



PEACE RIVER REGIONAL DISTRICT

Health Care Scholarship Committee Meeting Agenda

July 2, 2020, 1:00 p.m.

1981 Alaska Avenue, Dawson Creek, BC

	Pages
1. Call to Order	
2. Election of Chair and Vice Chair	
3. Directors' Notice of New Business	
4. Adoption of Agenda	
5. Gallery Comments or Questions	
6. Adoption of Minutes	
6.1 Health Care Scholarship Draft Meeting Minutes of September 17, 2019	2
7. Business Arising from the Minutes	
8. Delegations	
9. Correspondence	
10. Reports	
10.1 PRRD/NHA Memorandum of Understanding – Health Care Scholarships	5
10.2 Return of Service – Requirement for all PRRD Health Care Scholarships	15
10.3 Subscription Statistics Report – PRRD Health Care Scholarship Program	27
11. New Business	
12. Diary	
12.1 Diary Items	30
13. Items for Information	
14. Adjournment	



PEACE RIVER REGIONAL DISTRICT
HEALTH CARE SCHOLARSHIP COMMITTEE
MINUTES

DATE: Tuesday, September 17, 2019

PLACE: Peace River Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**
Director Rose, Meeting Chair
Director Sperling
Director Bumstead

Absent Directors
Director Ackerman

Staff
Lyle Smith, Chief Financial Officer
Jill Rickert, Community Services Coordinator
Fran Haughian, Communications Manager
Tyra Henderson, Corporate Officer
Kelsey Bates, Executive Assistant

Call to Order The Chair called the meeting to order at 1:35 pm.

DIRECTORS NOTICE OF NEW BUSINESS: None.

ADOPTION OF AGENDA:

MOVED Director Bumstead, SECONDED Director Sperling,
"That the Health Care Scholarship Committee Meeting Agenda for September 17, 2019 be adopted:

1. **CALL TO ORDER:**
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF THE MINUTES:**
M-1 Health Care Scholarship Meeting Minutes of January 15, 2019
5. **BUSINESS ARISING FROM THE MINUTES:**
BA-1 Program Marketing Update
6. **DELEGATIONS:**
7. **CORRESPONDENCE:**
8. **REPORTS:**
R-1 September 6, 2019 – Report from Lyle Smith, CFO – Progress Report for Health Care Scholarship Program
R-2 September 10, 2019 – Report from Kelsey Bates, Executive Assistant – Notice of Closed Session – September 17, 2019
9. **DIARY:**
DIA-1 Diary Items
10. **NEW BUSINESS:**
11. **COMMUNICATIONS:**
12. **ADJOURNMENT:**

CARRIED

ADOPTION OF MINUTES:

M-1 *MOVED Director Sperling, SECONDED Director Bumstead,*
Jan. 15/19- HCSC That the Health Care Scholarship Committee Meeting Minutes of January 15, 2019 be
Meeting Minutes adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES: None.

BA-1 The Communications Manager provided the Committee with an update on the scholarship
Program Marketing program marketing. At the Committee's request, the Communications Manager will
Update provide copies of the active scholarship brochures to the PRRD Board members.

DELEGATIONS: None.

CORRESPONDENCE:

C-1 *MOVED Director Sperling, SECONDED Director Bumstead,*
Sept. 12/19 – NLC That the Health Care Scholarship Committee receive the September 12, 2019 thank you
Thank You note from the Northern Lights College for information.

CARRIED

REPORTS:

R-1 *MOVED Director Sperling, SECONDED Director Bumstead,*
Sept. 6/19 – Progress That the Health Care Scholarship Committee receive the report "Progress Report for
Report for Health Care Health Care Scholarship Program", dated September 6, 2019, for discussion.

CARRIED

MOVED Director Sperling, SECONDED Director Bumstead,
That the Regional Board investigate adding a return of service requirement on all of the
scholarships in the health care scholarship program.

CARRIED

R-2 *MOVED Director Sperling, SECONDED Director Bumstead,*
Sept. 10/19 – Notice of That the Health Care Scholarship Committee recess to a Closed Meeting for the purpose of
Closed Session – discussing the following items:

September 17, 2019 Agenda Item M-1 – Medical Scholarship Criteria Select Committee Closed Meeting
Minutes (CC Section 97(1)(b))

Agenda Item R-1 – RN/RPN Scholarship Adjudication (CC Section 90 (1) (b))

Agenda Item R-2 – Draft Memorandum of Understanding for a Proposed Service (CC
Section 90(1)(k))

CARRIED

Recess The Chair recessed the meeting to a Closed Session at 1:47 p.m. as authorized under item
R-2.

Reconvene The Chair reconvened the meeting at 2:36 pm.

DIARY:

MOVED Director Sperling, SECONDED Director Bumstead,
That the Regional Board invite Carolyn Chrobot, Development Officer, University of Northern British Columbia (UNBC), to be a delegation at a future Board Meeting to present UNBC's scholarship request for the Northern Baccalaureate Nursing Program in Fort St. John.

CARRIED

MOVED Director Bumstead, SECONDED Director Sperling,
That the Regional Board request annual reporting from Northern Health, Northern Lights College and participating high schools outlining the 2018 (and 2019 if possible) subscription statistics for each scholarship in the Health Care Scholarship program; further,

That the subscription statistics report be provided to the Health Care Scholarship Committee in January of each year before budget considerations, including the number of applicants and amount of funds issued from each scholarship allocation category.

