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**Our Healthy Clarence Steering Committee**

**Meeting Minutes**

**Thursday, 24th October 2019**

**Education Room 1, The Education Centre, Grafton Base Hospital**

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| **Present:** | Russell Brewer (NNSWLHD), Sue Hughes (Our Healthy Clarence), Skye Sear (NSOA), Giane Smajstr (NSOA), Susan Howland (Community), Daniel Becker (CRANES), Miko Smith (Lifeline NC), Jason D’Onofrio (Lifeline NC), Mark McGrath (headspace), Sara Borrett (New Horizons) and John Shearer (Community) |
| **Apologies:** | Sam Osborne (RAMHP), Meghanne Wellard (DoE), Nicole Secomb (Momentum ), Jo Reid (NSW Police), Sharon Monaghan (PMC), Michelle Hockings (Invocare), Mel Wakefield (StandBy), Jason Grimes (headspace), Rose Hogan (StandBy), Angie Boorman (TAFE) and Aimee McNeill (NCPHN). |
| **Special Guests:** | n/a |

| **Agenda Item** | **Discussion** | **Decision/Action** |
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| **Meeting opened:** | **10.05am** |
| **1. Acknowledgement of Country** | Russell Brewer acknowledged the traditional owners of the land upon which the meeting was taking place, and acknowledged those with a lived experience of mental health, their carer’s and their families. |  |
| **3. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)** | NIL |  |
| **5. Acceptance of previous minutes held on 30/09/19** | Aimee McNeill had emailed additional comments to be included in the minutes of the previous minutes. They were read out in context of the individual points and all agreed to include these comments in the Minutes of this meeting. Moved: Giane SmajstrSeconded : Sue Hughes | Sue to add these comments and send to OHC SC Members |
| **6. Business Arising from previous meeting** | **6.1 Volunteer Management Policy**Giane distributed the revised Volunteer Management Policy and clarified the question of the needs of the WWC Check for one off volunteering. Each volunteer will need to have a WWC check and all to be inducted as per the policy and will be the responsibility of the OHC Coordinator. However for small volunteering roles i.e. BBQ’s etc a WWC will not be required but an abridged induction will be needed. To be at the discretion of the OHC Coordinator. The Committee was asked to review the reimbursement clause and consider what method of reimbursement OHC should adopt. Suggestions included, mileage costs, public transport costs, gift vouchers.**6.2 Community Communication Suicide Protocol**Sue spoke of meeting held with Meghanne and Kevin Hogan and the response from Bronnie Taylor distributed to the SC on 23rd October via Chris Gulaptis.**6.3 IT – Additional Funding Stream**Moved: Susan HowlandSeconded: John Shearer“To not set up an Implementation Team – Additional Funding Streams but this be tasked to the Leadership Group”.Leadership Group to discuss any potential funding opportunities that Steering Committee members have identified and then convene a specific working group to drive the project**6.4 Not for Profit Status**A suggestion was raised to run a Strategic Planning Day, to * Review the structure of the OHC
* Identify auspicing options from other organisations such as CRMMH and Social Futures
* Engage an independent Consultant with Governance expertise
* Explore NFP vs auspicing models
* Diversify revenue streams thus spreading the responsibility
* Explore how to connect with the Youth
* How do we keep what we are doing sustainable??
 | ACTION: Send to all SC members for review and endorsement at the next OHC Meeting. Reimbursements to be added to Agenda for 5th Dec meeting.Leadership Group to develop consultants brief |
| **7. Community Updates** | John Shearer – has joined the Australian Mental Health Party and is on the National Advisory Group with StandBy and the Advisory Community Group for Grafton Base Hospital.Susan Howland, the recent accreditation process with NNSW Mental Health and General Health was very good.Invited to the Maclean Laurel Club as CV Citizen of the Year and spoke about OHC. Issues that arose included attracting professionals to the CVC and retaining them.Russell advised that there have been campaigns to attract medical and clinical staff in the past and the PHN will be conducting another campaign in the future. Other issues identified include access to quality peer supervision support at a local level, and accommodation and housing. A “Grow your Own” strategy is being implemented to train up novice clinical staff through a transition to mental health program. A real issue at the present is the Crisis Service is understaffed, with a large catchment and small workforce. Whilst recruitment is a challenge, retention has generally been successful. | Should OHC include recruitment as one of the projects in the future?Sue to write to the PHN for an update on their recruitment strategy for GP’s and health professionals. |
| **8. Financial Reports** | As at June 2019 $52k in the surplus account – approx. $25k is required for the Community Engagement & Development budget.Costs $95k to administer the Project Coordinator’s role and OHC fund $90k and the shortfall of $5k is covered by the surplus funds.$70k has been released from the PHN. Clarity to be sought from PHN about specifics relating to the $70k.Skye explained the NSOA may not have the capacity to continue to administer all of the funding across all of the projects. Skye suggested that the projects could be set up separately and be distributed to other organisations to administer. | Skye to seek clarity from AimeeSue and Skye to develop a budget and present to OHC Steering Committee in December. |
| **9. Media Requests** | NIL |  |
| **10. Implementation Team Project updates** | 1. Access Meeting to be held soon to* Consider appropriate partnerships with academic and research bodies
* Develop an EOI and program brief

