



PEACE RIVER REGIONAL DISTRICT

Health Care Scholarship Committee Meeting Agenda

January 29, 2021, 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 Committee Draft Meeting Minutes of October 1, 2020	2
7. Business Arising from the Minutes	
8. Delegations	
9. Correspondence	
10. Reports	
10.1. PRRD Health Care Scholarship Program – Progress Update and Subscription Statistics	5
10.2. Nursing Recruitment and Retention in Northeast BC	14
11. New Business	
12. Diary	
12.1. Diary Items	16
13. Item(s) for Information	
13.1. Terms of Reference	17
14. Adjournment	



HEALTH CARE SCHOLARSHIP COMMITTEE MEETING MINUTES

THURSDAY, OCTOBER 1, 2020

LOCATION	Peace River Regional District Office, Dawson Creek, BC	
ATTENDANCE	Directors	Staff
	Director Rose, Chair	Shawn Dahlen, Chief Administrative Officer
	Director Ackerman, Vice-Chair	Tyra Henderson, Corporate Officer
	Director Bumstead	Teri Vetter, Chief Financial Officer
	Director Sperling	Jill Rickert, Grants Coordinator
		Kori Elden, Recorder
		Others
		Angela De Smit, Northern Health

1. CALL TO ORDER The Chair called the meeting to order at 1:59 pm.

2. DIRECTORS' NOTICE OF NEW BUSINESS

3. ADOPTION OF AGENDA

MOVED Director Bumstead, SECONDED Director Sperling,
That the Health Care Scholarship Committee adopt the October 1, 2020 Meeting Agenda:

1. **Call to Order**
2. **Directors' Notice of New Business**
3. **Adoption of Agenda**
4. **Gallery Comments or Questions**
5. **Adoption of Minutes**
 - 5.1 Closed Health Care Scholarship Committee Draft Meeting Minutes of September 17, 2019
6. **Business Arising from the Minutes**
 - 6.1 Questions for Northern Health
7. **Delegations**
8. **Correspondence**
 - 8.1 Naomi Barnes – Thank you Letter
 - 8.2 Emily Reuhl – Thank you Card
9. **Reports**
 - 9.1 Quarterly Health Care Scholarship Committee Meetings, DR-HCSC-002
 - 9.2 Survey for Nurses, DR-HCSC-003
 - 9.3 Notice of Closed Session – October 1, 2020, ADM-HCSC-001
10. **New Business**
11. **Diary**
 - 11.1 Diary Items
12. **Item(s) for Information**
13. **Adjournment**

CARRIED

4. GALLERY COMMENTS OR QUESTIONS



5. ADOPTION OF MINUTES

- 5.1
July 2/20 HCSC Minutes
- MOVED Director Bumstead, SECONDED Director Ackerman,
That the Health Care Scholarship Committee adopt the July 2, 2020 Meeting Minutes.
- CARRIED**

The Grant Coordinator entered the meeting at 2:05 pm.

6. BUSINESS ARISING FROM THE MINUTES

- 6.1
Questions for Northern
Health
- The Committee posed several questions to Angela De Smit from Northern Health.
Questions included:
- Is there benefit to recruiting nurses from other areas of Canada?
 - Is 24-hour daycare for nurses going to be addressed?
 - How can the PRRD differentiate its communities from others competing for the same workers?
 - How can the PRRD retain the nurses who move to the area for a position?
 - How can the PRRD help Licensed Practical Nurses (LPNs) in the area who want to become Registered Nurses (RNs)?
 - Do the Health Care Scholarship Committee programs need to be marketed more or does the program structure need to change?

Ms. De Smit advised that:

- COVID-19 has effected Northern Health attending recruitment fairs but they are recommencing.
- Northern Health has begun looking into after-hours daycare.
- Differentiating and retaining starts at the recruitment process by asking questions and there has been a shift towards people wanting to travel and leave the area.
- LPNs require sixty non-nursing university transferable credits to enroll in the Northern Accelerated Baccalaureate Nursing Program.
- It could be beneficial to have conversations with Northern Lights College regarding health care program fees and class sizes.

The Chief Administrative Officer entered the meeting at 2:42 pm.

Angela De Smith left the meeting at 2:50 pm.

