

## Minutes of the Meeting of the Fort Smith Regional Wellness Council

**Wednesday, March 20, 2024**

**14:00 - 1630**

**Location: 41 Breynat Street, Fort Smith Health Centre Board Room**

**Members Present:**

Phyllis Mawdsley, Chair  
Alan Karasiuk, Council Member  
Dianna Korol, Council Member  
Mary Pat Short, Council Member  
Don Webb, Council Member  
Lorraine Tordiff, Council Member

**Members with Regrets:**

Lynda Martin, Council Member

**Staff Present:**

Sujata Ganguli, COO  
Candace Dion, Executive Assistant

**Guests:**

Lindsay Mackenzie, Regional Manager of Primary Care

#	Item and Details	Time	Responsibility
	<b>Facility Tour</b>	13:15	COO
1.0	<b>Call to Order</b>	13:58	Chair
2.0	<b>Reflection / Prayer</b> led by Council Member <b>Acknowledgement of Traditional Territory</b> led by Council Member	14:04	Chair/Council Members
3.0	<b>Approval of the Agenda</b> <ul style="list-style-type: none"> <li>Motion by Al Karasiuk</li> <li>Second by Lorraine Tordiff</li> </ul> <b>Carried</b>	14:01	Chair/Council Members
4.0	<b>Guest Speaker: Lindsay Mackenzie, Regional Manager of Primary Care.</b> <b>Medical Travel Process Overview.</b>  Lindsay Mackenzie, the Regional Manager of Primary Care, presented the council with an overview slideshow of the Medical Travel process.  A council member asked how ortho-referred physio patients with acute injuries are prioritized on the physio waitlist. <b>Response</b> - Physio referrals are triaged according to the NTHSSA Rehabilitation Services Prioritization Tool based on the information provided and seen by priority level. P1s and P2s are seen within two to three days, and P3s are seen within three weeks. Post-surgeries are seen in a week, fractures are seen within two weeks, and inpatients are seen the following day.	14:02	Lindsay Mackenzie

	<p>A council member asked how far before a patient's appointment the clinic gets a notification.</p> <p><b>Response</b> - It depends on the urgency of the appointment and is on a case-by-case basis. Everything is date-stamped in the clinic for backup.</p> <p>A council member asked about the escort policy and how it would pertain to a patient who cannot communicate.</p> <p><b>Response</b> - Fort Smith Primary Care does not approve escorts but will request and advocate for patients who require them.</p> <p>A council member asked how to request expense reimbursement. There seems to be no standard timeframe for reimbursement or breakdown of what has been reimbursed. Because of the long delay, many people don't bother to submit their reimbursements.</p> <p><b>Response</b> - The policy is 30 days for GNWT employees. Lindsay does not know what the standard wait time is for others. The travel officers enter data into the System for Accountability and Management (SAM) and submit it to Finance for review, approval, and payment.</p>		
5.0	<p><b>Review and Approval of Previous Minutes</b> February 21, 2024.</p> <ul style="list-style-type: none"> <li>• Motion by Don Webb</li> <li>• Second by Lorraine Tordiff</li> <li>• <b>Carried</b></li> </ul>	15:08	Chair/Council Members
6.0	<p><b>Business Arising from Previous Meeting Minutes</b></p> <p>Mental health reform feedback: Generally, the staff agree that the reform is right and are on board with moving forward. No concerns about the process or how it would affect their job were raised.</p> <p>Cafeteria updates: Still no supervisor hired. We plan to move forward with a request for proposals for a vendor. The Regional Manager of Operations is working on this.</p> <p>Dentist Updates: A new locum dentist is coming for six weeks.</p> <p>Updates regarding Action Item # 10, presenter on the Health Benefits changes: The COO reached out to Jeannie Matheson, who gave the presentation at the Leadership Council meeting, but the person she asked is unavailable. Stacey Ridgley may be able to come and give a presentation to the community.</p> <p>Trailcross update: The COO has had no response from Kristy Jones regarding the continued use of the building, as she is currently on leave. According to council members, the place is in poor condition and has been left without equipment and furniture.</p> <p>Sutherland House data: The Council requested more detailed data, such as information on the number of days of service and the average length of stay.</p>	15:09	Chair/Council Members

