



# PEACE RIVER REGIONAL DISTRICT

## Health Care Scholarship Committee Meeting Agenda

April 1, 2021, 1:00 p.m.

1981 Alaska Avenue, Dawson Creek, BC

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	<b>Pages</b>
<b>1. Call to Order</b>	
<b>2. Directors' Notice of New Business</b>	
<b>3. Adoption of Agenda</b>	
<b>4. Gallery Comments or Questions</b>	
<b>5. Adoption of Minutes</b>	
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<b>6. Business Arising from the Minutes</b>	
<b>7. Delegations</b>	
<b>8. Correspondence</b>	
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<b>13. Adjournment</b>	



## PEACE RIVER REGIONAL DISTRICT

### HEALTH CARE SCHOLARSHIP COMMITTEE MEETING MINUTES

FRIDAY, JANUARY 29, 2021

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**LOCATION** Peace River Regional District Office, Dawson Creek, BC

#### ATTENDANCE

##### Directors

Chair Rose, Electoral Area 'E'  
Vice-Chair Ackerman, City of Fort St. John (*via teleconference*)  
Director Sperling, Electoral Area 'C' (*via teleconference*)  
Director Bumstead, City of Dawson Creek  
Director Heiberg, District of Hudson's Hope

##### Staff

Shawn Dahlen, Chief Administrative Officer  
Tyra Henderson, Corporate Officer  
Teri Vetter, Chief Financial Officer  
Tab Young, Deputy Corporate Officer  
Jeff McDonald, Communications Manager (*via teleconference*)  
Trevor Ouellette, IT Manager  
Kori Elden, Recorder

##### Alternate Directors

Alternate Director Kirby, District of Tumbler Ridge  
(*via teleconference*)

##### Others

Angela De Smit, Northern Health (*via teleconference*)

##### Absent Directors

Director Bertrand, District of Tumbler Ridge

**1. CALL TO ORDER** The Chair called the meeting to order at 1:10 p.m.

#### 2. ELECTION OF CHAIR

The Corporate Officer called for nominations for the Chair of the Health Care Scholarship Committee.

Director Sperling nominated Director Rose for the Chair.  
Director Bumstead seconded the nomination.

Director Rose accepted the nomination.

The Corporate Officer called for a second time for nominations for the Health Care Scholarship Committee Chair.

The Corporate Officer called for a third time for nominations for the Health Care Scholarship Committee Chair.

Hearing none, the Corporate Officer declared Director Rose the Chair of the Health Care Scholarship Committee.



## ELECTION OF VICE-CHAIR

The Corporate Officer called for nominations for the Vice-Chair of the Health Care Scholarship Committee.

Director Sperling nominated Director Ackerman for the Vice-Chair.

Director Rose seconded the nomination.

Director Ackerman accepted the nomination.

The Corporate Officer called for a second time for nominations for the Health Care Scholarship Committee Vice-Chair.

The Corporate Officer called for a third time for nominations for the Health Care Scholarship Committee Vice-Chair.

Hearing none, the Corporate Officer declared Director Ackerman the Vice-Chair of the Health Care Scholarship Committee.

Chair Rose assumed the Chair at 1:13 p.m.

## 3. DIRECTORS' NOTICE OF NEW BUSINESS

## 4. ADOPTION OF AGENDA

### 4.1

Adoption of Agenda

MOVED Director Bumstead, SECONDED Director Heiberg,

That the Health Care Scholarship Committee adopt the January 29, 2021 Meeting Agenda:

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
7. **Business Arising from the Minutes**
8. **Delegations**
9. **Correspondence**
10. **Reports**
  - 10.1 PRRD Health Care Scholarship Program – Progress Update and Subscription Statistics, FN-HCSC-004
  - 10.2 Nursing Recruitment and Retention in Northeast BC, ADM-HCSC-002
11. **New Business**
12. **Diary**
  - 12.1 Diary Items
13. **Item(s) for Information**
  - 13.1 Terms of Reference
14. **Adjournment**

**CARRIED**



## 5. GALLERY COMMENTS OR QUESTIONS

## 6. ADOPTION OF MINUTES

- 6.1  
Oct. 1/20 HCSC Minutes
- MOVED Director Heiberg, SECONDED Director Bumstead,  
That the Health Care Scholarship Committee adopt the Minutes of October 1, 2020.