7. DELEGATIONS

8. CORRESPONDENCE

- 8.1
Naomi Barnes – Thank You
Letter
- MOVED Director Sperling, SECONDED Director Bumstead,
That the Health Care Scholarship Committee receive the Thank You Letter from Naomi Barnes for information.
- CARRIED**

- 8.2
Emily Reuhl – Thank You
Card
- MOVED Director Bumstead, SECONDED Director Sperling,
That the Health Care Scholarship Committee receive the Thank You Card from Emily Reuhl for information.
- CARRIED**



9. REPORTS

9.1
Quarterly Health Care
Scholarship Committee
Meetings, DR-HCSC-002

MOVED Director Ackerman, SECONDED Director Sperling,
That the Health Care Scholarship Committee schedule permanent bi-annual committee meetings in January, to review statistics and discuss the budget, and October, to adjudicate the RN/RPN scholarship awards; further, that two additional bi-annual meetings be scheduled in April and July until such a time that the Committee is satisfied with the performance of the scholarship programs.

CARRIED

9.2
Survey for Nurses, DR-
HCSC-003

MOVED Director Bumstead, SECONDED Director Sperling,
That the Health Care Scholarship Committee recommend that the Regional Board authorize cooperative work with Northern Health and the BC Nurses' Union regarding the potential development of a survey on nursing staff that would assist in the recruitment and retention strategy of nurses in the region.

CARRIED

9.3
Notice of Closed Session –
October 1, 2020, ADM-
HCSC-001

MOVED Director Ackerman, SECONDED Director Sperling,
That the Health Care Scholarship Committee recess to a Closed Meeting for the purpose of discussing the following items:

Agenda Item 3.1 – Closed Meeting Minutes (CC Section 97(1)(b))

Agenda Item 5.1 – Awards – Personal Information (CC Section 90 (1)(b))

CARRIED

The Chair recessed the meeting to a Closed session at 3:03 pm

10. NEW BUSINESS

Reconvene

The Chair reconvened the meeting at 3:12 pm. Director Bumstead was not present.

11. DIARY

11.1
Diary Items

No changes were made to the Diary.

MOVED Director Rose, SECONDED Director Ackerman,
That the Health Care Scholarship Committee recommend that the Regional Board authorize research into further promotion of the PRRD Health Care Scholarship program.

CARRIED

12. ITEMS FOR INFORMATION

11.1
Terms of Reference

The Committee's Terms of Reference was included for information.

13. ADJOURNMENT

The Chair adjourned the Meeting at 3:15 pm.



REPORT

To: Health Care Scholarship Committee

Report Number: FN-HCSC-004

From: Teri Vetter, Chief Financial Officer

Date: January 29, 2021

Subject: PRRD Health Care Scholarship Program – Progress Update and Subscription Statistics**RECOMMENDATION:**

That the Health Care Scholarship Committee receive the report titled “PRRD Health Care Scholarship Program – Subscription Statistics – FN-HCSS-004,” which summarizes the progress of the programs, number of scholarships and amounts issued, for information.

BACKGROUND/RATIONALE:

The purpose of this report is to provide the Committee with a summary outlining the progress on the implementation and development of the PRRD Health Care Scholarship program, as well as the year to date statistics on the number of scholarships awarded and funds issued from each of the scholarships. A total of six (6) scholarship streams were developed in collaboration with Northern Health Authority (NHA) to promote the recruitment and retention of health care professions in the PRRD. The table below illustrates the annual budget of \$110,000 and the breakdown of funding for each scholarship and recruitment funds. A total of \$5,000 is committed annually to assist with expenses incurred by the PRRD and/or NHA to promote the scholarships.

Scholarship	Budget Amount
1. Health Care High School Scholarship	\$15,000
2. Health Care Assistant Scholarship	\$20,000
3. RN/RPN (Registered Nurse/Registered Psychiatric Nurse) Return of Service Scholarship (Two Parts)	\$30,000
4. Licensed Practical Nurse (LPN) Scholarship	\$10,000
5. Technical Career Professional Development	\$15,000
6. RN/RPN Professional Development Scholarship	\$15,000
7. Health Care Recruitment Event Fund	\$ 5,000

On November 12, 2020, a Memorandum of Understanding was signed, which outlines the expectations and guidelines for NHA to manage the LPN, Technical Career Professional Development, and RN/RPN Professional Development Scholarship as well as administer the funding for Part 2 of the RN/RPN Return of Service Scholarship. All scholarships streams have been finalized and are currently active. Full details of the scholarships streams can be found in the attached summary matrix. The total funding spent from the recruitment fund was \$95.12 in 2017 and \$128.53 in 2018. No funding was been paid out from this fund in 2019 or 2020. The information in the table below provides both the number of subscriptions by year as a cumulative year-to-date total for each scholarship since 2017. Statistics for the scholarships managed under the MOU will not be available until the end of 2021.

