



SECRETARIAT MEETING

Minutes

Tuesday, March 24, 2009

1:30 – 3:30 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

Welcome to Karen Hirstwood who is the new co-chair of the Planning Table with Jack.

1. Approval of Agenda

The agenda was approved with additions as follows: Deb's meeting with the Ministry

2. Approval of Minutes of the February 19, 2009 Meeting (All)

Minutes of January 20, 2009 were approved as circulated with changes to the Data Consortium section.

3. Coordinator Update

- **Children and Youth Charter:** Copies of the revised version of the charter were distributed. There were not many changes in this version which was within the final sentence for anti discriminatory statement from recent wording. This has been reviewed by many and reflective of the County. All approved and felt their boards would adopt this. **ACTION: Deb to change font, slight wording and signature line with something to the effect of "our organization adopts this charter and agrees with these principles". To be brought to Council on March 26 for approval and to bring to their individual agencies for adoption. Once approval from Council members is obtained we can move to full media release with sponsorship for t-shirts, posters with logos (to display in schools), press release (publicizing the Coalition as a whole) etc. then to regional Councils for approval. Terry to bring to County Council in 4th Thursday in April, Debbie to speak to Kathi Wallace for 4th Wed in April, Michael to his Board in April. Kristina to follow up with Lora for translation if it would be available for Council on Thursday. The YMCA has releases for children pictures.**
- **Status of Strategic Plan/Work Plan:** Deb spoke to the Work Plan based on the Strategic Plan as follows:
 - ✓ The Basic Needs TG has sent out a request for information to members for poverty issues, data collection – all this to share information that may be useful to any member around poverty in Simcoe County. Ultimately this information would be included on our CYFS website in the "Resources" page. Irena has sent out a survey tool to be piloted within the Basic Needs TG first then out to all members. All the information will be pulled together into one resource. Best Practices for sharing innovative ways for meeting basic needs will be coming. Alison Braun from the LHIN will come to the next TG meeting to learn about their direction.
 - ✓ Access to adequate resources goal will be looking at how to get into the "system". The SSL committee will work with 211 and service providers to look at various service access maps (visuals) for housing, food etc. These maps will be used by COMPASS groups for School Boards and service agencies to feed into 211 information that can be shared by everyone. This will dovetail nicely into the coordinated access initiative.
 - ✓ Strong sense of belonging and inclusiveness will be working with the ABCB until the end of April pulling together best practices for service and delivery and working similarly for the



Francophone community. There is a need for someone within the Coalition to give an overview for the Planning Table. **ACTION: Deb to continue to update this Table.**

- **Coalition Forum in Fall 2009:** Deb felt it may be time for another Coalition Forum in the Fall asking Dr. Gina Browne to report back on the level of collaboration and discuss our successes. The second part of the day would be a “fair” with displays informing the various Coalition projects. This would be great to increase the Coalition profile within the community. This could also include the launch of the Charter. This timing makes sense for planning purposes and the new school year. Frontline staff needs to attend the “fair” for networking and collaboration. Focus should also be on the successes of the Coalition and what progress we are making as a Coalition (including Single Plan of Care). Should also look at the Youth Engagement Forum outcomes. **ACTION: Involve the Planning Table in these arrangements.**
- **Tony Morrison Training Day:** Deb provided a copy of the document outlining Tony’s facilitation. CAS is bringing Tony in on June 2 for a day to facilitate Coalition training. Sandy Thurston, Kathy Simpson, Susan Carmichael and Deb had a conference call with Tony. We could use this as a fundraiser for cost recovery. **ACTION: please provide your comments to Deb as soon as possible. Thanks to CAS! There could be 35-40 participants maximum if we utilize the CAS boardroom and SMCDSB boardroom holds 50-60 - Michael has booked the room, SCDSB may have room as well. Deb to follow up with Tony on his ideal participant size.**
- **Child Advocacy Centre:** Deb reported about this effort coming from a Margaret Schreurs (OSMH) and is hoping to present at a Coalition meeting. We could work her into the Agenda for April. Deb read their purpose. They are child friendly and child focused centres in which multidisciplinary professionals who provide service to child victims are all under one roof, working closely and interdependently for the purpose of providing a comprehensive, seamless response to child victims of abuse. They are in the initial stages of organizing this and looking for support and possibly participants to collaborate. **ACTION: Deb to discuss further with Margaret then speak to the Best Start committee for review and maybe part of their hub development. Need clarity if this is to be a Coalition project or a community project with OSMH as a lead and just looking for endorsement.**
- **Ministry Meeting** – Deb met with Danette and Kathy Anderson of MCYS for networking discussions. They reviewed the strategic plan and table status. It was an update and opportunity to bring them up to date. This will be a meeting once or twice per year.

