

Oceanside Health and Wellness Network (OHWN) Circle of Partners Meeting Notes

August 17th, 2017, Stanford Place 2:30-4:30pm

R	Sue Abermann (Community Member)	R	Signy Madden (United Way)
R	Marlys Diamond (FORA, OHLA)	R	Courtney Simpson (RDN)
√	Cathy Edge (Family Physician)	√	Deanna Smith (Arrowsmith Lodge)
√	Danielle Gayton (Island Health)	√	Renate Sutherland (SOS/OTFH)
√	Gerry Herkel (FORA)	√	Janice Tait (Project Lead, Forums)
√	Brenda Kent (OHWN Regional Coordinator)	√	Sharon Welch (Forward House/OTFH) – CHAIR
R	Esther Pace (Island Health)	√	Carissa Kazyss GUEST (Project Assistant, Forums)

Welcome

The chair welcomed the members.

Review Minutes and Action Items

The chair reviewed the status of the action items from the July minutes.

ACTION: Island Health will inquire if their communications department would be willing to present to OHWN on how to handle media. - OPEN

ACTION: OHWN will continue to meet with RDN to map out the opportunities for alignment. – OPEN

ACTION: Island Health will seek recommendations from the Local Action Team about representation on the Mental Health Action Team. Name provided. – CLOSED.

ACTION: Danielle will discuss with Island Health to identify who the best IH representative would be for the action group. - OPEN

ACTION: Brenda will share the publicly available minutes from other Health Networks for members to review. Final discussion at our August 21 CoP meeting. - CLOSED

ACTION: Brenda & Carissa will take the feedback and finalize a plan for the e-newsletter and sign up, in consultation with Network Development Action Group. - CLOSED

Coordinator Report

Brenda highlighted activities from her report. Her focus has been on forum planning, communications and outreach, including preparing/coordinating presentations to Parksville and Qualicum Councils.

OHWN Forums

Janice and Carissa presented Forum updates:

- Reminder that Forum 1 will be the first, smaller forum, invitation-only. Forum 2 will be a broader public forum. Date: November 9th, morning. Location: Qualicum Civic Centre.
- Forum 2 will be in Parksville to ensure spread across the region. Date and location TBD.
- Project team is in process of searching for a facilitator for both forums.
- Team reviewed project budget template, which will be updated and presented monthly.

Brainstorming categories of stakeholders

Janice and Carissa led the CoP through a process to identify key stakeholders in a variety of categories. Forum 1 will not accommodate all of the stakeholders listed, so the project team will review, do a gap analysis and make recommendations for Forum 1 participants.

Next Steps: Determining invitees, developing an evaluation plan, securing facilitator and sending a save the date for Forum 1.

ACTION: Project team will use email to finalize the list of invitees with the CoP before September CoP meeting. Action Group leads will bring forward key stakeholders from their action groups.

Network Development

The Network Development Action Group reported that in some cases, it was feeling like an executive committee of COP. This was not the intention of this group when it was formed. They presented three recommendations to address this concern:

1. Pull Network development out of the action group updates so there is a separate place for this dialogue at each CoP meeting. Some of the work for Network Development requires more CoP involvement in discussions/decisions.
2. When a task is identified, it would be helpful to clarify the task and the best alternative to take action. For example, it may not always be referred to the Network Development Action Group. There may be times when the best approach is a small task group of the CoP.
3. It is important for the CoP clarify what is required of the Action Group on any given task. For example, it is a recommendation, decision or discussion that is required. This will result in greater efficiency.

Network Meeting

- A reminder that we have our first larger Network meeting on Sept 21st, 2017, 3:30-4:30
- Invitees include members of CoP, action groups and other individuals already in the database.

Evaluation

- Initial discussions have been taking place about evaluation. Looking at collective impact evaluation tools to start embedding evaluation in our processes. CoP will be engaged in dialogue about evaluation at a future meeting.

Administration

Delegations

- Brenda reported out on the delegation to Parksville and brief we were asked to provide to support Mayor and Council's upcoming meeting with the new Minister of Mental Health and Addictions.
- Final preparations being made for our upcoming presentation to Qualicum Beach Mayor and Council.

Communications Tools

- Process for membership sign up has been determined. Individuals in existing database will receive an invitation to sign up as a member through an online software called MailChimp, and to also sign up to receive our monthly e-newsletter. Mail Chimp will manage our membership database that we can download anytime. Members give their permission to receive emails from OHWN.

Public Minutes

- An abbreviated version of our minutes were circulated and CoP felt there was sufficient detail while being professional enough to be posted on our website.
- In action items, names not be attached with the exception of staff.
- Members present do see themselves sitting at the CoP representing their organization and are comfortable with the minutes being posted with their names and affiliation listed.

Decision: moving forward, minutes will be posted on our website after approvals, using the abbreviated in format.

Action: Brenda will contact RDN about cost of website updates to determine if we can upload our minutes on a monthly basis.

In Camera discussion: New COP member request.

Action Group Updates

Child Wellness

- planning a stakeholder meeting for school food service providers in advance of Forum 1.

Mental Health

- CMHA has agreed to share the leadership of the MH Action Group.
- There are discussion about shared data collection as a component of a collective impact approach. This may include working with mental health groups to design a template that everyone can use so we collect meaningful statistics.
- Regarding Trauma Informed Care - considering ways to lend OHWNs collective voice to increase awareness/provide education.
- Possibility of drafting a new goal of Mental Health/Wellness for All (as opposed to solely focused on services for people with mental illness).
- The group discussed developing a better understanding of mental health pathways – the forums could provide a way to map out the existing pathway demonstrating how people end up struggling, the support they can access, and how they finally find the care they need.
- A pre-forum stakeholder meeting will be held in October to bring a wider variety of people into the discussion.

Update – Oceanside Task Force on Homelessness

- Project Connect Fair Thurs Oct 12th, 12-3pm at Parkville Conference Centre
- Homelessness is growing at all ages including those families who have been displaced from Oceanside Terrace as a result of the fire.
- There is a need for cold weather shelter location from Nov 1-March 31.

September Agenda

Meeting time is changing to 2:00-3:00, followed by the Network meeting.

Next Meetings

Mental Health Action Group:

Thursday Sept 7, 9-10:30am – Forward House

Network Development Action Group:

Thursday Sept 7, 2:00-3:30pm, Oceanside Place Arena

Child Wellness Action Group:

Tuesday Aug 29, 8:30-10am, BLT

Tuesday Sept 26, 8:30-10am, BLT

Circle of Partners:

Thursday August 17th, 2:30-4:30 – Stanford Place

NOTE CHANGE Thursday Sept 21, 2:00-3:00 (FOLLOWED BY NETWORK MEETING, 3:30-4:30)

Meeting adjourned at 4:36pm