

# Oceanside Health and Wellness Network

**Circle of Partners Minutes,  
November 21st, 2019 2:30-5:00 pm at Stanford Place**

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

## **Welcome & Introductions**

Sue Abermann facilitated the meeting.

## **Review of Minutes**

The Minutes from the October meeting were approved.

## **Review of Action Items from October meeting:**

- Include on the January 2020 Agenda – discuss projects for CRN funds for 2020 - *To do*
- Sharon, Jane and Courtney to form sub-committee for hiring a new coordinator - *Done*
- Courtney will send out the April role description to Sharon and Jane - *Done*
- Sharon, Jane and Courtney to arrange to meet – likely on November 5<sup>th</sup> - *Done*
- If any CoP members have an alternative Leadership Structure suggestion, please forward to Myra to circulate with the November agenda so a final decision can be made at the November meeting – *No alternative suggestion received*
- CoP members to bring any edits of the proposed Structure overview to the November CoP meeting – *On today's agenda*

## **Review and approval of Agenda**

The Agenda was approved.

## **Resignation of CIDFP Representative**

Evelyn Clark (Central Island Division of Family Practice) has officially resigned due to time commitments.

## **Action Groups/Standing Report:**

**Child Wellness Action Group** – Gerry shared that following last month's CoP discussion around the Action Groups the Child Wellness group has made the following decisions:

- The group does not want to disband until they are sure that all aspects of the First 2000 Days Project is covered by the other local groups
- The group would like to ask CoP for the funds to hold a facilitated forum to bring the other local groups together in order to discuss the First 2000 Days project and how each group is involved as well as eliminate overlap and identify any gaps.
- After this forum they will decide whether or not to disband the CW Action Group.

The CoP were in favour of holding a forum around the First 2000 Days; however they would like to know the expected outcomes and the cost involved. They also want the group to come back to the CoP with recommendations from the group following the forum before disbanding.

**Decision:**

CoP approve the idea of this forum in principle.

**Action:**

- Gerry to ask Judi to attend the January CoP meeting in January with the requested information.

**Mental Health Action Group** – This group decided not to meet in November. Sharon connected with the entire group by email and they have all agreed that it would be appropriate to suspend this group at present due to similar mandates fulfilled by other local groups.

**Decision:**

The Mental Health action group is officially disbanded.

**Seniors Planning Table** – Deanna reported that this group have firmed up their focus and created a Focus Statement. The immediate plan for this group is that they will attend the Lighthouse Pancake Breakfast in January and make a short presentation to those attending the breakfast. This presentation will be followed by distributing information and a 'Points to Ponder' sheet to those present. The intention is to gather and share resource information and pose the question about 'aging successfully in the place of your choice'.

The Seniors group also requested \$300 for printing materials for this event. Courtney suggested that if the group create the documents, RDN would be able to print them for the group.

**Actions:**

- Myra to circulate the Focus Statement to CoP members.
- Courtney to print the required documents for the Seniors presentation in January.

It was also stated that the CoP members want to receive the monthly notes from all action groups – this has been overlooked. Myra will ensure this is done going forward.

**CRN** – Jane reminded the CoP that she has not yet had the opportunity to present 'CRN 101' to this group. It would be helpful for everyone, especially new CoP members to understand the mandate for CRNs. Jane also suggested that we could put the 2019 CRN funds to good use by planning a Village Workshop. This would have to take place in January. This is a day-long facilitated exercise. The CoP members felt it would be good to open this up to the entire network, though it has a limit of around 25 people.

It was decided to plan a Village Workshop for Wednesday January 29<sup>th</sup>, 2020. The facilitator is available on that date. Jane will check how much would be available for a venue/refreshments etc. and will look after registration. Jane, Sue & Myra will connect over arranging venue etc.

**Decisions:**

A Village Workshop will be planned for Wednesday January 29<sup>th</sup>, 2020.

CRN 101 to take place in a future CoP meeting. TBA

**Action:**

- Jane and Myra to work together on planning the Village Workshop – venue, refreshments etc.

### **Update on Recruitment of Coordinator**

Sharon, Jane and Courtney met and have made new Role Description and Request for Qualifications documents. CoP were happy with both documents with a couple of small edits. The Nanaimo Network needs to agree with these documents also. Courtney will request a meeting with the Nanaimo group asap.

The CoP members wanted to know if we could start the process and hire someone for OHWN initially (for 2 days a week) with this description, with the possibility of the position becoming full-time when the Nanaimo Network funding becomes available. Courtney to explore this and advise CoP.

#### **Actions:**

- Courtney to request a meeting with the Nanaimo network asap and discuss these documents.
- Courtney to explore the possibility of OHWN going forward with the hiring process

### **Leadership Structure**

There were no alternative Leadership Structures suggested, so it was recommended that we edit the OHWN Structure Overview first presented to CoP in April 2019 and move ahead with this structure. It is important that we are clear on the structure before hiring a new coordinator.

There were some edits around budget and expenditure. There was also some discussion around who is 'the voice of OHWN' and what is our communication strategy.

Sue will make the agreed edits to the document. The discussion around the OHWN Spokesperson will be brought back to our next meeting.

It was decided to form an Administration Committee. This will be 3 people – Courtney as RDN rep is one of these people; Gerry is willing to be on this committee and Sharon will be on it only until a new Coordinator is hired.

The Hiring committee will continue with Courtney, Sharon and Jane.

There will be different people facilitating the CoP meetings. Sue will facilitate the January 2020 meeting.

#### **Decisions:**

The OHWN Structure Overview presented in April 2019 will be adopted. Sue to edit the document with agreed changes.

An Administration Committee was formed and will be effective immediately.

Sue will facilitate the January 2020 CoP meeting.

#### **Action:**

- Sue to edit the Leadership Structure document as discussed.

### **CoP Workplan**

Janice and Sue presented a Workplan and a summary that was informed by the September 19<sup>th</sup> facilitated meeting notes. Their intention was to get agreement around the objectives and to decide the top 2-3 priorities for this group. There was lengthy discussion around the priorities of the objectives.

Discussion included:

- best way to make a collective impact
- how to educate the public
- what are we trying to influence?
- should we do a community profile?
- do we have a common understanding of our purpose?

The discussion came down to the question 'Why does Oceanside need a health and wellness network?'

It was asked whether Island Health have legal requirements for OHWN. Jane has documents around the IH requirements and will forward them to the CoP members. Gerry has documents from pre-OHWN when the network was first set up and will forward these to Myra to circulate.

**Decision:**

Sue and Janice to work further on this Workplan document and bring it back to the January CoP meeting. The document will be the main focus of the January CoP meeting where it is hoped we will finalize it.

**Action:**

Sue and Janice to edit the Workplan document ready for January meeting.

**CRN Evaluation**

This was not discussed due to time.

**Next meeting**

The next Circle of Partners meeting will be on Thursday January 16<sup>th</sup> 2020.

**Agenda items:**

Coordinator Hiring process update

Projects for CRN funds in 2020

Child Wellness – discussion around forum

Revised CoP Structure and OHWN Spokesperson

Workplan document

Meeting was adjourned.