

Our Healthy Clarence Steering Committee

Date and Time	Friday 30 th June 2017 at 9.30am -12.30pm
Venue	Skills Lab, The Education Centre, Grafton Base Hospital

MINUTES

Topic, Discussion & Outcomes	Who
<p>1.1 Present: Mark McGrath (Cranes), Sharon Monaghan (Dept P&C), Gary Martin (StandBy & Lifeline), Marty Dunbar (StandBy Response), Rose Hogan (StandBy Response), Susan Howland (Carer Representative), Skye Sear (NSOA), Kim McGowan (NNSW LHD), Gabi McMahon (headspace School Support), Russell Brewer (NNSW LHD), Allister Donald (Lifeline), Lynne Hugginson (NSW Department of Education), Roxie Collette (New Horizons), Jo Kelly (McAuley College), Amber (NSOA), Olivia Pantelidis (NCPHN), Megan Maitland (NCPHN)</p> <p>1.2 Apologies: Joanne Reid (NSW Police), Trent Taylor, Giane Smajstr (Clarence Valley Council), Sam Osborne RAMHP), Scott Monaghan (BN), Shayne Rawson (CHESS)</p>	
<p>2. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential) Nothing declared.</p>	
<p>3. Review & Acceptance of Minutes Minutes not circulated after meeting 24/7/17, will be circulated with these minutes and confirmed at next meeting.</p>	
<p>4. Business Arising</p> <p>4.1 TOR</p> <ul style="list-style-type: none"> Add CYA to membership group in the terms of reference <p>4.2 Working groups</p> <ul style="list-style-type: none"> Add to working group TOR – organisations or individuals looking to promote their work can be directed to community Hub at NSOA to share with the community Ensure working groups are aware of the importance of including peers, lived experience - ongoing Work with NSOA and CVC to draft a standard committee response to promoting specific agenda –ongoing Working Group 4/5 –Skye to email draft communication plan template to committee for feedback-ongoing Working Group 4/5 completing audit of community spaces -Skye to send NCPHN the spreadsheet for distribution to the committee and the community to complete the spreadsheet where possible -ongoing <p>4.3 Project Coordinator</p> <ul style="list-style-type: none"> Position description finalised <p>4.4 Other business</p> <ul style="list-style-type: none"> One page plain language version of the OHC plan provided with Agenda. Year 9 health literacy level. Plan now needs to be developed at year 5 level health literacy, may need to have explanation of terms at front of document to explain language used. DRAFT Plain English version of OHC Plan (attached) – Committee endorsed year 9 level version. 	<p>Completed</p> <p>Completed</p> <p>NCPHN</p>

<ul style="list-style-type: none"> • Need to develop process for endorsing OHC event requests. Form to be developed to apply to the committee. NCPHN has an example on our website • Members to provide feedback on how to get people with lived experience involved in the committee –Ongoing • Letter of support for MindBlank- sent • Rose to research and provide feedback about events for men and older people in the region <ul style="list-style-type: none"> ○ Out of the Blue Proposal circulated to Lismore Steering Committee, circulate copy with these minutes. Cost is \$3000 and donations can be collected at the door to help cover costs. Focus is on Men, but not exclusive. Young people could attend, but not children. ○ Committee supports this being delivered in Grafton and Rotary has offered volunteers to support this. Rose to progress this with feedback from Members welcomed. 	<p>Project Coordinator</p> <p>Completed</p> <p>Completed</p> <p>Rose</p>
5. Update on Progress Against Plan	<p>All</p>
6. Working Group Updates <ul style="list-style-type: none"> • Working Group 2 - 'Improving the capacity of the workforce and the community to respond to people at risk of suicide': <ul style="list-style-type: none"> ○ Working Group will be meeting again soon. ○ MH First Aid training provided to general public ○ Workplace Support Skills to Family Day Care providers. ○ Community Support Skills delivered to Grafton TAFE. Council Staff (200+) booked for the future. ○ Database being maintained of all who have completed MHFA training. Working on developing an online registration tool. ○ 300+ people trained to date. • Working Group 3 - 'Increasing the availability of evidence-based mental health and wellbeing programs within schools': <ul style="list-style-type: none"> ○ Mental wellbeing impact assessments being undertaken with view to bring in Programs for Students according to need. ○ Staff training run this month with good uptake and feedback. ○ All secondary schools (Public & Private) to receive Gatekeeper training next term. ○ Cycle of training is ongoing to ensure staff who move schools get the opportunity. ○ Conversations re: screening tools/processes occurring. • Working Group 4/5 - 'Improving community awareness of mental health and how to access information and services' and 'Improving community engagement, early intervention and prevention': <ul style="list-style-type: none"> ○ Working Group hasn't met since last meeting. ○ Comms & Marketing Plan progressing – OHC Project Coordinator to finalise. 	
7. Other Business 7.1 Project coordinator position	<p>NCPHN/NSO A/CVC</p>
<ul style="list-style-type: none"> • MOU and position description finalised. 	

