



## INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, June 11, 2015

9:30 – 11:30 a.m.

The Common Roof (165 Ferris Lane, Barrie), Resource Rm.

### MINUTES

Attended:

Trevor McAlmont (Co-Chair)

Sharon O'Neill (Recorder)

Brian Shelley (Co-Chair)

Lori Shirley

Melanie Slade-Morrison

Regrets:

Anna Drexler

Ken Edwards

Gurjinder Jammu

	Item	Presented By	Minutes	Time
1.	Welcome	Co-Chairs	Trevor and Brian welcomed all to the meeting.	
2.	Approval of <a href="#">Minutes from May 14, 2015</a>	Co-Chairs	Approved	
3.	Approval of the Agenda	Co-Chairs	Agenda approved with added item - Kiwanis project (Lori Shirley)	
4.	<b>Updates</b> <ul style="list-style-type: none"> <li>➤ <a href="#">Council</a></li> <li>➤ <a href="#">Planning Table</a></li> <li>➤ <a href="#">Secretariat</a></li> <li>➤ LHIN Care Connection updates               <ul style="list-style-type: none"> <li>○ Contact liaison discussion</li> </ul> </li> </ul>	Deb  Group	Deb gave an update from May 28 Council and informed this group that the 'Collaborate Barrie' program was presented to Council by Chief Kimberley Greenwood and Sergeant Valarie Gates of the Barrie Police. This program launched June 9. Trevor added that Orillia OPP has a similar program. Deb also stated that Tracey Keighley-Clark gave update on the RVH Youth Psychiatric Bed status and informed that 4 beds will be set aside for children/youth in this County  Planning Table – Deb informed that Planning Table is working through submitted Turn the Curve Reports and will be forming a subgroup to look at further submitted Turn the Curve reports in July. Deb recommends that a Fall refresher Results Based Accountability – Turn the Curve Refresher training take place during the Fall in order to support the working groups and recommends to carry this item to	Sharon note– September Infrastructure items <ol style="list-style-type: none"> <li>1. Fall refresher Results Based Accountability – Turn the Curve Refresher training for Co-chairs and interested working group members.</li> <li>2. Update Infrastructure Report Card for Council</li> </ol>

			<p>Secretariat in September.</p> <p>Secretariat – Deb informed that a Secretariat Summer retreat will be discussed at June 18 Secretariat. Discussion was held at the May meeting for Secretariat to examine the Coalition structure, alignment and positioning for local, provincial and regional strategies affecting members and discuss the Coalition structure to support possible system changes for these strategies (examples include Moving on Mental Health, Special Needs Strategy, Amalgamation, Service Resolution for Special Needs children who can't be serviced in Simcoe County and the Best Start Network).</p>	<p>Action (Sharon) create a Dropbox shared file for members of Infrastructure and Planning to access Turn the Curve templates and reports.</p>
5.	Terms of Reference – review Member relations addendum in May 2015 draft	Group	<p>Members continued their Terms of Reference review and focused on the Member Relations section. All agreed that a mentor should be assigned to new members and recommendation will be recommended to the Chair via Secretariat to facilitate mentorship to a new member. : Remove heading and reference to prior Strategic Plan. Add 'mentorship' to Application and Renewal Section.</p> <p>Under member Relations: Knowledge of CYFS Membership group felt it's a good idea to gather information from member organizations as below (benefit for the Report Card, for advocacy and potential funding proposals or publications).</p> <p>Melanie made Motion to approve creation of a survey to receive information from Coalition organizations as listed below and report to Secretariat for knowledge of each organization per Infrastructure Terms of Reference:</p> <ol style="list-style-type: none"> <li>1. Size of organization (number of staff, range of budget)</li> <li>2. Focus of organization (predominantly directed to children, youth or families, other)</li> <li>3. Sector of organization (predominantly health, education, social services, justice, etc.)</li> </ol>	<p>Actions: Remove heading and reference to prior Strategic Plan in Terms of Reference. Add 'mentorship' to Application and Renewal in Member Relations Section.</p> <p>Action: All agreed that a mentor should be assigned to new members and recommendation will be recommended to the Chair via Secretariat to facilitate mentorship to a new member</p> <p>Melanie motioned to accept Terms of Reference and Member</p>

