

Community of Practice- Foundry Works Monthly Meeting_ Minutes

Date: Monday, May 30, 2022, 9-1030 am

Participants:

Diana Al-Qutub	R	Matt Wenger	P	Judy Dang	P	Anna-Joy Ong	P	Cassia Warren	P	Amanda Kwan	R
Acasia Preston	R	Cali Barton	R	Gregg Loo	R	Kate McDonald	P	Michael McFetridge	R	Stephany Berinstein	R
Ali Slack	P	Camile Kho	R	Haley Turnbull	R	Kelly Sutton	P	Mike Gwaliuk	R	Tania Wicken	R
Alicia Erenli	P	Cassidee Wood	P	Isha Simpson	R	Ken Harper	R	Nathan Aubie	R	Tanya Timbers	R
Alison Ivan	R	Chris Bennett	R	Jen Wuschke	P	Keri Barron	P	Nicholas Clarence	P	Terry Buylch	P
Allison Boese	R	CJ LeBlanc	R	Jenny Evans	R	Kim Conroy	R	Nicolett Baan	R	Tiffany Jaeger	R
Amy Schactman	P	Dave McQuarrie	P	Jo Lam	R	Kim Dumore	P	Okasana Soychuke	R	Vivian Lau	R
Andrea Cherchas	R	Debra Hennig	P	Jonah O'Connor	P	Kourtney Brisbane	R	Sandra Teves	P		
Angie Prescott	P	Donna Desmet	P	Jonathan Chambers	R	Kristi Mandin	P	Sarah Goulder	R		
Anna Willms	P	Donna Fullerton	R	Julia Gray	R	Lauren Marutt	P	Sasha Boniface	R		
Ben McAuley	R	Elise Durante	R	Julia Hayos	P	Lyn Heinemann	P	Shana Soo	R		
Brandie Haffey	R	Gill Walker	P	Karen Lavoie	P	Melissa Cailleaux	R	Simone Maassen	R		

Agenda Item	Discussion	Action Items
Reminders/ Updates		
1. Introduction of Harmandeep	<ul style="list-style-type: none"> New admin assistant joined Foundry Works provincial team. Harman will be taking over some administrative tasks from Judy. 	
2. Introduction of new centre staff	<ul style="list-style-type: none"> Kristi-Abbotsford→ strong background in working with clients experienced substance use. Brandie- Comox→ will join Foundry Works in June 2022 Sarah- Vancouver-Granville →newly joined, will reintroduce her again at the next meeting. 	<ul style="list-style-type: none"> Reintroduce Brandie and Sarah when they join the next CoP.
3. Centre visits May & June	<ul style="list-style-type: none"> Had great visits with centres in the Interior and on the Island→ great discussions and clarifications of a few questions during the visits. Looking forward to visit centres in lower mainland and Northern region when Diana returns from her vacation. Matt and Diana met with MSDPR representative on May 27, 2022. → shared the success stories about the progress of the program and how the work had changed some young person's lives. Looking forward to meeting with all the teams and to hearing more stories and understanding the communities' needs. 	

4. Provincial enrollment update	<ul style="list-style-type: none"> • Toolbox set-up was updated and is capturing more accurate data of what is happening in each community. → Thanks everyone for inputting the data. • Detailed information of centre enrollment status will be shared in the future. <ul style="list-style-type: none"> ○ Diana is working with Haley on how to create the report. ○ Aim→ report out on overall status of the provincial program but also breakdowns of individual communities. ○ Ie. Success stories, length of time a young person is in the program and/ or the number of young people each community is working with compared to other centres. ○ Goal → Find similarities in communities and create opportunities to share resources or collaborate on future initiatives. ○ Long term→ LMS→ capabilities as an online portal. Host all the resources, ability to post workshops, complete training or and ask questions, such as changes to budgets. 	
5. Feedback on Toolbox update	<ul style="list-style-type: none"> • Group function within Toolbox. → Helpful to host youth workshop, or as a point of engagement. <ul style="list-style-type: none"> ○ May be helpful for FCO to host a training session for Community of Practice. All IPS staff can understand how to utilize the function better and how groups interact with Toolbox. • Similar questions listed requesting support for school and employment search→ the questions may be changed. • is it possible to have a form for initial visits only vs “Every visit form”? <ul style="list-style-type: none"> ○ The purpose of the “Every visit form” is to accumulate information overtime when participants first started the program. ○ It’s okay not fill out all the information during the first visit, as long as it is filled out within first month at a pace/ time that make sense for the young person. ○ Should be able to leave item blank→ only put in information shared by the young person. ○ Check and confirm if it’s possibly to add an option into the services→ rapport building sessions→ didn’t work on a tangible goal this time. 	<ul style="list-style-type: none"> • Check with Haley → host a training session on the group function within Toolbox. • Make change with the questions to clarify support for schooling vs employment. • Confirm if boxes can be left blank.
6. Referral process-How to transfer participant between FW Virtual and FW centres?	<ul style="list-style-type: none"> • Complete the record of employee information form at the centre and fax the records to 833-929-2547 to complete the transfer • This process is specifically set for transfers between FW virtual and community centres. <ul style="list-style-type: none"> ○ Please reach out to Kelly and Sasha and discuss in more detail on how to transfer the young person based on needs/ preferences. • Participant transfer with other communities→ Transferring community to connect with the team who will be looking after the participant to make sure everyone understands the transition. <ul style="list-style-type: none"> ○ The team at the community should inform the transferring community how to send participant files securely. ○ Each centre may have different process. 	<ul style="list-style-type: none"> • Confirm with Diana which centre to complete the PIT form for the participant if the young person has not reached the outcome. → The centre transferring or the centre receiving the participant.
7. Swag	<ul style="list-style-type: none"> • Campbell River, Comox valley, Victoria should have received the swags. • Next up will be Kelowna, Penticton, Terrace, and Prince George. • Each centre will receive around 5-8 boxes of swag, pending on the size of the boxes that are available at our disposal. 	<ul style="list-style-type: none"> • Judy to connect with the centres and confirm if they have sufficient

