

**Tuesday, April 16, 2019**

**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>	7:10pm	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>	7:11pm	Chairperson
3.0	Attendance	<ul style="list-style-type: none"> <li>In Attendance               <ul style="list-style-type: none"> <li>Ms. Patricia Schaefer – Chairperson</li> <li>Ms. Linda Mabbitt</li> <li>Mr. Lloyd Jones</li> <li>Ms. Gloria Villebrun</li> </ul> </li> <li>Regrets               <ul style="list-style-type: none"> <li>Ms. Janelle Minute</li> <li>Mr. Kevin Campbell</li> </ul> </li> <li>Absent               <ul style="list-style-type: none"> <li>Mr. Peter Daniels</li> </ul> </li> <li>Executive               <ul style="list-style-type: none"> <li>Ms. Brenda Gauthier, Chief Operating Officer</li> <li>Ms. Courtenay Paulette – Recorder of the minutes.</li> </ul> </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. Linda Mabbitt that the agenda for the Fort Smith Regional Wellness Council meeting of April 17, 2019 be approved with the removal of items 8.0 and 9.0. Motion carried unanimously.</li> </ul>		Chairperson
5.0	Previous Meeting Minutes - Review and Approval	<ul style="list-style-type: none"> <li>Moved by Mr. Lloyd Jones, seconded by Ms. Linda Mabbitt, the minutes for the Fort Smith Regional Wellness Council of January 16, 2019 be approved. Motion carried unanimously.</li> </ul>		Chairperson
6.0	Business Arising from the Previous Meeting Minutes	<ul style="list-style-type: none"> <li>Executive Assistant to circulate the Leadership Council documents to Regional Wellness Council members as promised in the January 16, 2019 meeting.</li> <li>Ms. Villebrun questioned what is going on with the fundraising for the TV screen. Members stated that Mr. Campbell would inquire with the Royal Legion branch on the cost of their TV Screen.</li> </ul>		Chief Operating Officer  Executive Assistant

		<ul style="list-style-type: none"> <li>• Ms. Villebrun requested an update on the medical travel process that was discussed on item 8.0 on the process of approval from Inuvik and Yellowknife. COO provided an update in relation to this.</li> <li>• Looking at having the Territorial Manager of Primary Care, Jennifer Snodgrass, review this process to avoid delays in the future. COO noted that the Territorial Medical Director has also been involved in reviewing this process.</li> <li>• Ms. Villebrun requested an update on the Trailcross Territorial Treatment Centre and SHIFT who has taken over that contract. COO confirmed that the facility is operating well and we have been receiving positive feedback.</li> </ul>		
7.0	Chairpersons Report	<ul style="list-style-type: none"> <li>• The Chairperson noted that the next Leadership Council Meeting is scheduled for May 1-2, 2019 in Yellowknife.</li> <li>• Chairperson attended a teleconference on February 26<sup>th</sup> to review the 2019-2020 budgets and the operational plan.</li> <li>• COO's have been invited to attend the Leadership Council meetings in May so that the regions can better support the Chairpersons and Regional Wellness Councils.</li> </ul>		Chairperson
8.0	RWC Member Observations and Comments	<ul style="list-style-type: none"> <li>• Concerns with medical travel not booking the appointments ahead of time.</li> <li>• Ms. Villebrun questioned what the role of the Medical Social Worker is. COO confirmed that we are still working to determine her role and if she is meeting the needs of departments. Ms. Mabbitt questioned if her role would help assist clients with the medical travel concerns. The COO confirmed that the role of the Medical Social Worker would not assist with this.</li> <li>• Ms. Mabbitt has a concern regarding</li> </ul>		Chief Operating Officer  Executive Assistant

