



**INFRASTRUCTURE STRATEGY TABLE MEETING**  
**Tuesday, May 24, 2016 (rescheduled from May 12, 2016)**  
**9:30 a.m. – 11:30 a.m.**  
**The Common Roof (165 Ferris Lane, Barrie) Meeting Room A**  
**MINUTES**

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

**Regrets:** Lori Shirley

Item		Minutes	Motion/Action
1.	Welcome	Trevor welcomed everyone to the meeting.	
2.	Approval of Minutes April 14, 2016	The minutes of April 14, 2016, were approved.	
3.	Approval of the Agenda	<p>The agenda was approved with Lori's items being deferred to the next meeting. If Lori provides information on the Performance Tool between meetings it can be emailed to members before the meeting so the tool can be approved at the next meeting.</p> <p>Sandra to check the renewal date of her contact and advise Trevor and Brian of the renewal date before the next meeting. Ken requested an electronic copy of Julie's Purchased Service Agreement.</p>	<p>Sandra to advise Trevor and Brian of her contract end date.            Julie to send Ken a copy of her contract.</p>
4.	Updates: <ul style="list-style-type: none"> <li>• Planning Table</li> <li>• Secretariat Table</li> </ul>	<p><b>Planning Table:</b>            Sandra gave a report from the Planning Table. The Planning Table's TTC and Gina Browne's definition of integration have been approved by the members. The Planning Table is now looking at the continuum and measurement tools</p> <p>Sandra reported on the May 5<sup>th</sup> RBA101 training facilitated by Trevor with Nadia's support. Using real life examples in future training was suggested. It was also suggested videoing Trevor when he is training for use as a webinar. During the roundtable discussion at the end of the session concerns were raised regarding communication throughout the Coalition which reaffirmed we are on the right track to address this.</p> <p>Sandra gave a Coordinator's report on her activities over the past month; she attended three working group meetings as well as the Seasons Centre Education Day and the Mental Health and Addictions Governance Collaboration</p> <p>Liz gave an update on MOMH. The community mental health plan and core</p>	

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	<p>service delivery plan has been approved by the regional office and are now at corporate.</p> <p>Julie and Sandra did some additional work on the alignment tool with input from Trevor. The draft tool was used with the presentations from Triple P, WrapAround and CTN. The tool received good feedback and will continue to be piloted next month.</p> <p>Nadia's co-chair position ends in June and a call for a co-chair went out. Stefanie Smith from Mackenzie Health has agreed to take on this role. Nadia announced she will be leaving her position with the French Catholic School Board, to take on a position as Executive Director in York for an organization similar to La Clé.</p> <p><b>Secretariat Table:</b> The discussion around the Coalition's structure in a changing environment was deferred at last week's meeting. This conversation will be the focus of the summer retreat. Alison LaMantia and past chairs of the Coalition will be invited to attend to provide input. Sandra and Julie are gathering relevant information to inform the discussion from past scans, discussions, etc. Trevor commented that the report from Lora regarding the structure has not been addressed at Secretariat yet and that her recommendations involve structure changes.</p> <p>Nadia brought forth the concern to ensure French language not be an afterthought i.e. that communication, website, etc. be bilingual. The Consultant's report is back from the Board to Board French Language Services session. David Jeffery also shared a report from Chigamik and Entité on FLS Mapping of Health Services in Simcoe County. This report is to be presented in September by David Jeffrey at the Council meeting along with the recommendations from the Board to Board forum.</p> <p>A call for Coalition Vice-Chair went out.</p> <p>A request for subsidy for the Level 2 YMCA Lakehead Leadership training was approved with conditions; their dues be paid and to select one of two options related to which session they attend and how much would be subsidized.</p> <p>A discussion took place on how the Coalition recognizes retirements. Sandra and Julie are developing a guideline around this.</p>	
5.	Strategic Plan: Theme #4: Demonstrating Outcomes:	<b>Strategic Plan: Theme #4: Demonstrating Outcomes: Infrastructure Workplan</b>

