

BOARD AGENDA



Cariboo Chilcotin
Regional Hospital District

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**CARIBOO CHILCOTIN REGIONAL HOSPITAL DISTRICT
(REVISED AGENDA)**

October 18, 2024

9:30 a.m.

**Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.**

Pages

1. CALL TO ORDER

(The meeting is scheduled to commence at 9:30 a.m.)

1.1 Adoption of Agenda

Corporate Vote - Unweighted

That the agenda be adopted as presented.

2. ADOPTION OF MINUTES

**2.1 Minutes of the Cariboo Chilcotin Regional Hospital District Board Meeting -
September 26, 2024**

3 - 4

Corporate Vote - Unweighted

That the minutes of the Cariboo Chilcotin Regional Hospital District Board meeting held September 26, 2024, be adopted.

3. INFORMATION ITEMS

3.1 Q3 Healthcare Recruitment Reporting

5 - 5

3.2 CCRHD Delegations - Memorandum of Business

6 - 6

4. ACTION ITEMS

**4.1 SCHF request for Foundation Partnership funding – Videoconferencing System
and an Omnicell Cabinet**

7 - 12

Corporate Vote - Weighted

That a Foundation Partnership grant to the South Cariboo Hospital Foundation for the purchase of a Video Conferencing System and an Omnicell cabinet be

approved in the amount of \$35,266.00.

5. IN-CAMERA SESSION

13 - 14

Corporate Vote – Unweighted

There will be items suitable for discussion in-camera pursuant to Section 90(1)(e) of the *Community Charter*.

(Please note: In some circumstances, in-camera resolutions are released once the Board reconvenes in open session.)

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(e) of the *Community Charter*.

6. ADJOURNMENT

Corporate Vote - Unweighted

That the meeting of the Cariboo Chilcotin Regional Hospital District Board be adjourned at TIME, October 18, 2024.



**CARIBOO CHILCOTIN
REGIONAL HOSPITAL DISTRICT
MINUTES**

September 26, 2024

9:30 a.m.

**Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.**

PRESENT: Chair A. Richmond, Vice-Chair M. Sjostrom, Director B. Bachmeier, Director J. Massier, Director S. Forseth, Director M. Neufeld, Director M. LeBourdais, Director M. Wagner, Director J. Glassford, Director T. Pare, Director B. Anderson, Director E. de Vries, Director E. Coleman, Director S. Rathor, Director M. Pinkney, Director L. Roodenburg, Director J. Smith

STAFF: M. Daly, Chief Administrative Officer, K. Erickson, Chief Financial Officer, L. Schick, Deputy Corporate Officer/Executive Assistant, G. Pinchbeck, Manager of Communications, G. Hilliard, Recording Secretary,

1. CALL TO ORDER

1.1 Adoption of Agenda

Corporate Vote - Unweighted

CCH.2024-9B-1

Moved Director Glassford

Seconded Director Pinkney

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

**2.1 Minutes of the Cariboo Chilcotin Regional Hospital District Board Meeting -
September 6, 2024**

Corporate Vote - Unweighted

CCH.2024-9B-2

Moved Director Rathor

Seconded Director de Vries

That the minutes of the Cariboo Chilcotin Regional Hospital District Board meeting held September 6, 2024, be adopted.

Carried

4. ADJOURNMENT

Corporate Vote - Unweighted

CCH.2024-9B-3

Moved Director Glassford

Seconded Director de Vries

That the meeting of the Cariboo Chilcotin Regional Hospital District Board be adjourned at 9:35 a.m., September 26, 2024.

