

## Foundry Work and Education Program Monthly Community of Practice Meeting\_Minutes

**Date: Monday, February 27, 2023, 9-1030 am**

### Participants:

Diana Al-Qutub	P	Matt Wenger	R	Anna-Joy Ong	P	Cassia Warren	P	Kirsten McCulloch	P	Judy Dang	P
Acasia Preston	P	Brandie Haffey	P	Gill Walker	P	Kourtney Brisbane	P	Sarah Goulder	P	Vivian Lau	P
Alicia Erenli	P	Brigitte Clair	P	Gregg Loo	P	Kristi Mandin	P	Sarah Thorne	P		
Alison Ivan	P	Cali Barton	P	Haley Turnbull	P	Lyn Heinemann	P	Shana Soo	P		
Allison Boese	P	Camile Kho	P	Jen Wuschke	P	Melissa (Mel) D'Agostino	P	Simone Maassen	P		
Amber Clarkson	P	Cassidee Wood	P	Jenny Evans	P	Melissa Cailleaux	P	Sonia Randhawa	P		
Amy Cadden	P	Chris Bennett	P	John MacRae	P	Michael McFetridge	P	Stacey Steven	P		
Amy Schactman	P	Chris Steller	P	Karen Lavoie	P	Mike Gwaliuk	P	Stasa Pasic	P		
Andrea Cherchas	P	CJ LeBlanc	P	Kate McDonald	P	Nicholas Clarence	P	Tamiko Keating	P		
Andy Milligan	P	Dave McQuarrie	P	Kayla Slaney	P	Nicole Pidperyhora	P	Tanja Wilson	P		
Angie Prescott	P	Donna Desmet	P	Kelly Sutton	P	Okasana Soychuke	P	Tanya Timbers	P		
Anna Willms	P	Elise Durante	P	Kim Conroy	P	Ricki Justice	P	Terry Buylch	P		
Ben McAuley	P	Fiona Walker	P	Kim Dumore	P	Sandra Teves	P	Tiffany Jaeger	P		

Agenda Item	Discussion	Action Items
<b>Reminders/ Updates</b>		
1. Intro to staff	<ul style="list-style-type: none"> <li>Diana → Program manager</li> <li>Kelly → Occupational Therapist for Foundry Virtual. Also provides support with the clinical discussion portion of the CoP.</li> <li>Judy → Project Support Coordinator → minute taker and other administrative functions.</li> <li>Cassia and Anna → Research coordinators → participant experience</li> <li>Haley → Evaluation specialist → Toolbox Guru</li> <li>Amber → Moving into a counselling role within Foundry Victoria → will support transitioning new staff members. <ul style="list-style-type: none"> <li>Gavin will take over for Amber's role and Sam will also join in March 2023.</li> </ul> </li> </ul>	

