

# Oceanside Health and Wellness Network

Circle of Partners Minutes,  
July 18<sup>th</sup>, 2019 2:30-5:00 pm at Stanford Place

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

## Welcome & Introductions

Sue Abermann facilitated the meeting and invited round table introductions.

## Review of Minutes from May meeting

Courtney's name is misspelled in three places. With this correction, the Minutes are approved.

## Review and Approval of Agenda

The Agenda was approved as distributed.

## Action Group Reports:

### **Child Wellness Action Group**

Gerry brought an update from the Child Wellness Action Group. Their last meeting was on June 25<sup>th</sup>. They have decided to try and set up a pilot project for Spring Break 2020 which, if successful, may be expanded into the Summer Break.

Elaine Young has left the Food Security group and is working to support initiatives through her position as a SD69 Trustee. The two groups – Child Wellness Action Group and Food Security group – are basically working now as one group.

There will be no meetings over the summer with the next meeting of the Child Wellness Action Group scheduled on Tuesday 24<sup>th</sup> September.

### **Mental Health Action Group**

Susanna brought feedback from the Mental Health Action group.

Their last meeting was on July 4<sup>th</sup>. They had some discussion regarding the Parkville Bylaw about Hypodermic Needle Distribution (information that was distributed to the Circle of Partners with today's Agenda), and decided to bring the issue to the Circle of Partners and ask if OHWN should take an advocacy role regarding this bylaw.

CoP members appreciate that the Parkville Council are trying to keep Parkville safe; they also feel that getting the right people together to talk about the issue might help the Parkville Council to find a better outcome. OHWN does have Advocacy guidelines and advocating to get the right people to talk together would come within these guidelines. The question was asked whether there was any other organization

in Parksville who might be more appropriate to take the lead on advocacy for this issue. Perhaps the Harm Reduction Committee might be better informed? It was also raised that other communities have done much work on this same issue and might have valuable insight to share with our local community. Mental Health Action Group not meeting again until September 12<sup>th</sup>.

**Actions:**

- Susanna to find out who chairs the Harm Reduction Committee
- Jane to get information from Duncan/Cowichan Valley regarding the work they have done around this issue.
- CoP to discuss action group request further with this information at the August meeting

**Seniors Table**

Deanna brought an update from the Seniors Table. This group is planning to apply for a \$5000 Health Aging Grant from the United Way. This application would be through Arrowsmith Lodge and they would hold the funds for OHWN.

Dr Paul Hasselback is coming to the September meeting and doing a presentation for the group.

The Seniors Table have decided to hold 2 Forums; the main goals will be to find out from the community what they need to age successfully at home and how to reach the people who currently fall through the gaps. There will be a survey ready to distribute during the Active Aging Week and the results of this survey will help the group to refine their goals.

The Seniors Table members will be going through the Checklist on Age Friendly Communities for their next meeting, which will be on August 20<sup>th</sup>.

**CoP Membership/Structure**

It was agreed that it is essential to nail down how we are moving forward and what our structure looks like in the short and long term.

**Confirmation of number of IH reps**

It currently states in our Terms of Reference that there will be 1 RDN seat and 2 Island Health seats on the Circle of Partners. Courtney has the RDN seat and Esther has 1 Island Health seat. The other Island Health seat was Cheryl Rikley's and it was clearly stated in a previous meeting that Cheryl's replacement would be given her seat.

Although several emails were circulated regarding this second Island Health seat, all agreed that we cannot initiate and make these types of decisions by email. Two people were named for this seat, but one, Jess McConnell, holds a regional position and the other, Kristen Grovum, fills the local position and is the correct replacement for Cheryl. Therefore Kristen will be invited to join the Circle of Partners to fill the second Island Health seat.

**Actions:**

- Myra to formally invite Kristen as Cheryl's replacement on CoP
- Sue to phone Jess and speak with her about CoP membership

**Recruitment to fill two vacant seats**

Since Virginia has stepped down from the Circle of Partners, we now have two vacant seats. It was decided that we would send out an email to all OHWN members along with application forms. Forms to be sent out to CoP members also in case they want to invite anyone personally to apply.

