



INFRASTRUCTURE STRATEGY TABLE MEETING
Thursday, April 14, 2016
9:30 a.m. – 11:30 a.m.
The Common Roof (165 Ferris Lane, Barrie) Meeting room 1
MINUTES

Attended: Trevor McAlmont (Co-Chair), Brian Shelley (Co-Chair), Alison LaMantia, Lori Shirley, Anna Drexler, Sandra Cole, Julie McAlpine (Recorder)

Regrets: Ken Edwards

Item		Minutes	Motion/Action
1.	Welcome	Trevor welcomed everyone to the meeting. Roundtable introductions were made. Anna Drexler, Director, Organizational Excellence & Accountability from Simcoe Muskoka Family Connexions was welcomed to the meeting. Trevor gave a brief overview of the structure of the Coalition and how the work of groups has been identifying and reporting their work so Infrastructure can report on the overall outcomes of the strategic direction of resiliency.	
2.	Approval of Minutes March 10, 2016	Moved by Lori Shirley and seconded by Brian Shelley that the minutes of March 10, 2016, be approved.	
3.	Approval of the Agenda	Moved by Lori Shirley and seconded by Brian Shelley, that the agenda be approved with the addition of Awards and Nominations under Business Arising.	
4.	Updates: <ul style="list-style-type: none"> • Planning Table • Secretariat Table 	<p>Planning Table: Sandra reported on Tuesday's Planning Table meeting. The subgroup is recommending Gina Browne's definition of integration but due to lack of quorum will have to get approval next meeting. Work continues with 14 groups on their TTCs. There are nine active TTC reports; others are in process. A chart is used to analyze gaps, overlaps, opportunities for improvement and collaboration. Another RBA training is taking place on May 5th, being led by Trevor and Nadia. The TTC analysis chart will be reviewed at the training so that groups can see opportunities for collaboration and look for efficiencies.</p> <p>Jacque Ferguson announced the changes to the Ontario Autism Program by the MCYS. The link to this information has been sent out to Council members.</p> <p>Every year, the 14 working groups present an annual update to the Planning Table which includes all the work they are doing. Sandra reviewed the Presentation and Network Report and how Planning Table members use this tool to determine how the work of groups relates to resiliency and if the work</p>	

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	<p>integrates, aligns with work happening at other committees/agencies. We reached out to the Data Consortium for assistance in analyzing the data and will be meeting with Trevor for assistance in pulling and filtering data from the questionnaire. The draft report was presented at Planning Table on Tuesday and received good support and feedback. We are piloting the form.</p> <p>The Crisis Steering Committee gave their annual presentation and shared the updated Protocol for Youth at Risk of Suicide and resource information. The Crisis Steering Committee will be meeting to look at disseminating cards and posters. The resources that have already been sent out by email can be printed by members.</p> <p>Liz McKeeman has agreed to join the Award and Nomination committee, along with Alison LaMantia, Sandra and Deb Woods. Once the call for nominations goes forward in May, the group will meet over the summer to review nominations and present their recommendations to Infrastructure in September. Brian advised the trophies last year were bought from Marsden Awards on St. Vincent for approx. \$150.</p> <p>Planning Table it is still seeking a Co-chair and has put out the call again in hopes someone will step forward.</p> <p>Secretariat Table: Some agenda items were deferred due to the number of members unable to attend the meeting. The development of key questions under Coalition Structure in a Changing Environment was deferred until the next meeting. Alison will be invited to a future meeting for her input. How the work gets done here intersects with the outcome of the conversation at Secretariat.</p> <p>Work is being done to clean up the distribution lists. Lori has developed a great database to manage the lists. Sandra and Julie met with Lori to review the database and are waiting to hear from Ken about space for this on the server once year end work has finished. Work is being done behind the scenes to make sure we have the right information for the database. A survey will be given out at the Council meeting with time to complete, asking key questions so the right person gets the right information at the right time.</p> <p>Work is also being done on exit tickets. A matrix has been designed to review the feedback received from exit tickets. This will be a regular agenda item at Coalition starting September, with information/actions being shared.</p> <p>Information will be pulled together and work on the Members' Report will take place over the summer.</p>	<p>Advise Alison of date to attend Secretariat meeting.</p> <p>Ken to advise re access to database on server.</p>

