

Oceanside Health and Wellness Network

Circle of Partners Minutes,
October 17, 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)	X Deanna Smith (Arrowsmith Lodge)
✓ Gerry Herkel (FORA)	✓ Janice Tait (Community representative)
X 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

Janice Tait facilitated the meeting.

Review of Minutes

The Minutes were approved.

Action items from August meeting:

- Jane to get information from Duncan/Cowichan Valley regarding the work they have done around hypodermic needle distribution – *Jane will forward this information to Myra; Sharon will also share with the Mental Health group as it was thought that the Harm Reduction Committee would be best placed to move forward with this issue. They are becoming a Community Action Team. (CAT)*
- Courtney to invite Michelle to the September CoP meeting – *done, meeting was held.*
- Analisa, Esther and Courtney to do a tele-conference with Michelle to convey what CoP is looking for from the meeting - *done*
- September meeting to be extended – 1:30-5:00 tentatively – September 19th - *done*
- Representation of elected officials - *We will put this item on a later agenda.*
- Network meeting – *tabled - to be discussed at a later date.*

Review and Approval of Agenda

Jane requested that CRN be added to the Agenda as a standing item.

Agenda was approved with requested addition.

Action Group reports:

Child Wellness Action Group – Gerry shared that he has missed the last two meetings of this group. The CW group were hoping to access funds to allow them to bring in a facilitator for a meeting between the various groups who are all working with the First 2000 Days project, to discuss working together without duplication. No funds are available as yet.

Mental Health Action Group – Sharon shared that this group has not met during the last 2 months; while Sharon was ill and away at CRN conference no-one stepped up to lead the meetings so they were cancelled. She hopes the group will regroup in November and re-focus.

Seniors Planning Group – Deanna sent a report from this group. The group hopes to focus on the themes of: Community, Aging in place of choice, Measuring (then improving if needed) the level of trust within communities, Breaking down isolation. They hope to define a focus statement and create a ‘flat sheet’ on who the group is and what they want to do to help create cohesive community relations within a month of their last meeting. They also plan to start working with the Lighthouse Community and gain a presence at their community functions starting in January.

Community Response Network – None of our action groups have applied for the available CRN money for this year. There was discussion that the Mental Health action group could apply for the money to do another youth forum, but it was agreed that we are too late to apply for these funds for the current year. Early next year, we need to be prepared to identify projects for funding. The CoP then need to confirm priorities to apply for this money.

The Child Wellness action group is not eligible for these funds, since CRN funding is only available to work with vulnerable adults.

Action:

- Include on the January 2020 Agenda – discuss projects for CRN funds for 2020.

Recruitment of Coordinator

As informed by an email from Courtney on September 20, 2019, the RDN approved the Island Health request to hold the funds for the Nanaimo Health Network on condition that 1 Coordinator is hired for the 2 networks (Nanaimo and Oceanside). The RDN, Island Health and representatives from both networks will meet to put the Role Description together. Nanaimo is ready to move forward and Courtney hopes that we might have a Coordinator in place by January 2020. The CoP want to make it clear to the Nanaimo group that OHWN has been waiting to move ahead and we want the process to happen no later than January 2020.

The CoP needs to decide today which CoP members will be on a new sub-committee for hiring. Esther does not have time to be involved, but Jane is interested in serving on the sub-committee. It was agreed that someone from the old hiring committee should be on the new hiring committee. Sharon was asked to consider being on the new sub-committee. The sub-committee will look at the role description drafted in April and work on the assigned responsibilities to reflect what we are now looking for.

Actions:

- Sharon, Jane and Courtney to form the sub-committee
- Courtney will send out the April role description to Sharon and Jane
- Sharon, Jane and Courtney to arrange to meet – likely on November 5th

Preparation for decision on Leadership Structure

A proposed Leadership Structure was circulated in April 2019 (copy re-circulated with October agenda). With no CoP meeting in December, CoP members need to decide at the November meeting which Leadership Structure is to be adopted, effective January 2020.

In addition, CoP members have to be prepared to actively participate and fill the positions as outlined in the proposed Leadership Structure, if it is adopted.

Decisions:

- At the November CoP meeting we will look in detail at the structure overview and we will make a decision regarding going forward with this proposed Leadership structure or propose/discuss an alternative model(s).
- CoP also needs to decide on an interim plan in January if there is not a Coordinator in place at that time.

Actions:

- 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.
- CoP members to bring any edits of the proposed Structure overview to the November CoP meeting.

Strategic Planning

The contract with Michelle is complete.

There was much discussion at the table around the notes from the September 19th session with Michelle.

Discussion points included:

- Attendance at the CoP table. Consistent attendance is vital for moving forward. Much time is spent repeating things because CoP members have missed meetings.
- What is the purpose of a Health and Wellness Network? What does success look like?
- This table is not about delivering services. Instead of organization representatives at this table, maybe it should be community members who are at the grassroots?
- The message from September 19th is that we want system change. How does that change look? We need to take time to comb through the report and decide what we want to take from these discussions.
- All of the CoP members are still learning about what a Health and Wellness Network can be. This is an opportunity to work together, as different organizations, to see change, and to work in collaboration to advance change. It's a new way of working, a new vision, but we are not good at this yet. It is an evolving group. We also need people with lived experience at this table.
- We might find it useful to be able to share what we are all doing outside of OHWN. This would allow CoP members to ask 'how can we support you in what you are doing?'
- We are not an information sharing table, but CoP members do need to be informed. We need collective knowledge regarding what's happening/what's in place/what's working in our community, then have the conversation re what we can do to move toward better collaboration within our community.
- Our purpose is not clearly stated in our strategic plan. We need to decide what our purpose is and what our priorities are.
- It is important to make decisions at the CoP meetings, despite missing members, and move on. We cannot keep going round in circles and revisiting or postponing decisions because people are missing from the table.
- Decision making should be clear and final. If you miss a meeting, read the notes.

There was much discussion around Action Groups. It was felt that OHWN is being hamstrung by our current emphasis on the activities of our action groups and that it might be time to re-structure and move forward. So many of the action group members are sitting at multiple tables and repeating the same conversations at each table.

The role of the network is to identify the big issues and who are working at them, then figure out what is required to move that agenda along and engage appropriate stakeholders. This could mean facilitating these groups coming together and encouraging the conversations – maybe also hosting the conversations.

It was suggested that that we might suspend some/all of the action groups and change the focus at the CoP table. Both Gerry and Sharon voiced that they would be willing to disband their action groups. All agreed that OHWN's purpose is to be a strategic 'think tank'/catalyst. How can OHWN become more relevant and be more effective?

It was decided that we need to structure the November meeting to move this conversation forward. We need to all come to a shared understanding of what needs to happen at the CoP table.

Decision:

- November meeting to be structured to allow the conversation to move forward; include discussion about Action Groups

Update re Collaborative Services Committee

Sue shared that because of restructuring with the Oceanside Family Practice Division to incorporate Port Alberni and the West Coast, all community members including OHWN no longer sit on the Collaborative Services Committee.

There are now plans to have Primary Care Network Steering Committees for each area and Sue hopes that OHWN will be invited to sit as an Oceanside representative.

CHN Evaluation

The CHN Evaluation is a 1-hour conference call on October 30th. Sue is happy to dial in and participate in this discussion. Janice will also dial in if she is able to do so.

Next meeting – November 21st.

Agenda for next meeting

- Leadership Structure
- Role of Coordinator
- Action Groups – should they be suspended?
- CRN
- Draft CoP Workplan

When the Agenda is sent out, there should also be an email with a few key points for CoP members, highlighting what we will be discussing and encouraging all members to attend the November meeting.