

**Jigsaw Project Steering Group
Meeting dated 27th February 2007**

Attendance:

Priya Prendergast, Local Health Manager
 John Fitzmaurice, Project Facilitator Jigsaw
 Fiona Walsh, Regional Drugs Co-ordinator
 Trish O'Flynn, Family Support Manager Galway
 Michael Keady, Co-ordinator Homeless Services
 Alex MacLean, Child Care Manager, Galway
 Marie Prendergast, Primary Care Development Officer
 Margaret Pennington, Headstrong
 Bob Illback, Headstrong
 | Michelle McKeague, Local Heath Office – Secretarial Support

Apologies:

Delia McGuinness, Consultant CAMHS
 Adrian Ahern, Manager Mental Health Services Galway

Issue	Discussion	Action
Agenda	<ul style="list-style-type: none"> • The agenda for the meeting was agreed as follows: <ol style="list-style-type: none"> 1. Introduction 2. Identify a common goal / Terms of Reference 3. Overview of Headstrong / Jigsaw model 4. Development within the context of the GAF 5. Role of Project Team 6. Steps in the planning process / possible timeline 7. Expectations, deliverables, products, reporting requirements 8. Schedule of meetings, tasks 9. General discussions, questions, wrap-up, etc. 	
Introduction	<ul style="list-style-type: none"> • As this is the first meeting of the Jigsaw Project Steering Group each member introduced themselves and gave a brief outline of their current position. 	
Identify a common goal / terms of reference	<ul style="list-style-type: none"> • The group had a long discussion to identify a common goal for this project. It was agreed by the group that the following statement would be the common goal / Terms of Reference of this project group. <p>To plan, design and implement a project to enhance and integrate the service delivery system for the purpose of promoting the mental health of young people in Galway.</p>	<p>Each Member</p> <p>This statement is to be reviewed by group members and may be reviewed.</p>
Overview of	<ul style="list-style-type: none"> • A diagram was circulated to all members which 	

Deleted: Secretary: ¶
Michelle McKeague, Galway
PCCC¶

	<p>next meeting for the group to review. This statement can also be used to announce the 'open space' event. The press statement should be approved by the Communications Department before it is issued.</p>	
<p>Expectations, deliverables, products, reporting requirements</p>	<ul style="list-style-type: none"> It was agreed by group members that this item was already covered under a number of other agenda items. 	
<p>Schedule of meetings, tasks</p>	<ul style="list-style-type: none"> The schedule of meetings was agreed by the group as per the dates outlined in the planning process. These dates and venues are as follows: <ul style="list-style-type: none"> <u>8th March</u> 9.15 – 1.00 Primary Care Conference Room <u>12th March</u> 9.15 – 1.00 Primary Care Conference Room <u>25th April</u> Full day Old Board Room <u>8th May</u> 9.15 – 1.00 Room 2, Education Centre <u>16th May</u> 9.15 – 1.00 Primary Care Conference Room <u>7th June</u> 9.15 – 1.00 Room 2, Education Centre 	
<p>General discussions, questions, wrap-up, etc</p>	<ul style="list-style-type: none"> It was agreed that the minutes are to be sent to John Fitzmaurice to circulate them to the group. It was agreed that John Fitzmaurice could avail of clerical/admin support from the Office of the Local Health Manager on an interim basis. 	

Priya Prendergast
| 27th February 2007.

Deleted: ¶

Formatted: Font: Verdana, 10 pt, Bold