<p>2. FCO updates</p> <ul style="list-style-type: none"> <li>Service Canada Surplus</li> <li>FWEP Education Day update</li> <li>Youth Workshop</li> </ul>	<ul style="list-style-type: none"> <li>Utilizing Service Canada Surplus: <ul style="list-style-type: none"> <li>This fund is tied to participant funding → Need to know the youth's needs for their training / education, to better tailor the funding to provide maximum benefits for the youth.</li> <li>Please email the ideas to Diana or Judy → End of day Thursday March 2, 2023.</li> </ul> </li> <li>FWEP Education Day → Confirmed date April 11, 2023. <ul style="list-style-type: none"> <li>Please reach out to Judy if you have any dietary concerns.</li> </ul> </li> <li>Virtual Youth Workshop- <a href="#">sign up for a topic</a> <ul style="list-style-type: none"> <li>Next virtual workshop- March 14<sup>th</sup>, 2023</li> <li><b><a href="#">Financial Literacy: Understanding your paycheque, basic finances.</a></b></li> <li><b>Time: 230-330pm</b></li> <li><b>Host: Foundry Virtual</b></li> <li><b>Presenter: Guest speakers</b></li> <li>Centre would like more time to share the information with the youth.</li> <li>Due to confidentiality concerns, FCO is unable to share attendee list, so centre is unsure whether their youth had attended. → Further discussion required for FCO team on how to track the attendees.</li> <li>The sign-up sheet has a tentative date and time for the sessions. → If the suggested date/ time do not work, please reach out to Kelly and FCO to reschedule the workshop.</li> <li>Kelly is available to support with the practice sessions with centres. → Kelly to send out meeting requests.</li> <li>SC funded centres are required to host at least one youth webinar workshop.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Judy to reach out regarding all travel logistics asap.</li> <li>Kelly to send out meeting requests to block off practice sessions and webinar workshops</li> </ul>
<p>3. Toolbox updated</p>	<ul style="list-style-type: none"> <li>Toolbox experienced issues were rectified on Feb 24, 2023.</li> <li>The set-up of the first page was updated.</li> <li>Two more suggestions were made regarding the set-up of Toolbox: <ul style="list-style-type: none"> <li>Add: Youth received an interview</li> <li>Tracking time spent with youth self-referred to the program → Employment support services. <ul style="list-style-type: none"> <li>Especially for the initial visit to assess their readiness</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Any concern with Toolbox, please reaches out to Haley. <a href="mailto:hturnbull@foundrybc.ca">hturnbull@foundrybc.ca</a></li> </ul>
<b>Clinical Discussions and Knowledge Exchange</b>		
<p>1. Case study:</p> <ul style="list-style-type: none"> <li>How to support youth wanting support with career exploration vs. youth wanting support with job searching</li> </ul>	<p>Detailed explanation:</p> <ul style="list-style-type: none"> <li>Youth came to the initial visit having work experience or just finished post-secondary but decided that was not what they would like to continue for their career.</li> </ul> <p>Initial thoughts:</p> <ul style="list-style-type: none"> <li>Work BC Career Trek website</li> <li>Workshop series- Try A Job → where different people from different industries present on their jobs.</li> </ul> <p>More detailed discussion continues at the next meeting.</p>	<ul style="list-style-type: none"> <li>Judy to add this to the next meeting agenda</li> </ul>

<p>2. Case management: Housing and other necessity assistance required.</p>	<ul style="list-style-type: none"> <li>Housing becoming a major barrier for youth that work is not their priority. What is FWEP program supporting youth to feel more secure? <ul style="list-style-type: none"> <li>Would love to be able to allocate funding to support assessment or case management. → Many centres do not have access to case management for the youth.</li> <li>Connective: provincial wide non-profit organization → Supports people housing for 3 months or provide subsidy to rent a place.</li> <li>Vancouver-Granville is able to work with a case manager to secure some housing needs.</li> <li>Prince George work closely with YMCA Housing Outreach program → The housing worker pools funding for youth to get into housing. This may include covering one-month rent or covering utilities, or damage deposit with the landlord. <ul style="list-style-type: none"> <li>She also helps youth's interaction with the landlord, such as recovering the damage deposit post rental. Also been able to purchase furniture and other essential items if needed.</li> </ul> </li> <li>If the youth is unable to sustain the rent by securing work or lost a job, the housing worker back pays the rent or help the youth to apply for employment assistance to pay the rent.</li> </ul> </li> <li>May need a back-and-forth agreement with other organizations to reduce the lack of support for youth transitioning between resources.</li> </ul>	
<p>3. Youth needing assessment assistance. (PWD)</p>	<ul style="list-style-type: none"> <li>Breakout room discussion around PWD Incoming assistance or assessment needs.</li> <li>Some communities don't have a lot of assistance/ resources → i.e., Victoria.</li> </ul>	
<b>LIFT sites Transition plan (30 mins)</b>		
<p>1. Research and Operation update</p>	<ul style="list-style-type: none"> <li>4 sites funded by MSDPR and CAMH (LIFT sites) → The funding will end by March 31, 2023. <ul style="list-style-type: none"> <li>As of April 1, all operational funding will be covered by MSDPR.</li> </ul> </li> <li><b>Clarifications for FWEP Participant Eligibility</b></li> <li>Revised eligibility criteria for the FWE program → 15 – 24 years old.</li> <li>Not employed, in training, or education; in less than 15 hours of employment, training, or education; or experiencing multiple barriers to employment, training, or education</li> <li>Interested in participating in the Foundry Work &amp; Education Program.</li> <li><b>** All other eligibility criteria are for Service Canada participants, and do NOT apply to LIFT centers.</b> If there are legal considerations (e.g., minimum working age) or other mandatory procedures (e.g., tax reporting, impact on benefits), please follow the centre protocols for those.</li> <li><b>Other operational updates</b></li> <li>Attendance to future community of practice (CoP) for IPS staff is now mandatory. <ul style="list-style-type: none"> <li>The meeting is intended for IPS staff and supervisors of IPS staff to exchange ideas, share success stories and resolving issues. → Centre ops managers are welcome but not mandatory.</li> </ul> </li> <li>Note and videos previous CoPs are uploaded on the internal website for reference. <a href="https://foundrybc.ca/foundry-works-operations/">https://foundrybc.ca/foundry-works-operations/</a></li> <li>Reporting: <ul style="list-style-type: none"> <li>MSDPR reports are more flexible. For the ease of sorting through all information required for reporting, FCO standardized the template closer to Service Canada's reporting template.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Kelly will share the excel spread sheet on her tracking regarding youth under the MSDPR funding.</li> <li>Diana will schedule a meeting with each site to walk through the reporting process.</li> <li>Diana to send out the terminology explanation.</li> <li>Bring to Matt for discussion with MSDPR funding reimbursement timelines</li> </ul>

