

Director's Meeting Lumby & District Health Services Society

January 22, 2018
9:00 AM. – 10:45 AM
White Valley Community Hall

Minutes

Present: Jean Latval, Elinor Warner, Catherine Hertgers, Judy Phillips, Ev Reade, Melanie Wenzoski, Elinor Turrill, Linda Vlasveld

Staff: Barbara Dyck and Lyndsay de Jong

Guests: Rick Fairbairn, Hank Cameron, Lori Mindnich and Lisa Olszewski

Regrets: Rosemarie Neufeld, Zac Palmer, Heather Serafin and Geoff Vick

A. Jean Latval called the meeting to order at 9:05 am. Quorum present.

B. Approval of Agenda & Adoption of October 23, 2017 Minutes

1. Approval of Agenda
2. Approval of Minutes October 23, 2017

No changes or additions to the agenda and June 26-2017 minutes. Reminder that minutes will be recorded then deleted.

Motion: Reminder that the minutes will be voice recorded and erased after the Board has approved minutes for that recording.

Moved by Jean Latval and Seconded by Melanie Wenzoski

CARRIED

C. Financial Report – Elinor Warner, Director, Finance Committee: notes provided by Zac Palmer

We are 75% of the way through the fiscal year. A balance sheet and comparative income statement had been provided to all board members.

Revenue:

Xray revenue fees are 20% off budget. This is due largely to Dr. Burnett establishing practice with “meet and greet patients” rather than referrals. It is expected that referrals will increase for February 2018.

Charitable donations with receipt – at first glance it appeared that we are down 20%, however combined with donations with no receipt, we are ahead of budget.

Village of Lumby Grant was not budgeted for and is restricted to Dr. Recruitment / Retention. We are looking at a better way of classifying grant so it does not appear as \$15,000 in income and skew the Society's financial position. It has been put into a long term GIC.

Locum Fees are currently on track at 75% of budget. Actual program revenue minus grant and locum fees revenue. \$88,900 on a budget of \$118,442 or 75%.

Expenses:

Total program expenses less locum fees \$78,809 on a budget of \$116,068 or 68%. Total operation surplus is \$10,091 which is due to strong to strong expense management. Dr. Burnett's moving expenses are to be paid.

Motion: Approval of the financial report.

Moved by Elinor Warner and Seconded by Elinor Turrill

CARRIED

D. Committee Reports:

1. Communication, Publicity & Media Committee: submitted by Ev Reade

- Reviewed the Communications Policy
- Amended and accepted the Terms of Reference
- Set out a work plan to inform the community of some of the history of the Lumby Health Society, its beginnings, trials and tribulations, successes and ongoing endeavors.

"We have started going through boxes of old Society Minutes and gathering tidbits of information for our FACT FILE for the Lumby Valley Times. The first FACT FILE went out before Christmas in a news article, sent out by Barb. This work is ongoing. If anyone has interesting, factual information for these tidbits, please let the committee know."

Ev is in awe of how the society was formed. The first building was built by volunteer manpower. The second building was built by the government. Ev has been trying to go over past minutes; however they are not organized in any manner. Ev stressed the importance of organizing and reviewing the past minutes. Melanie offered to help organize them.

Motion: Organize and review of past minutes.

Moved by Jean Latval and Seconded by Elinor Turrill

CARRIED

2. Dr. Recruitment / Retention Committee: submitted by Catherine Hertgers

"We went over our goal and strategy for the doctor recruitment and retention. We decided we had fulfilled our goal with having two full time doctors on staff. So going forward we are now looking at having another doctor either full or part time. We are in conversation with Dr. Nicole Kirkpatrick (January 24, 2018 @ 10:00 am) and hope to have a meeting with her in the next few weeks to ask the questions of what her intentions are. i.e.:

- Full time (independent of the other two doctors)
- Part time (fill in for Dr. Burnett)
- Part time (independent of doctors?)

Dr. Barss is accepting new patients. The wait time to see him is within a week.