At the December 11, 2020 Board meeting, the following resolutions were made:

MOVED, SECONDED and CARRIED

That the Regional Board authorize the establishment of a Service Function for Health Services.

That the Regional Board approve the inclusion of Air Ambulance Services, Search and Rescue Association, Health Care Scholarships, North Peace Health Services, and South Peace Health Services in the proposed Health Services service function.

Staff are working on creating the bylaw which would come to the Board for the first three readings, then be sent to the Ministry for approval, there would be 80 days to hold a referendum, the bylaw then goes back to the Board for adoption, there is then a one month quashing period before the bylaw can go back to the Ministry for final certificate of approval. Once this is complete, the BC Assessment for inclusion in the 2022 roll for requisition will be sent.

Scholarship	2017	2018	2019	2020	Year to Date
Health Care High School Non Degree \$15,000 - 10 Awards of \$1,500 School District #59 Chetwynd 1 South Peace 3 Tumbler Ridge 1 School District #60 Hudson's Hope 1 North Peace 3 Prespatou 1	N/A – Not Active	Total Awards - 4 1 - South Peace 3 - North Peace Total funds paid out - \$6,000	Total Awards - 4 1 - Chetwynd 3 - South Peace Total funds paid out - \$6,000	Total Awards - 6 3 - South Peace 3 - North Peace Total funds paid out - \$4,500 *Note 1 deferred, 2 unclaimed	Total Awards - 14 Total funds paid out - \$16,500
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 - 9 Total funds paid out - \$9,000	Total Awards - 42 Total funds paid out - \$42,000
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	Total Award of full Scholarships - 7 Total funds paid out - \$35,000	Total Award of full Scholarships - 4 Total funds paid out - \$20,000	Total Award of full Scholarships - 3 Total funds paid out - \$15,000	<i>*Note stats will be available post-graduation and signed NH ROS</i>	Total Award of full Scholarships - 14 Total funds paid out - \$70,000
Part 1 – 4 th Year of Degree Program \$15,000 – 6 Awards of \$2,500	Total Award Part 1 only - 1 Total funds paid out - \$2,500	Total Award Part 1 only - 7 Total funds paid out - \$17,500	Total Award Part 1 only – 3 Total funds paid out - \$7,500	Total Award Part 1 only - 5 Total funds paid out - 12,500	Total Award Part 1 only - 16 Total funds paid out - \$40,000
Part 2 – Return of Service (ROS) \$15,000 – 6 Awards of \$2,500	Total Award Part 2 only - 5 Total funds paid out - 12,500	None	None	<i>*Note this portion will not be issued until graduation and ROS signed with NH</i>	Total Award Part 2 only – 5 Total funds paid out - \$12,500
Total RN/RPN funds paid out	\$50,000	\$37,500	\$22,500	\$12,500	\$122,500
Grand Total All scholarships	\$66,000	\$55,500	\$33,500	\$26,000	\$181,000

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

The 2021 PRRD Health Care Scholarships will be funded from the 2020 surplus in Function 275 – Grants to Community Organizations and Medical Scholarship Reserve, if approved for the 2021 Financial Plan.

The balance as of December 31, 2020 in the Medical Scholarship Reserve is \$105,815.53.

COMMUNICATIONS CONSIDERATION(S):

None at this time.

OTHER CONSIDERATION(S):

None at this time.

Attachments:

1. PRRD Health Care Scholarship Summary Matrix



PRRD Health Care Scholarship Programs – Summary Matrix

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	Target Group	Approving Authority	GL/Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
\$15,000 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-school	Budget - Regional Board Recipients – Designated to High School Scholarship Selection Committees	275 Grants to Community Orgs. GL - 01-2-3130-5830	PRRD 1. Staff email Academic Advisors at each high school written confirmation of scholarship funding and application in February or March and assist with questions/guidance when required. 2. Staff liaise with application process when/if Academic Advisors require assistance; before June 30 th staff receive copy of electronic application and consent for Finance payment file. 3. Staff issue payment to students upon receipt of proof of payment for eligible school expense. 4. Staff issue T4A to each scholarship recipient as per CRA. High Schools 1. Applications are completed by students and are submitted to the school Academic Advisor. 2. Applications are adjudicated by each school's scholarship selection committee for residency, academic standing, community involvement, financial need and acceptance at a post-secondary institution; the school forwards copies of all chosen recipient applications to the PRRD. 3. Recipients are awarded confirmation of their scholarship at their schools scholarship ceremony by the PRRD Director if in attendance or school representative. 4. Recipients contact PRRD to claim their award with proof of payment for eligible expense.	Mid May to beginning of June per set school deadline	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 completed the Health Care Assistant program offered through Northern Lights College.

