



SECRETARIAT MEETING
 Thursday, April 21, 2016 – 11:30 – 1:30 p.m.
 The Common Roof Barrie – Board Room
MINUTES

Attended:

John Clarke (Chair)
 Sandra Cole
 Phil Hough (Vice Chair)
 Nadia Martins
 Julie McAlpine (recorder)
 Brian Shelley

Regrets:

Glen Newby
 Jacquie Ferguson
 Trevor McAlmont

Item		Presented By	Minutes	Motion/Action
1.	Welcome	Chair	John welcomed everyone to today's meeting.	
2.	Approval of Minutes from March 17, 2016	Chair	Moved by Phil Hough, seconded by Brian Shelley that the minutes from March 17, 2016, be approved.	
3.	Approval of the Agenda	Chair	Moved by Brian Shelley, seconded by Phil Hough that the agenda be approved.	
4.	Strategy Table Updates: <ul style="list-style-type: none"> • Infrastructure <ul style="list-style-type: none"> ➤ Extension to Purchased Services Agreement between New Path and the Coalition Independent Contractor Performance Review Process ➤ YMCA/Coalition Leadership M0A • Planning 	Brian	Infrastructure: <ul style="list-style-type: none"> • The Infrastructure committee met last week and after an overall report on the meeting, Brian will discuss three separate items being brought forward to the Secretariat agenda. • A strong database is being developed with the help of Lori Shirley from the Infrastructure Committee that will help to ensure information is getting to the right people at the right time. Ken advised Sandra and Julie that once he finishes up what he needs to on the website, Iboza should be able to dedicate a spot on the server to host the database. • Infrastructure is working on a communication strategy and will be allocating one hour at the next meeting to work on the plan and the related budget. Nadia asked that French translation costs be included in the Communication and website budgets. Alison is reviewing information compiled by Sandra and Julie that might assist with the development of the current Communication Plan. • The Coalition website is still in limbo and is unable to be updated. Communication to Coalition members will continue through email and an email recently went out to members reminding them of this. Extension to Purchased Service Agreement: Brian reported on the discussion that took place at Infrastructure with regards to the request from New Path for an extension to the Purchased Service Agreement with Sandra until March 31, 2017, and an additional request for up to a maximum of two days per month of Julie's time, for the MOMH initiative. All Infrastructure members are in support of the Coordinator and Executive Assistant working with New Path on the MOMH initiative but recommend this be a separate contract, outside of the Coalition, in terms of maintaining transparency and a cleaner process.	

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		Nadia	<p>A discussion took place with regards to the merits of a separate agreement between the Independent Contractors and New Path vs. extending/amending the current agreement.</p> <p>Although both Sandra and Julie expressed neutrality in how they are contracted, they questioned if working as an Independent contractor with New Path, what impact this has on the use of Coalition resources eg. email accounts, laptop, etc. Secretariat is supportive of the Independent Contractors using the Coalition's resources in this instance.</p> <p>The recommendation that there be a separate contract between New Path and the Coordinator and Executive Assistant for support with the Moving on Mental Health initiative was voted on, resulting in three in favour and one abstain.</p> <p>Recommendation: John will advise New Path that while the Coalition is in support of the Independent Contractors taking on work from Coalition partners, this is to be achieved through an independent contract between New Path and the individuals rather than an extension of their current Coalition Purchase of Service Agreement.</p> <p>Independent Contractor Performance Review Process: The recommendation from Infrastructure is that the Coordinator Performance Review team will consist of the Coalition Chair with the Co-chairs of both the Planning and Infrastructure tables. This same team will be responsible for the Executive Assistant's review, along with the Coordinator. The Coordinator's Purchase of Service Agreement indicates the Coordinator delivers the Executive Assistant's review. The review will be based on competencies and goal setting. Sandra's review will take place in June, before the end of her contract. A performance management tool is being drafted and will go to Infrastructure to be vetted before coming to Secretariat for approval at the May meeting.</p> <p>YMCA/Coalition Leadership Memorandum of Understanding: Infrastructure is in support of the Coalition's continued partnership with the YMCA regarding the delivery of leadership development training. Brian will bring forward the M0U for a vote once it is complete.</p> <p>Planning:</p> <ul style="list-style-type: none"> • The main focus at the last Planning Table meeting was on trying to move the TTC along. A subgroup was struck and came back with the recommendation to use Gina Browne's definition of integration, which was shared by Nadia. The Planning Table members agree with this as long as her continuum is also used. The subgroup is working on making a recommendation for a measurement tool. The Planning Table's TTC is to encourage integration and getting working groups together to collaborate. • The next RBA101 training is on May 5. The first part will focus on their measurement, the second part will look at everyone's work re collaboration. Two staff from York ASD Partnership are attending. • A new tool to be used by working groups to show their alignment with Coalition strategic directions was piloted last meeting. Members liked the new tool. Trevor, Sandra and Julie met to discuss how to capture data. Trevor's recommendations will be incorporated into the new tool. • John discussed some comments he has heard with regards to the Coalition being seen as rating, ranking, and evaluating agencies' goals and how TTCs are taking over meetings. 	<p>Sandra and Julie will send the draft response to John to forward to New Path.</p> <p>Performance Management Tool to be added to May agenda.</p> <p>Add YMCA/ Coalition MoU to May Secretariat agenda.</p>