	<p><b>Action: The COO will email the PDF data to the council members.</b></p> <p>A new Territorial Medical Travel Officer has been hired; her name is Briann Gagnon.</p>		
7.0	<b>New Business</b>		
7.1	<p>The Chair motioned that the Fort Smith Region move forward with the following steps toward Mental Health Reform.</p> <ul style="list-style-type: none"> <li>• Motion by Phyllis Mawdsley</li> <li>• Second by Al Karasiuk</li> </ul> <p><b>Carried</b></p> <p>Discussion: No new money is available for this initiative. After staff consultation, the next step would be to engage with municipal and indigenous governments and consult about support for this initiative. Once this is completed, the planning phase will start.</p>	15:40	Chair/Council Members
7.2	<p><b>COO Report</b></p> <p>The COO provided a verbal summary of her report; see attached.</p> <p>The Chair requested that the COO report be dated at the top of the document.</p>	15:40	COO
7.3	<p>The Chair requested a motion to Extend the meeting to 16:30</p> <ul style="list-style-type: none"> <li>• Motion: Al Karasiuk</li> <li>• Second: Dianna Korol</li> </ul> <p><b>Carried</b></p>	15:54	Chair
7.4	<p><b>Chairpersons Report</b></p> <p>The Chair provided a verbal summary of her report; see attached. In the future, this report will be summarized rather than attached to the minutes.</p> <p>The meetings she attended virtually:</p> <ul style="list-style-type: none"> <li>• February 22 - Leadership Council Quality Committee</li> <li>• February 27 - Leadership Council Human Resources and Governance Committee</li> <li>• February 29 - Leadership Council Finance Meeting</li> </ul> <p>The Meeting she attended in person:</p> <ul style="list-style-type: none"> <li>• March 5 – 7 - Leadership Council meeting in Hay River</li> </ul> <p>Dr. Kami Kandola, NT's Chief Public Health Officer, gave an update from the Problematic Substance Abuse Committee on the Illicit Drug Response and provided training on using a Naloxone Kit. Dr. Kandola offered to present this critical issue to the RWC.</p>	15:55	Chair

	In response to concerns about the timeliness of booking flights for Medical Travel, Tim VanOverliw, Executive Director of Corporate Services, indicated he could provide an update on this issue to the RWC.		
7.5	<p>The Chair asked the Council to accept the COO and Chair Reports.</p> <p>Motion:</p> <ul style="list-style-type: none"> <li>Moved by Dianna Korol</li> <li>Second by Mary Pat Short</li> </ul> <p><b>Carried</b></p>	16:06	
8.0	<b>Council Member Observations and Comments</b>		
	<p><b>DW:</b> Concerned that the front door is not closing fully.</p> <p><b>Action: A maintenance work order has been sent in.</b></p> <p><b>DK:</b> Nothing to report.</p> <p><b>LT:</b> She wants to voice the need for Adult Services and Social Services after hours. She asks for the consistent spreading of sand or gravel in the front parking lot when it gets icy.</p> <p><b>AK:</b> Asks staff to flow charts for medical travel in simple language. Have these documents available in the clinic spaces.</p> <p><b>Action: include the existing flow chart in the next meeting package for review, although it may be too complex to hand out to the public.</b></p> <p><b>Action: The COO will attempt to find a copy of the previously published Territorial Medical Travel booklet and bring it to the next RWC meeting.</b></p> <p><b>MPS:</b> This request is for information regarding the health issues associated with poor air quality from forest fire smoke. What should we do or be advised to do? What are the correct filters to use?</p> <p><b>Action: Reach out to Public Health for information about air quality issues.</b></p>	16:07	Council Members
9.0	<b>Decision Items and Recommendations to the NTHSSA Leadership Council</b>		
	<p>The Chair will bring the following RWC issues and concerns to the Leadership Council.</p> <p>The Chair requires more information from the COO regarding the coding used for the Medical Travel form for Non-Insured Health Benefits patients before she can bring this up to the LC.</p>	16:16	Chair/Council Members
10.0	<p>Review of Action Items/Workplan</p> <p>Deferred to next meeting.</p>	16:17	

11.0	<p>The Chair asked for a motion to go in camera.</p> <ul style="list-style-type: none"> <li>• Motion by Don Webb</li> <li>• Second by Al Karasiuk</li> </ul> <p><b>Carried</b></p>	16:18	
12.0	<b>Adjournment</b>		
	<p>Motion to come out of camera.</p> <ul style="list-style-type: none"> <li>• Motion by Diana Korol</li> <li>• Seconded by Lorraine Tordiff</li> </ul> <p>Motion to Adjourn made by Al Karasiuk <b>Carried</b></p> <p>The meeting adjourned at 16:45.</p> <p><b>The next meeting will be held on April 17 @ 1900.</b></p>	16:45	Chair/Council Members

	<b>ACTION ITEM</b>	<b>OWNER</b>	<b>ASSIGNED</b>	<b>DUE</b>	<b>COMPLETED</b>
1	Health Centre Cafeteria opening	Sujata	Raphael	March 2024	
2	NTHSSA Signage	Sujata	Joey	April 2024	March 2024
3	Include the existing medical travel flow chart in the next meeting package.	Sujata	Candace	April 2024	
4	Retrieve a copy of the Medical Travel Booklet	Sujata	Sujata	April 2024	
5	Solicit staff feedback on Mental Health Reform	Sujata	Sujata	March 2024	March 2024
6	Chair, COO & EA to revise the work plan layout for the January 2024 RWC meeting	Phyllis	Sujata	January 2024	
7	Invite the Regional Manager of Primary Care, Lindsay Mackenzie, to an upcoming RWC meeting to explain the Medical Travel system.	Sujata	Sujata	March 2024	March 2024
8	Request for an update on hiring from the territorial Medical Travel manager	Sujata	Sujata	March 2024	March 2024
9	Reach out to Public Health for information about air quality issues	Sujata	Sujata	April 2024	
10	Contact the Territorial manager for an update on Dental Hygienist hiring.	Sujata	Sujata	March 2024	
11	Provide more detailed Sutherland House census data	Sujata	Amy	April 2024	
12	Request an update on Trailcross programming and the status of the Trailcross building from Kristy Jones.	Sujata	Sujata	March 2024	