

2012-2013



**ATLANTIC POLICY CONGRESS OF FIRST NATIONS
CHIEFS SECRETARIAT**

HEALTH SERVICES REPORT 2012-2013

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ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: April 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Pictou Landing First Nation Health Planning Meeting	April 3, 2012	Attended the PLFN initial meeting re: the health planning process. Provided the community with APC Health Plan for reference.
Mi'kmaq Health Research Group Meeting	April 24, 2012	Attended the meeting and discussed briefly the potential APC AAEDIRP / Health research project on mental health and addictions and its link to economic development
MMAVC Meeting with Co-chairs	April 25, 2012	Met with the co-chairs of the Mi;kmaq Maliseet Atlantic Youth Council to understand the relationship between MMAVC and APC and start anew.
Lecture on First Nations Health and Wagmatcook Cultural Centre	April 26, 2012	Gave a talk and discussion on First Nations health issues as part of the Wagmatcook Culture Series.

Senior Health Policy Analyst General Activities for April 2012:

- Developed and monitored an online survey to understand the Child and Youth priorities for the First Nations Child and Youth Strategic Plan
- Dealing with finance issues associated with funding cuts of \$113,500.00
- Redistributing the workload of the Youth Coordinator who had to be let go due to the reduction in funding to the AHHRI Program
- Getting the JD and Work Plan ready for the Summer Student in Health Promotion
- Editing the Health Plan, stalled while we wait to see what the result of the funding cuts will be.
- General HR issues.



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: May 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Primary Health Care and Public Health Committee meeting	May 8, 2012	Provided information via teleconference to the Primary Health Care and Public Health Committee on the development of the new TOR, the role of the Navigator, the progress of the Child and Youth Strategic Plan
APCFNC Executive Meeting	May 10, 2012	Presented to the APCFNC Executive on the cuts to health funding and the implications
Mi'kmaq Health Research Group (MHRG)	May 11, 2012	Met to discuss REEES Survey in Canada and hiring of Statistical Analyst and Coordinator; discussion on health funding cuts etc.
Meeting with AAEDIRP to discussion the potential research project with economic development and health	May 22, 2012	Met with Research Coordination of AAEDIRP and Eskasoni Mental Health to review potential areas to look at.
Wellness Committee Meeting	May 23, 2012	Met at the CMM Offices in Truro. There was a lot of discussion on the funding cuts, the Bath Salts issue at PLFN, the RHS etc.
Senior Staff Meeting	May 28, 2012	APCFNC Senior Staff meeting. Agenda items included: budget cuts and ways to address them, summer hours, internal communications, finance claims process and the upcoming All Chiefs forum.
Pre-MMAHB	May 30, 2012	Met with the pre-MMAHB Chiefs to review the agenda for the upcoming MMAHB meeting. Few issues discussed included:

ACTIVITY	DATE	DESCRIPTION
		PANS negotiations with NIHB; NC moving to the FNITP system; Financial Transparency Act etc.
Nova Scotia Tri-Partite AGA	May 31, June 1, 2012	Annual General Assembly held at the Old Orchard Inn in Greenwich. Review of the last year work from the working groups.

Senior Health Policy Analyst General Activities for May 2012:

- Planning the MMAHB and Committee meetings
- Navigating the funding cuts situation and how to adjust
- Working on the development of the new MMAHB Terms of Reference
- Working on the Child and Youth Strategy survey and analysis
- Internal finance and HR activities. Finance was particularly difficult due to the fact that we haven't received funding yet. Unclear how much we will be receiving.
- Updating the Health Plan and associated appendices.



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: June 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Nova Scotia Tri-partite AGA	June 1, 2012	See May 31, 2012
All Chiefs Assembly	June 6, 2012	Presented to the All Chiefs Assembly on the health file including the work of the MMAHB, AHHRI and the funding cuts and the implications of those cuts.
Child and Youth Committee Meeting	June 8, 2012	Presented on the Validation of the Child and Youth Priority Setting Survey Results and the format etc. of the Child and Youth Strategy; FASD Program funding and the new REEES Survey that will be starting.
Nova Scotia Health Tri-Partite Meeting	June 15, 2012	Agenda items included: budget reductions; addictions services from the province; the NS Mental Health and Addictions Strategy; planning for the special meeting on addictions in the fall; policy forum on continuing care
Co-chairs and Health Technicians Meeting	June 18, 2012	Once again, discussion around funding cuts; the new MMAHB Terms of Reference; the committee reports to the MMAHB
MMAHB Meeting	June 19, 2012	Agenda items included: FNIHB Update on funding and organizational changes happening at the regional and national level; financial information from the previous fiscal year; review of the

ACTIVITY	DATE	DESCRIPTION
		proposed new Terms of Reference for the MMAHB and the committees.
First Nations Key Informant Interview Re: Early Years	June 26, 2012	Attended the Nova Scotia engagement session on the Early Years. Developed a written response as well
Interview for Community Health Nurse, Glooscap First Nation	June 27, 2012	Participated on the interview panel for the new Community Health Nurse at Glooscap First Nation
REEES Interviews for Research Coordinator and Statistical Analyst	June 28, 2012	Participated on the interview panel for the REEES Research Coordinator and the Statistical Analyst

Senior Health Policy Analyst General Activities for June 2012:

- Human Resource Issues associated with the layoff of two employees due to budget cuts.
- Budget preparation for the fiscal year once we had the information we needed
- Planning for the MMAHB and Committee meetings
- First Nations Child and Youth Strategic Plan: preparation for the validation exercise with the Child and Youth Committee and discussions on content and formatting of the Plan
- Developed a written submission for the Nova Scotia Early Years Stakeholder Engagement
- Planning for the upcoming First Nations Child and Youth Mental Health and Addictions Network meeting in Halifax.
- Working on the MMAHB Terms of Reference.
- Writing and ensuring the year-end report for FNIHB are completed, formatted and edited. Majority of them were submitted in June. Only AHHRI is left to be submitted.
- Editing the Health Plan and appendices now that we have the funding issues sorted out.



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: July 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Meeting with Canada Health Infoway	July 4, 2012	Met with Canada Health Infoway to discuss the contract to conduct research into the EMR needs of First Nations communities in NS
First Nations Child and Youth Mental Health and Addictions Network Meeting	July 10, 2012	Agenda items included: NS Mental Health and Addiction Strategy (part specific to children and youth); the Bath Salts issue; IWK Strategic Planning; STCIMHC through FNIHB.
RFP Review for Nursing Conference	July 11, 2012	Assisting in evaluating the Nursing Conference RFPs with FNIHB
Tobacco Strategy Engagement Meeting	July 13, 2012	Meeting with FNIHB staff, Brenda Roos and Heather MacDonald re: how to engage FN in the development of the National Tobacco Strategy
Met with FNIHB Policy to develop the First Nation Child and Youth Strategic Plan	July 17-19, 2012	Organizing and start the writing of the First Nations Child and Youth Strategic Plan
CDC Proposal Review	July 25-26, 2012	Assisted FNIHB CDC staff in reviewing the annual CDC Proposals
Canada Blood Services OneMatch Program Meeting	July 27, 2012	Meeting with CBS to discuss the campaign to get FN donors for the OneMatch Program.