CARRIED

NEW BUSINESS: None.

COMMUNICATIONS: None.

ADJOURNMENT: The Chair adjourned the meeting at 2:41 pm.

Director Rose, Meeting Chair

Kelsey Bates, Executive Assistant



REPORT

To: Health Care Scholarship Committee

Report Number: FN-HCSC-003

From: Teri Vetter, Chief Financial Officer

Date: June 22, 2020

Subject: PRRD/NHA Memorandum of Understanding – Health Care Scholarships

RECOMMENDATION:

That the Health Care Scholarship Committee recommend that the Regional Board enter into a Memorandum of Understanding (MOU) with Northern Health Authority for a period of five years, and a total annual contribution amount of \$55,000, for the administration of the following PRRD Health Care Scholarships:

1. RN/RPN Return of Service Scholarship
2. Licensed Practical Nurse Scholarship
3. Technical Career Professional Development Scholarship
4. RN/RPN Professional Development Scholarship

Further, that the Chair and Chief Administrative Officer be authorized to sign the MOU on behalf of the PRRD.

BACKGROUND/RATIONALE:

At the September 17, 2019 Health Care Scholarship Committee meeting, a report was brought forward to the Committee for discussion regarding the development of a Memorandum of Understanding (MOU) with Northern Health Authority (NHA) to provide direction for a coordinated launch of the remaining four PRRD Health Care Scholarships. A draft MOU written by NHA was presented, which outlined the purpose, roles and responsibilities, and a process for the administration of the scholarships. Based on the input provided by the Committee and further consultation with NHA, a final version of the MOU is attached to this report for the Committee to review. The value of the MOU remains at \$55,000 (annually), and pertains to the administration of the scholarships listed below:

1. \$15,000 - RN/RPN Return of Service Scholarship – Part 2
2. \$10,000 - Licensed Practical Nurse Scholarship
3. \$15,000 - Technical Career Professional Development Scholarship
4. \$15,000 - RN/RPN Professional Development Scholarship

These scholarships were created to support the recruitment and retention of health care professionals in the Peace Region. The launch of these scholarships is pending the approval of the MOU.

ALTERNATIVE OPTIONS:

1. That the Health Care Scholarship Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Organizational Effectiveness
- ☒ Comprehensive Policy Review

FINANCIAL CONSIDERATION(S):

The annual budget for the scholarships proposed to be administered by NHA under this MOU is \$55,000, of which \$10,000 is budgeted in Function 110 – Legislative Regional, and \$45,000 is budgeted in Function 275 - Grants to Community Organizations.

COMMUNICATIONS CONSIDERATION(S):

Staff will work with NHA to coordinate a communication plan to ensure the expectations outlined in the MOU are followed by both parties. Staff will collaborate with NHA to develop brochures as well as a social media campaign.

OTHER CONSIDERATION(S):

None.

Attachments:

1. Draft PRRD and NHA Memorandum of Understanding



MEMORANDUM OF UNDERSTANDING (MOU)

THIS MOU dated for reference this ____ day of _____, 2020

BETWEEN:

Peace River Regional District

Box 810, 1981 Alaska Avenue

Dawson Creek, BC V1G 4H8

(hereinafter referred to as "PRRD")

OF THE FIRST PART

AND

Northern Health Authority

Suite 600, 299 Victoria St.

Prince George, BC V2L 5B8

(hereinafter referred to as "NHA")

OF THE SECOND PART

(hereinafter collectively referred to as "the Parties")

NOW THEREFORE the parties agree as follows:

1.0 PURPOSE

This Memorandum of Understanding (MOU) is an agreement between the Parties intended to outline guiding principles, roles and responsibilities to administer and distribute four (4) scholarship streams of the PRRD Health Care Scholarship program, as listed below:

- a. Registered Nurse/ Registered Practical Nurse (RN/RPN) Return of Service Scholarship – Part 2
- b. Licensed Practical Nurse Scholarship
- c. Technical Career Professional Development Scholarship
- d. Registered Nurse/ Registered Practical Nurse (RN/RPN) Professional Development Scholarship

This MOU defines how the respective Parties will cooperate with each other and participate in this coordinated approach.



2.0 BACKGROUND

In November of 2016, the Peace River Regional District (PRRD) recognized the need for to secure more health care workers in the region, and as a result committed \$100,000 to support a scholarship program specific to health care careers. The PRRD engaged the expertise of NHA to identify the gaps in employment and where the demand for skilled workers was most needed. Through a collaborative process, the Parties developed a financial incentive program to recruit and retain workers in the Peace Region known as the PRRD Health Care Scholarship program. In 2018, an additional commitment of \$10,000 was added increasing the total contribution for the PRRD Health Care Scholarship program to \$110,000. As a result, six (6) scholarship initiatives were created:

- a. PRRD Health Care High School Non-Degree Scholarship
- b. Health Care Assistant Scholarship
- c. RN/RPN Return of Service Scholarship (Two Parts)
- d. Licensed Practical Nurse (LPN) Scholarship
- e. Technical Career Professional Development Scholarship
- f. RN/RPN Professional Development Scholarship

Of the \$110,000 commitment, \$5,000 was allocated for recruitment events coordinated by NHA, and hosted jointly by both Parties.

