

Oceanside Health and Wellness Network

Circle of Partners Minutes,
January 17th, 2019 - 2:30-5:00 pm at Stanford Place

✓ Sue Abermann (Community representative)	X Esther Pace (Island Health)*
✓ Caron Byrne (Community representative)	X Nancy Kroes (Island Health)*
✓ Marlys Diamond (Perfect Storm Group, FORA)	✓ Courtney Simpson (RDN)*
✓ Virginia Gibberd (Arrowsmith Lodge)	✓ Deanna Smith (Arrowsmith Lodge)
X Gerry Herkel (FORA)	✓ Janice Tait (Community representative)
X Signy Madden/Melaina Patenaude (United Way)	✓ Sharon Welch (Forward House, LAT)
✓ Susanna Newton (SOS, OTFH)	✓ Lisa Marie Barron (OHWN Coordinator)
✓ Evelyn Clark (Div of Family Practice) – <i>on phone</i>	✓ Myra Rogers (Administrative Assistant)

Welcome

Review Minutes and Action Items

- Lisa Marie to finalize the Advocacy document, date, mark approved and put in the OHWN binder – *Done*
- Jane Osborne to be invited to come to our January CoP meeting – *Done*
- Evaluation for both the Network Development Action Group and the Mental Health Action Group will take place at the next meeting – *Only the Network Development Action Group will be evaluated today; the Mental Health Action Group's evaluation will take place in February*
- Lisa Marie/Myra to send out last 3 months of Minutes for the Action Groups to CoP – *Done*
- Most of next meeting to be focused on the Action Group evaluations – *see today's agenda*
- Revisit this Going Forward conversation at our next meeting – *see today's agenda*
- Sharon to speak with Susanna (SOS) and express our interest in the Seniors piece – *Done*

Coordinator Report

Lisa Marie submitted her monthly Coordinator's Report to the CoP.

VIHA Video Status Update

Virginia has found the original content. The project is continuing to move forward, Virginia hopes to be able to produce it in a couple of weeks.

Updates re: Administrative Assistant Position

We currently have a little over 2 more months of funding for this position. If we reduce the hours to half (12 hours each month) from 1st February, this will allow us to extend the position until partway through June. Myra is away in July and there are not many meetings in August so

this will buy us time to access funding for September. Myra will just be attending the meetings and taking the minutes during this time.

Trauma-Informed Presentations with LAT

Sharon shared that the LAT are planning to go and do presentations for the Parksville and Qualicum Beach councils and the RDN regarding Trauma-informed practice. They hope to ask each council to support our communities to become Trauma-informed Communities. The LAT want to pair with OHWN in doing this; Sharon and a LAT member would do the presentations and make the request at the end. The aim is to have political support to increase awareness and understanding for everyone in the community. The long-term initiative is for there to be Trauma-informed training available for the public.

Decision:

CoP agreed to partner with LAT in this project.

Honoraria

Sue is sitting on the Collaborative Services Committee (CSC) of the Oceanside Division of Family Practice as an OHWN representative. Sue is being given Honoraria as a community member. This is not the same as receiving reimbursements for out of pocket expenses. Evelyn explained that the Division of Family Practice do this to ensure equity at their table.

It was agreed that, going forward, if any CoP members or people appointed by OHWN to attend committees, are offered an Honorarium, they should disclose that to OHWN. This should be put in the Terms of Reference. Sue will work with Courtney to develop a policy.

Sue explained that it is difficult to flow funds through the RDN; OHWN has no account so all funds flow through the RDN at present. Maybe it is time to look at this? Funds could flow through a different organization such as the SOS or Forward House.

Decision:

- Anyone appointed by OHWN to attend meetings and offered an Honorarium should disclose this to OHWN

Actions:

- Sue and Courtney to develop a policy to be included in the OHWN Terms of Reference
- Sharon to talk to the Forward House Board regarding the possibility of OHWN funds flowing through FH

CoP Upcoming Elections

Sharon has updated the Application Form, Myra to finalize. Everything is ready to move forward with the Selection Process. Signy, Deanna, Janice and Sharon are all outgoing members and are required to reapply. The Chair is elected each year. From April, it is hoped that we will have a Vice-Chair also. Sharon as the current Chair will not be able to facilitate the Presentation Meeting; Sue has agreed to take the Chair for that meeting and Lisa Marie and Caron will also be present with Virginia as back-up.

Community Response Network Presentation

Jane Osborne, Regional Mentor, Central & North Vancouver Island, brought a presentation regarding the Community Response Network. This is a provincial not-for-profit organization. They are looking for a group to be a CRN in Oceanside; some funding is attached to this. Following the presentation, Sharon asked the CoP to consider turning the Mental Health Action Group into a CRN.