Carried

Chair

Manager of Corporate Services

Healthcare Recruitment & Retention Quarterly Reporting

City of Quesnel

Quarter 3, 2024

Output	Jul	Aug	Sep	Number (YTD)	Notes
New contacts					
Physician		1	1	5	
Nurse/Technologist				0	
Allied Health				1	
Resident/Locum Student	4		2	29	
Community tours	1	1	1	4	
New arrivals					
Physician			1	2	5
Nurse/Technologist				0	
Allied Health				0	
Resident/Locum/Student	3	3	2	24	
Housing support provided					
Physician	3	3	1	24	
Nurse/Technologist	1	1	1	3	
Allied Health				1	
Resident/Locum/Student	4	3	2	39	
Follow up contact					
Physician	9	6	7	54	
Nurse/Technologist	1	1	1	5	
Allied Health				3	
Resident/Locum/Student	4	3	2	30	
Year One Recognition					
Physician				1	
Allied Health	1			1	
Housewarming					
Physician				0	
Allied Health				0	
Meetings with NH Recruitment team				5	
Other	1	1	4	12	
Group events	1			3	Coffee club

**DELEGATIONS
MEMORANDUM OF BUSINESS**

Cariboo Chilcotin Regional Hospital District

October 18, 2024

Delegations	Scheduling Status
Central Interior Division of Rural Family Practice (To provide an update on recruitment activities) CCH.2024-07-03	March 21, 2024 11:30



Date: 09/10/2024

To: Chair and Directors, Cariboo Chilcotin Regional Hospital District

And To: Murray Daly, Chief Administrative Officer

From: Kevin Erickson, Chief Financial Officer

Date of Meeting: October 18, 2024

File: Hospital

Short Summary:

SCHF request for Foundation Partnership funding – Videoconferencing System and an Omnicell Cabinet

Voting:

Corporate Vote - Weighted

Memorandum:

The Cariboo Chilcotin Regional Hospital District has received a request from the South Cariboo Hospital Foundation for participation in its 2024 Starry Nights fundraiser by way of a Foundation Partnership grant.

The money raised will be used to purchase a Video Conferencing System to allow physicians hands free consultation with specialists while examining patients and an Omnicell Cabinet to store essential medications in the trauma bay.

They are looking to raise a total of \$88,166.00 which means the maximum grant that could be awarded is \$35,266.00.

Attachments:

1. September 26th email, SCHF Grant Request for Starry Nights fundraiser
2. SCHF Minutes Sept 18, 2024

Financial Implications:

There is sufficient funding remaining in the 2024 Foundation Partnership envelope to fund this request.

Policy Implications:

Foundation Partnership grants are restricted by policy to 40% of the cost of the capital project:

Foundation Partnership Grants – are intended to partner with community foundations to achieve objectives of the residents of the Cariboo Chilcotin that may lie beyond the immediate

priority constraints of Health Authority funding. The Cariboo Chilcotin Regional Hospital District will allocate an annual sum within the budget to partner with foundations.

- Organizations eligible for foundation partnership grants will be hospital-related foundations or societies.
- Proposals to access funds must be submitted in writing outlining the project details, benefits, budget and timeframe.
- Projects within a hospital or health care facility operated by a Health Authority must be approved by the Health Authority prior to submission to the RHD.
- Projects should not replace the responsibilities of the Health Authority.
- A maximum of 40% of the total cost of the project will be funded by the RHD.
- While applications will be considered on a first come, first serve basis, attempts will be made to achieve equitable distribution of the funds across the region or to support broad initiatives that benefit the region as a whole.
- Funds allocated to the foundation partnership program will not accumulate except with the prior authorization of the Board to accumulate multi-year allocations for a specific project.

CAO Comments:

[Click here to enter text.](#)

Options:

1. Approve the grant as requested;
2. Approve an amount other than 40%.

Recommendation:

That a Foundation Partnership grant to the South Cariboo Hospital Foundation for the purchase of a Video Conferencing System and an Omnicell cabinet be approved in the amount of \$35,266.00.



