

Oceanside Health and Wellness Network (OHWN)

Circle of Partners Meeting Notes

February 15th 2018, Stanford Place, 250 Craig St, Parksville, BC

√	Sue Abermann (Community Member)	R	Cheryl Rikley (Island Health)
√	Marlys Diamond (FORA, OHLA)	√	Courtney Simpson (RDN)
R	Danielle Gayton (Island Health)	√	Deanna Smith (Arrowsmith Lodge)
√	Gerry Herkel (FORA)	√	Sharon Welch (Forward House/OTFH) – CHAIR
√	Signy Madden/Melaina Patenaude (United Way)	√	Carissa Kazyss (OHWN Interim Regional Coordinator)
R	Esther Pace (Island Health)		

Welcome

Chair welcomed the participants and moved to approve the minutes from January. - Approved.
 Coordinator Report reviewed. Carissa was asked to separate her items from Brenda's in the report.

ACTION: Carissa to provide a revised Coordinator report.

Review Minutes and Action Items

The chair reviewed the status of the action items from the January minutes.

ACTIONS:

1. *OHWN will continue to meet with RDN to map out the opportunities for alignment. – ONGOING*
2. *Brenda to ask forum staff if they would manage to develop the presentation for the Wellness Fair and facilitate it with a CoP member. - DONE*
3. *Brenda will update the website with the new, formatted one-pager. - DONE*
4. *Brenda and Sharon will work on the CoP Elections procedure together and put it to a vote over email for approval. – DONE*

Child Wellness – Collective Impact Training

OHWN Administration

Health and Wellness Fair We decided to place the OHWN booth next to the Forward House booth so Sharon can watch both. CoP will be invited to come and support the OHWN booth for an hour or two, however we won't be signing up people to stand at the booth. We will have an OHWN display and materials. United Way offered to share a booth with us.

Action: Carissa will check with the Wellness Fair about booth positioning and sharing with United Way.

Office Space Update The Town of Qualicum council is meeting in a closed session; bringing forward that Forward house and OWHN would share the space with the Division of Family Practice. Once we secure the space Forward House would do an MOU with OHWN.

Forward House will furnish the office with donated furnishings. There will be a desk and workers chair, filing cabinet and bookshelf. Sue indicated she has access to some equipment if we would like to have a copier (Division of Family Practice asks that we don't use their equipment). It is not Forward House's intention to have a landline phone; will likely have a cell phone for a staff that will be the number.

CoP Elections We have received 4 applications, 3 are external. We had a lengthy discussion about CoP Election Procedures and CoP Elections.

APPLICATIONS

- Carissa will send applications after February 28th to review them
- Renewing members up for re-election are asked to submit an application
- Action: ask applicants for a resume and a cover letter that will be distributed after Feb 28; everyone who is re-applying or applying will do the same thing.

PARTICIPATION IN THE ELECTION PROCESS

- DECISION: This year, the chair position is not up for re-election, in the future, if the Chair is up for re-election, add in the procedure the chair would not participate if they were up for election; automatically it would be a delegate.
- DECISION: The outgoing Chair leaves; Coordinator is present; makes sure the process is being followed the way it is supposed to be.
- Expiring members are invited to hear all the presenters and part of the vote
- If an applicant can not attend in person, may be able to attend by Skype at the discretion of the Chair and Coordinator

PRESENTATIONS

- Renewing CoP members will present first, followed by the new applicants.
- Applicants will be brought in one at a time, then leave, mid term CoP members, will be voting the same way the advance person
- No questions will be asked, only clarification questions

VOTING

- DECISION: Voting will happen the same date as having a separate meeting doesn't seem to be a transparent process
- Voting will happen for all candidates, whether or not they attend the meeting.
- New people will be asked to leave during the vote.
- DECISION: In the event of a tie, there will be a discussion and a re-vote unless there are enough seats for everyone. At first, we discussed that the Chair would break the tie, or in the absence of the Chair, the Coordinator, however it was felt that it was more fair to have a re-vote with the whole group.
- DECISION: Proxy voting is possible If a CoP member is away, they can be vote in advance; they would have to vote just on the resumes that received; this is workable as long as people understand the importance of being at the meeting.
- Don't need to explain how many spots; don't need to go into spots
- If someone doesn't feel appropriate do not need to put them on the list just because they are on the list.
- First round is the first cut; then a discussion.