We are also in conversation with Interior Health, Tracey Kirkman, Executive Director at Shuswap North Okanagan Division of Family Practice to set up a meeting to discuss the needs of the community.

Request for International Medical Graduate (IMG). Depending on the outcome of our conversation with Tracey Kirkman we will submit an application for another IMG, but may not be successful with this request as there are many communities that have no doctor. Barb explained that we get calls daily from people who require a walk in doctor. Judy explained, "The issue is that we cannot inhibit moving forward to inhibit the possibility of providing care on site in Lumby because of little bumps and humps that are in the system. They're there in a city; they're there in a rural area. We do our best to overcome them. To inhibit moving forward with the glitches that exist within the health care system would not be formidable for this community. In response to the hospital admitting issue, if a physician has admitting privileges or not, it is not an issue in today's world".

Dr. Barss' flooring in his MOA office was replaced at no cost to him.

3. Fundraising Committee: submitted by Rosemarie Neufeld

Total amount raised for Walk, Roll & Run 2017 (WRR) was \$11,695.74. The same model will be kept for 2018. The silent auction was very successful therefore it will be moved forward for 2018 and will hopefully generate more funds than 2017. The committee members have not met yet but they are in place.

Ev asked if the one dollar membership fee will be increased. No, because the amendment would have to be changed.

Rick announced the Health Board of the Regional District meets twice a year and they have a budget. He suggested LDHSS request a generator from them. The building generator would probably work for the ambulance station as well. Elinor Warner mentioned that LDHSS needs to look out for other groups that fundraise so that we do not coincide with them. A generator was recently installed in Lavington for \$85,000.00.

The basement at the Health Centre has a dirt floor and is filled with cobwebs. Would Shared Services be responsible to clean it up? Barb will inquire for a project cost.

Ev inquired about facilitating a Health Fair. Barb liked her suggestion as they have worked out well in the past. The Health Fair would be free of charge to patrons and booth rentals would be \$15.00 - \$20.00.

Judy asked about Walk, Roll & Run for 2018. Since the amount of participants was low this year, the fundraising committee may move the date for 2018. There was mention of including more kid related activities. There was approximately \$10,000.00 less raised this year compared to previous years. Judy made suggestion that we have to be gearing in a manner that the return on investment in time is more profitable. A Health Fair is good idea, however if we need to do something robust, like Hockeyville. i.e.: a Valentine's Day Bash or incorporating WRR with the Butter Tart Festival. In 2017 there was a fishing derby being held on the same weekend as WRR which may have skewed the number of participants. Melanie reminded the board members that we need to be

cautious with flooding season.

4. Strategic Planning Committee: submitted by Elinor Warner

Generator was added as a priority. Emergency lighting has been installed in the Dr. Burnett's offices and as well the backup lights have all been upgraded to LED lights. Under fundraising goals. Emphasis on extra day for opt clinic. Terms of references were approved and sent on to the policy committee. The bike rack has been installed and new flooring in the certain rooms has been completed.

Judy is bothered by the potential environmental issues concerning the air quality of the Health Centre is at risk due to the dirt floor downstairs. It poses health hazards for all of the employees and patients.

Barb would like side sliding front doors installed. People with wheelchairs have a hard time getting in and out of the building. Jean mentioned the importance of starting a Building Safety Committee.

Motion: To approve Jean Latval's report as read.

Moved by Elinor Warner Seconded by Elinor Turrill

CARRIED

5. Lab Committee Report: submitted by Ev Reade

"The Lab Committee has met once, November 22, 2017.

- Reviewed and accepted *Terms of Reference* as presented.
- We reviewed lab stats as obtained from Barb Dyck, re: the patients served and those unable to be. The 'locked door and number tickets' issue has settled down and the community is adapting well. Barb reported more amicable encounters.
- We reviewed information that Judy obtained from Freedom of Information (FOI) regarding Interior Health Medical Laboratory Technician jobs stats, i.e.: postings and applicants.