DIRECTORS MEETING MINUTES

Date: Wednesday, September 18, 2024 Time 1:30 p.m.
 South Cariboo Health Centre, Multi- purpose room 555 D Cedar Avenue 100 Mile House, BC

Attendees:

P	Richard Bullen	P	Dr Omer
P	Donna Barnett	R	Ivy Henderson
R	Lorna Wiebe	P	Danielle Sabiston
R	Nicole Blades	P	Kristin Wells
R	Chris Nickless	P	Debbie Quinn
P	Bruce Madu	P	Corinne French
R	Carol England	P	Patricia (Trish) Thom
P	Shelly Somerville	P	Keith Greenhalgh – PMT Accounting
P	Brian Porritt	G	Ashley Johnson
R	Debbie Hollowell	G	Kelly Dillion – IH Director, Clinical Ops via Video
R	Lynn Olsen	G	Marie Beer – OMH Manager, Emerg Dept

P – Present V – Videoconference T – Teleconference R – Regrets G – Guests

ITEM	DISCUSSION	ACTION	RESP. BY
1. Call to Order	Richard Bullen called the meeting to order at 1:32 p.m.		
2. Approval/Additions to Agenda	MOVED by Bruce Madu to approve the agenda. SECONDED: Shelly Somerville CARRIED		
3. Approval of Minutes	MOVED by Shelly Somerville to approve minutes from July 15, 2024, extraordinary meeting. SECONDED by: Bruce Madu CARRIED		
4. Correspondence	MOVED by Donna Barnett to accept Corinne, Debbie & Trish as our new directors. SECONDED by: Brian Porritt CARRIED		

ITEM	DISCUSSION	ACTION	RESP. BY
5. Treasurer's Report	<p>Keith Greenhalgh presented the Treasurer's Report (see handout): approximately \$325 000 to spend.</p> <p>MOVED by Shelly Somerville to move \$100 000 into a GIC & to approve the Treasurer's Report SECONDED: Brian Porritt CARRIED</p>		
6. Changes to Old Business	<ol style="list-style-type: none"> 1. Review of Wish List – items under \$5000 were left to be passed onto the Auxiliaries and we will revisit what remains on the list in October. There is approx \$4000 dedicated to Mill Site & Fischer Place to spend. Marie Beer & Kelly Dillon explained their wishes for the Trauma Bay and answered questions. 2. Starry Nights 2024 – MOVED by Donna Barnett to fund the Omnicell medication dispensing system and the Video Conferencing system for the trauma bay as our 2024 Starry Nights project approx. \$90 000. SECONDED by Bruce Madu. CARRIED. 3. When a quote comes for sliding glass doors (October) for the Trauma Bay we will review that purchase. Date for SN light up is Nov 23, 2024. 3. Update on 2023 Starry Nights – Space Labs monitor – the internet/ hook ups needed to install this should be happening by the end of September. Last year's campaign raised approx. \$105 000 with an equipment cost of \$86 000. 	<p>Review remaining wish list items in October.</p> <p>Review Sliding Door quote for Trauma Bay in October.</p>	
7. Committee Reports	<p>A) Donations- Danielle Sabiston - July \$3200, Aug \$800, Sept \$1600 mostly from Memorial donations. .</p> <p>B) Fundraising- Danielle Sabiston - the SCHF computer has been purchased and is now being used. SCHF Instagram account has been started to compliment our Facebook account. - Business Directory by the Free Press is set to print in October. Cost of \$220+tax for ½ page. Board discussed and decided against placing an advertisement in it again. - Martina (Free Press) has put together an advertising package for SN that includes social media advertising. MOVED by Kristen Wells to spend up to \$2600 on the Free Press advertising pack for SN. SECONDED by Dr. Omer. CARRIED</p> <p>- Eric Herl (electrician) will start light set up at OMH at the end of September. He has started construction of the new light addition.</p>	<p>Danielle to check on costs at CaribooRadio as per Donna's suggestion</p>	

