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**Our Healthy Clarence Steering Committee**

**Meeting Minutes**

**Thursday 13th June 2019, 10.00am**

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

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| **1. Present:** | Jo Reid (NSW Police), Sam Osborne (RAMHP), Russell Brewer (NNSWLHD), Sue Hughes (Our Healthy Clarence), Allister Donald (Lifeline North Coast), Susan Howland (Community Member), Giane Smajstr (NSOA), Aimee McNeill (PHN), Nicole Secomb (Momentum), Amanda Brody (Wellways), Dan Griffin (Clarence Valley Council), Greg Casper (New Horizons), Deborah Novak (Community Member),Tait Sanders (StandBy), Heidi Buist (NSOA - Secretariat).  |
| **2. Apologies:** | Skye Sear (NSOA), Meghanne Wellard (Department of Education), Jason D’Onofrio (Lifeline), Roxie Collett (Wellways), Mark McGrath (headspace), John Shearer (Community Member), Deidre Robinson (NNSWLHD), Sharyn Fowler (FaCS). |
| **3. Special Guests:** | n/a |

| **Agenda Item** | **Discussion** | **Decision/Action** |
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| **Meeting opened:** | **10.10am** |
| **4. Acknowledgement of Country** | Russell Brewer acknowledged the traditional owners of the land upon which the meeting was conducted.  |  |
| **5. Welcome and Introductions** | Everyone introduced themselves for the benefit of new members. |  |
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| **6. Declaration of Pecuniary Interests, Conflict of Interest (actual, perceived or potential)** | Russell invited members to consider any pecuniary interests or conflicts of interests they may have in regards to items on the agenda.  | NIL declared,  but Lifeline did declare the need to be aware that  suicide prevention  and intervention training by Lifeline to the Clarence community would be funded by the PHN,  which was acknowledged by those in attendance |
| **7. Acceptance of the Minutes of the Previous Meeting held on 9th May 2019** | Members were invited to provide feedback on the minutes from the previous meeting. | **Motion:** That the minutes of the previous meeting are accepted as a true and correct record of the meeting. Moved: G Smajstr. Seconded: S Howland. Carried. |
| **8. Business Arising from previous meetings** | **8.1 Sax Institute Decision Support Tool*** Aimee provided an overview of the Sax Institute Decision Support Tool for the benefit of those who could not attend the video conference. The decision support tool has the potential to provide invaluable insight into the potential impact of any planned interventions. In addition it has the capability to make predictions based on different combinations of strategies.

**8.2 Suicide Communication Protocol*** As Meghanne was unable to attend the meeting, Giane and recommended convening an Implementation Team for Suicide Communication Protocol.

**8.3 OHC Flyer*** All liked the flyer.

**8.4 BDI Immersion Training**Aimee spoke on BDI Immersion Training:* Voluntary
* Gives teams access to support
 | **Motion:** OHC endorses the support and the use of the Sax Institute Decision Support Tool. Moved: S Howland. Seconded: S Osborne. Carried.**Action:** Interested SC members are: Russell, Giane, Jo, Meghanne, Sam, Debrah, Jason O, and new StandBy person, Melissa Wakefield. Sue Hughes to coordinate a meeting in the next couple of weeks. Sue to obtain electronic copy of the Communication protocol and distribute to the above SC members and research any additional resources from the BDI.**Action:** Sue to contact BDI for suitable dates and send out an EOI for the second person to attend. As the immersion visit will support the alignment to evidence-base and alignment to the Lifespan Model that the PHN could seek approval for the funds to be taken from the up to $200,000 funding for the Action Plan initiatives. Aimee also expressed that the committee would need to agree with utilising the action plan funding, which they did. |
| **9. Community Updates** | **9.1 Community Updates****Susan Howland*** Spoke on Hearing Voices Support Group. Accidental Counsellor Course cost is $220.00 can we include this in our plan as well.

