

Community of Practice- Foundry Works Monthly Meeting_ Minutes

Date: Monday, Nov 29th, 9-1030 am

Participants:

Diana Al-Qutub	P	Matt Wenger	P	Judy Dang	P	Acasia Preston	R	Ali Slack	P	Alison Ivan	R
Amber Clarkson	P	Amy Schactman	P	Barbara Thompson	R	Ben McAuley	R	Chris Bennett	R	Dale Handley	R
Dave Stam	P	Debra Cameron	P	Debra Hennig	P	Dominic Chan	P	Donna Desmet	P	Donna Fullerton	R
Elise Durante	R	Georgina Colthurst	R	Gill Walker	R	Gregg Loo	P	Haley Turnbull	R	Isha Simpson	R
Jenny Evans	P	Jo Lam	R	Jonathan Chambers	R	Julia Gray	R	Julia Hayos	R	Kelly Sutton	P
Ken Harper	R	Keri Barron	P	Kim Conroy	R	Kim Dumore	R	Kourtney Brisbane	R	Lauren Marutt	P
Leah Froese	P	Lyn Heinemann	P	Melissa Cailleaux	R	Mike Gwaliuk	R	Michael McFetridge	R	Nathan Aubie	R
Nicholas Clarence	R	Nicolett Baan	R	Oksana	P	Sandra Teves	P	Sasha Boniface	P	Shannon Golsof	R
Simone Maassen	R	Stephany Berinstein	P	Suhail Nanji	R	Tania Wicken	P	Terry Buylch	R	Vienna Skauge	R
Vivian Lau	P	Anna-Joy Ong	P	Cassia Warren	P	Amanda Kwan	P	Felice Kwo	R		

Agenda Item	Discussion	Action Items
Reminders/ Updates		
General Reminders <ul style="list-style-type: none"> Online IPS course for ES Uploading information on toolbox Timing on uploading PIT form Notifying Diana for new hires 	<ul style="list-style-type: none"> Enroll IPS course→ Registration Nov 29 to Dec 4, 2021. <ul style="list-style-type: none"> Course starts Jan 4, 2022. → Link to course on FW webpage Toolbox→ Please make sure to input data. <ul style="list-style-type: none"> Diana will reach out to centre that may need more support Upload PIT form (SC funded sites)→ When you know the participant is continuing training or their position with an employer. Please notifying Diana new hires. 	<ul style="list-style-type: none"> Diana to connect with newly hired IPS staff→ North Shore/ FVG.
Operational FCO updates <ul style="list-style-type: none"> Webpage Updates <ul style="list-style-type: none"> Reporting deadlines, Centres ES contact list Onboarding Pathway Map (visual) 	<ul style="list-style-type: none"> Reporting deadline and IPS Contact list → uploaded on webpage. Onboarding Pathway Process map will be uploaded soon → hyperlinks live and link directly to the resources Virtual Referral map will be uploaded soon → thank you for all the feedback. Pathway will be updated as per suggestions. Activity report template→ uploaded to webpage. 	<ul style="list-style-type: none"> Judy to send out report due reminders one month in advance.