3.0 PRINCIPLES

The Parties, where possible, will work to achieve the following principles while this MOU is in effect. These principles include collaboration, confidentiality, privacy related to the sharing of information, communication, and mutual cooperation. This MOU will recognize and respect each of the Parties' autonomy and individual objectives for the administration and distribution of these scholarships, while pursuing a coordinated and collaborative approach.

4.0 MUTUAL INTERESTS

That the Parties agree there is an opportunity to utilize the scholarship funding to assist with:

- a. the recruitment of new health care professionals for the region; and
- b. the retention of health care professionals, and to expand their skills and remain the region.

Both Parties will work together to encourage widespread understanding and support for the MOU.

5.0 FINANCIAL OR IN-KIND SUPPORT

The PRRD will provide NHA a \$55,000 financial contribution on April 30th of each year. The Parties agree this financial contribution is to be used for the sole purpose of the PRRD Health Care Scholarship program, and is to be allocated as outlined in the attached Appendix A. The financial contribution for each scholarship stream is listed below:



- a. \$15,000 - RN/RPN Return of Service Scholarship – Part 2
- b. \$10,000 - Licensed Practical Nurse Scholarship
- c. \$15,000 - Technical Career Professional Development Scholarship
- d. \$15,000 - RN/RPN Professional Development Scholarship

In the event the number of applicants exceeds the amount of scholarships available, NHA will notify the PRRD immediately so the PRRD can determine if an increase to the funding contribution could be accommodated.

In the event the annual funding contribution is not fully utilized as outlined in Appendix A, the PRRD will reduce the following year's contribution accordingly.

6.0 COORDINATION FUNCTIONS

The Parties will co-brand promotional materials associated with any agreed upon programming. Both Parties will make any joint promotional activities and materials available for review and approval.

7.0 COORDINATION MANAGEMENT

The Parties will identify a key contact for each Party to coordinate efforts on behalf of each Party.

8.0 RESPONSIBILITIES UNDER THIS MOU

8.1 Party A – PRRD shall under take the following activities:

- a. Provide \$55,000 annually to NHA to award to recipients who meet the eligibility criteria for each scholarship as specified in Section 5.0.
- b. Notify NHA of any changes to the PRRD Health Care Scholarship Program.
- c. Develop brochure(s) for the scholarships.
- d. Send NHA a list each October, that includes the names and contact information for each of the recipients for the RN/RPN Return of Service Scholarship – Part 1 - 4th Year Tuition Award.

8.2 Party B – NHA shall under take the following activities:

- a. Administer the **RN/RPN Return of Service Scholarship – Part 2**, in the amount of \$15,000, in accordance with the Roles and Responsibility outlined in Appendix A.
- b. Administer the **Licensed Practical Nurse Scholarship**, in the amount of \$10,000, in accordance with the Roles and Responsibilities outlined in Appendix A.
- c. Administer the **Technical Career Professional Development Scholarship**, in the amount of \$15,000, in accordance of the Roles and Responsibilities outlined in Appendix A.



- d. Administer the **RN/RPN Professional Development Scholarship**, in the amount of \$15,000, in accordance of the Roles and Responsibilities outlined in Appendix A.
- e. Provide an annual report to the PRRD detailing the following:
 - i. Number of scholarships awarded for each stream as specified in Section 1.0.
 - ii. Number of ROS agreements entered into with NHA.
 - iii. Number of recipients that did not fulfill the ROS agreement with NHA and provide reason.
 - iv. The total amount of annual funding utilized of the financial contribution as specified in Section 5.0.
- f. Advise the PRRD immediately of those recipients who default on their Return of Service (ROS) agreement and inform the PRRD of the financial amount to be recovered.
- g. Advise the PRRD if there are more applications than current funding available immediately after the intake deadline.
- h. Co-ordinate an annual luncheon for the student nurses in both Fort St. John and Dawson Creek communities between the months of May – September based on maximum student nurse and availability of the PRRD Directors, funded by the PRRD to a maximum of \$500.

8.3 Both Parties will evaluate the effectiveness of, and adherence to, the MOU and the Scholarship initiatives annually, following the report to be received by the PRRD.

9.0 GENERAL TERMS

In keeping with the intent of this MOU, the Parties agree that:

- 9.1** This MOU shall become effective as of the date of the final signatory of the Parties, and will remain in effect for a period of five (5) years or until terminated by either of the Parties.
- 9.2** Either of the Parties may terminate this MOU upon written notice to the other Party, providing the Party with three (3) months notice of the termination.
- 9.3** Nothing in this MOU is intended to diminish or otherwise affect the authority of the signatory Parties to carry out their statutory, regulatory, or other official functions or to commit the Parties to providing a particular service it would not otherwise provide in the scope of each Party's individual mandate.
- 9.4** The Parties may enter into discussion to renew this agreement no later than three (3) months prior to expiration.
- 9.5** The Parties will act in good faith for the implementation of this MOU.



9.6 This MOU will be reviewed annually upon receipt of annual reporting requirements as specified in section 8.2.

9.7 Either Party can provide, with no less than three (3) months warning, written notice of a decision to propose amendments.

10.0 LEGALITY

This MOU is an expression of the shared intent of the Parties on how to conduct business together. Nothing in this MOU shall be construed to conflict with current legislation or regulations. Nothing in the MOU is intended to create any right or benefit, substantive or procedural, enforceable at law by any person or organization against the signatory Parties, their staff, members or officers, or any other person, government agency or ministry.