Scholarship Amount	Target Group	Approving Authority	GL/Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
\$20,000						
20 Scholarships at \$1000	Graduates of the Health Care Assistant Program at Northern Lights College and have lived in the PRRD for at least 2.5 years prior to enrolling in the program.	Budget - Regional Board Recipients - NLC Foundation	275 – Grants to Community Orgs. GL – 01-2-3130-5831	PRRD Staff issue scholarship funding as payable on invoice submitted by NLC Foundation. NLC Foundation 1. Administered entirely by NLC Foundation as per the 5 year 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 annually	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.

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PRRD Health Care Scholarship Programs – Summary Matrix

4. Licensed Practical Nurse LPN Scholarship- Active

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	Target Group	Approving Authority	GL/Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
\$10,000 10 Scholarships each at \$1,000	Graduates of the Licensed Practical Nurse Program at Northern Lights College who have lived in the PRRD for a least 2.5 years prior to enrolling in the program	Budget - Regional Board Recipients - Northern Health Authority	275 – Grants to Community Orgs. GL 01-2-3130-5836	<u>NHA</u> 1. 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. 2. NHA will award 10 graduates upon successful graduation and the signing of a ROS for 1 year with a scholarship of \$1,000 each. 3. NHA will advise the PRRD of the number of recipients annually. 4. NHA will issue all T4A's as per the requirements under the Income Tax Act.	Pending - TBD	No Policy NHA-PRRD MOU dated November 12, 2020

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PRRD Health Care Scholarship Programs – Summary Matrix

6. RN/RPN Professional Development Scholarship – <i>ACTIVE</i>						
Description - Funding to support existing NHA RN or RPN employees with 3+ years employment who are upgrading their skills to align with Northern Health Authority needs and are undertaking career development programs costing \$5,000 or more per year.						
Scholarship Amount \$15,000	Target Group	Approving Authority	GL/Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
15 – 5 Scholarships each at \$3,000	Existing NHA RNs or RPNs employed 3 years or more taking career development programs greater than two semesters in length and cost \$5,000 or more per year	Budget - Regional Board Recipients - Northern Health Authority	275 – Grants to Community Orgs. GL 01-2-3130-5837	<u>NHA</u> 1. NHA will provide five (5) awards of \$3,000 to recipients who meet the eligibility criteria. 2. NHA will ensure the programs align with their needs and are either a certificate, diploma or degree. 3. 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. 4. NHA will ensure a two (2) year ROS agreement to continue employment with NHA in the region. 5. NHA will advise the PRRD of the number of recipients annually. 6. NHA will issue all T4A's as per the requirements under the Income Tax Act.	July 31 st annually	No Policy NHA-PRRD MOU dated November 12, 2020



REPORT

To: Health Care Scholarship Committee

Report Number: ADM-HCSC-002

From: Jeff McDonald, Communications Manager

Date: January 29, 2021

Subject: Nursing Recruitment and Retention in Northeast BC

RECOMMENDATION #1:

That the Health Care Scholarship Committee recommend that the Regional Board authorize cooperative efforts between the Regional District, Northern Health and the BC Nurses Union, who have offered to undertake the project, to conduct a review of existing research regarding nursing recruitment and retention in north-eastern BC.

RECOMMENDATION #2:

That the Health Care Scholarship Committee recommend that the Regional Board authorize cooperative work with Northern Health, coordinated by the BC Nurses Union representative, to conduct targeted, in person interviews on nursing recruitment and retention in north-eastern BC.

BACKGROUND/RATIONALE:

On April 9, 2020, the Regional Board passed the following resolution recommended by the Health Care Scholarship Committee:

MOVED, SECONDED, AND CARRIED,

That the Regional Board authorize cooperative work with Northern Health (NH) and the BC Nurses' Union (BCNU) regarding the potential development of a survey on nursing staff that would assist in the recruitment and retention strategy of nurses in the region.

