



SECRETARIAT MEETING

Minutes

Tuesday, April 16, 2009

2:30 – 4:30 p.m. – SMCSB (46 Alliance Blvd., ELC)

Present:

Clarke, Debbie	Kinch, Jack	Talon, Terry (Vice Chair)
Hominuk, Peter (Chair)	O'Keefe, Michael (Past Chair)	Veenstra, Kristina
	Perdue, Gary	Woods, Deb

Regrets:

Hirstwood, Karen

1. Welcome to Karen Hirstwood

2. Approval of Agenda

The agenda was approved with additions as follows: Meeting date and times.

3. Approval of Minutes of the March 24, 2009 Meeting (All)

Minutes of March 24, 2009 were approved as circulated with changes to the Data Consortium section.

4. Centre of Excellence

Deb spoke to this funding and the criteria associated with the \$50,000 grant. COMPASS was looking at this for mentorship and skills training for group and community development. Others felt that the Coalition in general could use this as a whole from a staffing, training and translation perspective. Pat Malane, Sandy Thurston and Cathy Thomson (SMDHU) are going to develop a letter of intent and would like a member of Secretariat to join the discussion. **ACTION: Terry Talon volunteered her involvement for a potential phone call for Monday April 27 at 4:00 p.m. Deb to bring this to the group, and send Terry the information and Coalition goals.**

5. Coordinator Update

- **Strat Plan Update:** Activities are going on in each of the 3 goals areas and a retrospective report should be done for Secretariat and Council June 2009 as an interim formal report. **ACTION: Kristina to post the Strat Plan on the website under Resources page.**
- **Children and Youth Charter:** Deb reminded members that the document needs to be signed and sent back. The County will do theirs in May. The launch would officially be for the Fall 2009. The Reality Check Newsletter would like to include the Charter. **ACTION: Kristina to send out another reminder of signature and that it is finalized with plans for launch Fall 2009 – signed copies to be received by June 2009. Terry to inform Reality Check that we are launching in the Fall 2009. Debbie Clarke to follow up with the plans of the SCDSB.**
- **HRSDC Proposal:** Deb spoke to this proposal that has come to the Funding Advisory Task Group (was struck following our approved budget). Deb spoke to the \$35,000 that is required to keep this balanced budget. \$15,000 of this would have to come from program funding (ie. Centre of Excellence and this HRSDC). It is 3 year funding with a potential of \$200,000 per year. The Task Group recommends not concentrating on direct service so as not to choose between members but look at our strategic plan as follows:
 - ✓ Year 1: Map assets for children and youth in Simcoe County using community mapping and services mapping techniques, overlay this with enhanced demographic information via the Data Consortium, identify gaps and overlaps in service



- ✓ Year 2: take the next steps in creating protocols and tools for integrated service delivery (coordinated access, single plan of care)
- ✓ Year 3: evaluate what we've learned and implement a knowledge transfer strategy through the Coalition, affiliated groups at local and provincial levels.

Deb distributed a memo yesterday to members asking for those who are planning on sending in a proposal to let us know what the topic they were thinking of. We would post these ideas on the website as there may be opportunities for collaboration between members. Some individual members of the Planning Table felt that we could strengthen this proposal with the inclusion of specific projects like COMPASS, FASD and Triple P. Secretariat and Funding Task Group members felt that this would serve some agencies and not everyone. The Francophone and Aboriginal piece is included. **ACTION: Members recommended going ahead with the system level option and not utilize the programs specifically. The proposal is due May 8. New Path Foundation can help with this proposal. The admin and staffing fees should be included separately and the Coalition member list should also be included. Deb to bring to Council next week.**