			<p>4. Number of clients served, trends over time</p> <p>Melanie motioned to accept Terms of Reference including Member Relations. Seconded by Trevor. All in favour. Motion carried.</p>	<p>Relations. Seconded by Trevor. All in favour. Motion carried.</p> <p>Melanie made Motion to approve creation of a survey to receive information from Coalition organizations as listed in minutes and report to Secretariat for knowledge of each organization per Infrastructure Terms of Reference. Seconded by Trevor. All in favour. Motion carried.</p>
<p>6.</p>	<ul style="list-style-type: none"> <li>• New Member follow up (May) – Orillia Public Library or Library Cooperative? Membership pending</li> <li>• Child Advocacy Centre – approved at Council May 28, 2015</li> </ul>	<p>Trevor/Deb</p>	<p>Trevor reported that the Orillia Public Library was not part of the Library Cooperative. As such, the new member application from Sarah Csekey, Director of children’s and Youth Service, Orillia Public Library was reviewed by Infrastructure.</p> <p>Trevor moved to approve the Orillia Public Library as a new member and recommendation for mentor be taken to the Chair. Seconded by Lori Shirley. All approved. Motion carried. Sharon directed to institute an eVote poll for Council to accept the Orillia Public Library as a new member.</p> <p>Trevor noted that data suggests Orillia as a priority region in terms of level of need. It may be a good strategy to gain more representation from organization members in that area. The Sharing Place Food Bank in Orillia may be a good organization to seek membership from.</p>	<p>Trevor moved to approve the Orillia Public Library as a new member and recommendation for mentor be taken to the Chair. Seconded by Lori Shirley. All approved. Motion carried.</p> <p>Sharon directed to institute an eVote poll for Council to accept the Orillia Public Library as a new member.</p>

			May 28 Council reviewed, voted and approved the Child Advocacy Centre as an official new member of the Coalition. Sharon has sent out the welcome package and the annual Invoice and MOA package.	
7.	Best Start Network request for funded system planning support – update	Deb/Trevor	Lora D'Ambrosio, Best Start Network will address Secretariat members June 18 to discuss how this network can best fit into the Coalition structure to get information and input for this network's needs.	
8.	<b>Strategic Plan: Theme # 4: Demonstrating Outcomes:</b> <ul style="list-style-type: none"> <li>CLB Bankers Event</li> </ul>	Trevor	<p>Trevor informed that the Basic Needs Task Group held a Canada Learning Bond (CLB) event in May targeting Banks and Financial Partners, which was supported by United Way, Best Start and the County. Trevor reported there was great attendance from all the major big banks including Investors Group and Edward Jones. The Royal Bank of Canada was not present but is interested in this initiative to support families. Some participants knew about the Canada Learning Bond and some did not. The Data was presented showing an average of 24.5 % uptake of eligible families signed up for the Canada Learning Bond across Simcoe. A brainstorming strategy session was held with the group to discuss how the Banks could support. Bankers reported that they do have a social responsibility to their community and are interested to make participation for the Canada Learning Bond happen. A Cheat Sheet containing CLB information sign up will be created for all Tellers at banks. The bank manager or advisor will meet with families. Banks are taking action to fix their IT sign up platform containing the \$500 deposit barrier in order to advance to the next screen in the application process.</p> <p>It was mentioned that Carla Dermott, United Way, emailed an opportunity to engage First Nations, Metis, Inuit (FNMI) families in the Canada Learning Bond opportunity and made a connection to a representative in Ottawa. The United Way hosted the local Canada Learning Bond event with bankers. All agreed to ask Carla Dermott, United way to update the Canada Learning Bond progress to engage participation of FNMI families</p>	To Secretariat for September Council member flash update: Ask Carla Dermott, United way to update the Canada Learning Bond progress to engage participation of FNMI families.
9.	Business Arising		Deb announced that an additional \$5, 500 is to be donated the	Ken and Sharon to create

