

# Oceanside Health and Wellness Network

Circle of Partners Minutes,  
August 15, 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)	✓ Deanna Smith (Arrowsmith Lodge)
X Gerry Herkel (FORA)	✓ Janice Tait (Community representative)
X Susanna Newton (SOS, OTFH)	✓ Sharon Welch (Forward House)
X Evelyn Clark (Oceanside Division of Family Practice)	✓ Kristen Grovum, (Island Health)*
✓ Jane Osborne (Community Response Network)	✓ Myra Rogers (Administrative Assistant)
	Analisa Blake also attended the meeting.

## Welcome & Introductions

Sue Abermann facilitated the meeting and invited round table introductions. Kristen was welcomed as the second Island Health rep on the CoP.

## Review of Minutes and Action items from July meeting

There was a spelling correction in Cheryl Rikley's name. With this correction, the Minutes are approved.

## Action items *from the July meeting*:

- Susanna to find out who chairs the Harm Reduction Committee – *done*.
- Jane to get information from Duncan/Cowichan Valley regarding the work they have done around hypodermic needle distribution – *outstanding*.
- CoP to discuss MH action group request further with this information at the August meeting – *on agenda*.
- Myra to formally invite Kristen as Cheryl Rikley's replacement on CoP – *done*.
- Sue to phone Jess and speak with her about CoP membership – *done*.
- Myra to draft email re CoP vacant seats and send it to Sue before finalizing and sending out to OHWN members – *drafted*.
- Myra to send CoP application information to all CoP members – *will be finalized and sent out by end of week*.
- Courtney will provide feedback re draft plan to Michelle and hopes to have a completed draft plan by the end of July – *circulated on August 4<sup>th</sup>*.
- Courtney will send the draft plan out to all who attended June 27<sup>th</sup> session. She will invite feedback from them and also invite those individuals to attend our August CoP meeting – *done*.
- CoP will review the draft plan and develop a CoP work plan for moving forward – *on agenda*.
- Courtney to invite Analisa to the August CoP meeting – *done*
- Role of Coordinator to be discussed further by CoP – *on agenda*.
- 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 – *done*
- Myra to complete necessary paperwork for CRN start-up grant and Activity Report and submit by end of July – *done*

- Myra to send out project grant application forms to CoP members – *done*.

### **Review and Approval of Agenda**

The Agenda was approved as distributed.

### **Action Group Reports:**

***Child Wellness Action Group*** – this group is not meeting again until September.

***Mental Health Action Group*** – this group is not meeting again until September. Regarding their concerns about the Parksville Bylaw about Hypodermic Needle Distribution, Susanna spoke with Jim McCarthy who chairs the Harm Reduction Committee; there is representation from OHWN on the Harm Reduction Committee. Dr Paul Hasselback has already spoken up on this issue and met with the Parksville Mayor. Jane will bring us information outlining the way that Duncan/Cowichan Valley have dealt with this issue. The Mental Health group confirmed that they feel supported in this issue, but further involvement by CoP is not required until action(s) taken by VIHA and/or the Harm Reduction Committee are known.

***Seniors Planning Group*** – Deanna made the application for United Way funding for \$5,000. This group may want to apply for a CRN grant for project funding (up to \$3,000). Will look at it on August 20 at the Seniors meeting.

Dr Hasselback is presenting at the Seniors meeting on September 17.

### **Strategic Planning**

#### **Review/approval of draft planning summary:**

We hired Michelle from SHIFT to lead OHWN through a Strategic Planning exercise. We had a session in June from which 2 documents have been produced – a draft strategic plan and notes from the session. These documents were circulated by email on August 2, 2019.

Two further documents were circulated – a Working Group Plan Template and a Working Group Toolkit. All four documents to be brought back together to be made into two final documents – a Strategic Plan and a Working Group document.

Next steps are:

- Decide what is our next step with Michelle (we have 1.5 days of her time remaining)
- How do we get some focused help? Ad hoc sub-committee to get this draft strategic plan to its final state, and to take the original full strategic plan and merge it with the draft strategic plan? (this draft is not intended to be a full strategic plan) A great deal of work went into the original strategic plan, but all agreed that some parts need updating.

After a lengthy discussion it was agreed that the priority is to get Michelle back to do a facilitated session with CoP. We need to have an overarching purpose that we all agree upon, in order to move forward and want her to address questions such as:

- Is there an overarching purpose for OHWN?
- What change do we want to realize?
- Are we committed to making change?
- Why are we at this table?
- What would we envision together is the change we want to see?
- What are the components that would make these changes?

- What aspect of the health of our community is worth the focus?
- Are we in agreement on the focus?
- How do we decide what is going to be the focus of the work of CoP?
- Which needle(s) do we want to move?
- Once we decide that, how do we move forward?

Regarding the Action Groups – it was decided to wait until after meeting with Michelle before asking the Action Groups to do any work on the Working Group Template and Toolkit.

***Actions:***

- Courtney to invite Michelle to the September CoP meeting
- Analisa, Esther and Courtney to do a tele-conference with Michelle to convey what CoP is looking for from the meeting
- September meeting to be extended – 1:30-5:00 tentatively – September 19<sup>th</sup>. TBC.

**Update on Circle of Partners Membership**

*Filling vacant seats:*

Myra and Sue have been working on the forms and they will be ready to send out by the end of this week. Myra to circulate through MailChimp to the entire OHWN membership and give a deadline of September 10<sup>th</sup> to respond. Myra will also send the Application package out to the CoP members to pass on to anyone they think might be interested.

*Representation of elected officials:*

We will put this item on a later agenda.

**Update on the role and recruitment of Coordinator**

Analisa and Courtney shared that the RDN may be making a recommendation for one single contract which would provide a Health Network coordinator for both networks – Oceanside and Nanaimo. This would be a full-time post shared between the two networks. There are pros and cons to this idea. Oceanside would get the equivalent of two days and Nanaimo three days.

There was much discussion around the idea; concerns were voiced around the flexibility of the Coordinator's schedule, the length of the contract, whether OHWN had a choice in this decision. It was felt that CoP wanted both an exit strategy and an evaluation process if this were to go ahead.

***Decision:***

A couple of the CoP members have reservations about this approach, but the majority are in favour of the concept. However, before giving approval to a shared coordinator position, CoP wants more details and answers to their questions. Analisa and Courtney will let us know how this decision unfolds.

**CRN Conference**

Jane asked for names of people who might like to attend the CRN conference in October as OHWN delegates in Richmond. Sharon hopes to attend.

**Network meeting**

To be discussed at a later date.

**Next meeting** – Thursday September 19<sup>th</sup> – likely an extended time, time to be confirmed.