MEMBERSHIP

- RDN and Island Health membership is proposed as ex officio with no voting power. They would not take up community spots. This includes Cheryl, Courtney, Esther and Danielle for Island Health. This would allow for 4 open spots on CoP.
- When Courtney's seat comes up, the RDN can't be voted off; it is conceivable that someone else at the RDN would fill seat; we will re-do the terms.
- Would need to do 1 year and 2 year spots; for this coming year would need keep people on positions
- DECISION: make RDN And VIHA ex officio; this would begin in April 2018; they could send a couple of meetings; continuity; make sure they feel welcome and some consistency and commitment;

Actions:

1. Sharon and Carissa will re-work the Procedure
2. Carissa will request applicants to submit their resumes

Action Group Updates

Child Wellness:

- On the Jan 30 meeting, spent first part talking about community workshop, and discussed absence of feedback from school administrators, left them with 3-4 questions; Rollie Koop asked Judi to send the questions and he would try to get something back to them.
- Collective Impact coaching will be postponed given earlier decision in this meeting.
- Helene Dufour was able to have the student survey data entered.
- Youth Engagement – had a meeting with Dr. Mullett and others about the challenges of engaging youth at the Workshop; next meeting is Feb 27th.
- We discussed whether it would be beneficial to complete the coaching. As few Child Wellness Action Group members can attend the proposed March 9th meeting date, we would like to ask about finding a time in April. We also discussed being able to give feedback to BCHC about the Coaching and process.

Action: Carissa will follow up with Jennifer to find out our options for extending the meeting time.

Network Development:

- Discussed the CoP Elections
- Revised the terms of reference
- Looked at terms of reference for CoP, Network and Action Groups; has been a request to have more detail, especially around action groups.
- Sharon has asked for the option of a vice-chair as part of succession planning.
- Financial accountability policy –finding the balance with the right amount of structure; meeting will involve revising the terms of reference.

Mental Health:

- Had stakeholder meeting; Dr. Mullett
- Moving forward in a positive way
- Jason has been co-leading, great to have him in that role

Community Actions Workshop Preparations

- Reminder for CoP to bring buttons
- On registrations, would like more people not linked to organizations; more general community members
- United Way offered to do a quick blast
- Send Sharon the final analysis of who is attending

Actions:

- Carissa will remove registration deadline
- Carissa will request RDN put Workshop on website

Update Oceanside Taskforce Homelessness

- Have been working to bring housing to the area
- Hope to have something in the near future
- Hopefully, things are moving along

Harm Reduction Forum

- Largely service providers attended, some homeless people using shelter
- Focus on Opioid Crisis
- Speakers were really good, talking about compassionate language; the way we talk about people with addictions; it was very inspiring; speaker shared that she had had a brother who died of an overdose; compelling presentation
- Speakers shared first, then when it came to community contribution the people staying in shelters needed to leave as the shelter as closing.
- There were some good questions to answer.
- Announced our forum at that Forum.

Next Meetings

Mental Health Action Group:

Thursday March 1st, 9-10:30am - Forward House

Thursday April 5th, 9-10:30am - Forward House

Network Development Action Group:

Thursday March 1st, 2:00-3:30pm, Oceanside Place Arena

Thursday April 5th 2:00-3:30 Oceanside Place Arena

Child Wellness Action Group:

Tuesday, Feb 27th, 8:30-10:00am – BLT

Tues March 27th, 8:30-10:00am - BLT

Circle of Partners:

Thursday Mar 15th, 2018, 2:30-4:30 – Stanford Place (CoP Elections)

Thursday April 19th, 2018, 2:30-4:30 – Stanford Place (CoP Elections)

Meeting adjourned at 4:45pm