Senior Health Policy Analyst General Activities for July 2012:

- Human Resource Issues associated with the layoff of two employees due to budget cuts. Making adjustments and redistributing work.
- Budget preparation for the fiscal year once we had the information we needed
- First Nations Child and Youth Strategic Plan: organizing and writing the plan
- Completing the proposal for Canada Health Infoway on FN EMR needs in NS
- Planning for the First Nations Child and Youth Mental Health and Addictions Network meeting in Halifax.
- Working on the MMAHB Terms of Reference.
- Writing and ensuring the year-end report for FNIHB are completed, formatted and edited. Majority of them were submitted in June. AHHRI Submitted at the end of July. All reports submitted on time
- Started contacting people about getting the OneMatch program on agenda for upcoming meetings
- Sorting contracts and details for the MMAYC Conference in August.
- Reviewed the proposal from the CDC Annual funding allotments.



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: August 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
EMR Meeting with PHIM	August 1, 2012	Meeting with the Public Health Information Management Section of the NS DoHW to discuss the statement of work for the EMR project as well as the RFP
First Nations Engagement on the National Tobacco Strategy	August 27, 2012	Coordinated and met with numerous First Nations stakeholders to understand how the tobacco strategy would unfold in Atlantic Canada
Health Conference Teleconference	August 9, 2012	Teleconference to plan the November 2012 Atlantic First Nations Health Conference. Funds arrived late so planning started late.
MMAYC Conference	August 6-8, 2012	APC with MMAYC hosted an Atlantic Youth Conference. The conference brought together youth and residential school survivors.
Coordination meeting for the Tobacco Engagement	August 16, 2012	Met with FNIHB folks to coordinate the First Nations engagement session re: tobacco strategy
EMR Meeting with DoHW PHIM	August 28, 2012	Meeting with the PHIM people again to review the SoW and the proposals that we received from the RFP

Senior Health Policy Analyst General Activities for August 2012:

- First Nations Child and Youth Strategic Plan: organizing and writing the plan in cooperation with FNIHB policy
- Completing the proposal for Canada Health Infoway on FN EMR needs in NS. Developing the RFP with the province of NS, sending it out and receiving proposals. Sending our clarifications etc.
- Planning for the MMAHB and Committee meetings in September. There are going to be many including the Health Directors.
- Working on the MMAHB Terms of Reference in cooperation with FNIHB policy.
- Talking with committees about getting the OneMatch program on agenda for upcoming meetings
- Sorting contracts and details for the MMAYC Conference in August.
- General HR and finance matters internal to APC



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: September 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Primary Health Care and Public Health Committee	September 5, 2012	Presented the Child and Youth Strategy and the MMAHB Evaluation items at the meeting as well as facilitated a session on communications and how to improve them under the new MMAHB Structure
Wellness Committee	September 6, 2012	Presented the Child and Youth Strategy and the MMAHB Evaluation items
EMR Research Project	September 6, 2012	Met with the potential consultant for the Fit/Gap Analysis of EMRs in First Nations communities in NS. They answered some questions we had re: the proposal.
Health Conference Planning Committee	September 12, 2012	Teleconference with the planning committee to update on the progress as well as to brainstorm workshop topics etc.
Pre-MMAHB	September 12, 2012	Met with the members of the Pre-MMAHB to review the agenda for the September meeting. Looks like it may be cancelled due to conflicting schedules.
Health Directors Meeting	September 12-13, 2012	Meeting of the regional Health Directors. Presented on the progress of the MMAHB Evaluation
APC Executive Meeting	September 14, 2012	Presented to the APC Executive on the health file as well as the

ACTIVITY	DATE	DESCRIPTION
		implications of First Nations non-participation on the Board.
Meeting with Edwina Campbell	September 20, 2012	Meeting with Edwina Campbell of Talbot Marketing to review the promotional materials for the Health Conference
Health Conference Planning Committee	September 25, 2012	Teleconference with the planning committee to update on the progress as well as to brainstorm workshop topics etc.
EMR Research Project Meeting with Consultants	September 25, 2012	Meeting with the consultants from Barrington Group to begin the research project. Meeting was to ensure we were all on the same page and lay out a process for community engagement.
All Chiefs	September 26-27, 2012	Presented on the health file at the APC All Chiefs meeting specifically on the issues that were in need of resolution such as the endorsement of the MMAHB ToRs and the OneMatch Program with Canada Blood Services.

Senior Health Policy Analyst General Activities for October 2012:

- Development of presentation materials for the committee meetings on the MMAHB Evaluation (Terms of Reference etc.) the Child and Youth Strategy etc. Assisted with the development of the agendas for the committees.
- Finalization of the Atlantic Child and Youth Strategy with FNIHB Policy Advisor, Robin Boychuk
- Development of the MMAHB Email for approvals and endorsements of the Tobacco Strategy, MMAHB Terms of Reference and DUPP Funding. Following up with Chiefs on their positions and completing the voting process.
- Preparation for the APC All Chiefs presentation.
- Developing contract materials for Krista for the contract with Barrington Group.
- Developing the initial invoice for Canada Health Infoway (CHI) for the research on EMRs in First Nations communities.
- Developing resolutions for the APC All Chiefs meeting
- Working on the development of the MMAHB Agenda
- Human Resource Duties: preparing orientation for new NIHB Navigator



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: October 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
EMR Community Workshop at Wagmatcook First Nation	October 10, 2012	EMR Community Workshop for the 5 Cape Breton communities to understand their EMR needs. Part of the contract with Barrington Consulting to conduct a Fit/Gap Analysis of EMRs in Nova Scotia First Nations communities. Project funded by Canada Health Infoway (CHI) and the Province of Nova Scotia, Department of Health and Wellness.
EMR Community Workshop at Pictou Landing First Nation	October 11, 2012	EMR Community Workshop for mainland communities of Millbrook, Indianbrook, Pictou Landing, Paqtnkek to understand their EMR needs. Part of the contract with Barrington Consulting to conduct a Fit/Gap Analysis of EMRs in Nova Scotia First Nations communities. Project funded by Canada Health Infoway (CHI) and the Province of Nova Scotia, Department of Health and Wellness.
Pre-MMAHB Teleconference	October 11, 2012	Discussion of the MMAHB Agenda for the meeting October 18-19, 2012
EMR Community Workshop at Glooscap First Nation	October 16, 2012	EMR Community Workshop for mainland communities of Glooscap, Annapolis Valley, Bear River and Acadia to

ACTIVITY	DATE	DESCRIPTION
		understand their EMR needs. Part of the contract with Barrington Consulting to conduct a Fit/Gap Analysis of EMRs in Nova Scotia First Nations communities. Project funded by Canada Health Infoway (CHI) and the Province of Nova Scotia, Department of Health and Wellness.
Health Technicians and Co-Chairs Meeting	October 17, 2012	Meeting with the regional Health Technicians to discuss common issues and how to address them. A lot of discussion on the new MMAHB structure and the funding cuts to First Nations organizations. Co-chairs meeting similar content to the Health Technicians
MMAHB Meeting	October 18-19, 2012	Meeting of the MMAHB. The first day was the regular business of the MMAHB and the second day was the special meeting on addictions where the treatment centre staff in Atlantic Canada were invited to participate in a dialogue on addictions.
RHS/MHRG Meeting	October 21, 2012	Meeting to review the adult statistics from the RHS survey. The report to be released in November/December
Health Conference Planning Committee Meeting	October 21, 2012	Teleconference to plan the Atlantic First Nations Health Conference planned for November 19-21, 2012
E-Health Evaluation Interview	October 24, 2012	Participate in the National E-Health Evaluation Process by providing an interview

Senior Health Policy Analyst General Activities for October 2012:

- Assisting the consultants with the development of materials for the EMR Community Workshops and providing general direction on the project.
- Planning of the MMAHB meeting and the special meeting on addictions including working with a consultant, Janet Rhymes, on the development of the agenda for the addictions section.
- Following up on issues from the MMAHB including the development of a letter requesting Aboriginal specific detox and clinical therapists in our First Nations treatment centres; review of the National Home Care Evaluation Framework and developing BN and synopsis for MMAHB Chiefs.

