



## Board Meeting Minutes (draft)

September 14, 2023, 6:00 pm-8:50 pm VDFP Office

Attendees (Name, Position, P/R/V)					
Dr Ami Brosseau	Director	V	Dr Sarah Chritchley	Director	P
Dr Ali Dozzi	Director	P	Dr Melissa Duff	Chair	P
Dr Dave Harrison	Director	P	Dr Kristen Iverson	Director	P
Mr Peter Lockie	Treasurer	P	Dr Anna Mason	Secretary	R
Dr Carien Smit	R2 Director	V	Catriona Park	Executive Director	P
Dr Brett Dueck	R1 Director	P	Nicole Dehoop	Operations Coordinator (minutes)	P

P = Present    R = Regrets    V = Virtual

### Open Meeting

- Dr. Melissa Duff opened the meeting at 6:00 pm with a Welcome, Land acknowledgement and check-in.
- VDFP Mission, Vision, and Approach was read.
- There was no Director conflict of interest were declared for this meeting.
- There were no additions to the agenda.

### Consent agenda

- September 14 Agenda
- VDFP Project Report
- Board Meeting Evaluation Results – July 13, 2023
- New Members List
- Victoria CSC Minutes – June 23, 2023

**Decision: Approval of the Consent agenda.**  
**By consensus, approved.**

### Review of minutes

- The July 13, 2023, meeting minutes were reviewed and there were no edits.

**Decision: Approval of July 13, 2023, Board meeting minutes.**  
**By consensus, approved.**

## Review of action items

- #1 – 5 – complete
- #6 – in-progress
- #7 – ongoing
- #8 – in-progress

---

## Member feedback

- We are hearing some physicians are experiencing difficulties with LFP quarterly payments. FPSC is working on a solution.
- FPSC is working on the process, but VDFP could send feedback and ask for messaging to communicate with members.

**Action #1: Provide additional information regarding issues with LFP payments to send to FPSC.**

---

## Finance & Audit Committee update

- The first quarter results were reviewed.
- Key points:
  - All programs are under-budget. Infrastructure is under-budget due to board hours being lower than previous year and one staff on LTD creating savings in payroll. Largely due to timing and lack of manpower and projects not always moving at the rate expected.
  - There are no concerns but there is opportunity to reallocate funding.
  - Moving forward reports will separate out the infrastructure budget from projects/programs.
- Query: Does the funding get clawed back? No, not this time. The infrastructure budget is based on the number of members we have. Timing is associated with the PMA and there is two years left so funding will rollover until then.

---

## Potential for reallocation of anticipated surplus

- The plan is to hire additional staff and that will take up some of the surplus funds. Two additional administrative assistants to be hired plus a project coordinator.
- A board retreat to strategize further to deploy the resources.
- Query: Could we subsidize members membership to BC Family Doctors? We could inquire and maybe work out a group purchase rate, but we may not be able to sustain.

**Action #2: Inquire with BC Family Doctors for group rate for division members.**

---

## Care Transitions Proposal to Shared Care

- The Care Transitions Steering Committee is recommending submitting the proposal for Collaborative Process for Referrals.
- The purpose of the work is to create a better system of referrals from family physicians to specialists.
- All agreed the proposal looks good and should be submitted.

**Decision: Approval of Care Transitions Proposal to Shared Care: Collaborative Processes for Referrals By consensus, approved.**

---

## Board Director Appointed Positions

- Directors Dozzi and Lockie left the room as both are being considered for the appointed director positions.
- The board discussed the four candidate submissions and recommendations from the Nominations Committee. One candidate did not meet any of the qualifications we were looking for and has been notified.
- All agreed with the recommendations of appointing Dr Ali Dozzi, Dr Steve Goodchild, and Mr Peter Lockie to the VDFP board.
- The appointed candidates will be confirmed along with the elected directors at the AGM on November 2<sup>nd</sup>.

**Decision: Approval of Director appointments Dr Ali Dozzi, Dr Steve Goodchild, and Mr Peter Lockie**

**By consensus, approved.**

---

### **Update on Nominations process and AGM**

- Incumbents have submitted their nomination papers and no new nominations have been received, but there is a week remaining before the nominations period closes.
  - The Nominations Committee for the Elected Directors will be Drs. Dave Harrison, Kristen Iverson, and Carien Smit.
  - We reviewed the plan for the AGM:
    - Knowledge Lounge
    - AGM business
    - Then a fun, interactive game of trivia.
    - The Elder for blessing and territory acknowledgement is being organized through the VNFC.
- 

### **In-camera 7:20-7:25 pm**

Executive Director and Operations Coordinator left the room.

