

Oceanside Health and Wellness Network

Circle of Partners Minutes,
May 21st, 2020 2:30-5:00 pm on Zoom

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| ✓ Marlys Diamond (Perfect Storm Group, FORA) | X Esther Pace (Island Health)* |
| ✓ Gerry Herkel (FORA) | X Kristen Grovum, (Island Health)* |
| ✓ Susanna Newton (SOS, OTFH) | ✓ Jane Vinet (OHWN Coordinator) |
| X Jane Osborne (Community Response Network) | ✓ Myra Rogers (Administrative Assistant) |

Welcome & Introductions

Jane welcomed everyone and led a Round Table asking everyone to share something they are grateful for. Jane also informed the group that Sue Abermann has stepped down from the Circle of Partners until end of July due to work.

Review of Minutes

The Minutes from the April meeting were approved. Jane explained that following a decision by the CoP in 2017, no names will be included in the Minutes other than staff names.

Review of Actions from April meeting

- Group to meet and discuss local COVID-19 response - Done
- Jane V to continue to work on Communications/Marketing plan - Ongoing
- Jane V to purchase Zoom account - Done
- Myra to amend CoP application documents - Done
- Myra to send CoP application documents to the CoP members who need to reapply - Done
- Jane V to follow up with interested new member – Done

Review and approval of Agenda

The Agenda was approved without any changes.

Action Groups/Standing Report:

Child Wellness Group (CWG) – Jane V met remotely with the two co-chairs of the CWG to discuss the First 2000 Days forum. The CWG will not do the forum on ZOOM but will wait until the forum can be held in person in a location that allows for social distancing for the 30-40 people. The CWG is not holding monthly meetings currently.

Seniors Planning Table (SPT) – Jane V is meeting with the Chair of the SPT May 27th. The May meeting of the SPT was postponed due to COVID-19.

CRN – The CRN representative was not present at the meeting to bring a report.

Coordinator Updates:

Jane V brought her monthly report to the CoP. Going forward any discussion around purchasing of items over \$200 will be at this point in the CoP meetings.

Jane submits several reports every year to Island Health. It was agreed that she will send the reports to the CoP members also.

CoP Reinvigoration:

Jane V has been in contact with someone interested in joining CoP and she will be sending her an application.

Admin Committee:

The Admin Committee has a vacancy that needs to be filled by a CoP member. No CoP members currently have capacity to take on the extra role.

Recruitment of CoP members:

After discussion, about the Comox Valley Health Network model, a decision was reached by the members present to change the CoP recruitment process, with the following outcomes:

- More inclusive and diverse CoP with a focus on the individual
- Revise the Application process to remove voting and presentations
- Revise our CoP meeting from one monthly meeting to two – one meeting being information focused and one meeting for decision making. Length and times TBD once we have recruited new CoP members.
- We need a good recruitment strategy, though it was agreed that there are challenges around connecting with people to recruit them at this current time.
- We currently have a maximum of 12 members, it was agreed to stay at this number at present, and review if we get many applicants.
- There are over 100 people in our network, the CoP will actively recruit from their current contacts.

Actions:

- Jane to draft changes to CoP application and forward to CoP for review and discussion
- Jane to send CoP members a link to CVHN website.
- Jane to put ads in local papers
- CoP members to connect with their contacts to recruit new CoP members
- Ask network members to consider joining CoP
- Jane to write a press release

Terms of Reference:

Changes need to be made to the ToR, but it was felt wise to wait until we have a larger CoP group. The Current ToR says Action Group chairs are required to be CoP members but should say a CoP member needs to participate as a liaison for each action group.

Orientation:

We currently have no orientation process for CoP members. We need a defined list of responsibilities for CoP members so that people know what they are signing up for. CoP members agreed that this is essential.

Network mapping:

Jane asked if this was done in the last strategic planning exercise.

Action:

- Myra to find the network mapping document from last fall

OHWN CoP structure revisited:

There was discussion around having Co-Chairs for CoP. It was agreed that we will recruit to CoP with the idea in mind that we will have a Co-Chairs structure going forward. These could change every year. One CoP member volunteered to sit as an interim chair until we have new members to choose from.

Strategic Planning:

The 2019-21 Strategic Plan needs to be finalized and submitted with an evaluation to Island Health. It is essential for our funding. Strategic Planning should be a small part of every CoP meeting. The CoP will start with looking at the CoP Workplan and finishing it by next meeting. Jane will send out a package to help CoP members to complete the workplan.

Actions:

- Jane to circulate the unfinished CoP workplan
- CoP members to assist Jane to complete this by next meeting

Draft Communications/Engagement Plan:

The CoP decided to have a communication plan and an engagement plan as two separate documents. CoP want documents to be shorter, concise and use plain language.

Jane asked the CoP to consider convening a Communications Committee to work on creating the plan. The Communication Plan will be deferred until we have new CoP members.

Actions:

- Jane to contact the individual who worked on videos

Spring e-newsletter:

The focus of this will be recruitment to CoP. There will be an introduction to Jane as our new Coordinator. We will talk about the changes coming to CoP. Links to be included for relevant information e.g. link to the Lifeguard App for drug users. Jane will also include a piece on education and community involvement.

Next meeting:

Thursday June 18th at 2:30pm on Zoom video call.