



## SECRETARIAT MEETING

Thursday, Jan. 15, 2015 – 1:00-3:00 p.m.

The Common Roof, 165 Ferris Lane, Barrie – Resource Rm.

### MINUTES

Attended	Declined
Fiona Cascagnette John Clarke Glen Newby Trevor McAlmont Nadia Martins Elizabeth McKeeman Sharon O'Neill (recorder) Deb Woods	Susan Carmichael

Item	Minutes	Motions/Action
<b>1. Welcome</b>		
<b>2. Approval of Minutes from Nov. 20, 2014</b>	All approved	
<b>3. Approval of the Agenda</b>	Approved with additional items requested: <ol style="list-style-type: none"> <li>1. Deb – discussion of resource support from Gail Hamelin for Suicide Risk Protocol Review Task Team..</li> <li>2. Trevor McAlmont – Data Consortium update</li> <li>3. Nadia – adjust meeting schedule of Secretariat</li> </ol>	
<b>4. Advocacy</b> <ul style="list-style-type: none"> <li>➤ Board to Board Forum Update</li> </ul>	Glen reported on the Dec. 5, 2014, Board to Board meeting. Rob Armstrong presented Developmental Assets which was well received. Deb gave an overview of the Coalition Strategic Plan which was well received. Glen has received good feedback from 50% of the participants to date. There is a desire to meet together and talk about similar high level Board functions (example – finance, IT, risk management). The Board Chairs learned a deeper understanding of the Coalition. Glen is sending another email out to this group for feedback and will update Council on Jan. 22. Glen is hoping to gather this pilot group for another opportunity to meet in the Spring, 2015 and possibly extend to other Board Chairs or governance key members.	Glen to send another email out to participants for feedback and will report to Council on Jan. 22

<p>5. Special Needs Strategy (SNS) update</p>	<p>Elizabeth updated. The Special Needs strategy deadlines dates have been postponed until June and October. Right now families are included for the Feb &amp; March 2-day retreat. Budgets are not published but can be accessed. Communications in both French and English are good. York replicated Simcoe County. It was agreed that Special Needs Strategy (SNS) and LHIN communications would be posted on the website for Coalition Members. John forwarded Sharon the SNS Communique from Nancy Hastings (Catulpa). Planning table to bring updates to Secretariat for SNS, LHIN and Moving on Mental Health.</p>	<p>Sharon to be placed on DL for communications from LHIN, the movement on Mental Health and the Special Needs Strategy to post to website..</p> <p>Planning to bring update to Secretariat for Special Needs Strategy and LHIN and when movement on MH</p>
<p>6. Simcoe County Complex Needs Community Response</p>	<p>John presented the Simcoe County Complex Needs Community Response framework which identified services for children and families starting with the Caregiver to Service providers and support flowing to Caregiver Skills &amp; Resources (Specialized Respite Proposal &amp; Compassionate Community).</p>	
<p>7. <b>Strategy Table Updates</b></p> <ul style="list-style-type: none"> <li>➤ <b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Co-Chair &amp; member recruitment</li> <li>• Statement of Operations &amp; Budget for 2015-16</li> <li>• Member Fee invoicing for 2015-16</li> <li>• LEAD Cohort recommendation to Council</li> <li>• Awards &amp; Recognition</li> </ul> </li> <li>➤ <b>Planning</b> <ul style="list-style-type: none"> <li>• Planning role in Strategic Plan</li> <li>• Better mapping</li> </ul> </li> </ul>	<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Co-chair infrastructure – Brian Shelley agreed to be the interim Co-chair but won't be able to come to Secretariat and Council. The Coalition is still looking for permanent Co-chair.</li> <li>• Statement of Operations as at December 31, 2014 and proposed budget 2014/2015 were presented and agreed to take to Council Jan 22.</li> <li>• Member fees: There are 2 outstanding memberships due for 2014/2015. Glen will contact Georgian College Member and John will contact Viamonde Member.</li> <li>• LEAD cohort. Trevor gave a summary of the LEAD survey results. Infrastructure will continue to develop and direct implementation offering target date Fall, 2015.. All in agreement the survey results will be added to the Consent Agenda for Council Jan. 22.</li> <li>• Awards and Recognition – no update. Deb will send Brian Shelley a reminder.</li> </ul> <p><b>Planning:</b> Elizabeth gave an overview of the recent Planning Table meeting. (Jan. 13, 2015). Good discussion took place around presentations and reports to Council. Planning is clearer on its purpose and understanding its role relating to the Strategic Plan. Co-chairs from Planning and Infrastructure are working</p>	<p>Glen to contact Georgian College one last time for Membership.</p> <p>John to contact Viamonde one last time for Membership.</p> <p>Distribute LEAD survey results in the Consent Agenda for Council Jan. 22</p> <p>Deb send reminder to Brian for Awards and Recognition update.</p> <p>Sharon – to post Prezi designed Coalition Structure and Resilience and send to Co-Chairs of working groups and members</p>