- Planning and coordination of the Atlantic First Nations Health Conference including confirming presenters, booths, training opportunities, Honouring Our People Awards etc.
- Human Resource issues such as staff timesheets, my own evaluation etc.
- Finance issues including review and signature on Purchase Orders, reviewing contracts and deliverables for the health department.
- Reviewing RHS materials in preparation for meetings



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: November 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Tripartite Special Meeting on Addictions	November 1, 2012	Attended the Tripartite Special Meeting on Addictions to discuss where the gaps are, the good work happening in the province, the new provincial Mental Health and Addictions strategy etc.
EMR Steering Committee Meeting	November 2, 2012	Meeting of the EMR Steering Committee to review the results of the community workshops and rate the criteria. Did not complete and had follow up teleconference which I did not attend.
Healing Our Nations Board Of Directors Meeting	November 8, 2012	Meeting of the Healing Our Nations Board of Directors. Updated on the work of HON including community education sessions, funding situation, personnel situation etc. Became signing authority for the organization
Meeting with Margaret Donahue of AAEDIRP Program	November 9, 2012	Met with Margaret to review the progress of the research on the link between mental health and addictions and economic development. Together we came up with a plan to get the project back on track
Meeting with Janet Rhymes	November 16, 2012	Discussion of the report from the October 2012 MMAHB special meeting on addictions and the development of the agenda for the meeting on addictions to take place during

ACTIVITY	DATE	DESCRIPTION
Special Meeting with Cindy Blackstock of the First Nations Caring Society	November 19, 2012	the health conference. Met with Cindy Blackstock, a few Nova Scotia Health Directors and staff from Mi'kmaq Family to discuss best how to collaboratively support our kids and families who have contact with Mi'kmaq Family.
Atlantic First Nations Health Conference	November 19-21, 2012	Coordinated the Atlantic First Nations Health Conference 2012 in Moncton, NB. Evaluations indicate that it was a success.
Special Meeting of the MMAHB	November 20, 2012	Meeting of the MMAHB and the Atlantic Treatment Centre Directors and Staff to continue the discussion on addictions from the MMAHB in October. Meeting was also open to conference participants
Professional Development, Human Resources and Human Rights	November 21, 2012	As part of the health conference, there were opportunities for professional development. Ensured all sessions were ready and then participated in one.
Meeting with FNIHB	November 23, 2012	Meeting with Wade Were and Robin Boychuk to review the processes for the upcoming orientation meetings of the MMAHB. Reviewed the work previously divided up in October and went away with actions.

Senior Health Policy Analyst General Activities for October 2012:

- Provided general direction on the EMR project with the consultants including getting an extension on the deadline with Canada Health Infoway to ensure the work can be completed.
- Planning of the MMAHB meeting and the special meeting on addictions during the Health Conference including working with a consultant, Janet Rhymes, on the development of the agenda for the addictions section.
- Presentation to the APC Executive on a few issues of importance including the new FNIHB Accountability Framework
- Planning and coordination of the Atlantic First Nations Health Conference including confirming presenters, booths, training opportunities, Honouring Our People Awards etc.
- Human Resource issues such as staff timesheets, working with HR on development of Job Descriptions, Interview Questions, Job Advertisements for the AHHRI Coordination position and an administrative assistant position.
- Finance issues including review and signature on Purchase Orders, reviewing contracts and deliverables for the health department. Submitting proposals to FNIHB to support the ECWG and the Health Directors meetings as well as resubmitting AHHRI proposals since they have a lot of turn over.

- Development of orientation materials for the new MMAHB Structure including meeting templates, agendas, meeting administration and processes documentation etc. Developed the letter to Tribal Organizations and sent out for them to identify their leads on the health files associated with MMAHB
- Work with Margaret Donahue on the AAEDIRP Research project on mental health and addictions, trying to find a researcher to take on the project.
- Reviewing of Healing Our Nations status reports and financial situation in preparation for the Board meeting, setting up signing authority with HON and the bank.
- Reviewed materials for the National Health Technicians meeting and sent my concerns to the Atlantic representatives. Also, sent the concerns to the Chief who sit on the CCOH



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: December 2012

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Met with new Health Staff members	December 3, 2012	Met with new staff members to review job descriptions etc.
NIHB Committee Meeting	December 4, 2012	Attended the first NIHB Committee meeting under the new MMAHB structure. Presented a day long orientation to the new MMAHB
FASD Coordinators Meeting, NB	December 5, 2012	Attended a meeting at Eel Ground First Nation with the FASD coordinators from UNBI communities to hear about the good work and share work at APC
AAEDIRP Meeting with Potential Researcher	December 7, 2012	Met with AAEDIRP staff and the potential research team from Dalhousie University to discuss the research project on economic development and addictions.
Mental Wellness Committee	December 11-12, 2012	First meeting of the Public Health and Primary Care Committee of the MMAHB. Presented a day long orientation and participated in the half day work planning session.
Senior Staff Meeting	December 19, 2012	Meeting of the Senior Staff. Agenda items included update on current issues; AANDC Agreements; the Qalipu; Reporting etc.

Senior Health Policy Analyst General Activities for December 2012:

- A lot of planning around the orientation for the new MMAHB
- Getting all the material ready for the development of the Health Conference report.
- Working with AAEDIRP on the research project.
- Planning for the MMAHB meetings in January
- Orientation of 2 new staff (AHHRI Coordinator and Health/Finance Admin)
- General HR and finance activities (i.e. preparation of the Q4 projections for finance)
- Getting contracts prepared for the PSI projects. Working with AHHRI and Legal on this.



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: January 2013

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Mental Wellness Committee	January 8-9, 2013	First Meeting of the Mental Wellness Committee. Presented a one day orientation session and participated in half day work planning session
Meeting with Barrington Group and NS Department of Health and Wellness PHIM Program	January 10, 2013	Meeting with the consultants and the NS DoHW PHIM people to discuss costing of their EMR solution for inclusion into the final report on First Nations EMR needs in NS
Meeting with FNIHB Policy on MMAHB	January 11, 2013	Meeting with FNIHB policy to discuss next steps in the new MMAHB process and how to assist the committees in their work
EMR Steering Committee Teleconference	January 14, 2013	Teleconference call with the EMR Steering Committee to get their thoughts on the changes to the report
Health Technicians Meetings	January 14, 2013	Meeting of the regional health technicians to discuss the MMAHB agenda, health issues in the communities and preparation for the First Nations caucus and the MMAHB
MMAHB	January 15, 2013	The MMAHB met in Membertou. Agenda items included MMAHB Orientation to the new structure, committee reports including recommendations on funding allocation and the development of an Atlantic First Nations

