**\*Please note that these minutes do not reflect exact discussions but merely a summary of conversations that occurred\***

|  |  |
| --- | --- |
| **Meeting Attendees**  |  |
| √ | Deborah Cracknell (Co-Chair) | √ | Rick Robinson | √ | Dr. Ernie Chang  | √ | Dr. Liz Wiley  |
|  | Clay Barber (T) |  | Maja Tait |  | Dr. Spencer Cleave | √ | Samantha Scott  |
|  | Devon MHSU (T) | √ | Layton Engwer | √ | Margi Bhalla (Co-Chair) |  | Shelley Tice |
| √ | Denise Blackwell |  | Monica Flexhaug  |  | Penny Cooper  |  | Erin Corry  |
|  | Dr. Vanessa Young |  | Cheryl Damstetter |  | Dr. Robin Saunders |  | Megan Mcintyre |
| √ | Dr. Jenn Ross | √ | Marko Peljhan |  | Darcy Ross (T) |  | Dr. Alicia Power |
|  | Chad Dickie (T) |  | Esther Stevens |  | Dr. Randal Mason | √ | Bianca Cyr (Minutes)  |
|  | Celeta Cook |  | Amanda Proznick |  | Dr. Mike Putland |  | Shaun Lorhan |
|  | Echo Kulpas | √ | Dr. Dan Horvat |  | Dr. Anton Rabien  |  | Devin Lynn  |

| **Topic/ Item** | **Discussion Points/Attachments** |
| --- | --- |
| 1. **Decision:** Welcome & Introductions; Review and accept previous minutes (October 18, 2019)
 |
| Minutes from the October 18, 2019 Western Communities meeting are approved as circulated.* Many new documents have become available in the last 24 hours and will be distributed after this meeting for review at the next committee meeting on November 29th, these documents are for reference only.
* An updated agenda has been distributed.
* Agenda and pertaining documents will no longer be printed; committee member will be responsible for printing their own materials unless requested in a timely manner.
* Island Health staff will investigate the possibility of projecting documents during the meeting
 |
| 1. **Information:** IHealth Living Lab Physician Champion
 |
| * Started a living lab at St. Anthony’s, a team of health professionals to develop a Cerner Electronic Medical Record
* Looking for physician experts who can inform the workflows within the Cerner product
* Dr. Wiley is the interim physician lead for this project
* A permanent Physician Champion role for the Living Lab has been posted for 16 hours at the sessional rate per week
* The posting closes on the November 22nd – here is the link [https://medicalstaff.islandhealth.ca/careers/opportunities/877/ihealth-living-lab-physician-champion-west-shore-living-lab-primary-care](https://medicalstaff.islandhealth.ca/careers/opportunities/877/ihealth-living-lab-physician-champion-west-shore-living-lab-primary-care#_blank)
 |
| **3.0 Information/Decision:** Presentation: Community Health Centre Proposal |
| * Jenn provided an overview for a Community Health Centre proposal for the Westshore
* Jenn and Randal have been able to connect with Liz Nelson & Kristie Teal from the Pacific Centre Family Services Association to explore the CHC concept
* Pacific Centre has the room to expand and the capacity to house a CHC within their Goldstream location
* Jenn and Randal would bring a core group of physicians who would be prepared to work at the CHC and expand existing panels and recruit net new providers to potentially attach many new patients
* Jenn and Randal are in need of funds to hire a Consultant who would create a CHC proposal, assist with a mission and vision statement and evaluation strategy by end of December to create a full proposal by March 31
* Pacific Centre Family Services is a non-profit counselling agency in the Westshore offering counselling services; sexual abuse intervention, children programs, domestic violence, substance use program child youth family counselling, also have an affordable counselling program for those who do not fit within a funded program, as well as a fee for service program
* Services being proposed by Jenn and Randal align well with the current programs and services
* Envisioning that Mental Health would be a component of the CHC many of the current services within Pacific Centre could be moved out to make room for the CHC
* Requesting $90K to hire for the Consultant/Project Manager position
* Monica expressed that Island Health MHSU would like the opportunity to participate in some of the Consultant’s work as they are a current funder of existing services at Pacific Centre.
* The Pacific Centre would be part of the PCN and collaborate with the UPCC and other PCN resources

**Actions*** Jenn and Randal will provide Marko with the Project Proposal in high level written format for the Health Authority to consider and look into what current project resources are available for support
* Marko will meet with Jenn, Dan and Deborah to review what is needed from Island Health to support the project and gather some information to bring forward to Cheryl Damstetter in support of the next CHC being with in the Westshore
 |
| 1. **Information/Discussion:** Update from PCN SC
 |
| * The PCN Steering Committee had their 2nd meeting last Thursday
* The meeting focused on TOR and worked to incorporate the feedback provided from this Leadership group
* The TOR are still in a draft format – they are being designed with this committee’s concerns in mind and will continue to receive feedback, finalize and shared here
* Local Patient Representation: 3 local patient members, one from each PCN community and one from the Family Caregivers of BC
* The Steering Committee also has a single first nations representative
* PCN Steering Committee is not a body to approve or deny decisions but intended to support and break log jams and endorse decisions from the Leadership Committees in both communities (Western Communities and Saanich Peninsula).The committee will be involved in decisions related to shared or shifted resources between the communities and for making decisions that cannot be reached within the Leadership Committee structure
* The mandate from ministry is for a fiduciary responsibility and oversight. All decisions should be made at this Leadership Committee where the information is discussed and debated. If there are pieces that should have further discussions they can be brought forward to the Steering Committee
* It was requested by Dr. Liz Wiley that an employee or representative from the WUPCC be involved in all conversations concerning the WUPCC. This will ensure accurate and reliable information sharing.
* If you have feedback for the Leadership Committee TOR please provide it in writing to Samantha/Margi/Deborah and they will ensure the feedback is incorporated into the subsequent version of the TOR and distributed prior to the next meeting
 |
| **5.0 Information:** Cashflow and Change Management Documents |
| * **Deferred**
 |
| **6.0 Decision/Discussion:** Governance: WC PCN Leadership Committee |
| *Governance & TOR** 2 Voting options will be sent to the committee for consideration and to be determined at Nov 29 Leadership Committee meeting.
* Option 1: sectioned into neighbourhoods and trialed for 6 months: physicians will have 5 votes – including 1 rep from each neighbourhood + 1 non-fee for service physician group (WUPCC, HCCT, CHC), 3 Island Health, 3 First Nations, 3 Patient Partners
* Option 2: Dr. Wiley will submit in writing a second option for community physician voting
* Rick suggested some training in Consensus Decision Making and will provide a potential contact.
 |
| **7.0 Information/Decision:** |
| **Manager Hiring*** **Deferred**

**Allied Health Provider Postings and Strategy*** **Deferred**
 |
| **Meeting Adjourned:** **Actions/Next Steps:**1. ToR feedback to be sent in writing to Samantha/Margi/Deborah
2. Review SC ToR on November 29th.
3. Jenn and Randal will provide Marko with the Project Proposal
4. Marko will meet with Jenn, Dan and Deborah to review what is needed from Island Health to support the project and gather some information to bring forward to Cheryl Damstetter in support of the next CHC being with in the Westshore
5. Dr. Wiley will submit in writing a second option for community physician voting options
6. Rick to provide resource for Consensus Decision Making education opportunities
 |