**CARRIED**

## 7. BUSINESS ARISING FROM THE MINUTES

- 7.1  
Item 6.1 Oct. 1/20 Meeting
- Angela De Smit was asked for an update on Northern Health (NH) providing 24-hour daycare to nurses.

Angela shared that there is a designated staff person working towards NH providing 24-hour daycare to nurses but COVID-19 has stalled the progress and it is still a key strategy.

## 8. DELEGATIONS

## 9. CORRESPONDENCE

## 10. REPORTS

- 10.1  
PRRD HCSP – Progress Update  
and Subs. Stats
- MOVED Director Bumstead, SECONDED Director Heiberg,  
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.

**CARRIED**

The Committee discussed the importance of funding updates to ensure maximum subscription of the scholarship programs and the UNBC Northern Baccalaureate Nursing Program's development. Angela De Smit suggested that the HCSC contact the Ministry of Advanced Education because they control how many licensed practical nurse program credits are recognized for the Baccalaureate Nursing Program.

The group would like to track recipients of the Health Care Assistant (HCA) program. Angela De Smit will share the HCA statistics with the Committee as each HCA graduate from Northern Lights College (NLC) is offered a position with NH.

The Northern Health Authority (NHA) has a new HCA return of service program, which hires untrained HCA and funds their education. The province allotted 30 out of the requested 75 HCA spots, and NLC facilitates the education.



PRRD HCSP – Progress Update  
and Subs. Stats (Cont'd)

The Committee discussed the scholarship program's marketing, and a large demographic is missing from the strategy. There is a 2021 work plan in place to address this gap.

NHA Health Services Administration attend career fairs and events to increase awareness of the HCSC scholarship programs.

The Committee discussed expanding the Health Care High School Non-Degree Scholarship program to include non-degree and degree students to increase subscription to the scholarships available and have other missed groups throughout the programs.

MOVED Director Sperling, SECONDED Director Heiberg,  
That the Health Care Scholarship Committee recommends that the Regional Board add the ability to consider applications from students entering degree programs to the "Health Care High School Non-Degree Scholarship" eligibility criteria.

**CARRIED**

The IT Manager entered the meeting at 1:40 pm

10.2  
Nursing Recruitment and  
Retention in Northeast BC,  
ADM-HCSC-002

The Communications Manager explained that this report is a different direction than the Committee originally discussed in 2020. Discussions with NH and BC Nurses' Union staff indicated there are existing recruitment and retention surveys and knowledge, and a report to the Auditor General of BC that the Committee can utilize.

MOVED Director Heiberg, SECONDED Director Bumstead,  
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.

**CARRIED**

MOVED Director Ackerman, SECONDED Director Sperling,  
That the Health Care Scholarship Committee recommend that the Regional Board encourage 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.

**CARRIED**



## 11. NEW BUSINESS

### 12. DIARY

12.1

Diary Items

MOVED Director Bumstead, SECONDED Director Heiberg,  
That the Health Care Scholarship Committee remove the Regional Marketing  
item from the diary.

**CARRIED**

The Committee discussed inviting the Northern Health Board members to  
future meetings.

### 13. ITEM(S) FOR INFORMATION

13.1

Terms of Reference

### 14. ADJOURNMENT

The Chair adjourned the meeting at 2:10 p.m.

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Director Rose, Meeting Chair

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Kori Elden, Recorder



# REPORT

To: Health Care Scholarship Committee

Report Number: ADM-HCSC-005

From: Jeff McDonald, Communications Manager

Date: April 1, 2021

**Subject: Health Care Scholarships Promotion Update**

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## **RECOMMENDATION:**

That the Health Care Scholarship Committee accept the report titled "Health Care Scholarships Promotion Update – ADM-HCSC – 005" for information.