ACTIVITY	DATE	DESCRIPTION
		Mental Health and Addictions Strategic Plan; The FNIHB Transition Plan; and a report on the Special meeting on addictions that was held in November 2012.
Presentation to RAPC	January 17, 2013	The co-chairs of the mental wellness committee and the policy support (myself and FNIHB Policy) presented on the new MMAHB, mental wellness committee and how to appropriately engage the RAPC group.
Health Directors Planning teleconference	January 17, 2013	Teleconference with the health directors planning committee to review proposed agenda
Child and Youth Mental Health Mini-Conference Meeting (teleconference)	January 18, 2013	Met with FNIHB staff to talk about the planning of the child and youth mental health mini-conference scheduled for February
Healing Our Nations Board of Directors Meeting	January 22, 2013	Met in Moncton to discuss the year to date, review policies, ideas into work planning for the new year and plan for March meeting on communications
AAEDIRP Research Project Meeting	January 25, 2013	Meeting with AAEDIRP and the research team from Dalhousie to work on some of the issues around the proposal etc.
Mi'kmaq Health Research Group	January 25, 2013	Met at Dalhousie to discuss Aboriginal faculty at Dalhousie, the REEES process etc. Updated the group on the AAEDIRP research project

Senior Health Policy Analyst General Activities for January 2013:

- MMAHB Orientation and planning for the mental wellness and MMAHB meetings
- Developing and revising all proposal for the 2013-2014 fiscal year and sending to FNIHB
- Assisting AHHRI Coordinator and FNIHB is understanding the progress on the file
- New staff employee evaluation
- Working with the consultants on completing the EMR research project for Canada Health Infoway
- Research into Health Equity Standards and developing of a Briefing Note for the Health Directors
- Planning for the Health Directors meeting in February
- Planning for the Child and Youth Mental Health Meeting in February
- General human resource issues internal to APC and finance issues such as review purchase orders, reviewing the financial situation of the health department and working with finance on issues etc.



ATLANTIC POLICY CONGRESS
OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: February 2013

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Health Technicians Meeting	February 7, 2013	Met with the regional health technicians to address one of the recommendations of the MMAHB evaluation on clarifying the role of the Health Technician.
Regional Health Directors Meeting	February 12-13, 2013	Health Directors met in Moncton NB. I presented on the MMAHB evaluation, the implementation of the First Nations Child and Youth Strategic Plan, the AAEDIRP Project, Health Equity Standards.
Child and Youth Mental Health Mini-Conference	February 15, 2013	Attended and coordinated the Mini-conference. The Psychology Foundation of Canada presented on two initiatives: Kids Under 3 Managing Stress and Kids Have Stress Too
MMAHB / HIM Special Meeting Coordination Teleconference	February 15, 2013	Lunch time teleconference on the planning of the special meeting of the MMAHB, agenda etc.
Aboriginal Head Start Awards	February 20, 2013	Presented the awards for the Aboriginal Head Start Calendar
E-Health Strategy Engagement	February 21, 2013	Attended the first part of the FNIHB E-Health Strategy First Nations engagement. The meeting was not a true engagement since there were only 3 people there are the facilitation was terrible. Left half

ACTIVITY	DATE	DESCRIPTION
Canada Health Council Interview on First Nations Seniors Health	February 21, 2013	way through Participated in an interview on the health needs and concerns for First Nations Seniors in Atlantic Canada.
Canada Human Rights Tribunal Hearing on First Nations Child Welfare	February 25, 2013	Attended the first day of the CHRT hearing in discrimination of First Nations children in the child welfare system. Developed notes and sent out to the regional Health Directors and Health Technicians
National Meeting on Health Equity Standards	February 25, 2013	Attended a national meeting in Toronto on the development of Health Equity Standards for Canada.

Senior Health Policy Analyst General Activities for February 2013:

- Following up on MMAHB action items
- Developing proposals and planning of the Special meeting of the MMAHB on Health Information Management in cooperation with FNIHB e-Health staff.
- Developing and revising all proposal for the 2013-2014 fiscal year and sending to FNIHB
- Assisting AHHRI Coordinator and FNIHB is understanding the progress on the file
- Working with the consultants on completing the EMR research project for Canada Health Infoway.
- Planning for the Health Directors meeting
- Planning for the Child and Youth Mental Health Meeting
- Working with Health Directors on getting input into the Canada Health Council Interview on First Nations Seniors Health
- General human resource issues internal to APC and finance issues such as review purchase orders, reviewing the financial situation of the health department and working with finance on issues etc.
- Worked with other health staff member to develop numerous proposals to the Atlantic provinces, CMHC etc. to try to find funds to support the Atlantic Elders Gathering in June 2013.



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Amanda Peters, Senior Health Policy Analyst

DATE: March 2013

DEPARTMENT: Health

SUBMITTED BY: Amanda Peters

ACTIVITY	DATE	DESCRIPTION
Meeting with MMAHB Committee Co-Chairs	March 1, 2013	Teleconference with the MMAHB Committee Co-chairs on their participation in the MMAHB Special Meeting on HIM
Special Meeting of the MMAHB on Health Information Management	March 5-6, 2013	Assisted in facilitating the meeting on HIM which looked at how communities access and use information from RHS, FNIHB and their own community data. Discussion on how to collect data to support the communities in health planning etc. Data sources to further the MMAHB health priorities was also discussed
PEI Accessibility Conference	March 7, 2013	Presented at the MCPEI Conference on the mental wellness committee and the work happening in Atlantic Canada right now on First Nations mental wellness
Teleconference with Whetstone Consulting on Evaluation Tools for FNIHB	March 11, 2013	Was interviewed about data collections tools, evaluation, training etc. for a national evaluation
All Chiefs Meeting	March 20-21, 2013	Attended and presented a Health update to the Regional Chiefs
Healing Our Nations Board of Directors Meeting	March 27-28, 2013	Attended the Board of Directors meeting on end of year issues and participated in Communications training.

Senior Health Policy Analyst General Activities for March 2013:

- Annual and 3 month probationary employee evaluations and interviews
- Development of yearly and quarterly finance projections for finance.
- Participated in an interview for a national evaluation on evaluation and data collection
- Preparation and facilitation of the special meeting of MMAHB on Health Information Management
- Working on getting funds for the hosting of an Atlantic Elders Gathering for June 2013.
- Work with AAEDIRP on research project.