	<ul style="list-style-type: none"> <li>○ Financial reporting remains the same.</li> <li>• Research: FW+ remains the same, Kirsten will oversee the research section of the FW+ sites. <ul style="list-style-type: none"> <li>○ Recruitment stays the same→ note it on end of visit form.</li> <li>○ Surveys and interviews will be facilitated by the research team.</li> <li>○ Reimbursement for a 20-minute survey→ \$30. The interviews are \$40.</li> </ul> </li> <li>• Quarterly reports and data collection via toolbox continues as per usual. → Diana and Haley can provide some support if required.</li> </ul> <p>Research transition timelines:</p> <ul style="list-style-type: none"> <li>• April-August→ all clients transition to MSDPR funding. <ul style="list-style-type: none"> <li>○ Optional break from youth research recruitment → unless the youth is keen and likes the honoraria.</li> </ul> </li> <li>• Sept 2023-March 2024→ resume youth research recruitment as part of the FW+ project. <ul style="list-style-type: none"> <li>○ If anyone would like a refresher on recruitment process, please reach out to the research team.</li> </ul> </li> </ul> <p>Evaluation transition timelines:</p> <ul style="list-style-type: none"> <li>• <b>As of April 1, the LIFT option will no longer be a visible option in Toolbox.</b> <ul style="list-style-type: none"> <li>○ The total number of questions in Toolbox will decrease.</li> <li>○ The use of the form and research questions remains the stay the same.</li> <li>○ The date the outcome was recorded would the date that the youth receive/ start the job/ education. → Assumption: IPS staff connects with the youth on the date they started the job, the outcome is tracked around date of the visit on the last new visit form.</li> </ul> </li> <li>• If centres are assisting youth that are under 15, please refer them another program if possible. <ul style="list-style-type: none"> <li>○ If it's not possible to transfer them. They will be considered as case studies, not affect overall reporting.</li> </ul> </li> <li>• The requirements remain the same→ youth cannot be enrolled in school or work full time and be part of the program. → May be above 15 but not full time. <ul style="list-style-type: none"> <li>○ Youth needs to be able to participate and achieve goals IPS staff set out for them to join the program. → MSDPR orientation and onboarding document are on the internal site.</li> <li>○ If they don't qualify for the program or not enrolled in the program → record as "employment support" in Toolbox.</li> </ul> </li> </ul>	
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