**Actions:**

- Myra to draft email and send it to Sue before finalizing and sending out to OHWN members

- Myra to send application information to all CoP members

### ***Leadership Model (eg Chair(s), administration committee)***

Since our Chair stepped down we have been getting 2 or 3 people together to organize/arrange things. The CoP members were asked if, going forward, they want to have the chair/co-chair model or an administration committee? Also, did they want to make a long-term decision at this point or agree to a short term arrangement for the interim?

#### **Decision:**

The CoP decision was to have a small group of 3 people form an administration committee for the interim, who will plan the meetings, do paperwork etc. Sue is happy to facilitate meetings as required. Janice, Sue and Myra will form the administration committee, with Courtney involved for anything relating to the Coordinator or finances. These people will commit to a minimum of 6 months in this role until the end of 2019.

The goal is to discuss and finalize the Leadership model at the January 2020 meeting.

### **Update on Strategic Planning Session**

#### ***Feedback from June 27<sup>th</sup> Session***

CoP members were asked to share their feedback from the Strategic Planning Session on June 27<sup>th</sup>. The feeling was that the process was helpful and the group is excited to see what the end result will be. All agreed that detailed discussion is difficult without the summary from the facilitator so that CoP can determine implications for the current strategic plan and other OHWN policies/protocols (e.g. terms of reference).

#### ***Review of Draft Plan***

A draft plan has been created and it has several questions that Janice and Courtney will answer on behalf of CoP. Courtney plans to have the draft plan ready for discussion at the next CoP meeting.

#### **Actions:**

- Courtney will provide feedback to Michelle and hopes to have a completed draft plan by the end of July.
- Courtney will send the draft plan out to all who attended the June 27<sup>th</sup> session. She will invite feedback from them and also invite those individuals to attend our August CoP meeting.
- CoP will review the draft plan and develop a CoP work plan for moving forward.

### **Update on Role and Recruitment of Coordinator**

It had been decided to wait until September to advertise for a new Coordinator. We thought that we would have a new Strategic Plan ready at that time. We could go ahead with this timeline, but if there is no Chair there will have to be some changes made to hiring documents.

Hiring Committee was to be Courtney, Sharon, Esther and Analisa.

Courtney raised that there is some discussion around having one full-time coordinator for OHWN and Nanaimo. Would this work for OHWN? It was suggested that we invite Analisa to our next CoP meeting to address this important decision. It was also pointed out that other Health Networks have different models and we need to ensure that the final decision provides sufficient support to OHWN.

#### **Actions:**

- Courtney to invite Analisa to the August CoP meeting
- Role of Coordinator to be discussed further by CoP

- Agenda of August meeting to be segmented to allow for inclusion of June 27<sup>th</sup> attendees and for CoP to talk with Analisa

### **CRN Membership**

#### ***Membership and Annual Accountability***

OHWN is now officially the Oceanside Community Response Network. Jane outlined our responsibility as a CRN and explained the BC Adult Guardianship Legislation. A Community Response Network does two things: 1. Understand the Legislation and 2. Educate the public and create the mechanisms for education. It's all about closing the gaps and finding those who are at risk.

We have signed the Agreement and Sue attended the CRN AGM on the phone in June. Now we will receive \$500 for a start-up grant. We also need to complete an Activity Report for this year and this paperwork has to be submitted before the end of July. Once submitted we will receive a further \$1000.

#### ***Process to Allocate CRN Funding***

In any year, we can apply for up to \$3000 to undertake a project(s) to be completed by the end of February. CoP members need to identify our priorities annually to apply for grants.

For this year, the Seniors Planning Table require money for their forums, both of which could be completed by February 2020. They also need funding for their surveys – mailing, printing, return envelopes, etc. If CoP decides to adopt this request for funding, Jane and Deanna can meet and complete the funding project application.

#### **Actions:**

- Myra to complete necessary paperwork for start-up grant and Activity Report and submit by the end of July
- Myra to send out project grant application forms to CoP members

#### **Date of next meeting:**

Thursday August 15<sup>th</sup>.

Sue will facilitate this meeting and prepare Agenda with Myra.