



**SECRETARIAT MEETING**  
 Thursday, March 17, 2016 – 11:30 – 1:30 p.m.  
 The Common Roof Barrie – Board Room  
**MINUTES**

**Attended:**

John Clarke (Chair)  
 Sandra Cole  
 Jacquie Ferguson  
 Phil Hough (Vice Chair)  
 Trevor McAlmont  
 Julie McAlpine (recorder)

**Regrets:**

Nadia Martins  
 Brian Shelley  
 Glen Newby

**Guest:** Lora D'Ambrosio

Item		Presented By	Minutes	Motion/Action
1.	<b>Welcome</b>	Chair	John welcomed everyone to today's meeting.	
2.	<b>Approval of Minutes from February 18, 2015</b>	Chair	Moved by Trevor McAlmont, seconded by Lora D'Ambrosio that the minutes from February 18, 2016, be approved.	
3.	<b>Approval of the Agenda</b>	Chair	<ul style="list-style-type: none"> <li>The discussion on Developing Key Questions under the Coalition Structure in a Changing environment will be deferred as not all members are present today for a full discussion. As there was a lot of discussion at Infrastructure how the structure and key questions impacts the development of the communication strategy consider asking Alison LaMantia who is taking the lead for the Communication Strategy at Infrastructure, to attend this discussion.</li> <li>Defer French Language in the Coalition as Nadia is not present.</li> <li>Under New Business, Lora would like to add Ontario Early Years Child and Family Centres and Resource Teacher Review in Simcoe County for Discussion at Council.</li> </ul> <p>Moved by Jacquie Ferguson and seconded by Trevor McAlmont that the agenda be approved with the above changes.</p>	Invite Alison LaMantia to attend discussion on Coalition Structure.
4.	<b>Strategy Table Updates:</b> <ul style="list-style-type: none"> <li>Infrastructure</li> <li>Planning</li> </ul>	Trevor	<b>Infrastructure:</b> <ul style="list-style-type: none"> <li>Although Trevor was not present at the Infrastructure meeting, he provided an update with Sandra's input.</li> <li>The Communication strategy was discussed. One of the first steps would be to survey Coalition members regarding their communication needs to determine what they want from the website, what it is not giving them, and their awareness of the Coalition. The information from the survey would also help Secretariat with their work around the structure of the Coalition. The communication strategy needs to address what the Coalition is, what it does, what impact it has. Sandra identified some previous work David Barnes and Karen Lough did for us around this. Gina Browne surveyed Coalition members on integration in 2007 and 2009. This information can help develop the baseline to move forward on the communication piece. While looking for this information, John suggested looking at all</li> </ul>	

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		Jacquie	<p>documents named in best practice.</p> <ul style="list-style-type: none"> <li>• A media strategy was also discussed specifically around responding to the media when they contact around an issue; responding consistently, as an advocacy tool and how we want to structure this communication.</li> <li>• The value members get from the Coalition was discussed. Value is evident in every proposal that references collaboration with the Coalition, through support of initiatives, etc. There is a lot of history on initiatives that have been endorsed or supported by Coalition and member agencies. It would be helpful to have this information in a collective history. Over the summer, Sandra and Julie will work on collating this information and creating a history.</li> <li>• Some ideas of how to advertise the Coalition were discussed:               <ul style="list-style-type: none"> <li>➢ Standardized wording on proposals when referring to collaboration with the Coalition</li> <li>➢ include a membership list with proposals</li> <li>➢ develop a sticker that member agencies could put on their door</li> </ul> </li> <li>• Two RBA sessions are scheduled. March 31<sup>st</sup> with TAYSoS co-chairs to assist with their TTC and then again on May 5th for Coalition working groups. John asked if there were any extra spaces to accommodate a couple of people from York who would like to attend. We will keep John apprised as the date gets closer.</li> <li>• The draft budget will be submitted at the Council meeting and includes a \$15,000 surplus. A narrative has been developed by Infrastructure to explain the proposed use of the surplus funds for website upgrades and the development of a communication plan.</li> <li>• Lori Shirley, the incoming Infrastructure Co-chair, has developed an access database to manage our distribution lists and assist with tracking dues and memberships. Lori has some excellent skills in this area and her work on this is greatly appreciated. The distribution lists are in need of clean up so that the right information gets to the right person at the right time. This led to a brief discussion around members accessing information on the website vs. being emailed eg. Weekly news and updates.</li> </ul> <p><b>Planning:</b></p> <ul style="list-style-type: none"> <li>• The Planning Table continues to sort through working groups' plans and TTC reports.</li> <li>• Work continues on the Planning Table's TTC report and a small group has been created to define integration and look at measurement tools. Planning Table needs to go through the RBA process for its own knowledge and to help other groups with their work. Trevor spoke about there being two types of evaluation, process and outcome. Process measures how well your process is doing (can do a TTC on this). Then, identify efficiencies/inefficiencies around the process. At the end, want to be able to say this is the work of the Coalition and its tables, how it syncs, and demonstrate alignments and collaborations.</li> <li>• Danette Blue gave a report on the Special Needs Strategy; the plan was approved. CTN is the lead agency in York and Simcoe. CTN will do a presentation in the future so community partners will have more information. Lora attended meetings with the ministries; the outcome was excellent. Gisele Forrest is coming to the Planning Table in April to give an overview of the local SNS model.</li> <li>• Chris Brens from LHIN is a new member of the Planning Table and will also attend Council meetings.</li> </ul>	<p>Sandra and Julie to collect information around Coalition collaborations and initiatives, Summer 2016.</p> <p>Advise John of space availability at May 5th RBA session</p>