Date: _____

Shawn Dahlen

Chief Administrative Officer
Peace River Regional District

Date: _____

Bradley Sperling

Chair
Peace River Regional District

Agreed to this _____ day of _____, 2020

Northern Health Authority

Per: _____
Authorized Signatory

Angela De Smit
NE Chief Operating Officer



Appendix A

1. RN/RPN Return of Service (ROS) Scholarship - Part 2

Total value is \$15,000 to be used to support six (6) ROS Scholarships each in the amount of \$2,500.

Scholarship Criteria

Graduates of an RN/RPN Degree program who received Part 1 of the RN/RPN Return of Service Scholarship who have agreed to a 2 year ROS with NHA.

Roles and Responsibilities

- NHA will contact all Part 1 Recipients as listed on the list provided by the PRRD;
- NHA will confirm the recipients successful graduation from an RN/RPN Degree program;
- NHA will determine the recipients willingness enter into a 2 year ROS agreement;
- NHA will award the \$2,500 ROS scholarship upon signature of that agreement;
- NHA will provide the names of all Part 2 recipients to the PRRD by December 31st;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.

2. Licensed Practical Nurse (LPN) Scholarship

Total value is \$10,000 to be used to support ten (10) scholarships each in the amount of \$1,000.

Scholarship Criteria

Graduates of the Licensed Practical Nurse Program at Northern Lights College who have lived in the PRRD for at least 2.5 years prior to enrolling in the program.

Roles and Responsibilities

- NHA will work with the Northern Lights College (NLC) to develop a process for the selection of recipients from the graduates of the LPN program;
- NHA will award 10 graduates upon successful graduation and the signing of a ROS for 1 year with a scholarship of \$1,000 each;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



3. Technical Career Professional Development Scholarship

Total value is \$15,000 to be used to support four (4) scholarships each in the amount of \$1,500 for existing NHA employed LPNs bridging to an RN; nine (9) scholarships each in the amount of \$1,000 for existing NHA employees in technical positions bridging into a new health care career.

Scholarship Criteria

Existing NHA employees who have lived or worked in the PRRD for a minimum of three (3) years prior is distributed as follows:

- 4 awards of \$1,500 for LPNs bridging to RN who are starting their 3rd year of studies
- 5 awards of \$1,000 for employees in technical programs two or more semesters in length and a cost of \$5,000 or more
- 4 awards of \$1,000 for employees in a program two years or more in length and a cost of \$7,000 or more

Applications will be accepted until July 31st each year.

Roles and Responsibilities

- NHA will select applicants based the eligibility criteria outlined for the Target Group;
- NHA will ensure the LPN scholarships are awarded to recipients in their 3rd year of study;
- NHA will ensure the scholarships for employees in technical programs two semesters or more and cost \$5,000 or more, are awarded at the start of the program;
- NHA will ensure the scholarships for employees in programs two years or more and cost \$7,000 or more, are awarded at the end of their program;
- NHA will work will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD;
- NHA will NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



4. RN/RPN Professional Development Scholarship

Total value is \$15,000 to be used to award five (5) scholarships each in the amount of \$3,000 for existing RNs or RPNs who have been employed with NHA for three years or more.

Scholarship Criteria

Existing NHA employed RNs or RPNs with three (3) years or more employment who are undertaking career development programs that are two or more semesters in length and cost \$5,000 or more per year.

Applicants may apply to this scholarship each year of their program.

Applications will be accepted until July 31st each year.

Roles and Responsibilities

- NHA will provide five (5) awards of \$3,000 to recipients who meet the eligibility criteria;
- NHA will ensure the programs align with their needs and are either a certificate, diploma or degree;
- NHA has the discretion to award the scholarship more than once to the same recipient but must ensure there is an equitable distribution of scholarship funds;
- NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the region;
- NHA will advise the PRRD of the number of recipients annually;
- NHA will issue all T4A's as per the requirements under the Income Tax Act.



REPORT

To: Health Care Scholarship Committee

Report Number: FN-HCSC-002

From: Teri Vetter, Chief Financial Officer

Date: May 25, 2020

Subject: Return of Service – Requirement for all PRRD Health Care Scholarships

RECOMMENDATION:

That the Health Care Scholarship Committee receive the report titled “Return of Service – Requirement for all PRRD Health Care Scholarships”, dated May 25, 2020, for discussion.

BACKGROUND/RATIONALE:

At its meeting held on October 10, 2019, the Regional Board provided direction to staff to investigate the addition of a Return of Service (ROS) requirement on all the PRRD Health Care Scholarships. Upon review of the six scholarship streams, staff identified that only the Health Care Assistant Scholarship and the High School Non Degree Scholarship do not have an established ROS component. Outlined below are some details of the scholarships and some points the Committee may wish to consider prior to the incorporation of a ROS.

Health Care Assistant Scholarship – Total Value is \$20,000

Intended to support graduates from the Health Care Assistant (HCA) program at Northern Lights College (NLC). This scholarship is administered entirely by the NLC Foundation as part of a five-year agreement from 2017 to 2021. There are twenty (20) awards of \$1,000. If an ROS was to be added to this scholarship, the agreement with the Northern Lights College Foundation would need to be amended, and a process to connect graduates would have to be developed between the NLC Foundation and NHA. The application criteria for the scholarship would need to be amended to include a willingness to enter into a ROS agreement with NHA.