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		<p>The impression is that people are becoming scared/resentful of coming to present. Sandra shared the wording that is sent out to working groups presenting; does not refer to scoring. The invitations indicate 15 minutes of high level information regarding the work they are doing. John suggested some work is needed to discourage negativity if this is the perception. Sandra suggested the disconnect may be people missed doing their annual reports last year and have forgotten about them. It may help with Sandra getting out to meetings with a soft message. In September, Sandra is doing a refresher on the Coalition structure, strategic direction and how their work links to this with each group. John suggested doing a process evaluation with 3-4 key questions around how did it go, what did you like, didn't like. Look for general themes and if necessary, re-evaluate the process. In the past, feedback and suggestions were sent to the group presenting i.e. what a great presentation, enjoyed...aligned with this.... Do we start this again?</p>	<p>Add Process Questionnaire to Planning Table Agenda.</p>
<p>5.</p>	<p>Secretariat Role in Strategic Plan Theme #3: Enabling priority projects that are identified, successfully implemented, and sustained.</p> <ul style="list-style-type: none"> • Coalition Structure in a Changing Environment <ul style="list-style-type: none"> • Develop key questions • Advocacy 	<p>Coalition Structure in a Changing Environment</p> <ul style="list-style-type: none"> • Lora sent her regrets for today's meeting and feels she no longer needs to attend. She has put together a document with some suggestions around structure that she will forward. • The plan for today's meeting was to develop some key questions before inviting Susan Carmichael and Karen Hirstwood, and Alison LaMantia for further discussion. • This is a complex discussion. In August 2015, some questions were developed around the Coalition's structure in a changing environment. We have a definition of what the Coalition should be. If can agree what that should be, which is defined in the Mission and Strategic Plan, then is the question what should be the function of the Coalition to achieve that mission? We have our strategic priorities. In defining what the Coalition does, can determine what fits. We could use this decision making model to look at what we do and identify what is missing. • Sandra reviewed a discussion she found that had taken place before she started regarding the changing landscape of social services in Simcoe County. It challenges the Coalition to review existing methods of inter-initiative communication, decision-making and accountability. We need to ensure the Coalition structures and processes are in appropriate relationship with these initiatives. Also discussed in this document, was how to deal with this i.e. collect information, discuss at Secretariat to determine the best position for the Coalition, consider structural changes to support this, ensure ToR for Tables align with best positioning, and followup communication. • Should this conversation be happening at Secretariat or should it be a facilitated conversation with Council members. Some Tables felt they were not being heard. This discussion came out of the Strategic plan and was also around Deb's retirement and Kristina's leaving. It was an opportunity to examine/reflect if we have the right resources to do what we are doing. We have managed with the current structure. To date, there has not been anything we have not been able to work through. • Is Simcoe County better for having the Coalition? Are we reaching our full potential and helping organizations to reach their potential? The Coalition is well recognized. Maybe nothing is broken. Need to answer the philosophical question, what is the role of the Coalition before Infrastructure can develop a communication plan. At Planning Table, have started to answer that in the journey through TTCs. • We need to see the information from Lora as it may inform this conversation. Secretariat traditionally does a summer retreat and Phil generously offered to host the meeting at his home in Wasaga Beach. Time will be dedicated to this topic at the summer retreat. We will come prepared with all the relevant information that informs this discussion. Afterwards, 	<p>Sandra and Julie to compile relevant information for review at the summer retreat. Add Secretariat</p>

