

Oceanside Health and Wellness Network

Circle of Partners Minutes,
April 16th, 2020 2:30-5:00 pm via Zoom Video Conference Call

X Sue Abermann (Community representative) ✓ Caron Byrne (Community representative, LAT) ✓ Marlys Diamond (Perfect Storm Group, FORA) ✓ Gerry Herkel (FORA) ✓ Susanna Newton (SOS, OTFH) ✓ Jane Osborne (Community Response Network)	X Esther Pace (Island Health)* ✓ Courtney Simpson (RDN)* X Kristen Grovum, (Island Health)* ✓ Jane Vinet (OHWN Coordinator) ✓ Myra Rogers (Administrative Assistant)
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Welcome & Introductions

Jane brought apologies from Sue who was scheduled to chair the meeting. In Sue's absence, Jane chaired the meeting.

Check In

Jane led a round table check in of all the CoP members present.

Review of Minutes

The Minutes from the March meeting were approved.

Review of Action Items from March meeting:

- Myra to send Jane V. the proposal presented to CoP by Judi Malcolm – *Done*
- Sue to contact Lisa re Health and Wellness Fair – *Pending*
- Jane V. to bring a workplan to CoP for her work and the work for OHWN, her priorities over the next year, to the April meeting – *On Agenda*
- Jane V. to touch base with all CoP members – *Connected with everyone except Caron*
- Recruitment and communications plan to be discussed at April meeting – *On Agenda*

Review and approval of Agenda

The Agenda was approved.

Action Groups/Standing Report:

Child Wellness Action Group – The collaborative workshop planned by this group is on hold indefinitely due to the COVID-19 situation. The Child Wellness Action Group have cancelled their meetings until further notice.

Seniors Planning Table – The SPT did not meet in March, waiting to hear about the April meeting. Myra informed CoP that Deanna is no longer available on Tuesdays so the day/time of this meeting will likely have to be changed. Waiting on further information from Deanna/Jane V. The Seniors Planning Table worked on the application for funding from the CRN, and the \$1000 grant was approved and is in place.

CRN – There is money available from the CRN for projects relating to COVID-19, Mental Health, Isolation, etc. Different Communities are undertaking various projects; Cowichan CRN are mailing postcards out to people, seeking out what their needs are. Could we go out and ask our network what they are doing and what they need?

There was a desire for a group of people to do a COVID-19 response locally; Jane V will meet with others from the CoP who are interested to discuss.

Is the CoP fulfilling the role/function of a CRN? Jane O. has not yet had the opportunity to bring her full CRN presentation to the CoP; this is to be put on an agenda for a future meeting.

Action:

- Group to meet and discuss local COVID-19 response – Jane V.

Coordinator Workplan

Jane V. shared with CoP that the more she had looked into OHWN, the more she decided that she needed to re-visit this action item. She has connected with all the CoP members except one. She also plans to talk with members who have recently resigned from the CoP.

Coordinator Report & Expense Approvals:

Jane V. had circulated her report to CoP with the agenda. It was pointed out that there was an error in the title.

Jane V. wanted information around expense approvals. The CoP advised that Jane can make expenses up to \$200 but needs approval from the whole CoP for any expenses over \$200. This is detailed in our Terms of Reference. However Jane is to purchase directly through RDN if and when possible, just invoice them.

Jane did not do an expenditure breakdown for this meeting, preferring to check the process first. Going forward she plans to submit a monthly budget report along with her Coordinator's report to CoP, and a quarterly report to VIHA.

Communications Plan/Marketing Plan:

Jane could not find a Communications or Marketing plan among the OHWN documents. She has talked with other Community Health Networks on the island and found out what they do. Jane plans to create a communications and marketing plan and wanted to know if CoP want to be involved in this process. It was agreed that Jane would do an outline document (a 'straw dog') and bring it to CoP. We need to include 5 things:

1. Stakeholder analysis
2. Look at identifying challenges and opportunities in our area
3. CoP to decide what our objectives are in terms of communications
4. Decide what level of communications we want at a) CoP level, b) Action Groups level and c) Member level
5. Jane will be asking CoP to look at the idea of moving the website out of the ownership of RDN and having an independent, stand alone website instead. Cost would be a consideration. We would need to find funds to create and deliver a website as well as to host it.