Points to Consider:

1. Will the scholarship be contingent on the recipient’s willingness to sign a ROS and work in the Peace Region?
2. Is there a willingness from NHA and are they able to support a ROS for this type of employment?
3. Does the Committee wish to increase the total value of this scholarship to support additional funding for the ROS component?
4. Does the Committee wish to establish a duration of time for the ROS?
5. Does the Committee wish to establish a timeframe for recipients to sign onto a ROS? For example, within six months of graduation?

Health Care High School Non-Degree Scholarship – Total Value is \$15,000

Intended for high school graduates who are pursuing a diploma or certificate program such as Licensed Practical Nursing, X-ray Technician, Diagnostic Medical Sonography, Medical Laboratory Technician or Nursing Unit Clerk. There are ten (10) awards of \$1,500 that are available to high schools in the Peace Region. This scholarship is unique in that it is administered in part by each high school and the PRRD. Applications are submitted directly to the school's academic advisor and each school is responsible for selecting the recipients based on the criteria outlined in the application (provided annually by the PRRD). Funds are distributed to the recipient by the PRRD upon receipt of proof of registration and payment.

Points to Consider:

1. Who would be responsible for the administration of the ROS component for this scholarship? In 2018, it was determined through consultation with each high school that none were in favour of taking on the administration of this scholarship due to the volume of work and availability of staff.
2. How would the administrator connect with the students?
3. Will the scholarship be contingent on the willingness to work in Peace Region?
4. Is there a willingness from NHA, and are they able to support a ROS for these types of employment?
5. Does the Committee wish to increase the total value of this scholarship to support additional funding for the ROS component?
1. 4. Does the Committee wish to establish a duration of time for the ROS?
6. Does the Committee wish to establish a timeframe for recipients to sign onto a ROS? For example, within six months of graduation?
7. Is adding a ROS to this scholarship stream consistent with other high school scholarships offered by the PRRD?

A summary of the current ROS components for each scholarships is outlined below for the Committee to review to ensure they still meet the intention of the program.

RN/RPN Return of Service Scholarship (Part 1 and 2) – Total value \$30,000

Intended to support students enrolled in the final (4th) year of their RN/RPN Degree program (Part 1); and upon successful graduation, supports Part 1 recipients to return to work in the Peace Region for a minimum of two years (Part 2). The total number of awards is six (6) of \$5,000; however, this is paid out in two parts each valued at \$2,500. The PRRD selects the recipients for Part 1, while NHA selects recipients for part two. An ROS agreement was developed by NHA for each recipient to sign, which stipulates that only the individuals within 6 months of graduating will be eligible for this scholarship, and that they are expected to repay a portion of their scholarship if they do not fulfill it. The Part 2 ROS component will become part of the pending MOU, if approved.

Points to Consider:

1. Does the timeframe of six months to sign onto a ROS meet the intention of Part 2 of the RN/RPN Return of Service scholarship? If so, this needs to be indicated in the criteria as stated on the application.

Technical Career Professional Development Scholarship – Total value \$15,000

Intended for NHA employees to access funds to upgrade their skills, specifically for Licensed Practical Nurses (LPN) bridging to a Registered Nurse, and staff who hold technical positions. Scholarship details were finalized in 2019 and include four (4) awards of \$1,500 for LPNs and nine (9) awards of \$1,000 for technical upgrades. NHA has proposed to work with all recipients who successfully complete their programs, to determine their willingness to enter into a one (1) year ROS to work in the PRRD as part of the pending MOU.

Points to Consider:

1. Recipients of these scholarships are employed by NHA; therefore, the Committee may wish to review if there is a benefit of a ROS if the recipients are already employed by NHA.
2. Does the Committee wish to increase the total value of this scholarship to support additional funding for the ROS component?
3. Does the Committee wish to establish a timeframe to sign on to a ROS? For example, within six months of graduation?

Licensed Practical Nurse Scholarship – Total value \$10,000

Intended for graduates of the Licensed Practical Nurse program at Northern Lights College. Scholarship details were finalized in 2019, which includes NHA as the administrator of the scholarship as part of the pending MOU. NHA has committed to work with potential recipients and award up to ten (10) scholarships upon their successful graduation of the NLC LPN program - after determining their willingness to enter into a one (1) year ROS agreement. NHA will collaborate with Northern Lights College to develop a process on how to connect with those potential graduates.

Points to Consider:

1. Does the Committee wish to have the scholarship awarded upon graduation from the program, or once the ROS is in place?
2. Does the Committee wish to increase the total value of this scholarship to support additional funding for the ROS component?
3. Does the Committee wish to establish a timeframe to sign on to a ROS? For example, within six months of graduation?
4. Is this scholarship stream more suited to be managed by the NLC Foundation, similar to the HCA scholarship stream, rather than NHA?

RN/RPN Professional Development Scholarship – Total value \$15,000

Intended to assist employed Registered Nurses or Registered Psychiatric Nurses pursue further professional development training. Details for the scholarship were finalized in 2019, and includes five (5) awards of \$3,000 each. As part of the pending MOU, NHA will work with the potential recipients upon successful graduation of the program to determine their willingness to enter into a two (2) year ROS with NHA to work in the PRRD.

Points to Consider:

1. Recipients of these scholarship are employed by NHA; therefore, the Committee may wish to review the benefit of a ROS if the recipients are already employed by NHA.
2. Does the Committee wish to increase the total value of this scholarship to support additional funding for the ROS component?