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<p>Infrastructure Workplan</p> <ul style="list-style-type: none"> <li>• Communication Plan/Budget               <ul style="list-style-type: none"> <li>➢ Coalition Response to Special Awareness Days/Weeks</li> </ul> </li> </ul>	<p><b>Communication Plan/Budget:</b>            Alison shared the draft communication plan. Julie and Sandra provided her with research and related documents for her information which Alison reviewed to assist her in the development of the communication plan. The research from 2013 that highlighted the level of staff’s understanding of the role of the Coalition was discussed. Information is not trickling down from senior management.</p> <p>There are a lot of areas where we could have an impact. We need to streamline and simplify things to become a trusted source of information about services related to children, youth and families in Simcoe County.</p> <p>In discussion of who our audience is, the Coalition provides information at the planning, system information level for use by higher management. Families have access to 211 for information. The County funds 211 and promotes it significantly; we do not want to duplicate their work</p> <p>Ideas for the website were suggested such as a speakers’ bureau, job postings, an events calendar. Social media was also discussed, i.e. Facebook events, social sharing, sponsored posts, YouTube links.</p> <p>Highlighting the diversity of membership through the use of the new database was discussed under Objectives. This would enable us to show where we have focused our efforts in obtaining new membership.</p> <p>Alison led the group through the proposed Tactics. We need to consider what would be most useful for our members</p> <p>Trevor and Brian commended Alison on doing an excellent job on the communication plan. We need to cost the plan out.</p> <p>Alison will update the plan based on today’s discussion and send to members electronically prior to the next meeting. 60 minutes will be allocated on the next agenda for the communication plan/budget. Sandra offered to share her minutes rather than give a verbal report to ensure adequate time is available.</p> <p><b>Coalition Response to Special Awareness Days/Weeks:</b>            Defer to next meeting.</p>	<p>Alison to update Communication Plan and send to members. Add Communication Plan/Budget to next agenda (60 minutes).</p>
<p>6.</p> <p>Business Arising:            Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> <li>• Financial Report</li> <li>• Member Dues Report</li> </ul>	<p><b>Goal #2 b) Financial Stability</b>  <b>Financial Report:</b>            Ken reviewed the financial report and pointed out the separation of \$9240 which is money that came in directed to the PD fund and \$116 which is the collection of unspent Coalition dollars.</p>	

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<p>Website Hosting Update</p> <p>Database Update</p> <p>Performance Management Tool</p> <p>Extension to Purchased Services Agreement between New Path and the Coalition</p> <p>New Member Request-E3 Community Services</p>	<p><b>Member Dues Report:</b> Ken reported New Path Foundation is undergoing an HST audit. Coalition membership fees may not fit into the HST category and HST funds may have to be refunded. When we collect HST, 9.34 % can be claimed back, so our cost would increase 3-4%.</p> <p>Membership fees are up from this time last year, to \$80,000. The excellent work of Infrastructure members was mentioned at the last Secretariat meeting.</p> <p><b>Website Hosting Update:</b> Ken had forwarded information received from Pavliks around fees, to members. Mahendra from New Path/Catulpa's IT dept. is able to convert the website into WordPress: Ken sent the link for members to view what the website would look like. The cost to convert would be around \$50 to buy WordPress, plus \$500 for the transfer, significantly less expensive than buying a license.</p> <p>It was recommended in the short term, to move forward with converting the website to WordPress and host it at Iboza. Julie and Sandra will meet with Mahendra to review the content which will be converted to a live, workable site. Sandra and Julie will then be trained on it. This will also allow us to host the access database on Iboza.</p> <p><b>Database Update:</b> Defer to next meeting.</p> <p><b>Performance Management Tool:</b> Defer to next meeting.</p> <p><b>Extension to Purchased Services Agreement between New Path and the Coalition:</b> Secretariat had unanimously endorsed Infrastructure's decision that there be an independent contract between the New Path MOHM initiative and the Independent Contractors. New Path asked to come back and make a formal presentation to Secretariat to reconsider and amend their decision. New Path clearly expressed how this initiative aligns with the objectives of the Coalition and was of strategic benefit for both the Coalition as a whole and New Path as the lead agency, resulting in Secretariat amending their decision to extend the contracts for the Independent Contractors. This decision will be brought to Council on Thursday.</p> <p>From an accounting perspective, will show revenues and expenditures, dollar</p>	<p>Ken to advise Mahendra we will be moving forward with conversion. Julie to set up a meeting with Mahendra to review website content.</p>