The RDN reminded the group of the Final Report from the strategic planning event in September 2019. This should be considered and included in our communications plan.

There was discussion around the use of social media. Jane has no problem creating a Facebook account, or Twitter, etc, but wants to ensure that we are consistent with our tone and style. This is important when developing a communications plan. Also, CoP should make the decision about whether or not we want a Facebook page.

Open a Zoom account:

Jane asked CoP if she could purchase a Zoom subscription and this was approved.

CoP Refresh:

Jane V. has spoken with almost all the CoP members. She expressed that the level of experience and commitment with this group needs to be commended.

She was very grateful that people were forthcoming on what was and wasn't working with CoP/OHWN.

Three most notable issues:

- Without a Coordinator for a year, we have lost focus and the ability to move forward.
- People are not sure of the purpose of the CoP
- Most apparent, there is a real disconnect among CoP members.

Jane was looking at our structural process from April 2019 (OHWN Structure Overview) and asked if we have an oversight committee. There is some confusion.

Jane asked the CoP members what the purpose of the CoP is. It is clear that we need to orient new CoP members better, but to do that we need to be sure that CoP members know what it's all about.

Jane asked 'where is the networking in the network?' She has spoken with other CHNs and has some suggestions about moving forward. CoP are open to exploring those.

Jane pointed out that we are not networking. We have no regular network meetings. Most of CHNs have an admin committee. Other CoPs do things like make decisions on requests, send delegations to network meetings, etc.

A lot of people don't know who we are. OHWN started strong, then started the action groups, and they became the focus.

Jane's suggested that we:

1. Break down CoP to be more of an admin committee and
2. Get back to the purpose of building the network

Some other CHNs use a very specific lens to look at things, e.g. Cowichan use child rights as their lens.

Mental health has been a strong focus for OHWN, maybe going forward it could be our lens?

Should we take the opportunity to write to our membership and ask what we should do as a COVID-19 response? CRN money could fund this mail out, should we decide to do it.

Jane V. pointed out that people talk as if OHWN and CoP are two different things, but CoP would not exist without OHWN. We know that we need new CoP members but there is no point bringing new people on to CoP if we don't know what the function is for CoP within OHWN. Jane is keen to see a network meeting with all 98 members there, and talk about the network. We need to get back to basics and involve our network members. We should be asking them 'We are your network, what do you want?'

Actions:

- Jane to continue to work on Communications/Marketing plan
- Jane to purchase Zoom account

Recruitment of CoP members:

Jane V. wants us to address things in the CoP recruitment documents. We have very stringent rules around recruitment at present, which are very restrictive. We should look at changing these. Maybe we should be shrinking CoP to a few members as an admin committee, and have a lot more network meetings?

Myra checked November 2019 minutes and an admin committee was formed by the CoP. This admin committee have never met.

Also, we need a chairperson. It was agreed that it is too early for us to actively recruit new CoP members. One member is stepping down but will remain a part of the network and Child Wellness Action Group.

Jane V. did get an application request for a potential new CoP member. Jane sent the CoP application documents to her and will follow up.

CoP members who need to reapply have been notified. Myra will remove all of the date information on the applications and re-send the forms to them.

Actions:

- Myra to amend CoP application documents
- Myra to send documents to those CoP members who need to reapply
- Jane to follow up with interested new member.

RDN Update

The RDN representative for the CoP has been directed to continue as a member of an Admin committee but won't be attending our CoP monthly meetings. She will be available as the RDN rep and can come if needed at any time. Jane V. with the RDN Representative will present to the RDN twice a year and will continue to have a check-in between making the Agenda and having the CoP meeting and will follow up after the meetings.

Next meeting:

May 21st, Stanford Place or by Zoom – TBA.

Agenda items:

Jane V's workplan

Recruitment

Communications/Marketing plan

COVID-19 response

Schedule a network forum for after COVID-19 isolation.