3. Does the Committee wish to establish a timeframe to sign on to a ROS? For example, within six months of graduation?

ALTERNATIVE OPTIONS:

1. That the Health Care Scholarship Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

If the Committee decides to increase scholarships to implement a value on the return of service component for each scholarship stream, consideration may need to be given to amending Function 275, Grants to Community Organizations of the budget.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.

Attachments:

1. PRRD Health Care Scholarship – Summary Matrix
2. Northern Health Return of Service Agreement



Recruitment Services
700 - 299 Victoria Street
Prince George, BC V2L 5B8
(P) 250-565-2937 (F) 250-565-2251

Date	_____	Email	_____
First Name	_____	Last Name	_____
Address	_____		
City	_____	Province	_____
Postal Code	_____	Tel No	_____
Date of Birth (mm-dd-yyyy)	_____	SIN	_____

PEACE RIVER REGIONAL DISTRICT - Health Care Scholarship Program
RN/RPN Return of Service Scholarship

In partnership with the Peace River Regional District, Northern Health is pleased to offer a return of service scholarship in the amount of \$2,500 to successful candidates who accept employment (either permanent full-time, permanent part-time, or casual) in a Nursing position in the Peace River Regional District.

TERMS & CONDITIONS

Your signature on this document will initiate Northern Health's payroll process for the payment of \$2,500 which will be included as a taxable benefit with your first pay after you sign the return of service scholarship agreement. Only students who are within six (6) months of graduating are eligible for this education sponsorship.

In return for this return of service scholarship, the Peace River Regional District's expectations are that you will undertake a conditional two (2) years' period of employment with Northern Health in

the Peace River Regional District from the date you are hired by Northern Health as a Registered Nurse.

Should you choose to leave the service of Northern Health before the expiry of the two (2) years' service period, you will be expected to refund a prorated portion of the total \$2,500 education scholarship. Proration will be on the basis of 1/24th of the scholarship for each month of the two (2) years' period not served. Any amount owing in this circumstance may, on default of other arrangements, be deducted by Northern Health from outstanding salary or other monies owed to you by Northern Health at the time of your resignation.

Sincerely,

Northern Health Representative

I understand and accept the above outlined terms and conditions.

Recipient Signature

Date



PRRD Health Care Scholarship Programs – Summary Matrix

A. REGIONAL SCHOLARSHIP PROGRAM						
1. PRRD Health Care High School Non-Degree Scholarship- <i>ACTIVE</i> Description - Funding support for graduating high school students planning to pursue a post-secondary diploma or certificate in a health care program such as Licensed Practical Nursing, X-ray Technicians, Diagnostic Medical Sonography, Medical Laboratory Technicians or Nursing Unit Clerks.						
Scholarship Amount \$15,000	Target Group	Approving Authority	2020 Budget Amount per Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
10 Scholarships at \$1,500 each for a total of \$15,000 Chetwynd = 1 @ \$1,500 North Peace = 3 @ \$4,500 Prespatou = 1 @ \$1,500 South Peace = 3 @ \$4,500 Tumbler = 1 @ \$1,500 Hudson's Hope = 1 @ \$1,500	Graduating high school students in SD 59 and SD 60 including those students enrolled by correspondence, distance education or home-schooled	Budget - Regional Board Recipients – Designated to High School Scholarship Selection Committees at each High School	110 – Legislative Regional GL - 01-2-3130-5830 \$9,000 275 Grants to Community Orgs. GL - 01-2-3130-5830 \$6,000	<u>Internal Process - PRRD</u> 1. Staff email Academic Advisors at each high school written confirmation of scholarship funding and application in February of March and assist with questions/guidance when required. 2. Staff liaise with application process when/if Academic Advisor require assistance; before June 30 th staff receive copy of electronic application and consent for Finance payment file. 3. Staff issue payment to student upon receipt of proof of payment for eligible school expense. 4. Staff issue T4A to each scholarship recipient as per CRA. <u>External Process – High Schools</u> 1. Applications are completed by students who meet the eligibility criteria as outlined in the application and submitted them to their Academic Advisor 2. Applications are adjudicated by a school appointed selection committee for residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution; recipients are selected and their info is sent to the PRRD. 3. Recipients are awarded confirmation of their scholarship at their schools ceremony by the PRRD Director if in attendance. 4. Recipients contact PRRD to claim award with proof of payment for eligible expense.	Set by each high school, typically Mid May to beginning of June	No Policy Guidelines for eligibility criteria, approval process and award process are outlined in the scholarship application



PRRD Health Care Scholarship Programs – Summary Matrix

2. Health Care Assistant Scholarship – ACTIVE						
Description - Funding to support students who have successfully complete the Health Care Assistant program offered through Northern Lights College.						
Scholarship Amount \$20,000	Target Group	Approving Authority	2020 Budget Amount per Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
20 Scholarships at \$1,000 each for a total of \$20,000	Graduates of the Health Care Assistant Program at Northern Lights College	Budget - Regional Board Recipients - NLC Foundation	110 – Legislative Regional GL - 01-2-3130-5831 \$15,000 275 – Grants to Community Orgs. GL – 01-2-3130-5831 \$20,000	<u>Internal Process – PRRD</u> Staff issue scholarship funding as per invoice submitted NLC Foundation. <u>External Process – NLC Foundation</u> 1. Administered entirely by NLC Foundation as outlined in the agreement signed June 2017. 2. Award Process – NLC Foundation selects all recipients, forwards invoice to PRRD for payment, NLC Foundation issues funds to student and T4As.	April 30 th	No Policy Guidelines for eligibility criteria, approval and award process are outlined in the agreement between NLC Foundation and PRRD; Agreement duration 2017 to 2021.



