

Oceanside Health and Wellness Network

Circle of Partners Minutes,
April 18th, 2019 2:30-5:00 pm at Stanford Place

✓ Sue Abermann (Community representative)	✓ Esther Pace (Island Health)*
✓ Caron Byrne (Community representative, LAT)	✓ Courtney Simpson (RDN)*
✓ Marlys Diamond (Perfect Storm Group, FORA)	X Deanna Smith (Arrowsmith Lodge)
✓ Virginia Gibberd (Community representative)	✓ Janice Tait (Community representative)
✓ Gerry Herkel (FORA)	✓ Sharon Welch (Forward House)
✓ Susanna Newton (SOS, OTFH)	
✓ Evelyn Clark (Oceanside Division of Family Practice)	✓ Myra Rogers (Administrative Assistant)
✓ Jane Osborne (Community Response Network)	

Welcome and Introductions

OHWN Chair welcomed the Circle of Partners including a new member and introduced guests Dr. Mark Morris & Laura Cross from the Division of Family Practice.

Presentation on Primary Care Networks

Dr Mark Morris (Chair, PCN) and Laura Cross (PCN Project Manager) gave an informative presentation about the Primary Care Networks.

OHWN Selection Process

There were two members for re-election to the CoP. Deanna Smith was not present at this meeting and will present for re-election next month; Janice Tait gave a brief presentation.

Decision: All CoP members accepted the decision to re-elect Janice Tait.

Review of Minutes and Action Items

There were some wording changes on the March Minutes:

Page 2 Paragraph 2 – instead of ‘Sue wants the CoP to discuss other models of structure other than Chair/Vice-Chair’ it now reads ‘The CoP will discuss alternative models of structure other than Chair/Vice-Chair.’

Page 3 Paragraph 2 under Highlights – instead of ‘Someone will be following up...’ it now reads ‘Someone (to be decided) will be following up...’

The CoP approved that these changes would be made.

Action items:

- Chair and Admin Assistant to write to Parksville City Council and invite them to send a Councillor as a liaison – *This has not yet been done*
- Chair and Admin Assistant to write to RDN and issue the same invitation to their Directors – *This has not yet been done*
- Lisa Marie to contact Jane and accept her as a member of CoP, representing the CRN – *Done*
- Lisa Marie to send a link to the video contributors – *Admin Assistant to check that this was done*
- Admin Assistant to follow through with the third video and upload it to the website – *Done*

- LAT/OHWN presentation PowerPoint to be circulated to the CoP when finalized – *Done*

Discussion re CoP Structure & Coordinator Position

- Presentation of Potential Structure for OHWN

The Hiring Committee, made up of five CoP members and an Island Health representative, recommended changes to CoP's structure prior to hiring the next Coordinator. Any changes need to be made before finalizing the job description.

Three documents were presented to outline the recommendation (* attached to minutes).

Questions that arose included:

- What is the role of the Coordinator? (or Community Developer)
- What is the scope of their role?
- What decisions can they make?
- What is the role of the Circle of Partners?
- What model do we want for oversight? An Oversight Committee (small decision making group) or a Chair/Co-Chair?
- Is CoP governance or operations?

It is important to figure out the role of the CoP before defining the Coordinator role. The Coordinator needs to be someone who is a good manager, active, who will be accountable and take responsibility.

It was suggested that if we move to an Oversight Committee model without a Chair, then CoP members could facilitate the monthly meetings.

The role of the Coordinator is not to be the 'face' of OHWN; we need to ensure that the CoP members are the face of OHWN; this provides continuity in the absence of a Coordinator.

It is important to ask 'what is OHWN'? What are we here for, what are we not here for? How do we understand Collective Impact? Are we all on the same page? Do we need to be here? Would we be missed if we were not here?

The health of our community is the reason we are here. Do we need to go back to what we know about our community and ask where we see ourselves moving forward to impact the health in our community?

It was proposed that we used some of the money from the Coordinator funds to hire a facilitator to help us figure out where we've been and where we're going/Strategic Plan.

Decision: Three CoP members (Evelyn, Jane & Courtney) were chosen to look into hiring a Facilitator as soon as possible. They have been authorized to spend up to \$5,000 on this project.

- Selection of members' roles as determined by decision

Decision: It was decided to maintain the Chair/Co-Chair structure while on hold with the direction of CoP, rather than forming an oversight committee at this stage. Sharon will continue as Chair, with Janice supporting her until the September CoP meeting.

- Coordinator job description and posting

This is on hold until the CoP structure is determined.

- Strategic Planning next steps
See above.

Administration Updates

- Administrative Assistant Contract

The Chair informed the CoP that the contract for the Administrative Assistant has been signed.

- Council Liaison Updates

The invitations to the Parksville Councillors and RDN Directors has been put on hold until the Fall.

- Health Networks meeting in Parksville – June 4th

There are three seats available for each Health Network, plus one for our RDN member. Janice, Sue and Virginia were selected to represent OHWN at this meeting.

- CRN Update

This is on hold for the next meeting.

LAT/OHWN Presentation to politicians update

The presentation was given to the RDN committee of the whole. They followed the presentation by Dr Hasselback. Presentations still to be given to Parksville Council and Qualicum Beach.

Health Network Sharing

Island Health are helping the RDN to set up a Nanaimo Health Network. Would it be worth the RDN considering a contract for a full-time person to be the Coordinator of both Networks? CoP members were asked to consider this and give feedback. To be put on the agenda for the next meeting.

Next meeting

The next meeting of the Circle of Partners will be on Thursday May 16th.

Items for next meeting:

- Member for re-election
- CRN Update
- Action Group Updates
- Child Wellness Action Group/Food Security Group discussion
- Strategic Planning and Sustainability
- Health Network Sharing of Coordinator discussion