	<p>together and meeting later this month to design an RBA template for Reporting on Resilience.</p> <p>Nadia presented the new 'Prezi' Coalition Structure which she developed for use throughout the Coalition. This was approved at Planning. All approved at Secretariat and agreed to be taken to Council.</p> <p>Nadia presented the new 'Prezi' Resilience which she developed for Strat Plan cohesive understanding and work moving towards the goal. All approved at Secretariat to be taken to Council Jan. 22 for the Strategic Plan Update.</p>	of Infrastructure, Secretariat and Planning tables.
<p><b>8. Strategic Planning</b></p> <ul style="list-style-type: none"> <li>➤ Consultation Process update – readiness for Council Jan 22</li> <li>➤ Theme #3: <b>Enabling Action to Promote Change:</b> Strategic priority projects that are identified, successfully implemented and sustained</li> </ul>	No updates. Target March Secretariat.	
<p><b>9. Approval Coalition Council Agenda</b></p> <ul style="list-style-type: none"> <li>➤ Exit ticket feedback Dec Council</li> <li>➤ <b>Consent Agenda:</b> <ul style="list-style-type: none"> <li>○ Minutes Infrastructure &amp; Planning Jan.2014</li> <li>○ Statement of Operations as at Dec 31, 2014</li> <li>○ Proposed Budget 2015/2016</li> <li>○ MOA Membership fee invoicing 2015/2016</li> </ul> </li> <li>➤ Presentations: hot topic, guests <ul style="list-style-type: none"> <li>○ <b>Hot Topic –</b></li> <li><b>1.Fiona Casganette Developmental Assets</b></li> <li>○ <b>Presentations:</b></li> <li><b>1.Wendy Nelson, Director,</b> Director, Central Region, Ministry of Children and Youth Service and Ministry of Community and Social Service</li> <li><b>2.Special Needs Strategy</b></li> </ul> </li> </ul>	The proposed Coalition Council Agenda was discussed and finalized. Fiona agreed to present Developmental Assets as the 'Hot Topic' to Council Jan. 22. Fiona is also going to partner with James Thomson, New Path for this presentation.	Sharon to send out Council Agenda.
<p><b>ADDITIONAL ITEMS:</b></p> <ul style="list-style-type: none"> <li>• Secretariat Mtg time change</li> <li>• Suicide Risk Protocol Review</li> <li>• Data Consortium</li> </ul>	<p>Nadia has a conflict. All agreed Secretariat time change 11:30-1:30 pm for on-going Secretariat meetings. Sharon to check room availability.</p> <p>Deb Woods and Sharon O'Neill will support the Suicide Risk Protocol Review</p>	11:30-1:30 pm Agreed time change for on-going Secretariat meetings.(Sharon

	<p>Task Team who have received renewed funding.</p> <p>Trevor updated on the memberships of the Data Consortium and drive for continued participation and Membership. Those who are members of the Coalition receive the benefit of having membership to the Data Consortium.</p>	<p>check room availability)</p>
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**Next Meeting: Feb. 19, 2015, 11:30am – 1:30pm. – The Common Roof, Resource Room**