**APC Health
Individual Work Plan 2010-2015
Amanda Peters, Senior Health Policy Analyst**

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
1. To provide timely health policy/program information to MMAHB, APC Chiefs, communities, health technicians and APC Staff	1.1. Compile information and provide relevant briefing notes of current/key issues	As necessary	Information sharing, knowledgeable staff on all health related issues.
	1.2. Distribute to administrative and communications staff all key health information	As required	Information shared on website calendar, sharepoint and information forwarded to respective contact lists. Ongoing. Sharepoint training will be requested for health staff.
	1.3. Prepare 2- page monthly update reports to be shared with APC staff and others (HC, FNIH, HDs, etc) when required.	End of the first week of every month	Ensure all staff are aware of activities
	1.4. Provide verbal updates of health issues during regular staff meetings	As required	Ensure all staff are aware of activities
	1.5. Prepare articles and advertisements for APC supplement and Mi'kmaq Maliseet News including health updates, activities and work plan	As required	Ensure all staff are aware of activities
	1.6. Provide health meeting summaries for internal staff and/or sharepoint.	Within two days following meeting and or as required	Monthly summary reports are provided for health staff only
	1.7. Regular updates to list of health contacts including MMAHB committees and members	Monthly	In progress by staff on a continuous basis.
2. To facilitate the activities of MMAHB & Subcommittees, specifically the Child & Youth	2.1. Coordinate MMAHB & Subcommittee meetings, (location etc)	As required, generally 3-4 times per year	Well organized meetings leading to timely information and actions from the MMAHB

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
Committee and others as required			
	2.2. Send out notices/invitations for MMAHB meetings	As needed	Generally the job of MMAHB coordinator but will assist when guests/presenters are needed
	2.3. Prepare draft agenda for MMAHB from pre-MMAHB meeting, send to co-chairs.	As needed	Ensure that all information requested from committee members is addressed in the formation of the agendas
	2.4. Ensure that MMAHB & Subcommittees' briefing notes are prepared by committee co-chairs	Finalized one week prior to meeting	Members of committees and MMAHB are coordinated and informed of pressing issues and the activities of the other committees.
	2.5. Facilitate the roll out of revised HC (FNIH) programs (E-Health, ADI, HCC etc) and provide guidance/assistance for current programs through participation in various MMAHB subcommittees.	As required	Ensure the communities and First Nations organizations are aware of activities from First Nations and Inuit Health / Bring up any issues communities or organizations may have with revised HC programs / Advocate for First Nations voice.
3. Regional Youth Mental Health and Addictions	3.1. Review and action MMAHB & Subcommittee resolutions as they pertain to Child and Youth Mental Health and Addictions	As required	Ensure that Child and Youth Mental Health and Addictions issues are adequately addressed and that the committees of the MMAHB are advised on the work of the CYMHA network as needed.
	3.2. Work Collaboratively with : Dr. Stan Kutcher	As required	IWK SunLife Insurance. APC needs to identify its role.
	3.3. Co-chair the Child and Youth Mental Health and Addictions Network	As needed. Meet 3-4 times per year	Draft agendas, ensure membership is notified, invite guests etc.
4. To coordinate three Health Directors meetings per year	4.1. To coordinate and assist the Health Directors Planning Committee	Ongoing year to year	3 meetings per year. Planning process begins approximately 1.5 months prior to the meeting

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
	4.2. Prepare draft agenda	Finalized one week prior to meeting	To ensure all the information requested by the Health Directors and the Health Directors Planning Committee are addressed in the agenda
	4.3. Ensure all action items are move to proper subcommittee for action	As needed	Ensure the proper sub-committee of the MMAHB is addresses issues specific to them
	4.4. Bring back resolutions of action items to Health Directors	As needed	Inform the Health Directors of the activities and issues at the MMAHB
5. To coordinate the annual Atlantic First Nations Health Conference	5.1. Prepare conference proposal for on behalf of APC and forward to Health Canada (Detailed Work plan is available)	6 months prior to event	Allow sufficient time for the coordination of the Annual Atlantic First Nations Health Conference.
	5.2. Coordinate planning committee and planning committee meetings	2-3 months prior to the Conference	Planning Committee is established and is an ongoing until the completion of the Conference
	5.3. Organize the workshops and guest speakers requested by the planning committee	2-3 Months prior and ongoing until the start of the Conference	Planning committee makes recommendations and HPA acts on the recommendations.
	5.4. Contact potential sponsors and booths for the conference and coordinate them	2-3 Months prior and ongoing until the start of the Conference	Ensure booths and sponsors have all the information needed.
6. To work collaboratively with National initiative/programs organizations	6.1. Communicate with the Regional Members CCOH's	Ongoing as required	To allow sharing of information on national/regional priorities.
	6.2. Attend CCOH meetings as proxy when requested	As required	Ensure Atlantic representation at all meetings
	6.3. Work collaboratively with the National Technicians Working Group as a proxy /	Ongoing	Make certain Atlantic representation at all meetings to ensure that Atlantic concerns and

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
	observer when requested		priorities are heard.
	6.4. Ensure that all National Tech meetings are attended	When requested	Ensure Atlantic representation at all meetings
	6.5. Disseminate all briefings provided from the regional reps	Ongoing and when requested	Ensure that the communities and organizations are aware of work at the national level
	6.6. Attend national initiative meetings when requested to gather important information and represent Atlantic perspective.	When requested	Ensure that the communities and organizations are aware of work at the national level
7. Health Planning Process	7.1. Collect all relevant information for the initial phase of the Health Planning Process at APC	Ongoing until September 2010	A five year strategic plan for the APC Health section
	7.2. Organize the information	Ongoing until September 2010	A five year strategic plan for the APC Health section
8. Management of Health Department	8.1 Human Resource Tracking <ul style="list-style-type: none"> • Staff Approvals (OT, AL) • Travel Approvals 	Ongoing on a regular basis	Organized and up to date tracking of staff leave etc.
	8.2 Supervision of Health Staff <ul style="list-style-type: none"> • General supervisory duty • Assist staff when needed 	Ongoing	Smooth functioning of Health Department
	8.3 Committee Work <ul style="list-style-type: none"> • Sit on the following committees representing Atlantic Canada's FN Chiefs (Mi'kmaq Health Research Group, Nova Scotia Tripartite, Panorama) 	When required	Represent APC points of view on regional and provincial committees
	8.4 APC Health Reporting <ul style="list-style-type: none"> • Report when requested to the APC All-Chiefs and Executive 	When requested	Informed Chiefs and APC Executive
	8.5 Financial Administration of Health Files	On a regular basis	Correct and up to date administration on

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
	<ul style="list-style-type: none"> • Travel approvals • Reviewing /Signature of health related travel claims • PO development and approvals 		health finances
	8.6 Contract Administration <ul style="list-style-type: none"> • Project specific tracking 	On a regular basis	Tracking of all APC contracts
	8.7 Contribution Agreement Tracking <ul style="list-style-type: none"> • Reporting • Financials 	On a regular basis	Tracking of all Contribution Agreements to ensure all reporting is done accurately and timely.
	8.8 Reporting (Coordination) <ul style="list-style-type: none"> • Reporting for the Monthly APC newsletter and the Annual Report • Reporting to FNIH on programs/agreements 	As required / requested	Informed stakeholders FNIH reporting to allow for continued funding
9. APC Health Department Support	9.1 Assist other health staff in achieving their goals	As required	
10. Communications	10.1 Sharepoint: uploading documents, up to date activities and information (Internal Communications System)	Ongoing	Informing others in health department of the work I am doing
	10.2 Website: Uploading and up to date activities and information (External Communications System)	Ongoing	Informing the public

* This work plan is subject to revision. Last revision April 2011



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Health Policy/technician

SUMMARY TITLE: Monthly report

DATE: April, 2012

DEPARTMENT: Health

SUBMITTED BY: Loraine Etter

ACTIVITY	DATE	DESCRIPTION
ACCPF Meeting	April 13, 2012	This was a regular meeting of the policy forum. The main objective of this meeting was to discuss the VAC dressing process in Nova Scotia, the draft plain language Continuing Care Fact Sheets and the Elder Abuse proposal we had submitted to the HSIF.
NS HCC	April 18, 2012	The purpose of this meeting was to provide updates from the First Nation Home and Community Care Coordinator and to bring in a resource person for information, networking etc. The round table identifies issues, gaps and or barriers that the reserves are witnessing.
NS Learning Partnership	April 23, 2012	The purpose of this meeting was to update supporters on the action items for our last meeting and to see how and what we need to do to bring this project forward.
NL HISF	April 30, 2012	The purpose of this meeting was to review two proposals to the HSIF. We did not have enough time to review the two proposals as we had a long discussion on the recommendations that were sent out the last time we met. The members did not feel that although some of the recommendations were not dealt with adequately they were going to recommend this project for funding.

