

Oceanside Health and Wellness Network (OHWN) Circle of Partners Meeting Notes

May 17th, 2018, Stanford Place, 250 Craig St. Parksville, BC

R	Sue Abermann (Community Member)	√	Susanna Newton (SOS)
√	Caron Byrne (Community Member)	R	Cheryl Rikley (Island Health)
R	Marlys Diamond (Perfect Storm Group, FORA)	√	Courtney Simpson (RDN)
√	Virginia Gibberd (Community Member / Arrowsmith Lodge)	R	Deanna Smith (Arrowsmith Lodge)
√	Gerry Herkel (FORA)	R	Janice Tait, (Community Member)
R	Esther Pace (Island Health)	√	Sharon Welch (Forward House/OTFH) – CHAIR
R	Signy Madden/Melaina Patenaude (United Way)	√	Carissa Kazys (OHWN Interim Regional Coordinator)

Administration

- **Note:** We did not have a quorum present at this meeting. We reviewed the agenda and decided to continue, with the understanding that motions to introduce new initiatives could not be made.
- The video from the Community Actions Forum is underway. Carissa will connect with Janet Shute for a further update. Carissa will share the footage of the video with the CoP.

Actions:

- Carissa to contact Janet Shute about video status.
- Carissa to distribute link to videos.
- Coordinator interviews take place from June 4th to June 8th.
- Virginia Gibberd will be representing Arrowsmith Lodge at the CoP in Deanna's absence.
- Carissa's contract has been extended to mid-July.
- Forward House entered into an agreement with the RDN and OHWN for a part time administrative assistant for OHWN. Myra Rogers will be taking minutes and doing other duties starting on June 1st, 2018.
- **Action:** Courtney will create a letter outlining specifics and payment from RDN.
- Forward House has moved into the Qualicum Commons office. OHWN materials will be transferred in the coming weeks.

Report on CHN Gathering

- Government has a renewed interest in Health Networks with funding available.
- There is a growing awareness of the resources available from Coordinators.
- Elected officials sit on other networks – this is a key place for advocacy.
- There was some discussion about wanting to have sector group meetings across all Health Networks, such as elected officials and municipal governments
- The gathering was a collective effort among a few of the CHN coordinators. The CHN coordinators quarterly and share what they are working on.

Network Advocacy

- Discussion was in the context of our advocacy letter re supportive housing on Corfield Street.
- OHWN's goal is to advocate on OHWN priorities – i.e. mental health and child wellness.

- We will create an advocacy policy that will be communicated to members in the information package. The policy will state that OHWN may publicly advocate from time to time on issues that OHWN is working on.
- RDN and VIHA aren't able to have names listed on advocacy letters.
- In general, when an issue comes to the table, OHWN's role is more about informing others to support their advocacy: to bring people together and mobilize the network.
- For the Corfield Housing Project, OHWN will send facts to network members saying that this is an emergent issue in Oceanside and encourage members to take action. It will include a preamble showing the link to our strategic plan.
 - The letter will have information members can use, such as links to documents from the TaskForce and the City of Parksville Website.
 - The letter will include key points and links for more information.
 - It will encourage members to take action by:
 - Attending the Public Hearing on June 19th
 - Writing a short email in support to Mayor and Council
 - Writing a letter to the Editor.

Actions:

- Carissa will draft letter and send to Sharon for review.
- Carissa will forward request to Network Development group to create a small policy regarding advocacy and OHWN.

Evaluation

- Carissa reviewed aspects of evaluation including process and outcome indicators and context questions.
- Evaluating the two action groups is different as the Child Wellness group has been further along with tangible measures that can be quantified.
- The mental health group has been in a development phase where a lot of work has been about creating connections, raising awareness and deepening understanding. VIHA stats may show some change over time such as reduced vulnerability.
- A key for evaluating the CoP is attendance for level of performance. Attendance by Island Health members is an ongoing concern.

Actions:

- Sharon will email Shelley and Analisa and indicate that we need representatives present.
 - Sharon to send a note to the network that we didn't have quorum.
- We discussed whether the evaluation should begin at the Action Group level or start at the CoP level. We agreed that that the evaluation should come up from the Action Groups using a consistent format. We agreed to use the questions that Carissa proposed as a starting point and to address what was in the strategic plan.
 - Action Group evaluations can be a point form report with goals, actions and measures that can be connected to the strategic plan. CoP will then use the information from the evaluation to review the strategic plan, which needs to be complete by spring 2019.
 - The CoP asks that the Action Groups complete their evaluation reports by September 2018, to be reported on at that month's CoP meeting.

Meeting over the summer

- It was agreed that the CoP will meet in August, as the administrative support person and Chair will be away in July.

Network Development Action Group

- The Network Development group reviewed whether it was still a viable group and decided that it is as not all goals have been achieved.
- A question was asked about an OHWN communications plan – one had been started yet has not been completed because of the level of complexity.
- The Network meeting will take place in September.

Mental Health Action Group

- Good discussions are happening. The group has been learning about the emerging formation of a Foundry youth hub in Nanaimo, which, if it takes off, could have an Oceanside satellite.
- A Youth Forum will take place on May 29th; this is a youth-led event for youth and young adults; OHWN is supporting the organization of the event.
- Connection with the Local Action Team (LAT) has been positive. OHWN may be partnering with the LAT in the fall to put on some forums related to The Brain Story.

Child Wellness Action Group

- No quorum at the April 24th meeting made it challenging to make decisions.
- A key question for the group is the relationship between the Child Wellness Group and the Universal Breakfast Program.
- The Universal Breakfast Club group will be doing a tour of PASSWoodwinds to experience their program. We had thought it would be Errington; however they already have a breakfast program with volunteers.
- We reviewed the latest PlanH funding opportunity for small governments and determined that a needs assessment of food security among schools could be a good fit.

ACTION:

- Carissa to forward PlanH email to Courtney.

Meeting was adjourned at 4:37pm.

Next Meetings

Mental Health Action Group:

Thursday, June 7th, 9-10:30am - Forward House

Wednesday, July 4th, 1:30-3pm - SOS

Network Development Action Group:

Thursday June 7th, 2:00-3:30pm - Oceanside Place Arena

Thursday June 5th, 2:00-3:30pm - Oceanside Place Arena

Child Wellness Action Group:

Tuesday May 29th, 8:30-10:00am – BLT

Tuesday, June 25th, 8:30-10:00am – BLT

Circle of Partners:

Thursday June 21st, 2:30-4:30 – Stanford Place

Thursday August 16th, 2:30-4:30 – Stanford Place