**Community of Practice- Foundry Works Monthly Meeting\_ Minutes**

**Date: Monday, July 25, 2022, 9-1030 am**

**Participants:**

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

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| **Agenda Item** | **Discussion** | **Action Items** |
| **Reminders/ Updates** |
| 1. Introduction of new staff
 | * Karen Lavoie- Manager, Foundry Abbotsford
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| 1. Introduction to Kelly Sutton new role related engagement with CoP
 | * Occupational Therapist🡪 Foundry Virtual
* Supports the network within CoP🡪 lead or create engagement through clinical discussion component of Community of Practice (CoP)
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| 1. Toolbox group function update
 | * For those centres that are interest in learning more about the group function in Toolbox, please reach out to the Research and Evaluation assistants (REAs) for one-on-one training.
	+ If the centres need to know which REAs to connect with, please reach out to FW FCO team for more information.
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| 1. Participant Expense Tracker reminder
 | * Please enter the date of each expense starting with the month 🡪 MM/DD/202X or MM-DD-202x
	+ The summary sheets work best pulling data from individual participant tabs when the dates are entered with month at the beginning.
	+ Updating the names of each tab or the names at the summary sheets shall not affect the formular in each cell if the dates are entered with month at the beginning.
	+ If the summary sheets do not pull data the first time, try reentering the dates. If the problem persists, please connect with Judy.
* Once everyone is familiar with using the tracking sheet, a PDF copy of the summary tab will be sufficient for the quarterly report for financial reporting. 🡪 Not required to send the entire workbook.
* If you have more than 40 participants, please use two separate tracking sheet files for now.
 | * Connect with Judy if the excel sheet malfunctions.
* Matt and Judy to determine how to track participant expense if the centre case load exceeds 40 participants.
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| 1. Update Name change for Foundry Works
 | * Feedback gathered from the youth focus group🡪 name updated to **Foundry Work & Education**.
	+ Foundry central communications’ team is working on updating all the communication materials. 🡪 print materials as well as social media content to reflect the name change.
	+ Anything externally facing will have the new title.
	+ The webpage will be listed as 🡪 **Work & Education**
* For those IPS staff who would like to adjust their job titles to reflect the program name change, please discuss with the centre team leads.
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| 1. Implementation research survey
 | * Survey: <https://foundrybc.ca1.qualtrics.com/jfe/form/SV_50c4YNoWJOCBJdk>
* IAYMH research topic🡪 hoping to present a story how to establish an IPS program from research to practice sooner than 17 years🡪 The pro and cons, the barriers, and challenges.
* The survey feedback collected will inform more focused discussion topics at the next CoP.
	+ Survey response is entirely voluntary🡪 Should only take about 5-10 minutes to complete.
	+ If any staff unable to join CoP today, please forward the survey to them as well.
	+ Next CoP will have focus group discussions, participation is also voluntary.
 | * Survey closes on July 26th at 2pm.
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| **Clinical Discussions and Knowledge Exchange**  |
| 1. Feedback of clinical discussion needs collected from the communities
 | * Smaller group discussion is appreciated.
	+ Learning management system should be open in the Fall, the system will include a chat feature to allow more connection pathways with each other outside of CoP.
* Share partnership resources:
	+ Old Navy partnership agreement 🡪 To hire at least 2 youths from our program each year.
	+ Partnership with Cineplex🡪 agreed to hire youth from our program.
* Guest speakers🡪 very helpful.
	+ Tina from MSDPR was very informative
	+ Would like more information regarding Student ABC funding
	+ Guest presentation on job development 🡪 guest speaker recommended by Foundry North Shore.
 | * Kelly to invite the guest speaker to present at a future CoP.
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| 1. Have you had success with paid work experience opportunities with employers?

Or other breakout room discussions | * Abbotsford 🡪 Occupational Therapist, Vocational Counsellor and support worker share the caseloads to support clients.
	+ Find it difficult to match the youth’s interest with willing employment partners.
* Ridge Meadows has program coordinator to triage.
	+ Employment connections🡪 Take youth to visit potential workplace, try out and see if it’s a good fit.
* Comox, Campbell River, Victoria🡪 met Kim for the first time and (Victoria) learned about her position with Foundry Work & Education.
	+ Wage subsidy experience🡪 Ethos (rise up) supporting youth with disabilities returning to the work force.
	+ Interest in connecting with school and more training on job development.
* Richmond, Vancouver, North shore🡪 also discussed job development approaches and challenges, approaches to wait list and group workshops.
	+ North shore supporting wage subsidy with a pop-up bookstore.
	+ North shore has done a lot of youth workshops.
* PG🡪 Melissa🡪 New to Prince George but has lots of knowledge/ experience on education and trauma informed training.
	+ Going through the process of onboarding others.
 | * If there is a theme of discussion topic emerging, please reach out to Kelly.
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| **New Business** |
| 1. Intro to FW ops team
 | * Matt-Foundry Work &Education (FW&E) implementation specialist
* Judy- FW&E project coordinator
* Diana- FW&E program manager
* Cassia/ Anna- research project coordinators
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| 1. Qualtrics survey
 | * Created the Qualtrics survey for FW&E external facing webpage.
	+ When interested youth click on Foundry Works link via web search, the link leads to Foundry Works external facing webpage. Survey will reside there.
* Survey requests youth to provide more details of their interest and contact information 🡪 including where the youth reside.
	+ If there is a physical centre available their survey will be referred to the centre.
	+ If the youth choses other🡪 referral will link to Virtual team.
* A way to capture how the youth are refereed to FW&E services and the number of youth self-referred to the program.
 | * Survey will go live as of July 26.
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