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	<p>in for dollar out. Sandra and Julie will invoice for this separately but will be paid on one cheque.</p> <p>Liz emailed Sandra advising a new contract is being drawn up and Sandra requested the contract go to Secretariat and Infrastructure for due process. A letter should go to Sandra and Julie</p> <p><b>New Member Request-E3 Community Services:</b> E3 has submitted a signed MoA and a cheque for their membership fees. As they have not completed a Member Application, one will be sent to them for completion. On receipt of their completed application it will be brought to Infrastructure for recommendation to Secretariat for approval.</p>	<p>Julie will forward the new contract to Infrastructure and Secretariat.</p> <p>Julie to request E3 complete the Member application and upon receipt, add to Infrastructure agenda.</p>
7.	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>• United Way Membership Fees</li> <li>• Crisis Steering Request for Coalition Resources</li> </ul> <p><b>United Way Membership Fees:</b> Sandra had a verbal conversation with Rosslyn Junke from United Way. As they do not deliver services but rather raise funds for distribution, they are unsure how to calculate their membership dues. A discussion took place around other agencies that do not provide specific services and what they pay for membership fees. It is recommended United Way be directed to pay the minimum fee and that other such situations will be dealt with on a case by case basis.</p> <p><b>Crisis Steering Request for Coalition Resources</b> The Crisis Steering Committee, a working group of the Coalition that reports to the Planning Table annually, has requested 10 hours of support from both the Coordinator and Executive Assistant, by the end of November. They require support related to the distribution and promotion of the updated Suicide Risk protocol. Sandra already attends meetings as part of her Coordinator responsibilities.</p> <p>Sandra provided a history of the assistance that was provided through student leadership funding for Deb and Kristina to work some additional days for the Crisis Steering Committee. Sharon was also doing some work but the funding had stopped. When the question was posed a couple of months ago, regarding the expectation for Julie's time, Crisis Steering was advised they would have to follow the process to request resources.</p> <p>Sandra outlined the work that needs to be done and a discussion took place around Sandra's and Julie's workloads and possible recommendations for the Crisis Steering Committee.</p> <p>Due to competing priorities, it is difficult to allocate 20 hours of Coordinator and Executive Assistant support within five months to this project and the Infrastructure Table recommends Crisis Steering do some internal resourcing</p>	<p>Julie will email Rosslyn Junke and advise United Way to pay the minimum membership fee.</p> <p>Bring recommendation to Secretariat for approval.</p>

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	<p>in terms of meeting the sustainability of their committee.</p> <p><b>Fiscal Trusteeship</b>                      New Path Foundation is the current Trustee of the Coalition. CAS was the original Trustee and trusteeship was transferred to New Path Foundation in 2008.</p> <p>Secretariat has made a recommendation that a call go out in September to all members to provide trustee leadership support to the Coalition Council. Glen had approached a couple of agencies regarding their interest. The plan is to align this transfer with the Coalition's year end.</p> <p>Infrastructure is to come up with a selection process, looking at capacity, internal ability, what is involved, and develop the criteria. A small group will be struck in September to develop a one page criteria by December for use when interest comes forward. There is no gain for an organization to take on this responsibility, more of a volunteer opportunity. Trusteeship would fit with a mid-range flexible organization.</p> <p>Meeting adjourned at 3:30p.m.</p>	<p>Add Call for Trusteeship of Coalition to September Council agenda.</p> <p>Add Criteria for Trusteeship of Coalition to September Infrastructure agenda.</p>

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