Communications staff have held a series of meetings and discussions with NH and BCNU staff to discuss the potential development of a survey. These discussions revealed that there is extensive information available and up-to-date research already completed by a number of organizations on the issue of recruitment and retention of nursing and other health care staff in northern BC. Northern Health and BCNU staff feel that rather than attempt to develop a survey for nursing staff, that instead, the first step be a review of existing documented research to quickly produce a summary of the recruitment and retention challenges for health care staff in the northern BC. This summary will inform the next step; conducting in person, targeted interviews with a cross section of nursing staff, rather than a broad online survey of all staff.

Completion of a broad survey is not recommended following discussions with NH and BCNU, which revealed that 'survey fatigue' is a very real factor for nursing staff, especially for broad-based surveys that are completed online. Survey fatigue will make significant participation challenging and meaningful results difficult to compile. Northern Health and BCNU staff feel that direct conversations with a targeted and invited group of nurses in one or several online sessions could produce useful insights through their lived experiences of recruitment and retention in the region. These insights would be summarized in a survey results report

shared with the Regional Board, Northern Health, and the BC Nurses Union to inform recruitment strategies including scholarships.

ALTERNATIVE OPTIONS:

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

STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

None.

COMMUNICATIONS CONSIDERATION(S):

None.

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



Health Care Scholarship Committee Terms of Reference

1. Role of the Committee:

1.1 The roles of the Committee include, but are not limited to:

- a. Facilitating the distribution of grants to medical students;
- b. Implementing Board initiatives to recruit and retain health care professionals in the Peace River Region;
- c. Adjudicate RN/RPN health care scholarship applications, and other scholarships as necessary;
- d. Making health care related recommendations to the Board, including the expansion or reduction of scholarship program(s), as necessary;
- e. Managing the scholarship budget, as approved by the Board, to disperse funds to participants of various health care education programs.

2. Structure of the Health Care Scholarship Committee:

2.1 Members: The HCSC will be a standing committee, and will consist of six Board members, appointed by the Chair as follows:

- a. City of Dawson Creek Director to PRRD Board;
- b. City of Fort St. John Director to PRRD Board;
- c. A representative from a smaller municipality in the South Peace;
- d. A representative from a smaller municipality in the North Peace;
- e. An Electoral Area Director from the South Peace (Area D or E);
- f. An Electoral Area Director from the North Peace (Area B or C);
- g. The meetings will be chaired by a Committee member elected by the Committee participants on an annual basis at the first meeting of the calendar year;
- h. A Vice-Chair will be elected by the Committee participants, from current Committee members, on an annual basis;
- i. In the absence of the Chair, the Vice-Chair will chair the meetings;
- j. The Chair and/or Vice-Chair will be eligible to vote at all meetings;
- k. Appropriate Regional District staff person(s) – non-voting.

3. Meetings:

3.1 The Committee shall meet annually in January, April, July and October as follows:

- a. January: to review program statistics and discuss budget.
- b. October: to adjudicate the RN/RPN scholarship awards.
- c. April/July: additional meetings that are to be held regularly until such a time that the Committee is satisfied with the performance of the scholarship programs.

- 3.2 Additional meetings may be requested by or through the Chief Administrative Officer by any member of the Committee.
- 3.3 Meetings will be open to the public, unless authorized to be closed as per Section 90 of the *Community Charter*.
- 3.4 Items for the regular agenda must be provided to Administration one (1) week prior to the scheduled meeting.
- 3.5 The PRRD Board will receive Committee meeting Minutes via the Board Agenda Consent Calendar.

4. Committee Organization

- 4.1 Quorum – at least 4 out of 6 members of the Committee.
- 4.2 Voting – all options and recommendations shall be determined by majority vote, with recommendations and options being forwarded to the Regional Board for consideration and action.
- 4.3 Tie votes will be defeated.
- 4.4 Any procedure not covered here will follow the PRRD Board Procedure Bylaw.

Date Committee Established		Board Resolution #	
Date TOR Approved by Board	June 14, 2018	Board Resolution #	RD/18/06/23
Amendment Date	October 22, 2020	Board Resolution #	RD/20/10/13
Amendment Date	January 14, 2021	Board Resolution #	RD/21/01/06
Amendment Date		Board Resolution #	