

**PEI French Language Health Services Network
Executive Committee Meeting via Telephone Conference Call
May 10, 2004 at 9:30 a.m.**

*Centre Belle-Alliance, Summerside; Acadian and Francophone Affairs Division,
Wellington and the Department of Health and Social Services, Charlottetown*

Minutes

Present: Sylvie Plourde Farrell, Co-chair
Susan MacKenzie, Health and Social Services
Donald DesRoches, Acadian and Francophone Affairs
Lizanne Thorne, Société Saint-Thomas-d'Aquin
Karen Langevin, FLHSN Coordinator
Béatrice Caillié, FLHSN Planning and Research Officer

Absent: Johanne Irwin, Health professionals
Colette Aucoin, Educational institution

1. Welcome

Karen Langevin welcomed the members of the French Language Health Services Network and the individuals invited to attend the meeting.

2. Reading and Adoption of the Agenda

Karen Langevin read the agenda which was accepted as presented.

3. Network Operating Plan

Karen Langevin reviewed the highlights of the plan. Members will provide their comments and the plan will be adjusted before it is presented to the members of the Network on May 18th. The plan must be presented in three columns (goals/objectives, activities/strategies and time frame) and approved by the Network before it is submitted along with the other documents required by the Société Santé en français.

4. Operating Funds 2004-2005

Budget projections total the approved amount of \$64,501. According to the form provided by the Société Santé en français, the budget projections do not take into consideration the government contributions but will be added in a schedule. The *Autres* (Other) section was adjusted to reflect the contribution that all networks must make for the annual general meeting of the Société Santé en français (SSF). According to the breakdown, the Network contribution would be approximately \$5,000. The *Personnel* category includes salaries (research and accounting) as well as funds for a part time employee to do administrative work or for consultants, as needed.

5. Personnel (job description and roles) and Operational Structure

It was decided that Karen Langevin and Susan MacKenzie will review the employee job descriptions before the next executive meeting. Donald DesRoches will speak to Karen about administrative support and the potential contribution of the Acadian and Francophone Affairs Division.

6. Next Network Meeting

Karen Langevin presented the preliminary agenda for the meeting to be held at the Carrefour de l'Isle-Saint-Jean on May 18 at 5:30 p.m.

6.1 Election - Nomination

Henri Gallant has completed his term on the board of directors of the East Prince Health Authority and will be replaced by Alcide Bernard. The new West Prince Health Authority representative is Brenda Doyle. Lizanne Thorne was delegated by the SSTA board of directors. The parent sector seat is vacant. Lizanne explained that the nominations of members of the community should be done during a forum or a community meeting, for example, the meeting of provincial organizations.

The members discussed the election of the government co-chair. Government representatives will have to select a co-chair, preferably a volunteer.

6.2 Training for New Members

This item will be discussed at the next meeting. Karen Langevin will invite the new members to attend an information session at around 4:30 p.m., before the Network meeting.

6.3 Projects Presented Under the Primary Health Care Transition Fund

The Network must recommend letters of intent for projects and forward them to the Société Santé en français selection committee before the end of May. The letters of intent were sent to all Network members. We haven't received any comments to date. The Network will have to make choices should all projects be approved, because they exceed the total amount approved for PEI - \$443,000. Projects must be sent to the SSF before the end of August. Susan MacKenzie and Karen Langevin will discuss a strategy to present this matter to the Network on May 18.

7. Terms of Reference

The terms of reference must be somewhat modified; health authorities may choose to delegate an employee. The other changes are minor. The document will be submitted for approval at the May 18 Network meeting.

8. Network Evaluation

Karen Langevin explained that an evaluation form will be distributed to the members of the Network, including members who have completed their term, for example, Henri Gallant. The purpose of this questionnaire is to improve the operation of the Network and communication with its members.

9. New Business

Karen Langevin explained that the health system's strategic plan could be presented at the next meeting of the Network. The members will be able to submit their comments on this draft. A final version will then be presented to the directors and the Minister of Health and Social Services.

10. Date of Next Meeting

Susan MacKenzie, Karen Langevin and Béatrice Caillié will meet to prepare the agenda of the Network meeting and to review the employees' job descriptions.