MEETING SUMMARY

SUMMARY TITLE: ABORIGINAL CONTINUING CARE POLICY FORUM

DATE: April 13, 2012

LOCATION: Halifax

SUBMITTED BY: Loraine Etter

VAC dressings: Newfoundland and Labrador want to look at our decision making process to work on VAC dressings to be covered by both the First Nations and the NS Department of Health and Wellness. Coverage will be decided on a one off bases and the province will supply the machine and dressing and the First Nations should provide the nursing to do the actual dressing itself.

We discussed the promoting elders wellness gathering as a positive piece of work that took place late in last fiscal year. In Nova Scotia Adult protection only deal with a very small group of people, the criteria here is that they must not be able to protect themselves from abuse, financial abuse is not considered under the legislate and it is a mandatory reporting situation. The results of Adult protection intervention in Nova Scotia is the person being removed and place in long term care or residential care.

There were two people brought into the meeting to inform us of the Elders Abuse project that we tried to obtain funding under the HSIF. They spoke of only finding one paper on First Nations Seniors and abuse while they were doing their background for the proposal. AANDC did get word that they did not lose the family violence fund so will try to fund part of this project. This has become more of a priority to AANDC after the gathering.

The members are going to relook at this proposal to see what pieces we can fund and complete in small portions.

The future of the forum was discussed but as there were many government partners who would have to take it back for support it was left that more work/discussion would take place in June.

MEETING SUMMARY

SUMMARY TITLE: NOVA SCOTIA'S HOME AND COMMUNITY CARE QUARTERLY MEETING

DATE: April 18, 2012

LOCATION: Pictou Landing First Nations

SUBMITTED BY: Loraine Etter

VON services are provided differently as each DHA interprets the directive differently and depends on the human resources (capacity) it has at the time. (ie: patient who needs IV 2Xday and a dressing change, the Nurse comes in to do the IV 2 X day but will not change the dressing.) IV is acute and dressing was considered chronic. VON does acute not chronic care.

- need to look for the provincial definition of "acute" and "chronic"

Chronic disease rates for First Nations is not available as there is no way to pull that information out of the provincial system at this time.

Discharging planning uses a scoring system and the group feel that the inter-RAI scoring system would be good to use if it is used across the board.

-Colchester and Halifax hospitals are still not doing a discharge plan for First Nations as a matter of course. One community has a good rapport with Colchester so she is called in to do the assessment and with the hospital's planner and the family will work on a plan. (the DHA discharge planner does not do the assessment, the community continuing care nurse does them for her community members.)

There was some discussion around how to access "tuck in" services with no solution at this time but they will continue to look into this.

There is now a waitlist for Red Cross beds in Nova Scotia, (since this meeting I have been told and passed the message along that wait times will be lessened next week and the province has taken steps.)

Wheel chairs for short term are a problem getting along with crutches. I suggested they call Paula if they are really having trouble but if it's just someone who thinks they need one it's up to the Band or person to pay the rental.

Wheel chair repairs, replacing a wheelchair seat before the client gets a bedsore from the old hardened seat is being rejected by FNIHB NIHB, (I gave them Paula's number) and they will look for a solution that way.

Jane Jordon the manager of Palliative care was invited to clarify some concerns. All referrals need to go through the 1-800 number as the province is utilizing single entry referral system.

There is also a difference in the items that can be ordered as well as the process that is used to order medical equipment and supplies.

MEETING SUMMARY

SUMMARY TITLE: LEARNING PARTNERSHIP

DATE: April 23, 2012

LOCATION: Halifax

SUBMITTED BY: Loraine Etter

Updates from partners:

Keith the Co-op Development office has lost its funding so will end at the end of July, 2012. There were between 77 to 92 position cut in the agriculture department regionally.

Horizons will update its Circle of Associates (people and consultants who work with Horizons when required) The Circle has agreed that they will help providing supports to the project as needed.

Horizons is looking for a charitable foundation to hold the funding it they received some funding from the Rural Communities Projects. Horizons will apply for some funding form them it they can align with a registered charitable group.

Next meeting will be June 28th in Millbrook

MEETING SUMMARY

SUMMARY TITLE: NL HSIF

DATE: April 30, 2012

LOCATION: Teleconference

SUBMITTED BY: Loraine Etter

The purpose of this meeting was to review the changes made to two project proposals from the Government of NL.

“Cultural Safety and Knowledge Sharing for Newfoundland and Labrador’s Health Professions”

This project is requesting 177,k from the HSIF over 14 months of the project. Support letters have been received at FNIHB. We had a brief overview of the project then we went over the previous recommendations to ensure they have been dealt with in this draft.

The first recommendation was discussed to great length as some of the members did not want this project to not go forward but did have concerns with the level of engagement of all partners in the development of the revised proposal. We need to look at how this is being handled in the future. This project has been approved for funding with a few tweaks.

We did not have time to discuss the other proposal, another teleconference will be arranged.



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

POSITION TITLE: Health Technician/Policy Analyst

SUMMARY TITLE: May 2012

DATE: May 8, 2012

DEPARTMENT: Health

SUBMITTED BY: Loraine Etter

ACTIVITY	DATE	DESCRIPTION
NL HSIF	May 11	The purpose of the meeting was to further discuss the Engagement and Knowledge Sharing proposal and to provide partners to the proposal an opportunity to clarify the purpose of the project, and come to a common understanding that all partners could support
Pre-ACCPF	May 22	This meeting is held prior to every full forum meeting in order to set the agenda, check on the various documents completeness and review the action tracker.
Wellness	May 23	This is a regular Wellness meeting discussions on updates and funding cuts. Bath Salts are becoming abuse problem/issue in specific Pictou Landing at the moment.
ACCPF	May 30	This was the last of the regular meetings of the ACCPF as it is now. If it is to go forward it will have to be with a different host that DHW. The framework update is ready for the province to do its piece.

MEETING SUMMARY

SUMMARY TITLE: NL HSIF

DATE: May 11, 2012

LOCATION: teleconference

SUBMITTED BY: Loraine Etter

. There was considerable discussion around the proposal, but it was clear that partners could not agree on the specific direction/activities outlined in the proposal. While partners agreed that they would like to see an HSIF project developed in the area of strategic planning, they did not agree that the approach/activity outlined in the Engagement and Knowledge Sharing proposal would lead to anything meaningful for First Nations and Inuit in NL in terms of improved/increased participation in provincial and RHA strategic planning processes.

In reviewing the process leading to development of the proposal, the province indicated that it had had one on one discussions with some of the partners re content and direction for the proposal, but had not had a conference call or in person meeting of all of the partners to jointly discuss and agree upon direction of the proposal prior to its being written/developed.

Given this, the committee felt that there was a need to go back to the drawing board, and strongly suggested that a facilitated, face-to-face meeting of all of the partners be arranged to focus on the area of strategic planning and to jointly discuss and develop an integration project that would meet the criteria of HSIF and lead to meaningful improvement, access, and increased participation for NL Aboriginal groups in provincial and RHA strategic planning processes.