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		Sandra	<p>be approved by the CEO/ED/Senior Manager.</p> <ul style="list-style-type: none"> <li>Phil suggested adding a question about the Coalition logo or link on organization's website.</li> <li>John thanked Sandra and Julie for the work they have done on this.</li> </ul> <p><b>Exit Tickets:</b></p> <ul style="list-style-type: none"> <li>The matrix that tracks Exit Ticket feedback was reviewed and discussed.</li> <li>Exit Tickets will become a standing item on the Coalition agenda once Phil becomes Chair. The previous month's exit tickets will be reviewed; how many were completed, percentage of attendance, and what action was taken.</li> </ul> <p><b>YMCA/Lakehead Leadership Program Matrix:</b></p> <ul style="list-style-type: none"> <li>The YMCA/Lakehead Leadership Matrix was reviewed and discussed. Each person scoring would use this matrix for each application.</li> <li>Some minor changes were suggested.</li> <li>The matrix is approved as is and the first time it is used, Trevor can help tweak it as the County has many of these types of scoring matrixes.</li> </ul> <p><b>French Language in the Coalition:</b></p> <ul style="list-style-type: none"> <li>As Nadia is not present, this item is deferred to the next meeting.</li> </ul>	<p>organizations not present at Council.</p> <p>Add Exit Tickets as a standing Council agenda item, starting in September 2016.</p> <p>Julie to make changes to matrix.</p> <p>Add French Language in the Coalition to next agenda.</p>
7.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li><b>Ontario Early Years Child and Family Centres</b></li> <li><b>Resource Teacher Review in Simcoe County</b></li> <li><b>Contract Position Performance Reviews</b></li> <li><b>Members' Report</b></li> </ul>	Lora	<p><b>Ontario Early Years Child and Family Centres:</b></p> <p>Lora reported there was an announcement February 19<sup>th</sup> that the province is doing a transformation of all Early Years programs. Four types of programs will be blended into one and renamed/rebranded as the Ontario Early Years Child and Family Centres. This is a change from the expected name of Best Start Child and Family Centres. It was announced municipalities in the province will be managing the funding envelope for this.</p> <p>Planning and consultations will be taking place. There could be different partners providing leadership; building on strengths in the community. The County will lead community consultations as they been collecting strong data on vulnerable communities and piloting some Centres. The community consultations will address where the strengths are.</p> <p>The plan is for the guidelines to come out in the fall with full implementation/transfer in 2018. Information will be coming out regarding data analyst coordinator positions. Working closely with existing partners, including lead agencies delivering these services that sit on the Coalition.</p> <p>Lora will ask Jan Janssen to give a report at the Coalition roundtable. It is hoped Coalition partners can be involved when it gets to the consultation piece.</p> <p><b>Resource Teacher Review in Simcoe County:</b></p> <p>Lora reported a review of the Resource Teacher program is being done and will be moving from five agencies delivering services to one agency providing geographical support. There have been lots of meetings and communication with Executive Directors and staff. A request for proposals will be sent out and it is hoped by the end of the year to have selected the lead agency; need a six month period to organize it.</p>	

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		Chair	<p><b>Contract Position Performance Reviews:</b> Sandra had requested a six month performance review for feedback on how she is conducting her business.</p> <p>A discussion took place around developing a process for contract staff performance reviews. The new process would address a six month initial review, followed by annual reviews. The Chair and Vice Chair would participate in the review with the independent contractor and would include feedback from the other tables. As Infrastructure has the role for human resources, it will have a role in the process and will draft the performance review process.</p>	<p>Add Independent Contractor Performance Review process to Infrastructure agenda.</p>
		Chair	<p><b>Members' Report:</b> Sandra and Julie will be working on a Members' Report over the summer. This item is on the May Infrastructure agenda. The report will include the Coalition Chair's report and a report card.</p>	<p>Add Members' Report to May Infrastructure agenda.</p>
8.	<b>March 24 Council Agenda</b>	Chair	<ul style="list-style-type: none"> <li>• Add call for Vice Chair for Coalition to agenda. Look at who was interested last year as they may still be interested. There will be a selection committee, matrix to be followed.</li> <li>• There will be a five minute break before the Hot Topic as per feedback from an exit ticket.</li> <li>• At the beginning of the meeting and at break, Phil to remind people to sign in if they have not already done so.</li> <li>• Add Distribution List Survey to agenda.</li> </ul> <p>Meeting adjourned at 1:30p.m.</p>	<p>Sandra/Julie to look for matrix.</p>

**Next Meeting: April 21, 2016, 11:30 – 1:30 p.m., The Common Roof, Board room**