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	<p>Trevor gave an update on the research analysts at the County. Summer research interns may have an opportunity to support some evaluation components of the strategic plan, depending on availability. Trying to get the word out about the CDP data base of the Data Consortium, they have a lot of data and are looking at partners to utilize it more. The BNTG is doing a follow up survey for Bridges Out of Poverty with research support from the School Board.</p>	
<p>5.</p>	<p>Strategic Plan: Theme #4: Demonstrating Outcomes: Infrastructure Workplan</p> <ul style="list-style-type: none"> - TTC Reports and Report Card • Communication Plan <p>TTC Reports and Report Card: We have received 9 TTC reports from the working groups and the Planning Table has also developed one. Working groups were asked to pick a project, decide on indicators of progress and report any changes to Infrastructure. Need to figure out how to roll this up into the Report Card. The dashboard report was to go to Council in May but as the March Council meeting was cancelled, the May agenda is quite large. Secretariat will be reviewing the agenda this month.</p> <p>Discussion took place around the information to be included in the dashboard report. The dashboard model should be clean showing the 10 RBA's curve. Discussion took place around including data from the school climate survey, Vital Signs report from United Way, data from Ontario Works. It may be interesting to have other statistics but it needs to be kept simple. Keep to the purpose of the dashboard report to illustrate how the work is rolling out and how it is aligning with resilience.</p> <p>It was recommended building the dashboard report over the summer to be included in the Members' report to go to Council in September. The dashboard report could be the centre spread. As part of the discussion to bring forward to Council, include developmental assets baseline data as part of the dashboard report.</p> <p>The message to report in September is that we have made some inroads in the strategic plan towards resiliency. The work is doing what it is supposed to be doing as we move into the next strategic plan in 2017.</p> <p>Only a couple of working groups have responded to the request to submit any data they have on their TTCs i.e. Youth Justice and Basis Needs have some good data that shows impact.</p> <p>Communication Plan: Ken emailed information that additional funds from Catulpa are to be committed to communications. This is in addition to the \$15,000 already allocated to communications in the 2016-2017 Budget.</p>	

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	<p>The Communication Strategy was discussed at the last meeting. We do not want to recreate this information if we already have any baseline information. Sandra and Julie researched files and compiled some information which might answer some of the questions around what is the purpose of the communication plan and who is our audience, Coalition members or the public. Alison will try to look at the information to create a draft Communication Plan for discussion, indicating what questions we need answered, and will attend the Secretariat meeting, upon invite.</p> <p>Time will be allocated at the next meeting to solidify a plan and work out a budget. We will figure out timelines for the Communication Plan. We do not need to hire a consultant as we have the expertise to do it ourselves.</p> <p>We will also develop a budget outlining the cost components of the communications plan next meeting. We have flexibility to use the funds allocated for communication and website upgrades. We will need design assistance for the website; give consideration to members uploading events to the calendar, accessibility concerns, etc. We need to figure out a plan to show some fiscal responsibility to members. i.e. when are we spending money, on what. Once we have direction on the website, we will need to outline a plan and scope for the RFP.</p> <p>It is recommended an email be sent to Coalition members to remind them the website is in flux and we will continue to communicate by email until it is resolved.</p> <p>Discussed using SharePoint vs. WordPress for the website. WordPress is more basic, easy to modify. We can add our recommendation re WordPress to the RFP.</p> <p>Ken has been talking to Pavliks around moving the contract. We might be able to figure out what we need to update the website ourselves. There is some glitch with uploading. Once we have access to the website and the problem is fixed, we will be able to maintain it.</p> <p>During discussion around the license and hosting of the website, the previous minutes were reviewed and members had approved moving the hosting for the website back to Pavliks. Ken is in conversation with Pavliks but the contract has not been developed yet. During the discussion, an email from Ken regarding Pavliks was received. Sandra shared the details of Ken's email around the contract which resulted in some questions from the members. A response to Ken was drafted indicating there was much discussion around this today and can we only pay \$65 month to month rather</p>	<p>Alison to review the compiled communication material and create a draft communication plan for discussion.</p> <p>Allocate 1 hour on next Infrastructure agenda re Communication Plan/Budget.</p> <p>Julie to advise John Clarke and email Coalition members of continued email communication.</p>

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		<p>than enter into a new contract right now while we review the website needs? The Committee does not agree with paying \$4000 for the license.</p> <p>Before a contract is signed, the Terms of the Contract are to be shared with Infrastructure members to ensure an informed decision is made. Information received around the contract will be circulated by email for an electronic vote rather than waiting for the next meeting.</p>	
6.	<p>Business Arising: Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> • Financial Report • Member Dues Report • 2016/2017 Draft Budget <p>Website Hosting Update</p> <p>Database Update</p>	<p>Goal #2 b) Financial Stability Financial Report: Ken was not in attendance. The report was reviewed with no questions posed.</p> <p>Member Dues Report: Youth Haven and John Howard Society 2015-16 dues have been received.</p> <p>Website Hosting Update: Discussed above.</p> <p>Database Update: Discussed above</p>	
7.	<p>New Business:</p> <ul style="list-style-type: none"> • Coalition Involvement/Response to Special Awareness Days/Weeks • EA Support for Crisis Steering Committee • Performance Review Process - Independent Contractors • Extension to Purchased Services Agreement between New Path and the Coalition • YMCA Leadership Program <ul style="list-style-type: none"> ➤ Report Back ➤ Review of Annual Agreement • New Member Request-E3 Community Services 	<p>Coalition Involvement/Response to Special Awareness Days/Weeks: This item is also on the Secretariat agenda as it crosses over communication/advocacy. A question arose at Planning Table, how we respond as a Coalition to special awareness days/weeks. Currently, the Coalition does not do anything.</p> <p>This will be discussed as part of the communication strategy. At this point, if a statement is to be released, it should be passed by Council but a process is needed. Build this into the Communication Plan through advocacy, with clear guidelines who makes the statement. This piece is aligned with the media strategy which is part of the Communication Plan.</p> <p>EA Support for Crisis Steering Committee: In the past, Sharon provided some administrative support to the Crisis Steering Committee. At this point, Julie has not. Sandra attends their monthly meetings. It is not clear how a decision was made that support would continue to be provided to that committee. At one time, there was funding tied to this support but even after the funding ended, Sharon still attended. If the committee requests administrative support, Sandra will advise them of the process and will bring the request to Infrastructure.</p> <p>Performance Review Process - Independent Contractors: Sandra and Julie left the meeting during this discussion. A review of Sandra's</p>	