		<p>medical travel. A community member approached Ms. Mabbitt to bring awareness of her predicament with medical travel not approving her travel to see her surgeon in Grande Prairie for an appointment that was booked two years in advance. Medical travel is stating that the client must see a surgeon that is located in the north in order for the travel to be approved. COO confirmed that the client should get in touch with her directly to discuss as a release of information would need to be signed in order for her to look into the concern further.</p> <ul style="list-style-type: none"> <li>• Ms. Villebrun had a client approach her with a concern in relation to her medical travel arrangements not being made ahead of time, resulting in the client making their own travel arrangements. The client is now not being reimbursed for the full amount.</li> <li>• Concerns with the location of Medical Travel being at the front desk. COO noted that we are relocating her once again.</li> <li>• Ms. Villebrun had a Fort Resolution community member contact her with concerns. Executive Assistant confirmed that concerns for this community are overseen through Yellowknife. Will confirm who the member is for Fort Resolution and will pass this information onto Ms. Villebrun.</li> </ul>		
9.0	Activities and Priorities	<ul style="list-style-type: none"> <li>• The Chairperson requested to remove this item from the agenda.</li> </ul>		
10.0	Learning, Development and Innovation	<ul style="list-style-type: none"> <li>• The Chairperson requested to remove this item from the agenda.</li> </ul>		
10.1	Fort Smith Regional Report – March 2019	<ul style="list-style-type: none"> <li>• COO stated that this report is being provided to help update and inform the RWC of the programs and services within the Fort Smith Region.</li> <li>• If there is anything you would like to see more of please let the COO or EA</li> </ul>		

		<p>know.</p> <ul style="list-style-type: none"> <li>• COO noted that the Occupational Health and Safety Committee and WSCC conduct regular inspections of our facilities.</li> <li>• COO noted that changes are occurring at Northern Lights Special Care Home (NLSCH) in terms of scheduling. Resident Care Aides are moving from 8 hour shifts to 12 hour shifts pending approval from the Union of Northern Workers. This strategy will help reduce overtime and also provide employees with more time off.</li> <li>• Hired a new Regional Supervisor of Long Term Care, Peter Fair, who started on April 1, 2019.</li> <li>• Relocated the Regional Manager of continuing Care to NLSCH.</li> <li>• Noted that we received additional funding as part of the Child and Family Services audit to fund three new positions.</li> <li>• Noted that two tracers have been trained, Natalie Campbell and Leili Heidema. The purpose of these tracers is to act as auditors to help prepare for accreditation. They will be doing one tracer a week, and will provide report on areas that require improvement prior to accreditation.</li> <li>• Primary Care Reform is a project to help improve continuity of care throughout the territory. A planning team is coming to Fort Smith June 5-6.</li> <li>• rL6 incident reporting system was implemented in April 15<sup>th</sup> throughout the territory.</li> <li>• Members would like to remove statistics on Mental Health from future reports.</li> <li>• Members would like more information in relation to how the clinic is doing and how the hospital is being run. ie. Inpatient beds, number of physicians, clinic closures. Members would also</li> </ul>		
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		<p>like to be informed of employees and their job positions.</p> <ul style="list-style-type: none"> <li>• Invite the RWC to next staff gathering.</li> </ul>		
11.0	Decision Items and Recommendations to the NTHSSA Leadership Council	<ul style="list-style-type: none"> <li>• Any issues please let Chairperson, COO or EA know.</li> <li>• If any issues arise please let us know prior to meeting so that we are aware.</li> </ul>		
12.0	Action Items Review	<ul style="list-style-type: none"> <li>• No additional items to be added to the list.</li> <li>• Ms. Mabbitt confirmed that Hay River is getting another machine and expanding their dialysis department.</li> </ul>		Chairperson
13.0	Adjournment	<ul style="list-style-type: none"> <li>• Motion to adjourn the meeting was moved by Ms. Linda Mabbitt and seconded by Ms. Gloria Villebrun.</li> <li>• Next meeting scheduled for Wednesday, June 26, 2019.</li> </ul>	8:59pm	Chairperson