PRRD Health Care Scholarship Programs – Summary Matrix

3. RN/RPN Return of Service Scholarship (Two Parts) – ACTIVE Description - Two Part Scholarship: <ol style="list-style-type: none"> 1. Funding to assist students enrolled in an RN/RPN degree program who are entering into their final 4th year of study; and 2. Return of Service funding provided upon successful graduation and employment with Northern Health Authority 						
Scholarship Amount \$30,000	Target Group	Approving Authority	2020 Budget Amount per Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
6 Scholarships at \$5,000 each for a total of \$30,000 <u>Part 1 - 4th Year Award:</u> 6 Awards of \$2,500 each for a total of \$15,000 <u>Part 2 – Rtn. of Service Award:</u> 6 Awards of \$2,500 each for a total of \$15,000	4 th year Post Secondary Students enrolled in a RN Degree program or the final year of a RPN degree program	Budget and Part 1 Recipients - Regional Board Part 2 Rtn of Service Recipients - Northern Health Authority	275 – Grants to Community Orgs. GL 01-2-3130-5833 Part 1 – 4 th Year \$15,000 GL -01-2-3130-5834 Part 2 – Rtn. Of Service \$15,000	<u>Internal Process – PRRD</u> Part 1 – 4th Year Award: <ol style="list-style-type: none"> 1. Students complete application package and submit directly to PRRD. 2. Staff review applications, summarize information and prepare report for Health Care Scholarship Committee. 3. Health Care Scholarship Committee adjudicates applications on basis of residency, academics, community involvement and acceptance or registration in final year of RN/RPN program; and recommends to the Regional Board the recipients for approval. 4. Upon approval, staff notify recipients and initiate payment to be completed by October 31st; and send list of recipient's names, contact information to NHA for potential of Part 2 - Return of Service Award. <u>External Process – NHA</u> Part 2 – Return of Service Award: <ol style="list-style-type: none"> 1. Recipients of the Return of Service Award are selected by NH using the list of Part 1 - 4th Year Recipients provided to NHA by PRRD Staff. 2. Under the current process, NHA has each recipient sign their own ROS agreement and then submits an invoice to the PRRD for payment of Part two funds; NHA issues the T4A for this portion. <p><i>NOTE – The administration of Part 2 – Return of Service award may be subject to change under the pending MOU.</i></p>	June 30 th	No Policy Part 1 - Guidelines for eligibility, approval and award outlined in application Part 2 – NHA selects recipients and invoices PRRD Pending MOU w/ NHA to be brought back to Health Care Scholarship Committee for further review at next meeting on June 4, 2020



PRRD Health Care Scholarship Programs – Summary Matrix

4. Licensed Practical Nurse LPN Scholarship- <i>Status – Not Active, pending MOU w/NHA</i> Description - Funding to support students graduating from Northern Lights College LPN program who have lived in the PRRD for at least 2.5 years prior to enrolling in the program.						
Scholarship Amount \$10,000	Target Group	Approving Authority	2020 Budget Amount per Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
10 Scholarships of \$1,000 each for a total of \$10,000	Graduates of the Licensed Practical Nurse Program at Northern Lights College	Budget - Regional Board Recipients - Northern Health Authority	110 – Legislative Regional GL – 01-2-3130-5836 \$10,000	Internal and External processes will be established upon completion of the MOU with Northern Health. Total value of the MOU will be \$55,000.	Pending - TBD	No Policy Pending MOU w/ NHA to be brought back to Health Care Scholarship Committee for further review at next meeting on June 4, 2020



PRRD Health Care Scholarship Programs – Summary Matrix

5. Technical Career Professional Development Scholarship – NOT ACTIVE, pending MOU w/NHA Description - Funding to support Northern Health employees with tuition costs who have lived in the PRRD for 3+ years are upgrading their skills to align with Northern Health needs.						
Scholarship Amount \$15,000	Target Group	Approving Authority	2020 Budget Amount per Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
13 Scholarships for a total of \$15,000 distributed as follows: 1. LPN's bridging to RN 4 Scholarships of \$1,500 each for a total of \$6,000 2. NH employees enrolling in programs 2+ semesters long & >\$5,000 5 Scholarships of \$1,000 each for a total of \$5,000 3. NH employees enrolling in programs of 2+ yrs. & >\$7,000 4 Scholarships of \$1,000 for a total of \$4,000	Employed LPNs bridging to RN program; and Staff in technical positions e.g., Radiology tech, Ultrasound Tech, Unit Clerk who have lived for 3+ years and are upgrading their skills to align with NH needs.	Budget - Regional Board - Recipients - Northern Health Authority	275 – Grants to Community Orgs. GL 01-2-3130-5832 \$15,000	Internal and External processes will be established upon completion of the MOU with Northern Health. Total value of the MOU will be \$55,000.	Pending - TBD	No Policy Pending MOU w/ NHA to be brought back to Health Care Scholarship Committee for further review at next meeting on June 4, 2020