	<ul style="list-style-type: none"> The lower mainland sites will receive the swags by July at the latest. Start-up kits→ 1x Backpack, 1x notebook, 1x water bottle, 2x pens and 1xUSB key. <ul style="list-style-type: none"> Centres can decide to send them out as a kit or hand them out separately. 	storage space prior to shipping out boxes.
Clinical Discussions and Knowledge Exchange		
1. Cash vs. Gift card around honorarium	<ul style="list-style-type: none"> Confusions regarding how to reimburse the young people for their time→ Gift card vs. cash. <ul style="list-style-type: none"> The method of payment can differ from each community, whichever is easier for the centres. If given gift cards→ must code to MSDPR budget If given cash, e-transfers or cheque→ must have the payments link to an individual. Service Canada requires itemized receipts for each line item for each young person, so Gift card will not work. Prince George→ funded one person in particular via MSDPR with gift cards. Victoria → help the young person set up e-transfers and direct deposits→ categorize it under living expense budget for SC and e-transfer. → this has been working well. <ul style="list-style-type: none"> Keep a record of all e-transfer to that young person. 	
2. Deep dive into other financial supports opportunities exit around the province.	<ul style="list-style-type: none"> Deferred to next agenda→ Set up breakout room based on regions for discussion Lower mainland→ “Opportunities” Fund Program Victoria → has one similar to “Opportunities” Fund Program Prince George→ Lauren created a spread sheet of all potential funding opportunities 	<ul style="list-style-type: none"> Staff to research financial support opportunities Lauren to share her research on funding opportunities.
New Business		
1. Request for more breakout room opportunities to provide feedback	<ul style="list-style-type: none"> Unanimously agreed to have more breakout rooms for more meaningful discussions. Suggestion→ Start the meeting with a breakout room→ meet and greet to get to know each other better. 	<ul style="list-style-type: none"> FW ops team to figure out the logistics of hosting breakout room for future sessions.
2. Request for updated Budget outline	<ul style="list-style-type: none"> Allotted budget amount is similar to last year <ul style="list-style-type: none"> → Only change → increased \$ in staffing category in SC to cover the additional weeks for staff salary needs. Still in the process of sorting out final budget amount for the Lift projects (Plan with MSDPR) up to 2023. → Trying to use the slippage amount to cover some expenses for the communities. Longer term aim → to receive core funding from MSDPR. Unfortunately, we are not able make changes around the reporting timeline with Service Canada. <ul style="list-style-type: none"> SC is strict around the reporting guideline and timeframe. St. Paul’s foundation would require the level of detailed information to feel confident to provide the report to SC to avoid being audited if possible. Matt is currently working with St. Paul Foundation, Providence Health Care and SC→ to try and adjust the timelines to lessen the amount of stress and back and forth with FCO and the centres. 	Matt to send out the budget list in the next little bit.

3. Thrive program→ Speaker for next time	<ul style="list-style-type: none"> • Will be presenting at the CoP in June. • Organization set out to support young people across the province with their employment/ education needs. • The program provides more support than WorkBC, but not quite as much as Foundry. 	
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