<ul style="list-style-type: none"> A discussion was held to articulate the importance of organisational disclosure to ensure that when supporting organisations there is transparency with clear understanding of values and relationships. 	
7.9 Feedback; Tradies brekky, NRL State of Mind and Mindblank	Sam Osborne
<ul style="list-style-type: none"> Tradies Brekky working well. NRL State of Mind and Mindblank not discussed in Sam's absence 	
7.10 Mindframe Training	
<ul style="list-style-type: none"> Being offered to Lismore, Tweed Byron and Kempsey Steering committee members. Tweed Byron & Lismore on 24/8/17. Kempsey once committee has formed. Members of CEAC could also attend. 	
8. Committee Member Update;	
<ul style="list-style-type: none"> Midnight Basketball funding approved by NCPHN. Now seeing additional volunteers. 	
9. Update from Black Dog Institute – Nil	
10. Mental Health Reform Update	
<ul style="list-style-type: none"> Redicase for collection of <i>Primary Mental Health Care Minimum Dataset (MDS)</i> and GP mental health referrals being released in July. NCPHN mental health service providers/contractors to be trained first for collection of MDS, then GPs for inputting referrals. 	
11. Next Meeting	
<ul style="list-style-type: none"> Thursday 24th August 2017 –Grafton Base Hospital Education Centre, "Education Room One", 10am to 1.00pm. 	NCPHN

ACTION LIST

Action	Who	When
Add review plan to agenda for February 2018	NCPHN	Feb 2018
Work with NSOA and CVC to draft a standard committee response to promoting specific agendas, need to be congruent with the values of Council and NSOA	NCPHN/NSOA/CVC	Next meeting
Add to working group TOR – organisations or individuals looking to promote their work can be directed to community Hub at NSOA to share with the community (carryover to August meeting)	Working Group leads	Next meeting
Develop a process for endorsement of 'events' from OHC	NCPHN	Next meeting
Skye to email draft to NCPHN for distribution to OHC for feedback	Skye	ASAP
Send NCPHN the spreadsheet of audit of community spaces, NCPHN to distribute the spreadsheet to the committee for feedback. Under development – work in progress	Skye/NCPHN	ASAP
Plain language version of the OHC Plan at year 5 literacy level to be developed.	NCPHN	August 2017
OHC Project coordinator job advert to be circulated to members to promote through own networks	Skye	Complete
Send Waves of Wellness the NCPHN application for funding form once it has been developed for OHC	NCPHN	Ongoing
Send nominations for Co-chair via survey monkey, nominations to be discussed at next meeting	NCPHN	31/7/17
How would we like to screen Community Reps? Members to bring information to the next meeting.	NSOA , Community Member	Next meeting
Send correspondence to applicants for membership, advising of outcome	NCPHN	31/7/17
Develop process for OHC committee to endorse event requests	NCPHN	ASAP
Change meeting date/time to 24/8/17 10am to 1pm, book room and order catering	NCPHN	31/7/17