



INFRASTRUCTURE STRATEGY TABLE MEETING

Thursday, Mar. 12, 2015

9:30 – 11:30 a.m.

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

MINUTES

Attended	Declined
Ken Edwards Gurjinder Jammu Trevor McAlmont Sharon O'Neill (recorder) Brian Shelley Deb Woods	Marg Gallow Lori Shirley Melanie Slade-Morrison Gurjinder Jammu

Item	Minutes	Action/Motions
1 Welcome	Welcome to all present.	
2 Approval of Minutes from Feb. 12, 2015	Minutes of Feb 12 2015 Approved.	
3 Approval of the Agenda	Approved	
4 Co-chair update	Trevor has not connected with Lori Shirley to find out interest in Co-Chair position. Brian Shelley stated he will be Co-Chair if Lori Shirley is not interested.	Trevor to check interest with Lori Shirley. Brian Shelley stated he will be Co-Chair if Lori Shirley is not interested.
5 Updates ➤ Planning Table ➤ Secretariat ➤ Coalition Council ➤ LHIN Care Connection	Planning Table updates will fall into Item 6 of the agenda. Secretariat and Council minutes may be viewed on website at given link. LHIN Care Connections– deferred to next meeting. Marg not present today to give updates.	LHIN Care Connections– deferred to next meeting.

	updates		
6	<p>Strategic Plan: Theme # 4: Demonstrating Outcomes:</p> <ul style="list-style-type: none"> • CYFS Planning Table track sheet/TTC progress update • Dashboard framework <ul style="list-style-type: none"> ○ Quality Function Deployment tool 	<p>Strategic Plan update will be given to Council at their Mar 26 meeting. This will be a tracked process update with example of a submitted Turn the Curve report. Sharon asked to 'gray out' duplicate working group information on the CYFS Planning Table track sheet.. Deb suggested a Co-Chair meeting before March 26th.</p> <p>Dashboard framework:</p> <p>Brian stated the YMCA, Youth Haven and New Path put forth joint funding for Resiliency training and survey execution. This would tie directly the measures for the Strategic Plan and give over-riding Developmental Assets or Michael Ungar resiliency model for a baseline and mapping of Turn The Curve projects to measure the Child and Youth Resilience Measure. Fiona and Brian of the YMCA are both involved. James Thomson, New Path, put forward the grant application. This funding will also employ a tool for the Child and Youth Resilience Measure.. The grant money includes funding for the cost of executing the survey through schools and training for all organizations. Funding will be multi-stepped</p> <p>– 10K allocated for research to determine a model using Michael Ungar or the Search Institute;</p> <p>-40K then 150K to Plan, Implement and execute including the training for each organization. SCDSB is a key partner for the survey. Conseil scolaire de district catholique Centre-Sud is also very interested. Ken stated Catulpa also uses Ungar tools and consistency would be greater if the chosen tool is unified across the groups involved. Trevor added the outcome of this action will guide what Infrastructure is doing. Results of the survey would start to fit June 2016 when Infrastructure will have baselines results to view the full cycle.</p> <p>Gurjinder stated following there are dozens of tools linking to the outcomes we want to achieve, align, screen and mine. The Quality Function Deployment (QFD) tool and another Macro Process tool can be used to understand stakeholder needs in order to design a program looking at Results Based Accountability. The Macro Process can measure process output and measurement. Ken cautioned we do not have control of inputs and outputs. Each agency has control of inputs. The Coalition is at arm's length without control</p>	<p>Sharon – Gray out all duplicates on Planning track sheet.</p> <p>Sharon arrange Co-Chair meeting before March 26 Council.</p> <p>Gurjinder will send samples of the QFD tool and Macro Process tool for distribution. Gurjinder will speak to his colleague, Anna Deslerr to see if she can sit on this table if he cannot continue.</p>

