**Our Healthy Clarence Steering Committee**

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| Date and Time | 14th February 2019 – 10am – 12.30pm |
| Venue | Education Room One, The Education Centre, Grafton Base Hospital |

**MINUTES**

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| Topic, Discussion & Outcomes | Who |
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| 1. **Attendees and Apologies** | |
| Attendee: Sue Hughes (OHC), Skye Sear (NSOA), Sam Osborne (RAMHP), Jason Grimes (headspace), Jason D’Onofrio (Lifeline), Russell Brewer (NNSWLHD), John Shearer (Community member), Susan Howland (Community Member), Giane Smajstr (NSOA), Tait Sanders (Standby), Darren Kershaw (AMS), Vickie Smith (Community Member), Theresa Kelly (Community Member) Mardi Young (Community Member), Aimee McNeill (NCPHN).  Apologies: Meghanne Wellard (Dept Education), Dan Griffin (CVC), Sharon Monaghan (PMC), Rose Hogan (Standby), Gary Martin (Community member), Roxie Collett (Wellways), Debrah Novak (Community member), Nicole Secomb (Momentum Collective), Rachel Geddes (The Buttery), Jo Reid (NSW Police) and Allister Donald (Lifeline).  Guest: Peter Spence, Indigenous Suicide Prevention Program. Engaged by AMS as consultant to coordinate linking, awareness and alignment with OHC.  Acknowledgement of traditional owners – Sue Hughes  Congratulations to Susan Howland for being awarded the Clarence Valley Australia Day Citizen of the Year Award and to Gary Martin for being nominated as Clarence Valley Australia Day Citizen of the Year. All agreed that both were very well deserved and worthy recipients. | |
| 1. **Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)** | |
| Nil | |
| 1. **Previous Minutes** | |
| Noted amendments to be made before acceptance. Previous minutes will be circulated as attachments for endorsement as accurate record. | |
| 1. **Business Arising** |  |
| 4.1/4.2 and 4.4  Executive Roles/Nominations, OHC Steering Committee suggested structure and Meeting Frequency. As only one nomination for Assistant Chair was received it was decided to form an Implementation Team – Executive/Leadership. Meeting to be arranged within next week or two with the purpose to draft a model for the executive/leadership structure. The draft structure will be circulated to the Steering Committee members and once feedback has been received the model will be adopted. An Implementation Team – Surplus Funds was formed from existing Advisory Group members and a decision was made to use the surplus money from the OHC Coordinator funding to support the secretarial functions of the Steering Committee and the OHC Coordinator. Once structure has been adopted the meeting frequency should become clear. Six weekly meetings to continue until further notice and functionality to dial in remotely will be available. | Implementation Team meeting to be held asap. Sue to invite via doodle poll. |
| 4.3 Membership – new members. Wonderful to see new community members represented and anyone is invite to apply during the life of the plan. Community updates to be added as Standing item at the top of the Agenda. | Sue to add as Standing item |
| 4.5 Strategic Plan – one pager  Strategic Plan was distributed and feedback a received. Use of real photo’s rather than stock photo’s. Need to obtain consent from individuals in the photo’s. Consent form to be developed for use of Steering Committee. Add carers support phone no and email address. | Sue to develop consent form and submit photo’s to graphic designer. |
| 1. **The OHC Plan**   5.1 Finalisation of the Plan – to be condensed into one version, keep colours, remove costings  OHC Plan was adopted unanimously. | Sue to condense Plan and circulate to SC, post on OHC website. |
| * 1. Implementation Teams Membership. This list is not an exhaustive membership list. The implementations team will explore invitations to other community individuals, groups and organisations. Implementation team members do not necessarily have to be OHC Steering Committee members. * **Implementation Team – Community Engagement – Led by OHC Coordinator**   OHC Coordinator, RAMHP, headspace, NSOA, John Shearer, Susan Howland, Debrah Novak, Lifeline, Bulgarr Ngaru, Theresa Kelly, CVC plus TAFE Students and community members to be invited for specific Mental Health Month events | Sue to organise Implementation Team meetings via doodle poll. |
| * **Implementation Team – Community Capacity Building – Led by TBC**   RAMHP, OHC Coordinator, Mardi Dunbar, Mark McGrath, Sharon Monaghan, Bulgarr Ngaru, Lifeline |  |
| * **Implementation Team – Surplus Funds – Led by NSOA**   NSOA, Lifeline, Bulgarr Ngaru, NCPHN, NNSWLHD and OHC Coordinator |  |
| * **Implementation Team – Executive/Leadership – Led by TBC?**   NNSWLHD, NSOA, Lifeline, Bulgarr Ngaru, NCPHN, Standbyassist, headspace |  |
| * **Implementation Team – Access – Led by NSOA**   NSOA, NSWLHD, headspace, Standby, NCPHN, Bulgarr Ngaru, Dept of Education, OHC Coordinator |  |
| 5.3 Project Planning priorities. Implementation Teams to identify projects with costings by mid-March. These will be circulated around the Steering Committee and be discussed at the next meeting. All money will need to be allocated by 31st March. | Sue to re-send Implementation Team Project planning template |
| 1. **Any Other Business** |  |
| 6.1 Mental Health Literacy Training Calendar for 2019. Request to advise OHC Coordinator of any scheduled training for 2019 to support marketing and promotional opportunities. | Sue to update and post on website. Investigate if SC members can populate the calendar directly on website. |
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| * 1. Community Suicide Communication Protocol   In school protocol has been finalise, Meghanne Wellard to circulate to Steering Committee. Headspace schools support in 2015 identified the need for a youth specific suicide communication protocol. Giane Smajstr to circulate the DRAFT to the Steering Committee. The need for a broader all of community suicide communication protocol needs to be explored further. | Relevant docs to be circulated and interest into a suicide implementation team to be explored. |
| * 1. Invitation to attend Centre for Rural & Remote Mental Health Forum at Sydney Easter Show   Invitations will be sent to RAMHP, NSWLHD, OHC Project Coordinator, Giane Smajstr, CVC, Mark McGrath, Susan Howland and CYA to present at the forum in April 2019. The theme is “Community Wellbeing”. Airfares and accommodation will be provided. | CMRRH to send invitations |
| * 1. Interagency Meetings   A list of interagency meetings, who, what, when, will be developed to ensure that a cross section of the Steering Committee are attending and to avoid duplication of members. | Skye/Sam to map |
| 6.5 Presentation on BDI Lifespan North Coast Suicide Audit to be held over to next meeting due to technical issues. | Sue |
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| **Meeting Closed: 12.40 pm** |  |
| **11. Next Meeting**  Thursday – 28th March 2019 at Grafton Base Hospital Education Centre, 10am to 12:30pm. |  |
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