<ul style="list-style-type: none"> ○ Virtual Referral Update ○ Activity Report Template ● Other updates <ul style="list-style-type: none"> ○ YAC Update (Group workshops) ● Promotional Materials ● Agreement templates <ul style="list-style-type: none"> ○ Final_Verifying Participant Eligibility - Guide for Contribution Recipients ○ Final_Youth and Service Provider Financial Agreement ○ Final_Wage Subsidy Workplace Experience Agreement ○ Final_Foundry Works Participant Intake Form ● Financial Reporting Guidance <ul style="list-style-type: none"> ○ Funding request Template 	<ul style="list-style-type: none"> ○ Please connect with any inquiries. ● YAC→ Recruiting for first focus group underway. <ul style="list-style-type: none"> ○ First focus group set for December 2021→ Previous youth participants and/or family members participated in the Pilot FW program. ○ Map out their experiences during and after they complete the program. ○ Create resources to promote the program. ○ First social media post gone out to recruit participants → Raysa (engagement team) and Matt will be leading this work. ○ Future focus groups→ youth that are currently in or may be interested in the program ○ FCO will send out resources to the centre with QR code→ youth can scan the code and register →\$50 honorarium to participate in the focus group ○ General demographic information will be collected and to confirm their interest in participating in an on-going basis. ● Promotional Material→ Finalizing educational institution one pager this week. ● Eligibility template→ Created to include more details and align with SC requirements. ● Financial agreement→ lists the expectation of the youth when they receive financial support from FW program. <ul style="list-style-type: none"> ○ Forms can be completed at the point of reimbursement. → Each youth can have multiple forms, a new form for each type of assistance provided. ○ Work placement/ volunteering → try out a job/ position for work experience. These are considered “employment skills training” services → Youth can be offered an honorarium – paid out of the living expense funding for their participation in employment skills training – for the hours spent @ a rate of 15.20 (BC minimum wage) → FW can provide financial assistance to youth for living assistance. ● Wage Subsidy agreement→ Thank you Deb H for sharing the template. <ul style="list-style-type: none"> ○ Wage Subsidy is the amount provided to the employers by FW centres → Should be a competitive rate for the position that the youth is applying for. Wage subsidy is to cover actual wages paid to the participant. → Should be for formal work offer only. → Centres can allocate some MSDPR funding for wage subsidy to employers. ● Participant Intake Form <ul style="list-style-type: none"> ○ The participants to complete this form during engagement period (SC centres) or depart (MSDPR centres) the FW program. ○ Please fill out the intake form as per your discussion with the participants. 	<ul style="list-style-type: none"> ● FW to change the title on the wage subsidy document ● IPS staff to review the Wage Subsidy agreement document and provide feedback to FCO FW.
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	<ul style="list-style-type: none"> Funding Request Template for SC funded centres→ repurpose funding from SC. <ul style="list-style-type: none"> FCO need to notify SC how FW would like to use the funds to better support youth. Please complete the excel document by Dec 6, 2021. Diana thanked the centres for updating the FW participant numbers so quickly. <ul style="list-style-type: none"> Discrepancies between the Toolbox data with centre reporting still exist → Some centres are retrospectively updating the participant numbers. Once the data is more consistent and validated, the requests for updates will become less urgent. 	<ul style="list-style-type: none"> Send Judy the Funding request at jdang@foundrybc.ca. Due Dec 6. Matt to confirm with MSDPR how we can repurpose the slippage funds.
Clinical Discussions and Knowledge Exchange		
<ul style="list-style-type: none"> ES staff round table intro Supporting Gender Diverse Youth Youth Recruitment Inclusion criteria for participants <p>Participant Wages: how each centre is managing funds? What worked and did not work?</p>	<p>Round table intro:</p> <ul style="list-style-type: none"> Campbell river→ Tanya, Cassidee, and Jenny. Week 13 and serving 14 youths. Victoria→ Amber. Building relationships with youth. Prince George→ Lauren and Vienna. Serving 2 and working on the 3rd youth. Kelowna→ Nic. 2 month. Automotive industry is willing to help youth. Win for FW. Penticton→ Keri started in April. Employer contacts are breeding employer contact! Abbotsford→ Deb C. and Ali. <ul style="list-style-type: none"> Started in the summer, serving 9 youth and one more this week. Great to form relationship and helping youth find stability and confidence. North Shore→ Gill and Oksana. Today is Oksana first day. Vancouver Granville→ Kelly was part of the pilot program. Enjoying connecting with the youth. One more IPS staff will join next week. Virtual→ Sasha. Part of Pilot. FW is a service that is meeting a need with other services also provided by Foundry. Research team→ Anna, Cassia and Amanda. Happy to connect and answer any research related questions. <p>Supporting Gender Diverse Youth:</p> <ul style="list-style-type: none"> Youth must answer questions about their gender and legal names when filling out legally require paperwork to apply for jobs. What are some general approaches to answer these requests/ questions? <ul style="list-style-type: none"> Unfortunately, youth still required to use their legal names to apply for jobs. However, everyone agreed having a conversation ahead of the time with both employers and youth are helpful. Employers seemed to be supportive and willing to learn more. Options and supports can be giving to both the youth and employers. 	<ul style="list-style-type: none"> Judy to find the resources from Trans Care BC Amanda to send 1-page infographics from The 519. Diana to update PIT form

	<ul style="list-style-type: none"> ○ Some recommended youth using their preferred name on their CV and contact information. • Request to share resources provincial resource → ie. Qmunity (Provincial program) or Trans Care BC documents. <ul style="list-style-type: none"> ○ Amanda mentioned → series of 1-page infographics from The 519 around creating authentic spaces and trans inclusion that may be helpful to share with employers who are interested in learning more ○ Others are also welcome to resources to Judy for distribution. • Request to change the PIT form → list preferred name before legal name <p>Youth recruitment:</p> <ul style="list-style-type: none"> • It has been easy to have other agencies and employment programs to refer youth to FW because the differences in Inclusion criteria. <ul style="list-style-type: none"> ○ Pool resources in the community → “Why didn’t this happen sooner?!” • It is nice to join the centre team huddles calls and meet other clinicians from other Foundry services. <ul style="list-style-type: none"> ○ Helping other team members with their case load and create a wholistic approach to care for youth. • Campbell river will have a community virtual coffee chat in the new year with other youth service providers and education and employment program. • Priorities given to youth that will benefit from the program the most → youth that have goals and want to gain employment and education. → Not rigid on the NEET criteria. • If we are finding that a lot of youth that can benefit from the program but don’t fit within the requirement, we will relay the information to our funders and have that discussion. 	
<p>New Business:</p> <ul style="list-style-type: none"> • Can youth already part of the FW program join research? • Fidelity of program 	<ul style="list-style-type: none"> • Youth that have been part of the FW program can still participate in research if they are within eight weeks of enrollment into the program. This is to protect the integrity of the baseline survey data. 	<ul style="list-style-type: none"> • Deferred Fidelity of Program discussion to next meeting