



BC Academic Health Council

MEETING MINUTES

e-HLbc Steering Committee

June 29, 2006 – 10:00 am to 11:45 am

MEMBERS

- ✓ Anita Cocchia, ELN
- ✓ Bob Foley, Malaspina University
- ✓ Cathy Rayment, BC Cancer Agency
- ✓ Greg Rowell, FH
- ✓ Lea Starr, UBC
- ✓ Nancy Levesque, TRU
- ✓ Sherry Lipp, BCAHC

LM Anne Allgaier, NHA

LM Colleen Kennedy, IHA

LM Gwen Bird, SFU

LM Gwen Zilm, UBC

LM Kim Issac, UFV

LM Lisa Hutchison, Langara College

LM Pat Semeniuk, VCH

LM Rebecca Raworth, UOV

LM Richard Baer, Camosun College

R April Haddad, Justice Institute

R Brigitte Peter-Cherneff, BCIT

R Cliff Cornish, VHA

R Karen MacDonnell, CPSBC Anne Allgaier, N

R Katherine Plett, College of NC

Guests

Louisa Marziali, Chair

George Eisler, BCAHC

ITEM	ACTION TAKEN OR PROPOSED
------	--------------------------

1. Welcome and introductions

Introductions around the table and on the phone with comments and expectations for the project and committee.

Attendee	Comment/Meeting Expectations
Anita	<ul style="list-style-type: none">was on the original working group excited to move to the next faces.
Nancy	<ul style="list-style-type: none">involved with the project from the early days hoping to get organized and get moving
George	<ul style="list-style-type: none">happy to have this hand-over the meeting – let me know if I can help

ITEM	ACTION TAKEN OR PROPOSED	
	Greg	• have been on this for quite a while and want to get things rolling
	Cathy	• looking forward to seeing the broad strokes
	Lea	• have been involved from beginning and want to see the new structure in place
	Bob	• I want to see what the road map looks like
	Sherry	• looking forward to seeing the Business Plan unfold
	Anne	• has been with this group since the inception looking forward to moving ahead
	Colleen	• delighted that e-HLbc is moving ahead; how to be involved
	Gwen B	• was previously involved with the e-HLbc working group
	Gwen Z	• new; understand expansion to USC medical program in Okanogan
	Melody Burton	• will replace Gwen Z...echoes Gwen's expectations - how the library can support the program
	Kim	• new to the committee and want to see the structure sustainable
	Lisa	• new to this and want to see the business plan
	Pat	• have been involved for years and happy to come back on the steering committee
	Rebecca	• thrilled the e-HLbc is sustainable with a good business plan
	Richard	• happy to be included and to keep it going to sustainability

Note: A large consortium takes a lot of coordination to get everyone together. Unfortunately, not all members were able to attend this meeting due to scheduling conflicts. Advance notice of meetings and timely replies help immensely.

2. Terms of Reference – creating and confirming

- use the Terms of Reference template to establish a new committee – group to populate the document (esp. purpose and deliverables)
- change the term from two years to three years.
- George – history of proposal - came out of the BCAHC operating committee

ITEM	ACTION TAKEN OR PROPOSED
------	--------------------------

- | | |
|--|---|
| | <ul style="list-style-type: none">• two Co chairs one from health and one from education• Jan '07 – e-HLbc to provide a refined plan for yr 2 and 3 and semi-annual update report• review administration support plan by Jan 07 for RFP process |
|--|---|

3. Management Committee

- An election of management committee members whereby names were put forward.

The following are the e-HLbc Management Committee members.

- Sherry Lipp (BCAHC),
- Nancy Levesque (PS),
- Greg Rowell (HA),
- Lea Starr (PS),
- Colleen Kennedy (HA),
- Bob Foley (PS),
- Cathy Rayment (HA).
- Two chairs from the Management Committee were established.
 - Greg as co share from health
 - Nancy from post secondary.
- Management committee and co-chairs all approved.

4. Contract for services ELN

- Anita updated the committee
- A high-level document was generated by the working group
- Todd Mundle (chair ELN steering committee) has indicated unanimous support
- Anita worked with the list to come up with clear deliverables
- BCAHC to work with SFU (as ELN contract)
- propose contract to cover term of August 01/06 – March 31/07

ACTION: e-HLbc Management Committee to complete the contract (BCAHC template avail. through Sherry) and present to SFU for acceptance/negotiation.

5. Business Plan

- What needs to happen is a three year plan. Steering and Management committee to have an action plan in place.

