



PLANNING STRATEGY TABLE MEETING

April 14, 2009, 1:30-4 p.m.

Simcoe County District School Board (Midhurst – Nottawasaga Room)

MINUTES

Present:

Blue, Danette	Forrest, Gisele	Malane, Pat
Carmichael, Susan	Harris, Jim	Shoreman, Carolyn
Clarke, John	Harvey, Ann	Simpson, Kathy
D'Ambrosio, Lora	Hirstwood, Karen (Co-Chair)	Veenstra, Kristina (recorder)
Davis, Sheila	MacMillan, Terry	Woods, Deb
		Thurston, Sandy

Regrets:

Graham-Clay, Susan	Jackson, Brenda	Sloan, Paul
Hitchman-Powers, Kelly	Kinch, Jack (Co-Chair)	Snow, Nancy
Hominuk, Peter	Riggin-Springstead, Mary	Vaillancourt, Ernie
Hurd, Matt		

Thanks to SCDSB for hosting today's meeting.

1. Approval of Minutes from March 10, 2009 (All)

Minutes of March 10 were approved as circulated.

2. Approval of the Agenda (All)

The agenda was approved as circulated with addition to Children's Mental Health/Hospital Task Group update by Pat Malane as #8.

3. Single Plan of Care

Sandy provided copies of the Single Plan of Care Feasibility Study update document. The document highlights where the study is today and recommendations. The hope is to bring this to the Coalition on April 23 as this is overdue and remind members of the initiative and next steps. This study was to see if we should expand the use of single plan of care and if it would be a mechanism around complex kids for a shared plan. The focus was not on the tools but strictly collaborative **process** which caused some issues as participants were looking for the tools. The process itself was meaningful and feasible but not quite enough. They came up easily with a set of complex children and family scenarios that were able to test the process. A protocol was developed for the process and used with the families. Advice was given by participants to help with training. The pilot took place between October-present (as these families are still in the plan), by the end of this week results will be woven into a final report. Participants and steering group members have provided feedback for next steps. **Out of the evaluation the recommendation to the Coalition is to stay on track and don't stop now. They need to be more concrete in outcomes, build some tools, investigate Sharepoint and refine protocol.** Consistently a process is just not sufficient without some consistent tools, format and quality indicators, broader training, making use of some technology and moving into an electronic platform.

There is some money left approximately \$6,000 to use for next steps. Next is to ask: How do we use the tools that we have and recognize there are a handful of processes that need to be looked at from an IT lens. We cannot jump to electronic record yet but it cannot be paper based. The ultimate goal will be to have the Coalition collaboratively develop the implementation plan to agree by members to eventually operate in this system. This would be a system-level decision to be made in the future by Council. **ACTION: Members felt this was a very exciting initiative and support (with assumption that the final report this week would follow the assumptions outlined in the handout from today) that this is a feasible initiative going to the Coalition Council on April 23. They approved taking the**

feasibility study outcomes to Council on April 23 and have approved moving forward with the next set of steps. A facilitator is paramount in this initiative which goes hand in hand with the financial implications and workload of current staff which need to be included in the final plan. MOTION: All Approved this stage 1 commitment. Stage 2 will work more with all of Coalition Council and serious system recommendations.

4. HRSDC Funding Proposal

Deb spoke to an RFP from HRSDC under their community partnerships granting program. 3 years of funding for \$200,000/ yr. There is a Coalition budget passed last month that is a commitment of making up \$35,000 to stay on our balanced budget. New Path Foundation (our new Fiscal Trustee) will be helping us connect into new funding opportunities and Infrastructure will be ramping up membership recruitment. A meeting of a small Coalition funding advisory group took place and discussed that this is a great opportunity to implement some of our top three goals in the Coalition Strategic Plan. In this way a Coalition proposal would not compete with any member proposal and would be aimed at helping members to deliver services more effectively. The group relates to Infrastructure and is made up of Glen Newby from New Path Foundation, Peter Hominuk, Debbie Clarke, and Jack Kinch. The Coalition role is not to deliver services directly but to provide our members with the tools and resources so that they can deliver services in a more integrated manner. The funding advisory group would like to take a 3 year approach as follows:

1. Map assets for children and youth in Simcoe County (using Search Institute's community mapping training, and service mapping from 211); this could include using Data Consortium info on demographics, distribution of services, identification of overlaps and gaps in services (year 1)
2. Take the next steps in creating integrated service delivery, building on the Single Plan of Care feasibility study recommendations and coordinated access to services (year 2)
3. Evaluate what we've learned and implement knowledge transfer strategy (use various province wide networks to disseminate what we've learned in years 1 & 2)

Kathy is really interested in utilizing this money for FASD direct service. COMPASS and Triple P were also mentioned as possible direct service needs within the proposal.