The committee was informed that HSIF project funds could be used to support such a facilitated meeting and indicated support for such a use of funds.

Kate will follow up with Allyson to determine the budget associated with holding the facilitated meeting, and will be available to assist Allyson in planning and implementing the meeting.

Following this discussion, the committee also had some brief discussion with respect to a second call for proposals. There was general agreement that there should be a second call. Some more discussion will need to occur to determine best timing for a call, and the process that should be used for the call.

MEETING SUMMARY

SUMMARY TITLE: ABORIGINAL CONTINUING CARE POLICY FORUM PRE MEETING

DATE: May 22, 2012

LOCATION: Halifax, NS

SUBMITTED BY: Loraine Etter

This meeting is held prior to every full forum meeting in order to set the agenda, check on the various documents completeness and review the action tracker.

This meeting we spent a considerable amount of our time discussing the Framework document. There were a couple of tables that we reviewed quite extensively to see if that was how they should appear in the final document.

We also discussed how to approach the topic of continuing with the forum as the Department of Health and Wellness NS is not will to host it for another 2 years and no one has come forward as of yet.

The full meeting of the forum will take place on May 30 2012.

MEETING SUMMARY

SUMMARY TITLE: MMAHB WELLNESS

DATE: May 23, 2012

LOCATION: Millbrook First Nation, NS

SUBMITTED BY: Loraine Etter

There was a lengthy discussion about the aftermath of the federal cuts and their impacts on the participants.

Updates were given by all the participants and most all had written updates.

Janet Pothier stated that some of her health directors are noticing some line items in their contribution agreement with FNIH are missing for the previous years.

Leta Richardson – Esgenoopetitj stated that they now have a pharmacy that is coming on reserve to administer the methadone for their 33 to 35 reserve clients. The step was taken when medical transportation ended for a number of them and the travel was difficult especially on the weekends.

Sally spoke to the REES Survey and the RHS.

Amanda did an update on the mental health in Nova Scotia. She handed out a document that she had been working on that showed the First Nations recommendations for inclusion into the document and the actual recommendations that were captured. Participants felt that this was a very useful document even if they are from another province. Amanda stated that she would don one for the Canada mental health strategy as well as the NB strategy.

Bath Salts is new designer stimulant drug that is beginning to see usage in our First Nations communities especially Pictou Landing at this time. There have been a number of cases taken into the Aberdeen hospital and because of the propensity of the user becoming violent each one had to have a police officer and each had to be in separate areas of the hospital. As an example of community mobilization Pictou Landing had a community meeting on May 21 with a number of stakeholders present such and the Pictou County Health Authority, Addictions services and the police. Those that attended aged from those in strollers through to the elderly. Some of the negative effects of taking the drug are rapid heartbeat, chest pain, high blood pressure which can begin as soon as you take the drug up to 24 hours after using. Other effects are agitation, psychotic episodes and sometimes seizures.

Recommendation of issues to take forward are Bath Salts and funding cuts.

MEETING SUMMARY

SUMMARY TITLE: ABORIGINAL CONTINUING CARE POLICY FORUM

DATE: May 30, 2012

LOCATION: Halifax, NS

SUBMITTED BY: Loraine Etter

Health Canada FNIHB has said they will be requesting that the \$7,000 in the contribution agreement will have to be returned. Thus our forum funding is different that our budget sheet shows at this point in time.

The NS DHW drafted a progress report on the work of the forum last fiscal year. It was approved with a couple of corrections. It will be changed and signed off, then sent out to the communities, organizations, DHA's and members of the forums.

Susan Stevens and Susan Baikie will prepare the annual reports that are required for the funding from FNIHB and AANDC.

Provincially there is new money for home care. It is for growth, new and or expanded services, home adaptation and restorative care. The DHW will look at the various federal programs as they apply on reserve and will do a gap analysis.

Future- as this is the last meeting of the current rendition of the Forum we needed to discuss what next. We did a round table to hear everyone's position and comments on the usefulness of the forum. Some of the comments were; address gaps, research, capacity development, true partnership, necessary for the Home Care nurses on reserve, relationship(s) were brought up a number of time. Cutting edge, best practice of 3 governments discussion, great issue identification and action needed, great work, takes a lot of time, the documents are top quality and it's a don't miss meeting.

Elder Abuse proposal-a core group of representatives should be brought together. Need to do more networking, use Eskasoni Elder group.

CMM is considering hosting the forum in the future

Inter-RAI (Inter- residential Assessment Instrument) a tool to assess the needs of clients with home care needs that is constant and everyone in the field know what others mean.

A day will be set up to inform the members on the tool.

In June 2012, the funding led to two APC Health Staff being laid off. The Health Technician was one of these. The month of June was used to resolve outstanding issues, give over files etc. There is no monthly report for June 2012.

**APC Health
Individual Work Plan 2010-2015
Loraine Etter, Health Policy Analyst**

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
1. To provide timely health policy/program information to MMAHB, APC Chiefs, communities, health technicians and APC Staff	1.1. Compile information and provide relevant briefing notes of current/key issues	As necessary	Information sharing, knowledgeable staff on all health related issues.
	1.2. Distribute to staff all key health information	As required	Information shared on website calendar, SharePoint and information forwarded to respective contact lists. Ongoing
	1.3. Prepare monthly update reports to be shared with APC staff.	End of the first week of every month	Health staff are aware of activities
	1.4. Provide verbal updates of health issues during regular staff meetings	As required	Staff are aware of activities
	1.5. Prepare articles and advertisements for APC supplement and Mi'kmaq Maliseet News including health updates, activities and work plan	As required	Staff are aware of activities
	1.6. Provide health meeting summaries for Health Staff	Within two days following meeting and or as required	Meeting summaries for health staff only
	1.7. Regular updates to list of health contacts including MMAHB committees and members	As required	Continuous basis.
2. To facilitate the activities of MMAHB & Subcommittees	2.1. Aid in the coordination of MMAHB & it's subcommittees	As required, 3 times per year	Well organized meetings leading to timely information and actions
	2.2. Send out notices/invitations for MMAHB	As required	Generally the job of MMAHB coordinator but

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
	meetings		will assist when guests/presenters are needed
	2.3. Aid in the populating the committees agendas	As required	Pass on all information requested from committee members to the various co-chairs for inclusion in the agendas
	2.4. Remind MMAHB & Subcommittees' briefing notes are prepared by committee co-chairs and members	As required	Members of committees are continually updated from all the members
	2.5. Facilitate the roll out of revised HC (FNIH) programs (E-Health, ADI, HCC etc) and provide guidance/assistance for current programs through participation in various MMAHB subcommittees.	As required	The communities and First Nations organizations are aware of activities from First Nations and Inuit Health / Bring up any issues communities or organizations may have with revised HC programs / Advocate for First Nations voice.
3. To coordinate three Health Directors meetings per year	3.1. To aid in the coordination of and assist Health Directors Planning Committee	Ongoing year to year	3 meetings per year. Planning process begins approximately 1.5 months prior to the meeting
	3.2. Prepare draft agenda	Finalized one week prior to meeting	All the information requested by the Health Directors and the Health Directors Planning Committee are addressed in the agenda
	3.3. Ensure all action items are moved to proper subcommittee for action	As needed	Ensure the proper sub-committee of the MMAHB is addresses issues specific to them
	3.4. Bring back resolutions of action items to Health Directors	As needed	Inform the Health Directors of the activities and issues at the MMAHB and nationally
4. To coordinate the Annual Atlantic First Nations Health Conference	4.1. Aid in the preparation of the conference proposal for on behalf of APC and forward to Health Canada (Detailed Work plan is available)	6 months prior to event	Allow sufficient time for the coordination of the Annual Atlantic First Nations Health Conference.