PRRD Health Care Scholarship Programs – Summary Matrix

6. RN/RPN Professional Development Scholarship – <i>NOT ACTIVE, pending MOU w/NHA</i> Description - Funding to support Northern Health employees with 3+ years employment who are upgrading their skills to align with NHA needs and are undertaking career development programs costing \$5,000 or more per year.						
Scholarship Amount \$15,000	Target Group	Approving Authority	2020 Budget Amount per Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
5 Scholarships of \$3,000 each for a total of \$15,000	Employed RNs or RPNs of Northern Health pursuing professional development	Budget - Regional Board Recipients - Northern Health Authority	275 – Grants to Community Orgs. GL 01-2-3130-5837 \$15,000	Internal and External processes will be established upon completion of the MOU with Northern Health. Total value of the MOU will be \$55,000.	Pending - TBD	No Policy Pending MOU w/ NHA to be brought back to Health Care Scholarship Committee for further review at next meeting on June 4, 2020



REPORT

To: Health Care Scholarship Committee

Report Number: FN-HCSC-001

From: Teri Vetter, Chief Financial Officer

Date: May 22, 2020

Subject: Subscription Statistics Report – PRRD Health Care Scholarship Program**RECOMMENDATION:**

That the Health Care Scholarship Committee receive the report “Subscription Statistics Report - PRRD Health Care Scholarship Program”, dated May 22, 2020, for information.

BACKGROUND/RATIONALE:

At its meeting held on September 17, 2019, the Committee requested that each year in January, prior to budget considerations, a report be brought forward that summarizes the number of recipients and the amount of funds issued from each of the Health Care Scholarships. This information is being presented to the Committee for its July 2, 2020 meeting as no meeting was held in January.

The PRRD Health Care Scholarship program consists of six (6) scholarships developed in collaboration with Northern Health Authority (NHA) to promote the recruitment and retention of health care professionals. The scholarships are designed to provide financial assistance to fill positions that have proven to be difficult to attract and/or retain in the Peace Region.

Currently, only three (3) of the scholarships are active, while three (3) others are finalized and will be launched pending the approval of a Memorandum of Understanding with NHA. These include the Technical Career Professional Development Scholarship, the Licensed Practical Nurse (LPN) Scholarship, and the RN/RPN Profession Development Scholarship. The table below summarizes the year to date subscriptions and funds paid out since 2017 for the active scholarships.

Scholarship	2017	2018	2019	2020	Year to Date
Health Care High School Non Degree \$15,000 - 10 Awards of \$1,500	N/A – Not Active	Total Awards - 4	Total Awards - 4	Total Awards - 6	Total Awards YTD - 14
		1 - South Peace	1 - Chetwynd	3 - South Peace	
		3 - North Peace	3 - South Peace	3 - North Peace	
		Total funds paid out - \$6,000	Total funds paid out - \$3,000 <i>*two have not claimed their award</i>	No funding has been paid out to date.	Total funds paid out - \$9,000
School District #59					
Chetwynd 1					
South Peace 3					
Tumbler Ridge 1					
School District #60					
Hudson's Hope 1					
North Peace 3					
Prespatou 1					

Scholarship	2017	2018	2019	2020	Year to Date
Health Care Assistant \$20,000 - 20 Awards of \$1,000	Total Awards - 16 Total funds paid out - \$16,000	Total Awards -12 Total funds paid out - \$12,000	Total Awards - 5 Total funds paid out - \$5,000	Total Awards - 8 Total funds paid out - \$8,000	Total Awards YTD - 37 Total funds paid out - \$41,000
Scholarship	2017	2018	2019	2020	Year to Date
RN/RPN Return of Service \$30,000 - 6 Awards of \$5,000 each awarded in two parts Part 1 – 4 th Year of Degree Program \$15,000 – 6 Awards of \$2,500 Part 2 – Return of Service (ROS) \$15,000 – 6 Awards of \$2,500	Total Awards - 13 7 Full Scholarships 1 Part 1 only 5 Part 2 only Total funds paid out - \$57,000	Total Awards - 11 3 Full Scholarships 8 Part 1 only Total funds paid out - \$35,000	Total Awards - 6 6 Part 1 only Total funds paid out - \$15,000 <i>* NHA has not invoiced PRRD for any ROS Awards (Part 2) to date</i>	N/A – Deadline to apply is June 30 th .	Total Awards YTD - 30 10 Full Scholarships 15 Part 1 only 5 Part 2 only Total funds paid out \$107,000

In order to support NHA's efforts to recruit new graduates, an annual budget commitment of \$5,000 was approved to assist with expenses incurred by NHA to host recruitment events. In 2017, a total of \$95.12 was paid out, and in 2018, a total of \$128.53 was paid out. No funding was paid out in 2019 and no event was held.

ALTERNATIVE OPTIONS:

1. That the Health Care Scholarship Committee provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

In 2020, a budget commitment of \$125,000 was approved for the PRRD Health Care Scholarship program, with \$35,611 budgeted in Function 110 Legislative Regional, and \$89,389 budgeted in Function 275 Grants to Community Organizations.

Budget commitments in Function 110 Legislative Regional will be depleted first, and all scholarship funding will transition to Function 275 Grants to Community Organizations.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None.



HEALTH CARE SCHOLARSHIP COMMITTEE DIARY

DIARY ITEMS

<u>Item</u>		<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1.	Regional Marketing		Recommended 2019 project – RFP to market the Peace River Regional District as an attractive place to come and work, not only to health care professionals but to a broader audience (marketing package); further, that the campaign be ready to start in February-March of 2019.	May 25, 2018