

## Jigsaw Galway Project Planning Meeting

Monday 10<sup>th</sup> September, 2007.

Venue: The GAF, 14 Francis Street

### Attendees:

Illbach, Bob  
McGuinness, Dr. Delia  
Prendergast, Priya  
O'Flynn, Dr. Trish  
MacLean, Alex  
Walsh, Fiona  
Fitzmaurice, John  
Murphy, Brendan  
Bates, Dr. Tony  
Glynn, Jimmy  
Counihan, Rachel  
O' Corrbui, Diarmaid

### Apologies:

Ahern, Adrian  
O'Grady, Dr. Margaret  
Prendergast, Maire  
Farrell, Declan  
Fitzgerald, Amanda  
McNamee, Paul  
Kelly, Geraldine

Agenda	Content	Action
Welcome	Priya extended a warm welcome to Diarmaid O'Corrbui, who is a Director with Prospectus. Diarmaid will be working with Headstrong for a short period in order to complete the business planning phase for Jigsaw Galway	
Memorandum of understanding	Priya informed the meeting that a memorandum of understanding has been drawn up between Headstrong and the HSE. The aim is to sign this agreement at our next meeting to coincide with the completion of the business plan.	Fiona & John to respond officially to Priya stating that they are happy with the MOU
Premises	A suitable premises has been identified on Mary Street, Galway. Headstrong will lease the building initially on behalf of the HSE in order to avoid any delays. This will allow the HSE West time to apply to HSE Central for acquisition of the building.	John to meet with auctioneers with regard to drawing up a lease arrangement. John to contact Michael McDonagh regarding insurance and fire cert. John to email Priya with regard to these

Business Involvement	John informed the group that he is due to meet with Declan Farrell and Chris Coughlan shortly to discuss how their programme plan can be integrated with Jigsaw. One opportunity may be the possibility of developing and training partners (e.g. hairdressers, taxi drivers etc) within the business community as a means to expanding the safety net, creating new pathways to care and engaging the community more broadly.	John to set up a meeting with Chris & Declan, which will include Tony and possible Declan Ryan
Reach Out	Tony informed the meeting that he has had a number of meeting with Reach Out (web-based service), an international organisation with a responsibility for helping young people through tough times. The aim is to develop Reach Out Ireland in 2008 – this will greatly enhance the IT component of Jigsaw.	
Next Steps	<p>There was a long discussion regarding the next steps required to make Jigsaw Galway a reality. This was broken into five main areas, with a sub group taking responsibility for each area. Each group will have a lead person and can co-opt any individual onto the group they feel necessary to complete the piece of work. It is important that people bear in mind the wide spectrum of services available when co-opting people. Each group will submit a working document to our next Project team meeting on Monday 15<sup>th</sup> October. Youth advisory members will be asked to participate on the groups. It is hoped that project team members absent from the meeting will volunteer to participate on the group of their choice.</p> <p>The groups are as follows:</p>	
Group 1	Defining our client group – who is the service aimed at? (Capacity building)	<p>Trish O Flynn (Lead)</p> <p>Rachel Counihan</p> <p>Fiona Walsh</p> <p>Marsha Illback</p>
Group 2	Where will the service be delivered? How do you access the service? (Assessment criteria/referral networks etc)	<p>John (Lead)</p> <p>Bob</p>

Group 3	What is the spectrum of services provided? (Building protective factors and reducing risk)	Delia (lead)  Alex  Tony  Fiona
Group 4	What policies and procedures need to be put in place?	Brendan (lead)  John
Group 5	Accountability and Evaluation  The development of an information system to determine whether key activities are working out as intended and that resources are being utilised appropriately.	Bob  Priya  (Priya to develop 1 <sup>st</sup> draft)
Communication	The issue of communicating with other services regarding the roll out of Jigsaw was raised. A communication strategy needs to be devised in order to involve partner agencies and services. A number of core services were identified which will be broadened further once Jigsaw is up and running. They are, addiction; suicide; family support; CAMHS; adult mental health; homelessness; youth services; asylum seekers/refugees; travellers; psychology; Galway City Partnership; Galway city and county councils.	John to begin work on a communication strategy
Staff recruitment	Brendan highlighted the need to recruit well qualified and highly motivated staff. Trish suggested that members of the youth advisory panel should be involved in the recruitment of staff. Members agreed that this is a good idea.	
Fianna Fail party meeting	Tony informed the group that he has been asked to make a presentation to a meeting of the Fianna Fail government members next week. He will be joined by two members of the Headstrong Youth Advisory Panel. He asked the group if there were any issues that should be brought to their attention as this is an invaluable opportunity to put the issue of youth mental health onto the political agenda.	Project team to highlight any issues to Tony before the end of the week.

Next meeting	The next meeting will take place on <b>Monday 15<sup>th</sup> October @ 2.15pm in the GAF, 14 Francis Street.</b> It is hoped that Dr. Pat McGorry, the Executive Director of Oxygen will be in attendance at this meeting.	
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