		<p>of input/output.</p> <p>Gurjinder gave a whiteboard demo of the QFD tool. He then demonstrated the Macro Process tool that has a logic model approach providing a process template to be filled in for more detail involving a sequence of steps. Ken stated he can see this Macro Process for TIP/TAY. Deb stated this would work with cross organization protocols such as the Suicide Risk Protocol. Brian added it would be a good way of measuring efficiency and impact of the Coalition tables. Trevor stated it is a good process that needs to be placed appropriately.</p> <p>Gurjinder is not sure if he can stay on this table but can offer support and will speak to his colleague, Anna Deslerr to see if she can sit on this table.</p>	
7	<p>Business Arising</p> <p>Goal #2: b) Financial Stability</p> <ul style="list-style-type: none"> • Statement of Operations Feb.28, 2015 • Membership 2015-16 Package • Member fee update 2014-2015 past due <p>Goal #2: c) Coalition Member Staff Development</p> <ul style="list-style-type: none"> • LEAD - discuss in light of YMCA/Lakehead Leadership Program? • Awards and Recognition Task Group Update <p>Goal #2: d) Identify Efficiencies</p> <ul style="list-style-type: none"> • Website Strategy <ul style="list-style-type: none"> ➤ Site Analysis for AODA compliance 	<p><u>Statement of Operations:</u> Ken stated that finances are aligned with the budget and provided the Statement of Operations Feb. 28, 2015. Ken and Sharon will meet before the next Infrastructure meeting to review sustainability with projected expenses. Ken/Sharon to check the Sitefinity License is reflected accurately.</p> <p><u>Membership 2015-16 Package -</u> The annual Member MOA and Invoice package was distributed the beginning of March 2015. Some organizations are already submitting paid MOA's and will be entered in the Accounting system for fees paid as of April 1, 2015. It would be good to ask Council to indicate who in their organization they want the invoice sent to aside from the direct member. This item can be sent to Secretariat. The current year finances will be closed by April 8/9. Ken/Sharon to review track sheet to keep Infrastructure updated on the annual MOA progress.</p> <p><u>Member fee update 2014-2015 past due -</u> Glen just approved the final letters to be sent to those members who are past due. Sharon will execute the final letter shortly. Members are Conseil Scolaire Viamonde and Georgian</p>	<p>Ken/Sharon to check the Sitefinity License is reflected accurately.</p> <p>Annual Invoice/MOA: to Secretariat - ask Council to indicate who in their organization they want the invoice sent to aside from the direct member. .</p> <p>Ken/Sharon to</p>

		<p>College.</p> <p><u>Staff Development</u> – The Coalition still has interest from members for LEAD training and benefit from specialized training on how to work collaboratively. Brian handed out the YMCA/Lakehead Leadership Institute Report for Infrastructure outlining the Background, Content, Educational Modules and Results of the pilot held February 11-13, 2015. Trillium may fund this program which is in 3 levels. Brian hopes to run Level 1 training in the Fall 2015 with level 2 in Jan 2016 and Level 3 to follow. Trillium proposal includes full time Manager FTE to develop this full time program. Trevor asked if training is part of the Coalition mission or should we partner with the YMCA program. Deb stated there is nothing explicit in the Strategic Plan re. training. Training is not a core service but partnering with the YMCA program and involved in Curriculum makes sense. Also, working with the FTE developer would be of benefit. If partnering, a Coalition member could possibly take part in training at a reduced rate and the Coalition could help promote this training. There may be possible financial assistance to some agencies under 100K. Trevor asked if members agree to put a recommendation forward to Council to partner. All approved. All agreed Deb could partner with the FTE developer. This will be taken to Secretariat. If agreed, this would go to Council with a motion.</p> <p>Brian asked Deb/Sharon to set up a meeting for Awards and Recognition and he will chair. Suggested meeting by end of March to execute nominations in April for Fall presentation. During Mar/May Council, Brian could ask for nominations by mid-June.</p> <p>Website – determine the use/value of the website in order to modify/enhance for AODA requirements. This needs to be addressed. The mission of the website needs to be defined. Gurjinder stated the Quality Function Deployment Tool may help define the website mission and fit into the web strategy. A site for youth would be drastically different. This item will be carried over to April for further discussion.</p>	<p>review track sheet to keep Infrastructure updated on the annual MOA progress.</p> <p>To Secretariat – Partner with YMCA Leadership Program. If agreed, this would go to Council with a motion.</p> <p>Item on April Infrastructure Agenda to determine Website strategy and tool to help.</p>
8	Roles of CYFS Coordinator and Executive Assistant	Discuss roles in context of possible additional role re Developmental Assets or additional projects. Deb currently sits on TIP/TAY over and above usual hours and this program will continue on for next year.	Sharon to send out job descriptions to Infrastructure members.

Next Meeting: Thurs. April 9, 9:30–11:30 a.m., Common Roof (165 Ferris Lane) Resource Rm.