2. Community Capacity Building* Mark and Sam met to discuss training plan
* Mark raised questions re Suicide Audit Data and will invite appropriate person from PHN to Feb meeting to present the data
* CRANES are meeting with PHN on 25th October to discuss the contract variation to deliver MHFA training from Tweed to Kempsey.
* Once ratified these courses to be included in the plan and a calendar drawn up.

3. Community Engagement & Development* SCENE magazine cover – Spring Edition
* Front Page of CV Independent – 16th October
* Page 7 – Daily Examiner – 14th October
* Community Workshops in Yamba (Monday 16th Nov) and Iluka (Monday 23rd Nov) are in planning stage. Draft format discussed. Suggested more than 4 questions. Promotion has been organized via FB, website, Coastal Views, The Independent, School newsletters etc.

4. Leadership Group* Increase the number of members from 7 to 9. Miko Smith and Daniel Becker have agreed to join the Leadership Group.

5. Surplus Funding (discussed in 8.)6. Volunteer Management can be taken off the Agenda (refer to 6.1 above). | Skye to convene an Access Meeting next week (mornings preferred)Sue to distribute Robyn Considine’s slide to SC Sue to invite PHN data person to Feb meetingSue to send out meeting notes from Community Engagement Meeting held on 23rd October.All SC members to consider the 4 questions we are wanting to ask the audience. Need to be the same questions at each workshop. Sue to ask for feedback. Sue to amend the Terms of Reference from 7 to 9 and seek endorsement from the SC via email. |
| **11. Opportunities for collaboration** | Giane - Rainbow Alliance Group Giane - Zombie Walk to be held in Yamba this Saturday 26th Oct – in partnership with CVC and NSOAGiane - Need to link with young people somehow as Steering Committee is not the right avenue for this – refer to Strategic Planning Day aboveConsider a community advisory group or community forum with representative from whole of community that can link in with OHC. NSOA are purchasing a mobile van to connect with the youth in outlying areas. |  |
| **Any other Business** | Big Gay Out – was a success and hoping it can be an annual eventYouth hubs working well in Maclean with approx. 40-60 youth engaging with Youth Workers. Yamba no so good. CYA Considering Lower River Group.Call for Nominations for Leadership position by 20th NovDV alert training scheduled for 18th and 19th Nov at Angourie. At risk of being cancelled, please promote around networks.Black Dog Institute Immersion Visit – Sue in Sydney on Monday 28th and Tuesday 29th OctoberGiane advised that this would be her last OHC Steering Committee as she has accepted an offer working with the Department of Communities and Justice. Russell thanked her for her enormous contribution to OHC and Sue acknowledged her work in being part of the establishment and development of OHC, including the colour of the logo. Thank you Giane. | Sue to distribute nomination forms and Terms of Reference to all Steering Committee members Sue to distribute DV alert flyers to School Newletters, Meghanne Wellard and Private Schools |
| **14. Next Meeting** | Thursday 5th December at 10am – Education Room 2 |  |
| **Meeting Closed:** | **12.20pm** |