4. Effectiveness of the Tables

Peter spoke to the need to review the membership around the tables and possibly redevelop the Implementation Table. Terms of Reference for the Infrastructure and Planning were distributed. The Planning Table now has the Youth Engagement and Developmental Assets Task Groups as responsibility. The rationale from going from the past structure of child, youth and adolescent tables versus the current structure is unclear. The Infrastructure Table has a good group and interest but the co-chairs are not sure if their newness and specialties may not be best matched. Future co-chair pairs need to be better thought out next time around. The finance stability with New Path Foundation will help the Infrastructure Table.

The Implementation Table idea was discussed along with the new project summary document. The Planning Table needs to be more proactive in pursuing the needs of the Coalition’s strategic plan and another table needs to look at the management of existing and ongoing projects. Another table may need to look primarily at service integration and existing networks (i.e. Best Start, COMPASS, CTN etc.). This could be a “Service Integration” Table. The Planning Table needs to be smaller and with a clear strategic direction. **ACTION: Have a recommendation developed for Coalition Council by the June 2009 meeting. May need to start from scratch with membership. Planning Table to review a new Terms of Reference that takes off the maintaining of projects and includes a Service Integration Table idea. Representatives attending in a members stead need to be reviewed prior so as to not cause a delay within the meeting and keeping**



them up to date. This should be reviewed in the Terms of Reference. Kristina to develop a list of members per agency and Table, Council to this meeting next month.

5. Strategy Table Updates

- **Infrastructure Table (Debbie and Gary)**
 - **Fiscal Trustee Document:** copies of revised agreement. All reviewed. **ACTION: Kristina to look at the Termination as it is a smaller font – remove draft. Take this to Council March 26 for adoption and signature approval by Peter and Glen.**
 - **Budget 2009/10:** We can come back in 6 months with a modified budget to address the revenue assumptions. Larger players could help with sponsorships and within the 6 month review. **ACTION: Gary, Debbie and Kristina to bring budget to Council March 26 for approval.**
 - **Healthtech Invoices:** Kristina reported that some of the SPOC invoices were paid by CTN. SPOC have asked that the remaining funds in our budget be carried over into next year's budget. **ACTION: Kristina to include SPOC into the budget under projects.**
 - **Data Consortium:** Recommendation is to include the \$6,176 Data Consortium option into the budget. **ACTION: Bring to Council March 26 as a value of membership to Council March 26. Many thanks to The County for helping negotiating.**
 - **Sharepoint:** Bill Frampton presented this intranet software. Has the capacity for individual members to update their own information on documents. Coordination of information for training calendars. Password driven and very flexible. **ACTION: Costs and further information next month.**
 - **Membership:** Still have not received member fees from last year from French Public School Board, RVH and OSMH. Members discussed how people who do not have invoices paid that he will endorse a letter asking for their member fees before they attend another meeting.
- **Planning Table**
 - **Developmental Assets training:** a workshop was held this morning as first steps for developing a recommendation around how the Coalition can utilize and adopt the assets in our day to day activities. This could be in the form of training, support, mapping and evaluation/decision making. Like to put this into a formal recommendation to the April Council meeting. **ACTION: To be discussed at next month's Planning Table meeting. Link in with the EDI data.**
 - **Role of the Planning Table:** as above in #4.

6. Review of Council Agenda

Kristina provided copies of the draft agenda for review. Changes discussed and Kristina to implement.

Next Meeting Date: April 16, 2009, 2:30-4:30 p.m., SMCSB (46 Alliance Blvd.)