**Debrah Novak*** Spoke on Farmers Meeting and the seriousness of the drought. Provide support at the Saleyards with providing information and being a face there.
* Also advised that the ABC will be airing a story on the Stace murder and the $1million reward being offered. This will impact the community and we need to be prepared.
* As at today there have been 11 businesses that have closed down in Yamba (6 this past week).
 | **Action:** Sue Hughes to follow up to ascertain if there any Support Groups locally**Action:** Accidental Counsellor is in our Community Capacity Building Project Proposal and Logic Model**Action:** OHC Magnets and flyers to be checked if Saleyards Canteen requires more. RAMHP and OHC to consider another visit to the Saleyards when possible. |
| **10. Implementation Teams Project Proposal Updates** | **10.1 Access*** As Skye is the Chair of the Access IT and was an apology, Giane read out the following comment from Skye:
	+ “I will reconvene the Access Team once we have settled on a decision regarding the Decision Support Tool.
	+ We will need to consider whether any potential community research project occurs alongside the Sax Institute process or follows on from it.
	+ Given that the Sax Institute process is already in motion, I would suggest that our Access work would follow.
	+ In the meantime we can be further considering the scope of the research and exploring potential research partnerships.”
* Aimee recommended that Skye be involved in the preliminary meeting with the Sax Institute.

**10.2 Community Capacity Building*** Submitted to PHN on 4th June however Aimee advised that the Project Plans and Logic Models will be reviewed when all three have been submitted.10.3 Community Engagement
* Show structure and examples on how community will be involved.

**10.4 Leadership Group*** Leadership Group to be convened within next couple of weeks to discuss a coordinated media response and other issues that may arise

**10.5 Surplus Funding*** Nil

**10.6 Volunteer Management*** No meeting planned as yet as only received one response to join the IT - Volunteer Management.
 | **Motion:** Sue to review and amend the proposal and logic model and submit to the IT Community Engagement for review and comment. Once the IT agree with the proposal and logic model, send to SC for endorsement. . Moved: S Hughes. Seconded: R Brewer. Carried.**Action:** Sue to convene a Leadership Group meeting.**Action:** D Novak offered to help Giane.Sue Hughes to email TAFE asking students to get involved |
| **11. Opportunities for Collaboration** | G Smajstr spoke on the following:* One stop shop at Maclean High School
* Junior Op-Shop being planned
* Social inclusion groups currently meeting
	+ Women’s Group
	+ LGBTQ – Youth Group (vulnerable and need assistance)
	+ Child & Family network
	+ Vickie from GROW group is finishing due to moving.

S Osborne spoke the Daily Examiner Shield and that it is taking place in September. Will confirm date. Theme is “Healthy Bodies, Healthy Minds”.Valley Track is being held on Wednesday and Thursday’s at Trenyar and has reached maximum capacity in numbers. Paul Dawson is employed two days a week from the $25k funding provided by the Yulgilbar Foundation.G Smajstr read out on behalf of Skye:* “The OHC is well-positioned to facilitate a coordinated response to funding opportunities to help to avoid duplication of initiatives and direct competition with other SC members.
* OHC also needs to consider alternative funding sources beyond the term of the current PHN contract.”

Resignation of Vickie Smith due to moving to Broken Hill. GROW Group Supervisor is working hard to ensure that the GROW Group continues in GraftonCommunity Member vacancy existsThanks to Tait – Russell Brewer acknowledged that Tait has resigned from StandBy to pursue University studies. Thanks to Tait for his contribution to OHC.Sue Hughes noted that as Allister Donald is retiring that this Steering Committee meeting would be his last. Acknowledgement was made of the hard work that Allister contributed to the establishment of OHC and for the provision of funding to support the OHC Coordinator role. Russell thanked Allister for his support and involvement with OHC from the very beginning and on behalf of the SC wished him all the best in his well-deserved retirement from Lifeline North Coast. | **Action:** Funding Opportunities to be added as Standing Item on the Agenda.**Action:** Sue to write letter of thanks.Sue to email TAFE students seeking interest in joining the OHC SC. |
| **14. Next Meeting** | August 1st, 10am – 12.30pm, Education Room 1 |  |
| **Meeting Closed:** | **12.00 pm** |