After some discussion it was voiced that CoP would prefer that CoP become a CRN and they could apportion the funds either to projects by the Mental Health Action Group or to other projects as they chose. This would allow it to be broader in time rather than potentially creating another silo.

It was asked if becoming a Community Response Network would confuse things regarding VIHA's resources. Since it might allow OHWN to become more sustainable in future and it is thought that VIHA don't want to be sole funder of OHWN, this may not be a concern. However Sharon will call Analisa at VIHA and discuss it with her.

It again brought up the discussion regarding RDN holding the OHWN funds; this is to be on the agenda to discuss further in February.

Decision:

It was decided to proceed with making OHWN a Community Response Network.

Actions:

- Sharon to talk to Analisa
- Put discussion re RDN holding OHWN funds on February agenda

OHWN and Upcoming Oceanside Health & Wellness Fair

The Oceanside Health & Wellness Fair is only going to be 1 day this year, instead of 2. It will be taking place on Saturday March 16, from 10am – 5pm at the Parksville Conference Centre. In the past, OHWN has had a booth but it has been a challenge to get enough people to staff the booth; they have also done a presentation which is a lot of work.

It was agreed that OHWN should have a booth but not do a presentation this year. Sharon asked for CoP volunteers to commit to being at the booth for 2 hours each. Sharon, Caron, Marlys, Sue and Deanna all agreed to be present. Lisa Marie will be there for most of the day. We will need door prizes.

Decision:

OHWN to have a booth at the Oceanside Health & Wellness Fair, CoP members and Lisa Marie to staff the booth.

Evaluations and Strategic Plan

The Network Development Action Group brought a recommendation to the CoP that the ND group be dissolved.

Sue, Chair of the ND Action Group, went through the 'Strategic Plan Tracking Summary & OHWN Working Plan' with regard to the work the Network Development Action Group had completed and showed that with the exception of some objectives that are required to be ongoing by CoP the work that the ND group was set up to do has been achieved.

Some of the Network Development Action Group members are also CoP members; the remaining two ND members are willing to continue to be involved with OHWN and help with ongoing projects.

Decision:

CoP decided to officially disband the Network Development Action Group

Discussion around Tracking Progress

Lisa Marie distributed an example of a Work Plan for CoP which indicated how ongoing work could be planned going forward. She and Kaya had created this. They want to look at having a rolling Strategic Plan in order to better reflect OHWN's goals going forward. Lisa Marie asked the CoP for the okay to continue working with Kaya to update the Strategic Plan for Evaluation etc. It was pointed out that there are no goals or objectives for OHWN, they are all for the Action Groups. It is important for CoP to look at what the objectives are for OHWN before revising the Strategic Plan. Lisa Marie was asked to wait until after the next CoP meeting.

Coordinator Evaluation: Delivery and Process

Sharon asked CoP to look at the Coordinator Evaluation Process. In the past when there were Co-Chairs, they would ask CoP for feedback regarding Coordinator, and then the Co-Chairs met to do the evaluation. Finally, they shared the results with the Coordinator. Lisa Marie also indicated that she would like an evaluation in order to have feedback and would like to do a self-evaluation piece also. Lisa Marie then left the room for the CoP discussion.

The timing of the evaluation was discussed and it was agreed that it should take place soon. The CoP decided that the process should be for the Chair to email CoP members for their feedback, then Sharon and 1 or 2 other CoP members should conduct the evaluation. Janice and Deanna will do the evaluation with Sharon; Sue is back-up.

Actions:

- Sharon to email CoP members to get their input for the evaluation
- Lisa Marie to complete a self-evaluation and send to Sharon ASAP
- Evaluation to be done in time for feedback to the CoP at the February meeting

Consideration of Seniors Planning Table

Susanna and the SOS put a Seniors Planning Table together in October to explore the interest and value to the community of going forward with this in Oceanside. Following the last CoP meeting, Sharon asked Susanna if OHWN could take this Seniors Planning Table on as an Action Group. Susanna, Lisa Marie, Virginia, Deanna and Sharon met together to discuss this further. Deanna is willing to chair this Action Group and has obtained her Board's approval to do so, if we go ahead. Much is happening in Oceanside with Seniors and it would be good for OHWN to help to move the needle forward. This might also provide an opportunity for funding in the future.

The guiding aim of a Seniors Action Group should be to look at all aspects for Seniors, and then choose a suitable direction (with input from the Action Group and the CoP). Susanna has indicated that the Action Group could be hosted at the SOS, also that the SOS can put out an invitation to those who attended the initial planning meeting and forward their contact information to OHWN.

Decision:

CoP unanimously agreed to start a Seniors Action Group.

The Roundtable discussion was postponed to the next meeting.

Next Meeting will be on Thursday February 21st.