ITEM

ACTION TAKEN OR PROPOSED

- Establish a process – Management Committee puts together a high level process (flagging any issues and pressure points that need attention) to bring to the Steering Committee.
- If you have a burning issue let the Management Committee know so that it is included in the business process (contact either Greg Rowell or Nancy Levesque)
- Implementation
 - group had a list of issues that needed to be brought into the process; implementation groups to be in the loop until we come up with goals and until we have something more sustainable
- Marcom
 - Anne to send out an email asking for participation transferring some of the responsibility to the steering committee
- Training
 - Implementation Lead: Francine – Greg/Nancy to connect with Francine for update, and requirements to transfer to Steering Committee (sub-group) ownership
- Sustainability/Evaluation
 - Implementation Lead: Ruth (ongoing) – Colleen to connect for update and ongoing requirements within Steering Committee framework
- IT
 - Implementation Lead: Greg – Colleen to connect with and take over the lead within the Steering Committee framework – sub-committee
- Management Committee will look at the sub committees; to ensure they continue on and are well represented from the regions/have more diversity.
- Anita should be in the communications loop, the process should include Anita
- Participation of the Steering Committee a suggested meet face-to-face meeting to be held once a year
 - George informed that there is currently no set number of Steering committee meetings, the committee can meet as many times as you would like.
- Expenses for meetings a mention that currently e-HLbc is not covering for travel expenses; therefore, web conferencing to be utilized. In a week's time BCAHC can host 10 video sites (Sherry). Perhaps Victoria participants

can meet in one place for live meetings (Richard to organize). Other means of info sharing are email and SharePoint.

ITEM	ACTION TAKEN OR PROPOSED
------	--------------------------

- | | |
|--|---|
| | <ul style="list-style-type: none">• Bob needs to review semi-annual reports (Note: SEMI ANNUAL REPORTS TO THE OPERATING COMMITTEE. OPS EVERY TWO MONTHS EXCEPT FOR JULY AND AUGST. Ops committee asked for a two year plan in Jan so the report should be in by 1st Jan) |
|--|---|

6. e-HLbc access and new members

- Greg has received some requests from the physiotherapists to provide them access. This is revenue and cost recovery. Nancy attended a teleconference in Ontario, spoke about the project and there is an enormous interest.
- Currently trying to find a way to cover those who where intended to be covered. A 6 month plan is to get it up and going at a reasonable cost and a way of earning revenue.
- Focus on sub-committee; a task group to come up with a plan to involve those interested. Not covered by current contract, covered by the contract but not working with a health of education. Those who are paying for the access should get the access.
- **ACTION:** Management Committee to discuss the process on expanding the license. Under the current contract the private colleges do not have access (MANAGEMENT COMMITTEE AGENDA ITEM)
- Antje will be interested in representing for the MOH.
- Management Committee to follow up with the representation from colleges. At least a point of contact if not on the Steering Committee.
- Lea – College of Nurses not a member of the consortium – to be removed
- Steering Committee can add names to the Management Committee (not tied to 7 members) and have someone from the MOH
- Management Committee to commit to two year term.
- Management Committee to contact people and have them commit in a proactive way. Bob – a consortium needs consistent committed engagement; silence is not consensus – we need to get the right attention.
- Steering Committee to meet in October - **October 30th at 10:00 to 12:00 noon.** BCAHC meeting room booked and a live meeting room to be organized with video conferencing. Contact Sherry for a camera for video conference.

ITEM	ACTION TAKEN OR PROPOSED
------	--------------------------

7. MARCON

- Promoting the existence of e-HLbc to health providers and providing access. Health authorities looking at promoting e-HLbc data base. Colleges should come on board and train people. Sessions will be held to have hands-on knowledge on how to use the system.
- Cathy – PHSA has notices, newsletters, emails, and articles
- Port McNeil – not aware e-HLbc existed – need to promote in rural areas

Thanks to George and Louisa in helping to move the project along.

ACTION:

- Management Committee and Anita to meet - **12:00 to 3:00 pm, Thursday 13th July.**
 - Nancy Chairing the meeting
 - Greg taking minutes
 - Anita to provide a draft of contract before hand.
 - Terms of reference to be populated.

Agenda items

- ELN contract
- Steering involvement and when meetings will be
- Action plan
- Terms of reference
- Re-establish sub-committees (roles redefined - for balance with sectors and the regions)
- PS representation – Nancy and Anita to share list for phone calls
- Ministry representation on Steering Committee (Antje)

Meeting Adjourned at 11:45 am.