WORK PLAN:

- Request support from the Board to inform the public about the locked clinic doors and number system in the paper. Ev reminded that VML says we can't advertise but perhaps the notification could come as a FACT in the Communication & Publicity committees FACT FILE.
- Request the Board inquire through the FOI, the last two years of lab services provided to individuals from our demographic catchment area provided from Interior Health lab sites.
- Keep a running record of service to lab patients.

6. Personnel & Policies: submitted by Melanie Wenzoski

"Barb has done a very thorough update on the Employee Handbook, which I have reviewed. There are a few minor changes or areas that may need adjustment. Barb and I had met once in November and spoke about some possible updates in other areas as well. One thing I would recommend; once the Employee Handbook is completed, is that it be reviewed by a lawyer just to make sure that there is no area of concern from a legal standpoint.

One of the next policies to look at developing for the LDHSS staff will be Occupational Health & Safety manual as well as training procedures. There have been many changes brought forth this past year by WCB which sets out the requirements for an OH&S manual as well as regular training no matter how large or small an organization is.

Other policies that could be considered in the next year would be to update or create a Records Management Policy as well as a Freedom of Information (FOI) and Protection of Privacy Policy. Both of these would set out frameworks on what information is routinely available and what would have to be requested through an FOI as well as retention length.

If any of you feel that there are other policies and procedures to be reviewed, please speak with Barb or myself.

Thank you and I just want to personally say how thankful and grateful that Barb is the administrator for the society. This is not an easy task and one that requires great character, all of which Barb has proven time and time again."

7. Lisa Olszewski – Community Paramedic

Lisa currently has 12 referrals and started home visits last week. She is teaching first aid training at CBSS to grades 7 and 8 (completed four classes so far) and is scheduled for two workshops at the Moms and Tots program in Lumby and Cherryville.

There are no more Nakusp transfers. Rick asked about search and rescue. Lumby will do calls in Vernon. The plan is if she's too busy there will be a second person helping.

Judy asked if community paramedic job will be a full time position. Lisa answered yes, twenty hours a week is not enough. She would eventually like two part time workers. Is there anything the community/village to help support? In the future, she replied, as it is just starting up.

8. Xray

LDHSS is currently looking for more signage advertising with the Village.

E. Business arising from previous minutes:

F. New Business:

Jean and Barb were discussing director and member recruitment.. There is room for three new directors. Judy asked what backgrounds are they looking for Directors. Barb replied finance, strategic planning and perhaps personnel & policies.

Motion: Make sure we are moving forward and our visions are being met.

Moved by Kitty Hertgers and Seconded by Elinor Warner

CARRIED

G. Workshops & Clinics:

- Advertising on Global TV is proving to be beneficial.
- The Foodsafe Certification course has been approved for January 29, 2018. Barb would like to offer a Marketsafe Certification course with the hopes of Karen Heiberg facilitating it.
- We are in the process of trying to put together a Blood Clinic.
- The Kidney Foundation has agreed to come to Lumby in April or May.
- Heart at Work Workshop
- Lisa is doing a great job with first aid at CBSS. The teachers utilize her two days a week.

Elinor Warner reviewed the BC Poverty Reduction Strategy. Where do we stand in our community? Are we seeing poverty in our community and what we can do to eliminate it? Barb and Elinor are going to meet with Whitevalley Community Centre for further discussions. There is \$2500 in startup funds to facilitate the workshop which brainstorms on reducing poverty. LDHSS would like to work alongside with the Lumby Thrift Store Society and the Lumby Food Bank.

Upcoming Workshops & Clinics:

Alzheimer's	January 25, 2018
Food Safe	January 29, 2018
First Aid Training	February 21, 2018 (Cherryville)
	February 22, 2018 (Lumby)
Hearing Screening	March 21, 2018
Mammogram Screening	June 5 & 6, 2018

Announcements

Next Membership Meeting February 26, 2018 from 10:00 am – 12:00 pm at the White Valley Community Hall, Hall C
Meeting adjourned 10:45 AM