul style="list-style-type: none"> • COO provided updates within the NTHSSA – Fort Smith Region: <ul style="list-style-type: none"> ○ It was identified that the NTHSSA Annual Reports are different than previous years. This will include success stories pertaining to the one system transformation. ○ Ongoing Quality as the Business Strategy meetings is being held in Yellowknife at the end of the June. ○ Responding to Accreditation. The report is due on August 17. ○ Busy with Performance Appraisals. These are to be completed by the end of June. ○ Currently working on organizational charts. This has 		ALL

		<p>not been finalized.</p> <ul style="list-style-type: none"> o Identified that job descriptions are currently being worked on and being sent for evaluation. 		
9.1	Strategic Plan Review	<ul style="list-style-type: none"> • The COO provided a PowerPoint presentation on the NWT Strategic Plan. • Identified that the Strategic Plan is on the website and is available to the community. COO can respond to any questions. 		ALL
10.0	Learning, Development and Innovation	<ul style="list-style-type: none"> • Currently nothing scheduled. Next meeting tentatively scheduled for August 16. • COO will discuss with staff to see who would be interested in providing a presentation. Information will be sent at a later date. 		Chairperson
11.0	Decision Items and Recommendations to the NTHSSA Leadership Council	<ul style="list-style-type: none"> • Identified that items can be brought forward to the chairperson for review. Concerns brought forward will be discussed at the Leadership Council meeting. • The last update for Medical Travel- the NTHSSA CEO started the process of by-laws and policies. Hopefully more information will be provided in July. 		Chairperson
12.0	Action Items Review	<ul style="list-style-type: none"> • In reviewing the Action Item List the following updates were provided: <ul style="list-style-type: none"> o The strategic plan is still ongoing. The plan was reviewed at this meeting. • Currently no updates provided for the corporate by-laws as the last meeting was on March 6. The Chair will provide an update after the Leadership Council meeting scheduled for July 12-14, 2017. 		Chairperson
13.0	Adjournment	<ul style="list-style-type: none"> • Motion to adjourn the meeting was moved by Janelle Minute. 	8: 58pm	Chairperson