ITEM	DISCUSSION	ACTION	RESP. BY
	<p>- Board volunteer needed to go through the news clippings Brenda passed along and organize them. As well to watch for future articles and include those.</p> <p>- Community Engagement Events – Danielle would like to organize some events within the community to help spread word about the SCHF and what we do. Burger & Beer at a local restaurant? Legion concert? The idea is about exposure, not fundraising (no silent auction, 50/50 etc). Some research still needs to be done with local venues to ensure it is a valid venture. Donna mentioned the 108 Fall Fair Sept 28 to possibly set up a booth.</p> <p>C) Recognition - Lorna Wiebe – Absent</p> <p>D) 50/50 Draw – Lorna Wiebe – Gaming Policy & enforcement - Richard explained to new members. Lorna will be taking over the 50/50 raffle. Danielle will help her set up the Excel program when she returns.</p> <p>D) 100 Mile House & District Hospital Auxiliary Liaison, Lynn Olsen – Absent</p> <p>E) Millsite Lodge/Fischer Place Auxiliary Liaison – Carol England- Absent</p>	<p>Kristen Wells volunteered to take this on.</p> <p>Danielle to see about a booth at the 108 Fall Fair</p>	
8. New Business	<ol style="list-style-type: none"> 1. Meeting room change for November 20 as the Multipurpose room is being used. 2. AGM is next meeting. All officers still have at least 1 year left on their terms. The AGM will be at 1:30pm with the monthly directors' meeting to follow (approx. 1:45pm) 3. Ashley Johnson introduced as a potential SCHF director. MOTION by Richard Bullen that Ashley joins the SCHF board. <p>SECONDED by Patricia Thom CARRIED</p>	<p>Donna to arrange a room at the city's Council Chambers.</p>	
9. Next Meeting	<p>AGM - Wednesday, October 16, 2024 @1:30pm in the Multi purpose room of the South Cariboo Health Centre.</p> <p>Directors' meeting to follow.</p>		
10. Adjournment	<p>MOVED to adjourn at 2:18pm by Bruce Madu SECONDED: Brian Porritt CARRIED</p>		

Recorder: Donna Barnett
Typist: Danielle Sabiston

Kevin Erickson

From: [REDACTED]
Sent: September 26, 2024 3:04 PM
To: Kevin Erickson
Cc: Danielle Sabiston
Subject: SCHF Grant Request for Starry Nights
Attachments: 2023 10 18 SCHF AGM Minutes.docx; img20240926_14195429.pdf; img20240926_14224400.pdf; img20240926_14212877.pdf; SCHF Minutes Sept 18 2024.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Kevin,

The South Cariboo Health Foundation is once again getting ready for its biggest fundraiser "Starry Nights" , the annual lighting of Christmas lights at the 100 Mile House district hospital. This year's project involves the purchase of two pieces of equipment for the hospital's Trauma Bay.. These two pieces of equipment were identified by the Director of Clinical operations (North East) and Marie Beer OMH Manager-emergency dept, as necessary to support the attending Physician(s) and Nurses on duty when time is critical when urgent patient care is required.

The first piece of equipment is:

#1)Video Conferencing System - to allow the physician to contact BC Children's Hospital for example without having the attending nurse hold their cell phone or ipad while the doctor is examining the patient under the guidance of the specialist at BCCH. There have been two critical incidents this year where this system would have been extremely helpful.

#2)Omniceil Cabinet - This is a metal cabinet that would store essential medications and would be readily available in the trauma bay instead of having the nurse have to leave the trauma patient unattended for a few minutes while the nurse heads for the necessary medicine located elsewhere.

Total cost of these two items is \$ 88,166.00. The SCHF is requesting funding totaling \$31,800 for these two purchases.

Just as an FYI the foundation is also considering and awaiting quotes on the purchase and installation of sliding glass doors for the trauma bay, presently this bay does not allow for private and sensitive conversations with patients' families. The SCHF has also been asked to consider a purchase of a Panda Baby warmer. Though the hospital does not do baby deliveries it has done so 3 times out of necessity this year. The present bay warmer is old and needs to be replaced.

The foundation thanks the CCRHD board for its support for the foundation over the past years. The South Cariboo Health Foundation thanks the CCHRD board's consideration in this request for funding.

Kindest Regards
Richard Bullen
SCHF President

Meetings that may or must be closed to the public

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;
- (d) the security of the property of the municipality;
- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- (g) litigation or potential litigation affecting the municipality;
- (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
- (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
- (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

- (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;
- (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- (c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*ombudsperson to notify authority*] of that Act;
- (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

90 (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.