## **BACKGROUND/RATIONALE:**

As recommended by the Health Care Scholarship Committee, on October 22, 2020, the Regional Board passed the following resolution:

*MOVED, SECONDED, and CARRIED*

That the Regional Board authorize research into further promotion of the PRRD Health Care Scholarship program.

Communications staff were tasked with developing ways to promote the Health Care Scholarship program in an effort to increase the number of students applying for the available grant funding. A comprehensive plan is being developed, to increase promotion and awareness of the PRRD's health care scholarships in 2021. The goal of the plan is to raise awareness of all six PRRD health care scholarships, leading to more applications and more scholarships awarded.

When finalized, the plan will include a mix of newspaper and radio advertising, promoted social media posts, website posts and print materials. We are working with staff at the Northern Lights College Foundation (which administers the Health Care Assistant Scholarship) for the purposes of identifying target audiences, developing key messages and content, sharing information and determining where we can coordinate and cross-promote the scholarship. We are also working with staff at Northern Health for the same purposes and per the MOU between the PRRD and Northern Health signed in 2020. Northern Health administers Part 2 of the RN/RPS Return of Service Scholarship, Licensed Practical Nurse Scholarship, Technical Career Professional Development Scholarship, and the RN/RPN Professional Development Scholarship. Key dates for specific activities in the plan will be driven by deadlines to apply for the various scholarships.

## **ALTERNATIVE OPTIONS:**

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

## **STRATEGIC PLAN RELEVANCE:**

☒ Not Applicable to Strategic Plan.

**FINANCIAL CONSIDERATION(S):**

The estimated cost of promotional and awareness activities for 2021 is \$6,320. There is \$5,000 available for recruitment and marketing in two functions (\$3,389 in function 275 Grants to Community Organization's for Health Care Recruitment and Marketing and \$1,611 in function 110 Legislative Regional for Health Care Recruitment and Marketing). The remaining cost will be covered in the Communications department 2021 budget for advertising.

**COMMUNICATIONS CONSIDERATION(S):**

None.

**OTHER CONSIDERATION(S):**

None.





# REPORT

To: Health Care Scholarship Committee

Report Number: ADM-HCSC-006

From: Jeff McDonald, Communications Manager

Date: April 1, 2021

**Subject:** Update on Nursing Recruitment and Retention Literature Review and Survey

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## RECOMMENDATION:

That the Health Care Scholarship Committee receive the report titled 'Update on Nursing Recruitment and Retention Literature Review and Survey – ADM-HCSC -000,' for information.

## BACKGROUND/RATIONALE:

On February 11, 2021, the Regional Board passed the following resolutions:

*MOVED, SECONDED and CARRIED*

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.

*MOVED, SECONDED and CARRIED*

That the Regional Board encourage 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.

The Communications Manager has continued meetings and planning with BC Nursing Union staff and Northern Health staff to conduct a two-stage project: a literature review (the first stage) and targeted in-person interviews (the second stage) on the subject of nursing recruitment and retention in northeastern BC. The BCNU's research staff are producing a first draft of the literature review, with an expected completion date of early April. The group has agreed that the literature review results should inform the development of the in-person interviews, which function as a qualitative survey. There is no firm timeline yet for the in-person interviews; summer 2021 is the most likely timeline.