The Coalition should not be competing with members for proposals but helping equip members with the tools and resources they need to deliver integrated service. We need this proposal submitted by May 8. Lora spoke to the Best Start network and due to timing not having moved on this for early years as yet. **ACTION: Deb to send out a notice as soon as possible to members asking who is planning on submitting proposals and for what topic by Friday, April 17 so we can post on the website and encourage members to look for potential partnerships with each other. In addition, as Deb drafts the proposal as outlined above, Planning Table would like her to consider ways of incorporating some of the direct service pieces being put forward for FASD, COMPASS, Triple P etc. into this model as a focus in the integrated system work. Need to discuss common elements in all these initiatives and consider inclusion into a single proposal. Sandy, Deb, Kathy and Sheila volunteered for helping draft this proposal.**

5. Business Arising

- **Basic Needs Task Group Update** Deb provided copies of the Basic Needs Terms of Reference for review. This group has been meeting for quite some time and they asked to have the Planning Table review since they are accountable to this table on an ongoing basis. This group is chaired by Ligaya Byrch (BCHC) and Seija Suutari (United Way). They are responsible for carrying out what is indicated in the Coalition strategic plan in the Basic Need top priority area. Members of this group may take some pieces away as they can and action is done by Coalition staff. **ACTION: All approved.**
- **Barrier Busters Revised Project Definition** Copies of the revised proposal to include Single Plan of Care and service navigation. Initially this was discussing a gap in service and they reworked this to map out related work already in progress. There needs to be a clear role of all these initiatives and how all these pieces of work fit and ensure we are using them correctly making sure we are not duplicating. **ACTION: need to include an explanation in our project definition to ask for a description of how a project fits in with the Coalition Strategic Plan and map it with current initiatives. Barrier Busters is aimed to help 270 CAS staff realize that there are services/systems that exist to help them do their job – it is a challenge getting this information communicated to the front-line staff in a timely way. Child Welfare to be included in the Student Support Leadership project service mapping. Carolyn to forward copies of the Public Health process map related to pediatrics. This is a crisis response to get the workers on the right path – ie. Coordinated access.**

RECOMMENDATION: Include CAS and Child Welfare as a next phase of Single Plan of Care. This to be considered in implementation plans for Single Plan of Care following presentation to Coalition Council.

- **Terms of Reference** Deb distributed three documents: 1) Planning Table Terms of Reference dated March 2009 which Planning discussed at the last meeting and identified that the work scope was too broad 2) Draft Planning Table Terms dated April 2009 focusing on responsibility for strategic planning and new initiatives and 3) Draft Terms for a proposed new table, a Services Integration Table dated April 2009 which focus on working with existing programs and networks to encourage service integration

Deb walked through both Terms and changes. As per our discussion last month it was noted that Planning Table has too many functions. The draft new Terms for Planning outline their proposed role: to oversee the development, monitoring and evaluation of the Coalition's Strategic Plan, ensuring Council has this information. This Table would also convene a Coalition-wide Planning Forum every other year. The Planning Table would be responsible for new projects and taking a more proactive role. Concern was expressed that we need to learn from the Implementation Table experience a few years ago and are very clear about what each table is doing. We need to encourage re-alignment at both the Planning and Services Integration Tables to make monies go farther with what is already in existence.

Deb provided copies of a draft terms of reference for a Services Integration table. These terms are coming to Planning because this table identified that its own terms were too broad, but Secretariat will need to consider the value of a third table and make recommendations to Council. This proposed table would begin to identify and build the common components of a system of care. This is the structural piece that will encourage integrated service planning and delivery. The Services Integration and Planning Table would need to work closely together., and the roles of each Table and their relationship to each other need to be clear. This is a system shift that will take time to implement and careful thought about how to engage members.. **ACTION: need to clarify the scope around evaluation in both the Planning Table and Infrastructure Table Terms of Reference. A communication strategy needs to be put in place for front line staff under communication in each table Terms. Support was given to the draft Service Integration Table; this may be a temporary task group or meet 2-3 times per year with system level problem solvers as members. Service Integration Table could be a sub-table/task group of the Planning Table. Karen to bring forward as a draft concept to Secretariat along with the April 2009 terms for Planning Table.**

- **Project Summary** deferred
- **Children & Youth Charter** Deb reminded members to bring the Charter to your boards for signature with a June 2009 deadline for launch in the Fall.
- **Youth Engagement Update** Deb to send out information via e-mail.
- **Developmental Assets Recommendation** Deb to send out information via e-mail.

6. **COMPASS Update**

Deferred to next meeting

7. **Best Start Work plan Update**

Lora to provide an e-mail update to members.

8. **Children's Mental Health Task Group**

Deferred to next meeting

Meeting Adjourned at 3:59 p.m.

Next Meeting: Tuesday, May 12, 2009, 1:30-4:00 p.m., Simcoe County Children's Aid Society