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	<p>contract was due in December. As there is no process in place for a review of Independent Contractors' work, one needs to be developed. Feedback on the work being provided is important to the Independent Contractors.</p> <p>Recommendation: A formal review will take place every 6 months and will include the Co-chair from each Table, and the Council Chair.</p> <p>Lori will pull together a template for a formal review of services, competencies, and include goal setting for the coming year.</p> <p>Sandra's job description indicates she is involved in the completion of the performance review of the Executive Assistant. Feedback between the Co-ordinator and EA should be reciprocal. The competencies template would be used for the EA.</p> <p>Extension to Purchased Services Agreement between New Path and the Coalition: New Path has requested an extension the Purchased Services Agreement of Sandra's time until March 31, 2017, to continue as it stands now. In addition to this agreement is a request of up to 15 hours/month, as needed, of Julie's time. There was a discussion on the impact this would have if other partners wanted to buy their time. Brian will deliver the recommendation at Secretariat that while this work is supported, Sandra and Julie are to bill their time directly to New Path rather than through the Coalition.</p> <p>YMCA Leadership Program:</p> <ul style="list-style-type: none"> • Report Back Brian reported the third round of the Level 1 Leadership training ran last month with 27 participants. 70 people have gone through the training in the last 12 months. Level 2 training is being introduced in June and is being hosted at Lakehead (at least one event/year is to be hosted at Lakehead). The link has been sent out to Council members. Next year will include three Level 1 sessions, two Level 2 session and one Level 3 session. • Review of Annual Agreement Brian advised the MoU between the YMCA and Coalition is to be reviewed annually. <p>The MoU includes the following Terms of Agreement:</p> <ul style="list-style-type: none"> • Coalition lends its logo to promotional pieces • Coalition promotes program to members • Place reserved on advisory committee so coalition has a voice 	<p>Lori to develop a template for a formal review of independent contractor services.</p> <p>Brian to recommend to Secretariat Sandra and Julie bill New Path directly for Purchased Services.</p>

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	<ul style="list-style-type: none"> • Reserve subsidized spaces for coalition members <p>Members of Infrastructure support the recommendation for approval to Secretariat.</p> <p>Brian will update the MoU and bring it back to the June meeting. There was a lower number of Coalition members at the last program. The training has a 9.3 satisfaction score.</p> <p>New Member Request-E3 Community Services: Sandra met E3's new Executive Director, Walter Lidster. E3 has reached out to talk about membership and has requested information on fees. A membership package will be sent out to E3.</p> <p>Julie has updated the Coalition membership application with changes to reflect Sandra and Julie's contact information. The application and cover letter was reviewed and needs further updating. Sandra and Julie will revise and bring back to Infrastructure.</p> <p>Sandra discussed the changes to the Ontario Early Years and Resource Teacher programs. On February 19th it was announced the Early Years programs were being transformed from four types of programs to one Ontario Early Years Child and Family Centre with the County managing the funding envelope. Planning and consultations are taking place with different partners providing leadership. The County is leading community consultations, collecting data and piloting the centre. The plan is for guidelines to come out fall 2016, with full implement/transfer in 2018.</p> <p>There are also changes coming to the Resource Teacher Programs: currently there are five agencies operating Resource Teacher Programs in Simcoe County. After a recent review was completed, a decision was made to have one Simcoe County Resource Teacher Program vs five separate programs. A request for proposals will be coming out soon for a lead agency and it is hoped the lead agency is selected by the end of the year.</p> <p>Anna was thanked for attending the meeting and her input.</p> <p>The meeting adjourned at 11:25am.</p>	<p>Brian to update YMCA/Coalition MoU for June meeting.</p> <p>Julie to send membership package out to E3.</p> <p>Sandra/Julie to revise application and cover letter and bring back to Infrastructure.</p>

Next Meeting: Thurs. May 12, 2016 - 9:30 – 11:30 a.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Resource Room