---

### **Break 7:25-7:40 pm**

---

### **Update on Maternity situation**

- Division CSC chairs have met with those working on the Shared Care Project. Public health came to the second meeting and there was good suggestions and solutions provided from that meeting.
- Helen Welch is working on specific Recruitment & Retention strategies for maternity.
- There is a standing item in the NewsFlash for Perinatal Care with resources and asking family physicians to take on the parent and baby dyad.
- Baby & Postpartum Bootcamp has been scheduled for October 4<sup>th</sup>. This is refresher to make family physicians feel comfortable and remove any barriers that may exist. SIDFP plans to replicate the October 4<sup>th</sup> dine and learn.
- We have heard that public health nurses are going to start doing well baby exams but unsure when.
- There is another meeting of the SSC project group and CSC chairs have requested to attend but have not heard back.
- A letter was started after the second meeting that was to go to MOH but need to regroup with staff to figure out the specific asks.
- Feedback/suggestions:
  - FP, Public Health, or Resident should sit at SSC project group table.
  - Get Residents attached to the babies.
  - Is there funding for central coordination? This is part of the SSC project.
  - Schedule additional prenatal education sessions needed and consider virtual to allow more people to attend.
  - Could PCN educate PCN nurses on well baby care and take on referrals e.g., like MHSU consultants?

**Action #3: Explore options for additional prenatal education sessions either through PCN or SSC project.**

**Action #4: Follow-up with staff regarding the letter to MOH for assistance with maternity care.**

---

### **Update on Urban Locum Pilot (ULP)**

- There have been some issues, and we need to develop some strategies to manage expectations for locums, mentors, and host physicians.
- Suggestions:
  - Consider an overlap before the FP goes away to work out a system with the locum.
  - Increase the current orientation time.
  - Better communication of expectations so FP and locums understand their roles.
  - Shift the onus from division to host FP and locum to work things out.
- A further update will be provided at the October board meeting.

---

## Update on PCN

- PCN refresh update:
  - There is a meeting on September 25 that hopefully, will provide more clarity and details.
  - There are two areas of concern:
    - Information received indicates Divisions can't operate clinics and need more clarity as we proceed with the new hub lease.
  - The cohort model is trying to map things out better using HDC, MSP, and panel data to better plan on how to use consultants in the PCN. We have hit some bumps in this area so there may be an opportunity with the PCN refresh for VDFP to own the PMH data and give us more control.
- Space planning update:
  - The lawyer reviewed the offer to lease, and it has been signed and submitted. The draft lease is in review and main conditions will need to be removed by October 27.
  - We have preliminary floor plan that will determine the costs and will have that soon.
  - The next step is for PCN Director, VDFP, Island Health, MOH and community partners to determine how to move forward. We are trying to get answers and a meeting for clarity as we can't wait for the meeting on Divisions meeting on October 25.

---

## Housekeeping:

- All agreed Beer Banters to start again at the Penny Farthing.
  - September 29 – Drs Chritchley and Dozzi to host.
  - October 27 – Drs Duff and Smit to host.
- We can discuss at a future meeting if we want to keep Beer Banter going or move to a different day.
- The Resident Directors are going to recruit more Residents to attend the Beer Banters.
- The November Board meeting scheduled for November 9 is moved to November 16.
- We will also move the December 14 board meeting to December 7 from 4-6 pm with the board and team holiday dinner to follow from 6:30-9 pm.

---

## Communication with Members

- We encourage members to attend the AGM. Bring your partner or MOA!
- Election details once Nominations Committee is finished their review.
- We encourage members to email [victoria@victoriadivision.ca](mailto:victoria@victoriadivision.ca) with any feedback and suggestions for cme.

---

## Review of action items and meeting Evaluation

- Action items reviewed.
- Evaluation survey completed.

---

**Meeting Adjourned 8:50 pm**  
**Next Board meeting: Oct 12, 2023**  
**5:30-8:30 pm – VDFP Office**