## 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.

External Link:

1. [January 29, 2021 Health Care Scholarship Committee Recommendations \(Item 10.2\)](#)



## **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 #	



## PRRD Health Care Scholarship Programs – Summary Matrix

<b>1. PRRD Health Care High School Non-Degree Scholarship- ACTIVE</b>						
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.						
<b>Scholarship Amount \$15,000</b>	<b>Target Group</b>	<b>Approving Authority</b>	<b>GL/Cost Center</b>	<b>Administration and Approval Process</b>	<b>Application Deadline</b>	<b>Governing Policy</b>
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	<b>275 Grants to Community Orgs. GL - 01-2-3130-5830</b>	<b>PRRD</b> 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 <sup>th</sup> 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.  <b>High Schools</b> 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

<b>2. Health Care Assistant Scholarship – ACTIVE</b>						
Description - Funding to support students who have successfully completed the Health Care Assistant program offered through Northern Lights College.						
<b>Scholarship Amount</b> <b>\$20,000</b>	<b>Target Group</b>	<b>Approving Authority</b>	<b>GL/Cost Center</b>	<b>Administration and Approval Process</b>	<b>Application Deadline</b>	<b>Governing Policy</b>
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	<b>275 – Grants to Community Orgs.</b> <b>GL – 01-2-3130-5831</b>	<u><b>PRRD</b></u> Staff issue scholarship funding as payable on invoice submitted by NLC Foundation.  <u><b>NLC Foundation</b></u> 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 <sup>th</sup> 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

<b>4. Licensed Practical Nurse LPN Scholarship- Active</b>						
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.						
<b>Scholarship Amount \$10,000</b>	<b>Target Group</b>	<b>Approving Authority</b>	<b>GL/Cost Center</b>	<b>Administration and Approval Process</b>	<b>Application Deadline</b>	<b>Governing Policy</b>
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	<b>275 – Grants to Community Orgs. GL 01-2-3130-5836</b>	<b>NHA</b> 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



## PRRD Health Care Scholarship Programs – Summary Matrix

### 5. Technical Career Professional Development Scholarship –*ACTIVE*

Description - Funding to support NHA employees with tuition costs who have lived in the PRRD for 3+ years and are upgrading their skills to align with Northern Health Authority needs.

Scholarship Amount \$15,000	Target Group	Approving Authority	GL/Cost Center	Administration and Approval Process	Application Deadline	Governing Policy
<p>13 Scholarships for a total of \$15,000 distributed as follows:</p> <p><b>1. LPN’s bridging to RN</b> \$6,000 - 4 Scholarships each at \$1,500</p> <p><b>2. NHA employees enrolling in programs to upgrade skills that are 2+ semesters long &amp; &gt;\$5,000</b> \$5,000 - 5 Scholarships each at \$1,000</p> <p><b>3. NHA employees enrolling in programs to upgrade skills that are 2+ semesters long &amp; &gt;\$7,000</b> \$4,000 - 4 Scholarships each at \$1,000</p>	<p>LPNs bridging to RN program</p> <p>NHA 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 NHA needs.</p>	<p>Budget - Regional Board</p> <p>Recipients - Northern Health Authority</p>	<p><b>275 – Grants to Community Orgs. GL 01-2-3130-5832</b></p>	<p><u><b>NHA</b></u>            1. NHA will select applicants based the eligibility criteria outlined for the Target Group.            2. NHA will ensure the LPN scholarships are awarded to recipients in their 3rd year of study.            3. 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;            4. 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.            5. NHA will ensure a one (1) year ROS to continue employment with NHA to remain in the PRRD.            6. NHA will NHA will advise the PRRD of the number of recipients annually.            7. NHA will issue all T4A’s as per the requirements under the Income Tax Act.</p>	<p>July 31<sup>st</sup> annually</p>	<p>No Policy</p> <p>NHA-PRRD MOU dated November 12, 2020</p>



## PRRD Health Care Scholarship Programs – Summary Matrix

<b>6. RN/RPN Professional Development Scholarship – ACTIVE</b> 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.						
<b>Scholarship Amount \$15,000</b>	<b>Target Group</b>	<b>Approving Authority</b>	<b>GL/Cost Center</b>	<b>Administration and Approval Process</b>	<b>Application Deadline</b>	<b>Governing Policy</b>
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	<b>275 – Grants to Community Orgs. GL 01-2-3130-5837</b>	<b>NHA</b> 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 <sup>st</sup> annually	No Policy  NHA-PRRD MOU dated November 12, 2020