

Oceanside Health and Wellness Network

Circle of Partners Minutes,
February 20th, 2020 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)	X Kristen Grovum, (Island Health)*
✓ Gerry Herkel (FORA)	✓ Myra Rogers (Administrative Assistant)
✓ Susanna Newton (SOS, OTFH)	
X Jane Osborne (Community Response Network)	

Welcome & Introductions

Sue Abermann facilitated this meeting

Review of Minutes

The Minutes from the November meeting were approved.

Review of Action Items from November meeting:

- Gerry to ask Judi to attend the January CoP meeting in January with the requested information – *Done* (January meeting cancelled due to snow, so Gerry is bringing proposal to the Feb. meeting)
- Myra to circulate the Seniors Table Focus Statement to CoP members - *Done*
- Courtney to print the required documents for the Seniors presentation in January – *The group did this themselves*
- Jane and Myra to work together on planning the Village Workshop – venue, refreshments etc – *Done*
- Courtney to request a meeting with the Nanaimo network asap and discuss these documents – *Done – will update at Feb. meeting*
- Courtney to explore the possibility of OHWN going forward with the hiring process - *Done*
- Sue to edit the Leadership Structure document as discussed - *Done*
- Sue and Janice to edit the Workplan document ready for January meeting- *Done, Janice circulated revised copy.*

Review and Approval of Agenda

The Agenda was approved with a few changes: Deanna Smith was added to the list of resignations, a conference call to Analisa was added, the CoP Workplan was deferred to a later meeting, and a Project that Courtney is involved with was added.

CoP Resignations

We have received resignations from three CoP members since the last meeting. Sharon Welch, Janice Tait and Deanna Smith have all stepped down from CoP. Deanna intends to continue to chair the Seniors Planning Table.

Action groups/Standing Report:

Child Wellness Action Group – Gerry presented a proposal from the Child Wellness Action Group to arrange a ‘First 2000 Days Community Organization Gathering’ and to request funding of \$3,600 from OHWN for this event.

CoP members were fully in favour of this event, stating that this is exactly the type of project that OHWN should be supporting. There was discussion around finding a facilitator for this event, and whether it would be better to wait until a new Coordinator is in place. The CoP members who are in the Child Wellness Action Group felt very strongly that this event should be held as soon as possible, definitely before the summer. Courtney voiced that there are challenges around hiring an outside facilitator, making a contract with them, etc. There were also suggestions of other possible sources of funding for this event, such as Parksville Qualicum Community Foundation. Sue offered to approach them and see if we could work with them and have them fund the event.

It was suggested that the group ask Analisa what other networks would typically do in this situation.

Later in the meeting there was an opportunity to put this question to Analisa. She indicated that some Regional Districts do sub-contracts with independent facilitators, some networks have the Coordinator pay the contractor and put in the expenses to the Regional District themselves. Another option would be to have the funds sitting with a partner organization who would manage the sub-contract, thus creating less administration for the RDN.

Analisa suggested approaching the Vancouver Island Child Health Foundation for funding. She will send information about this organization to Myra for circulating around the CoP members.

Decision: The Circle of Partners supports in principle this Proposal.

Actions:

- Sue to contact PQ Community Foundation re the possibility of a partnership
- Courtney to explore the process of funding the Facilitator through the RDN and will get back to the group with what she finds out
- Child Wellness group will discuss whether they can put the rest of the pieces together for this event. To discuss at their meeting next Tuesday
- Caron to talk to Judi regarding the Child Health Organization
- Analisa to send information re Vancouver Island Child Health Foundation to Myra

Post meeting note: Courtney checked with RDN and confirmed that facilitator can be paid from OHWN funds for this type of forum.

Seniors Planning Table – Susanna reported on behalf of the Seniors Planning Table. Deanna plans to continue as the chair of this group, although she has resigned from CoP. Both Susanna and Marlys are CoP members and sit at the Seniors Table to provide updates/reports from this action group.

A couple of the Seniors table members attended the February Lighthouse Community Pancake Breakfast where they connected with approximately 40 community members. Deanna had prepared a handout that she distributed. This was a pilot project for the group, which they intend to build on. They plan to return to the pancake breakfast and also to attend other venues where they can approach people with information about community resources and questions around ‘aging successfully in the place of their choice’.

The Seniors Table want to apply for a CRN grant of \$1,000 for signage for the events that they attend, explaining who they are, and possibly to put towards a later forum. They need to know the application process, but will ask Jane at the next meeting.

CRN & Village Workshop Update – In Jane’s absence, Susanna shared what a valuable and excellent experience it was to attend this workshop. It was a great education regarding First Nations and their culture and history.

Update on Recruitment of Coordinator:

Courtney shared that there was a great response on the second round of applications for the position. Three candidates have been shortlisted and interviews are to be held on Wednesday 26th February. She is very optimistic about the outcome.

Susanna, Courtney and Brenda (a member of the Nanaimo network) will be conducting the interviews.

RDN Project:

Courtney shared that she is involved in an RDN project for a “Social Needs Assessment”, applying for a grant partnering with all the local municipalities except Parksville. Qualicum Beach, Lantzville and Nanaimo will all be involved. The grant is for up to \$120,000. Courtney will be emailing a template letter of support to Susanna for SOS.

Discussion re Admin Assistant Contract Extension:

The current contract for the Administrative Assistant expires on 31st March. After a brief discussion Gerry made a motion to extend the contract with Forward House for Myra’s service for another year. The motion was seconded by Caron, all were in favour.

Conference call with Analisa re Community Health Networks updates:

The Coordinators of the other Health Networks on the island convene every quarter for sharing and learning etc. They also plan an annual event for the networks.

They met at the end of January and are planning an event for June 2020. It is possible that they will do a 2-day event. Analisa wanted to know if there were any off-limit dates for this group, and whether we had any suggestions for input or any topics we would like to have included.

CoP members suggested the following topics:

- How do we know we are being effective?
- How to get local councils on board
- How to get the word out about OHWN to the local community
- How to overcome silos

It was agreed to invite Analisa to come to the CoP meeting on March 19th for further conversation.

Action:

- Sue to invite Analisa to the CoP meeting on March 19th

CHN Evaluations:

Analisa will come to a CoP meeting when we are ready to do an evaluation. She can either come to the meeting and do the evaluation with us or come and share what has been learned from other groups in the evaluation process. This is a good way for newer CoP members to be entrenched in the history of OHWN.

Action:

- CoP members to discuss this and let Analisa know when we want her to come for the evaluation process

Recruitment of CoP members:

We have a number of vacant seats at this table, especially following the recent resignations. It was also noted that some of the current CoP members’ 2 year term is finishing and they need to reapply.

How are we going to recruit new CoP members? It's important to target the right people. What skills do we need? We need to have a really clear idea of why we are here, and it would be really helpful for new CoP members to have some orientation.

It was suggested that we approach the following people/organizations regarding new CoP members:

- Hospice
- Political Reps
- Salvation Army
- Manna
- Jason – CMHA
- Oceanside Health & Wellness Fair
- Sources
- PQ Community Foundation – Sarah Duncan?

We will start to reach out to these people, but not invite them to our March meeting, since we want Analisa to come to that meeting.

Actions:

- Sue to talk to Analisa re meeting on 19th March and bring her up to date on CoP issues
- Myra to look up the 2-year terms for the current CoP members
- Myra to email CoP members and let them know that we really need them all to attend the CoP meeting on 19th March. Include Deanna and Judi
- Sue to talk to Kristen and find out if she is able to commit to CoP

Next meeting:

Thursday 19th March at 2:30pm

Meeting was adjourned.