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
	4.2. Coordinate planning committee and planning committee meetings	2-3 months prior to the Conference	Planning Committee is established and is an ongoing until the completion of the Conference
	4.3. Organize the workshops and guest speakers requested by the planning committee	2-3 Months prior and ongoing until the start of the Conference	Planning committee makes recommendations and HPA acts on the recommendations.
	4.4. Contact potential sponsors and booths for the conference and coordinate them	2-3 Months prior and ongoing until the start of the Conference	Ensure booths and sponsors have all the information needed.
5. To work collaboratively with National initiative/programs organizations	5.1. Communicate with the Regional Members CCOH's	Ongoing as required	To allow sharing of information on national/regional priorities.
	5.2. Attend CCOH meetings as proxy when requested	As required	Ensure Atlantic representation at all meetings
	5.3. Work collaboratively with the National Technicians Working Group as a proxy / observer when requested	Ongoing	Make certain Atlantic representation at all meetings to ensure that Atlantic concerns and priorities are heard.
	5.4. Disseminate all briefings provided from the regional reps	Ongoing and when requested	Ensure that the communities and organizations are aware of work at the national level
	5.5. Attend national initiative meetings when requested to gather important information and represent Atlantic perspective.	When requested	Ensure that the communities and organizations are aware of work at the national level
	5.6. Using the information gathered from the Regional Drug Forum to develop a strategy in collaboration with First Nations and Inuit Health (FNIH)	Ongoing basis	Development of a Regional Drug Strategy that reflects the needs of the communities.
6. To develop Regional Strategies for Mental Health	6.2 Assist in coordination of Addictions	As needed	meetings and discussion between the various parties participating in the creation of a

GOAL	ACTIVITIES	TIME FRAME	ANTICIPATED RESULTS
and Addictions	Strategy		Regional Strategy
	6.3 Assist in the coordination of the Mental Health Strategy	As needed	meetings and discussion between the various parties participating in the creation of a Regional Strategy
	6.3 Develop and disseminate communications between FNIH and First Nations communities and organizations around the issues of the Regional Strategies	Ongoing	Ensure that First Nations communities and organizations are aware of the issues surrounding the Regional Strategies and that their concerns are addressed
	6.4. Advocate on behalf of Atlantic First Nations for the Regional Strategy	Ongoing	Ensure that the First Nations views are heard and acted upon
7. Health Planning Process	7.1. Aid in the development of the Health Planning Process at APC	Ongoing until September 2010	A five year strategic plan for the APC Health section
8. Health Emergency Planning	8.1 Work with the four provinces to develop strategies and plans as required	As required	Health emergency plans at the community level are all implemented
	8.2 disseminate the information to the Chiefs and MMAHB committees as needed.	As required	Annual Health Emergency Workshop
9. Relationship Building	9.1 work with each provincial health structure to gain the information and pass on the Regional First Nations information	Attend Meetings as requested	Information sharing an



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

Atlantic First Nations Health Directors Meeting

September 12-13, 2012

APC Head Office, Dartmouth, NS

Draft Agenda

Day 1: Professional Development

9:00am – 9:15am	Meet and Greet
9:15am – 9:30am	Welcome and Introductions
9:30am – 12:00pm	Case Management. What is it? What does it look like in First Nations communities?
12:00pm – 1:00pm	Lunch
1:00pm – 4:30pm	Case Management. Developing policies and protocols for First Nations communities

Day 2: Regional Health Directors Meeting

9:00am – 9:15am	Registration and Meet and Greet
9:15am – 9:30am	Opening Prayer, Welcome and Introductions
9:30am – 10:00am	Mi'kmaq Maliseet Atlantic Health Board (MMAHB) Update <i>Amanda Peters, APC</i>
10:00am – 10:30am	Non-Insured Health Benefits (NIHB) Dental Presentation <i>Dr. Gregory Jones</i>
10:30am – 10:45am	Stretch Break
10:45am – 11:30pm	Accreditation and Health Planning <i>Phyllis Harlow, CDLO FNIHB</i>

11:30am – 11:45am	First Nations Tobacco Strategy <i>Brenda Roos and Heather MacDonald, FNIHB</i>
11:45am – 12:15pm	Health Services for the Two-Spirit Community <i>John Sylliboy, APC and Wabanaki Two-Spirit Alliance</i>
12:15pm – 1:00pm	Lunch
1:00pm – 1:45pm	Professional Support for Home Care Workers. <i>Dan McDonald, Home Care/Public Health Nurse, Conne River First Nation</i>
1:45pm – 2:15pm	First Nations Program Success. Maliseet Wellness Pilot <i>Roxanne Sappier</i>
2:15pm – 2:30pm	Stretch Break
2:30pm – 3:30pm	Child and Youth Strategy Development. <i>James McGrath and Sally Johnson, Child and Youth Co-chairs</i>
3:30pm – 4:30pm	Provincial Meetings for the Health Directors. An opportunity to discuss issues specific to your province and your communities.
4:30pm – 4:45pm	Closing Prayer

*Agenda is subject to change based on presenter availability.

Meeting Information	
COMMITTEE: Regional Health Directors	
DATE: February 12-13, 2013	
LOCATION: Crowne Plaza, Moncton, NB	

Agenda Items		
Time	Item	Presenter
9:00-9:15	Welcome and Introductions	
9:15-10:30	MMAHB Orientation and MMAHB Update	Amanda Peters, APC
10:30-10:45	Break	
10:45-11:15	Issues for MMAHB from the Health Directors	MMAHB Committee Co-chairs
11:15-11:45	FNIHB Transition Plan	Leila Gillis, FNIHB
11:45-12:15	AAEDIRP / Health Research Project Linking Addictions and Economic Development	Amanda Peters, APC
12:15-1:00	Lunch	
1:00-1:30	NIHB Pharmacy Update	Louise Cholock, FNIHB
1:30-2:15	Compendium of Atlantic On-Reserve Health Programs and Services	Robin Boychuk, FNIHB
2:15-2:30	Break	
2:30-3:30	Atlantic First Nations Child and Youth Strategy - Implementation	Amanda Peters, APC Robin Boychuk, FNIHB
3:30-4:15	CBW and Health Directors Survey Results – What are your priorities?	Ken Paul, AHHRI Coordinator
4:15-4:30	Health Equity Standards Request for Feedback	Amanda Peters, APC
4:30	Closing for the Day	
Day 2		
9:00-3:00	Professional Development – How to develop Job Descriptions and Employee Evaluations	CESO

Notes on the Health Directors Meetings:

- Attendance is increasing. At both meetings in the 2012-2013 fiscal year there were over 20 Health Directors from the Atlantic region.
- Also, we were only able to host two Health Directors meetings this fiscal due to funding issues from FNIHB.

- We also hosted 4 training sessions at the Atlantic First Nations Health Conference which will be outlined in the AHHRI Report as well as the Health Conference Report.