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		<p>will be able to share our decision with Coalition members.</p> <p>Advocacy: Advocacy was discussed at Infrastructure as it ties in with the Communication plan. Jim Harris questioned at Planning Table what the Coalition's role is related to special awareness days/weeks. This was discussed at Infrastructure and if the Coalition takes this on, it would need to be included in the Communication strategy under Advocacy where we could outline what the Coalition response is. This item will go back to Infrastructure. While working through the communication plan, the Advocacy Champion will be invited to attend meetings. Alison is to be invited to some of the Secretariat meetings also. A recommendation was made that Alison and Melanie be co-leads on the communication strategy.</p> <p>Susan Carmichael put Melanie McClearn from Simcoe Muskoka Family Connexions' name forward as the Advocacy Champion. Melanie is excited to be a part of this.</p> <p>John will send Melanie a welcome email and an announcement will be made at Coalition. Add Advocacy Champion to Council agenda.</p>	<p>Retreat to May agenda.</p> <p>Add Special Awareness Days to Infrastructure agenda.</p> <p>Motion: that Melanie McClearn be accepted as the Advocacy Champion – Approved by all</p> <p>Add Advocacy Champion to Council agenda.</p>
<p>6.</p>	<p>Business Arising:</p> <ul style="list-style-type: none"> • Distribution List Survey • Board to Board Forum • French Language in the Coalition • Council Hot Topic- Human Trafficking 	<p>Distribution List Survey: An additional question around e-votes was added to the survey which is to be given out at the May Council meeting. Another suggested change to the survey was starting the questions with "Who/what position".</p> <p>Board to Board Forum: This New Path initiative around French Language Services on March 31st was supported by the Coalition who also helped co-host. The consultants are to come back with recommendations and next steps to New Path board members and we will hear about it through them.</p> <p>French Language in the Coalition: Nadia would like to ensure the Coalition finds a way to be inclusive and supportive of Francophone COMPASS i.e. ensuring francophone is at the Planning Table, taking time to translate their work before presenting at Planning, making sure the strategic direction is inclusive of Francophonie, website, etc.</p> <p>Translation fees need to be a recognized expense, part of the operating budget (driven by the communication plan). Suggest a recommendation be made to Infrastructure to inform the communication strategy.</p> <p>Sandra has reached out to La Clé as they have not been as involved as in the past. There are things we do not know if we do not have representation. Nadia to go back to Francophone COMPASS for feedback regarding what they need, their thoughts, etc. Good symmetry noted.</p> <p>Council Hot Topic – Human Trafficking The draft Council agenda was reviewed at today's meeting as decisions need to be made as we have two potential hot topics for the May meeting. Infant Mental Health in Simcoe County was scheduled for the May meeting but March's presentation on Human Trafficking was cancelled and they would like to come in May also. Infant Mental Health will be first, followed by Human</p>	<p>Add DL Survey to Coalition agenda.</p> <p>Julie to confirm presenters for May Council meeting.</p>

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			<p>Trafficking with a 5 minute break between presentations. Will need to start promptly at 12:45. Julie to confirm with presenters and remind them of the need to keep to their allotted time.</p> <p>Coalition Vice Chair Position: A call for Vice-Chair went out but no names forthcoming yet. There were four names last year that could be looked at again. A separate reminder email could be sent out to Coalition members with a job description, introducing the team/Tables, and that we are continuing to work on the Strategic Direction of Resiliency as we move into a new strategic plan. Members would be asked to consider their own interest or nominate someone else.</p>	Julie to look for Chair job description.
7.	<p>New Business</p> <ul style="list-style-type: none"> • French Language Mapping Report • Awards and Recognition • 2016-17 Budget E-vote Results 	Chair	<p>French Language Mapping Report: At the Board to Board Forum, David Jeffery talked about a mapping project done by Entite N.4 and Chigamik that included all of the services that are offered in French, funded through LHIN. He has since shared that report with us. It has been given to the Board to Board consultants and will be included as part of their information gathering from the forum.</p> <p>Rather than send this report to Coalition members without any context, David will be asked if he would like to give a verbal 10-15 minutes background about this report at the September meeting. It is likely the recommendation from the Board to Board forum and FLS working group may be available at this time also. Kristen Mair and Gisele Forrest should be sent a copy of the report also.</p> <p>Awards and Recognition: This is an information item. It is getting close to that time of year when the guidelines are to be sent out to Coalition members for their consideration.</p> <p>2016-2017 Budget E-Vote Results Twenty electronic responses were received, with questions from two members. Responses were sent by John. This item is on the Council agenda to advise the budget was approved and that there is a process in place to respond to questions. John appreciated everyone's support in assisting in his response to the questions. This also flagged the need to add a question to the Distribution Survey regarding who responds to e-votes.</p>	Julie to ask David Jeffrey to speak about the report at the September Council meeting. Julie to send the report to Kristen Mair and Gisele Forrest.
8.	May 26 Council Agenda	Chair	Agenda approved, See above under Hot Topic.	

Next Meeting: May 19, 2016, 11:30 – 1:30 p.m., The Common Roof, Board room