	<p><b>Goal #2: b) Financial Stability</b></p> <ul style="list-style-type: none"> <li>➤ <b>Statement of Operations May 31, 2015</b></li> <li>➤ Membership 2015-16 statement update</li> <li>➤ Member fee update 2014-2015 past due update</li> </ul> <p><b>Goal #2: c) Coalition Member Staff Development</b></p> <ul style="list-style-type: none"> <li>• Potential Partnership with YMCA/Lakehead Leadership Program</li> <li>• Awards and Recognition Task Group</li> </ul>	<p>Ken Sharon Sharon</p> <p>Brian</p> <p>Brian</p>	<p>Professional Development Coalition fund. Catulpa originally designated funds to support the Child, Adolescent Needs and Strength (CANS) tool for regional complex care staff. Karen Hirstwood, interim Director of Catulpa didn't use \$3,600 of the funds and is donating to the Professional Development Coalition fund with a strict stipulation that these funds be only used for CANS training. Deb Woods announced she is personally donating \$2000 to the Professional Development Coalition fund through Catulpa. Infrastructure members agreed the CANS training fund will be tracked and reported properly in the Statement of Operations. Ken and Sharon to create a separate line in Revenue to report PD fund used and deferred as well as a specific CANS training PD use.</p> <p>Sharon presented the current Statement of Operations and the current Membership 2015-2016 fee report. Sharon reported that she is awaiting prior year and current year fee payments from Georgian College and is in communication with Suzanne Addison-Toor. Georgian College Accounting will be sending the payments.</p> <p>Brian reviewed the YMCA/Lakehead leadership program draft MOU letter speaking to the partnership with the Coalition for this leadership training including the use of the Coalition logo as well as the Coalition promotion of this training to membership. Many thanks to the Y which is offering to provide funding support to Coalition members unable to afford the cost of training. This MOU will be reviewed annually. Brian will draft a specific Memorandum of Understanding and take to Secretariat June 18 for approval and also send a copy to Trevor and Sharon.</p> <p>Engaging Lakehead University as a Coalition member was discussed and agreed. Brian will take initial steps with Lakehead..</p> <p>Awards and Recognition – Brian informed this group that he presented the program to Council May 28. Sharon sent out the nominations forms following the Council meeting. All agreed Sharon should send out a</p>	<p>a separate line in Revenue to report PD fund used and deferred as well as a specific CANS training PD use.</p> <p>Brian will draft a specific Memorandum of Understanding and take to Secretariat June 18 for approval and also send a copy to Trevor and Sharon.</p> <p>Sharon send out the Awards and Recognition Nomination form reminder June 23 in order for nominations to be received by June 30</p> <p>Ken and Sharon to create a separate line in Revenue to report PD fund used and deferred as well as a specific CANS training PD use.</p>
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			reminder June 23 in order for nominations to be received by June 30.	
10	Web update		Sharon informed this group that Deb Woods hosted a meeting with Transition Aged Youth System of Support (TAYSoS) leads to build web page(s) for their comprehensive program materials. Sharon will build the page(s) according to the purpose and scope of the program following the outcome of this meeting.	
11	Kiwanis Project	Lori	Lori Shirley stated the Kiwanis is conducting a review of its Strategic Priorities for the next few years and is looking for ways of executing its capital. The Kiwanis would like to conduct a community needs assessment project and send a survey out to organizations. The Kiwanis club would like to ask the Coalition to support this distribution to its members who will be able to apply for funds through the call for proposals. Brian moved to endorse the Kiwanis Survey distribution throughout the Coalition. Melanie seconded. All approved. Motion carried	Brian moved to endorse the Kiwanis Survey distribution throughout the Coalition. Melanie seconded. All approved. Motion carried

**Next Meeting: Thurs. September 10, 9:30–11:30 a.m., Common Roof (165 Ferris Lane) Board Room**