



HURON NORTH “WEST” PROFESSIONAL RECRUITMENT AND RETENTION COMMITTEE

Meeting Minutes

DATE: December 14, 2015	TIME: 6:00 PM	LOCATION: Council Chambers, Town of Thessalon
Present	Mrs. B. West Mrs. M. Hopkins	Mrs. N. Jones-Scissions Mrs. D. Latulippe (Chair)
Absent with Regrets	Mrs. L. Patteri	Mr. J. Bird
Recorder	Ms. M. Geoffroy	

THESE COMMENTS ARE THE INTERPRETATIONS OF THE RECORDER ONLY AND ARE NOT OFFICIAL UNTIL APPROVED.

1.0 CALL TO ORDER

Mrs. D. Latulippe called the meeting to order at 6:00 PM.

2.0 REVIEW OF MINUTES

APPROVAL OF MINUTES: Motion was made by Mrs. B. West, and seconded by Mrs. M. Hopkins to approve the minutes of the September 28, 2015 meeting.

MOTION CARRIED.

2.1 BUSINESS ARISING FROM THE MINUTES

- A letter addressed to Thessalon First Nation was sent on October 26, 2015 regarding the committee's request for financial support. After no response was received, a follow-up email was sent to Thessalon First Nation Band Council on December 9, 2015. If there is no response in the New Year, Ms. M. Geoffroy will re-approach Band Council to request an introductory meeting.
- Mrs. D. Latulippe has provided Dr. Diederik Muller with the following incentives made by cheque:
 - o \$6,000 for relocation
 - o \$1,000 for the first month's housing incentive

3.0 RECRUITMENT COORDINATOR'S REPORT

Presented by Ms. M. Geoffroy.

The Recruitment Coordinator's report was circulated to all members with the following discussion points:

- Update on physician retention practices
 - o Token of Appreciation for years of service to be given to physicians after 5 years of service, and to continue in 5-year increments
 - o Dr. Eric Haapala to receive engraved pen for 5 years of service
 - o Small gathering to occur in the New Year to introduce Christa Muller to local residents
- Update on locums
- Update on residents & medical students
- Overview of Huron North Site "hits" and website
- Update on conferences and exhibits attended October-December, 2015
- Highlights from MMHA, Huron North East and Manitoulin Island
- Additional recruitment initiatives, including locum Season's Greetings cards and Nursing Brochures
 - o Holiday cards to be given to local physician group and their families
- Proposal for 2016 Recruitment Tours/Conferences

4.0 ITEMS FOR INFORMATION AND DISCUSSION

4.1 BUDGET UPDATE

- Review of proposed 2016 Recruitment Tours/Conferences
 - o Mrs. N. Jones-Scissons proposed that in order to test the ROI on the Family Medicine Forum in Vancouver in 2016 the Outside Quebec Career Fair could be excluded from the events this coming year as it did not prove to be as successful in 2015.

APPROVAL OF 2016 RECRUITMENT TOURS/CONFERENCES PROPOSAL:
Motion was made by Mrs. N. Jones-Scissons, and seconded by Mrs. M. Hopkins to put the proposed budget in place (with the **exclusion** of the **Outside Quebec Career Fair**) in the amount of \$3,014.90.

MOTION CARRIED.

- Budget for 2016 developed. See attached.
 - o If Thessalon First Nation does not respond to request for financial support, Ms. M. Geoffroy will prepare statistics on how many TFN residents use the services provided at Thessalon Hospital.

4.1.1 TOWN CALENDARS

- o Ms. M. Geoffroy will develop calendar of events across all townships to include in locum baskets in 2016.

4.2 RECRUITMENT COORDINATOR ROLE UPDATE

Presented by Mrs. D. Latulippe.

- NOHFC Grant application for 2016 was denied.
- Discussion of Gaston Lavigne's proposal to retain Recruitment Coordinator.

APPROVAL OF PROPOSED CONTRIBUTION TO RETAIN THE ROLE OF RECRUITMENT COORDINATOR: Motion was made by Mrs. N. Jones-Scissions, and seconded by Mrs. M. Hopkins to put the proposed budget in place.

MOTION CARRIED.

- Ms. M. Geoffroy to inform Gaston Lavigne of the committee's approval.

5.0 CONCLUSION

MEETING ADJOURNED: Motion was made by Mrs. N. Jones-Scissions, and seconded by Mrs. M. Hopkins to adjourn the Huron North West Professional Recruitment and Retention Committee meeting at 7:01 PM.

MOTION CARRIED.

5.1 NEXT MEETING DATE

The next meeting will be held on **Monday, April 4, 2016** in the Thessalon Town Council Chambers at **6:00 PM**.

Chair

Recorder

6.0 RESOLUTION TO THE MINUTES

MOTION RESCINDED: The approved motion to to put the proposed budget in place (with the **exclusion** of the **Outside Quebec Career Fair**) in the amount of \$3,014.90 was rescinded by Mrs. N. Jones-Scissions and Mrs. M. Hopkins on Friday, January 22, 2016.

APPROVAL OF REVISED BUDGET AND UPFRONT CHEQUE: Motion was made by Mrs. N. Jones-Scissions and Mrs. M. Hopkins to approve the revised budget which includes BRDHC's proposed 2016 Budget in the amount of \$11,795 (\$3,600 of which to be provided upfront to BRDHC by cheque).

MOTION CARRIED.