- **Tony Morrison Update:** Deb reminded members to set aside June 2 for Tony Morrison training "Connecting the Dots" from 9:30-4 p.m. at CAS (60 Bell Farm Road). More integrated service delivery and planning will be the focus. **ACTION: Deb to bring this reminder to Council next week. Price will be determined in the near future (\$50 discussed as the possibility which includes lunch).**
- **Aboriginal Capacity Building Circle:** Deb reported that this has received another year funding which includes Brenda Jackson's position. Congrats!
- **EDI:** Deb reported this is not happening this year as the SCDSB has decided not to go ahead this spring. This may happen for the next fiscal year starting in September 2009. EDI is a tool used by the School Boards and other members of the Coalition to measure success of children entering school by the MCYS and Min of Ed and is not a Coalition initiative. There is a lot of concern among Coalition members about the gap in data. **ACTION: Deb to e-mail Gord Campbell directly to ask for clarity of response to Coalition members and thank him for his time.**
- **United Way Youth partnership request:** Deb reported that this is related to the Roots of Youth Violence report last year and this Forum would be the follow up to raise awareness and political change. The focus is to try and work outside of the silos and built better outcomes for youth. They are looking at the Coalition support and partnership in delivering it (not a lot of time in resources). They would like to schedule this following the Tony Morrison workshop. **ACTION: Cathy Barlow to bring this to the Coalition next week as information. This may relate to the Advocacy Task Group – Kristina, Deb, Marg, Brenda and Glen (include Peter Hominuk in this list). Ask Youth Justice Advisory members to adopt the Charter.**

6. Strategy Table Updates

- **Infrastructure Table (Debbie and Gary)**
 - **Fiscal Trustee Update:** The agreement has been signed and finalized by Peter Hominuk and Glen Newby. **ACTION: This to be reported next week.**
 - **Terms of Reference:** Draft copies were distributed for information as final version. This would be included evaluation of the Coalition under #1 and #5 is related to Communication. **ACTION: to be taken to Council once the others have been finalized.**
 - **Data Consortium:** Debbie reported that the e-mail for steps required was distributed yesterday to members. Training is tentatively scheduled for middle of May. Kristina and Deb do not have access to the data right now as they are not a staff employee. **ACTION: Debbie to bring this to Council next week. Need to stress the deadline. Deb to check with Glen Newby on her or Kristina's access to the data. Terry to follow up regarding future training opportunities and Deb or Kristina's access to the data.**
 - **Membership Strategy:** Debbie spoke to the Communication strategy: she has started a draft framework for Infrastructure Table members' input. Kristina spoke to the membership recruitment and letters going out



to members that have not paid their fees. New member recruitment is being discussed at next month's meeting for quick turnaround. **ACTION: Debbie to bring to the next Secretariat meeting for an update. Terry to speak to Jane Sinclair regarding RVH.**

➤ **Kristina & Deb's Time:** Debbie spoke that they are requesting feedback from the Coalition (not performance appraisal as they are not employees). As well, Kristina and Deb have spoke to their time constraints and will provide feedback on their time logs. **ACTION: Debbie, Gary and Shirlee to work on this.**

➤ **Planning Table**

➤ **Developmental Assets:** deferred to next month. We need to pursue this as it is included in the HRSDC proposal. **ACTION: Kristina to redistribute the minutes from the workshop to Secretariat and Planning Table for review. Jack to make some changes prior to this. Kristina and Deb to review the Charter for reference to Developmental Assets.**

➤ **Terms of Reference:** Copies of the Terms for Planning Table April 2009, March 2009 and Service Integration Table. Members are okay with the Planning Table April 2009 terms.

➤ **Idea of Service Integration Table:** There are some strong opinions about this among members concerning resource time. Members felt this could be a sub-group under the Planning Table or time-limited task group – perhaps not a standing Table at this time. Some saw the need of another table but unclear of what this entity should be. **ACTION: Strike a task group to review the concept and terms of this new idea. Revised Terms of Reference will be taken to Council, a task group will be developed with an invitation to Council members. In the interim, Planning will retain its relationship with existing programs and networks.**

➤ **Youth Engagement:** deferred to next month. Jack reported that the survey is complete and being presented to the Youth Engagement Task Group on Tuesday, April 28 from 4-6 p.m. at SCS (dinner will be provided). Those who come need to bring a youth. The outcome will be "where do we go from here?" **ACTION: Another survey being created from a youth perspective. Need to go back to Council asking for representation at a decision-making level for an ongoing oversight group.**

7. Review of Council Agenda

Kristina provided copies of the draft agenda for review. The Single Plan of Care presentation to be moved to the beginning of the meeting. Changes discussed and Kristina to implement.

8. Time and Date of these meetings

Members decided to change the time of this meeting to 1:30-3:30 p.m. (same dates of 3rd Thursday of the month). Kristina to make sure the scheduled rooms are available and confirm with members.

Next Meeting Date: May 21, 2009, 1:30-3:30 p.m., SMCSB (46 Alliance Blvd.)