



## SECRETARIAT MEETING

Thursday, May 21, 2015 –

11:30 – 1:30 p.m.

**Simcoe Muskoka Child Youth Family Services – formerly Children's Aid Society – Barrie –  
Meeting Rm #3**

### **MINUTES**

Item	Minutes	Actions
1. Welcome		
2. Approval of Minutes from <a href="#">April 22, 2015</a>	Approved	
3. Approval of the Agenda	Approved	
4. Vice-Chair- update	Glen will action further calls for Vice-Chair position and contact Brenda Jackson. Glen will also call Chris Samis, Brian Beal and David Jeffries. Ideally June Secretariat would be the target.	Glen to explore and contact members for interest targeting June.
5. Coordinator Vacancy update	Glen updated. Coordinator hiring. There were 5 applications. Trevor, Glen, John and Sharon reviewed the applications. Four were considered good candidates for an interview. Three will be interviewed Wed. May 27, 2015. The fourth person will be interviewed June 9. Glen pleased with the quality of applicants.	
6. Ontario FASD Provincial Strategy	John was contacted by Louise Paul and received the PA Letter to key Fetal Alcohol Syndrome Disorder (FASD) stakeholders from Granville Anderson, Parliamentary Assistant to the Minister of Children and Youth Services. Louise suggested that Coalition Council participate in the hosted Fetal Alcohol Spectrum Disorder Questionnaire available in both French and English from the link in this letter. John stated Simcoe County has a great response for serving FASD children. Louise wanted all members aware of the Ministry strategy to reach all organizations and have opportunity to take part in this questionnaire. All approved that we distribute to Coalition members. Fiona researched the online link from this letter and informed that Ministry roundtables are currently underway. All agreed this should be announced at Council and members could try to get invites to the roundtables.	John will send Sharon a covering note to accompany the Ministry letter to Council for distribution.  John will take this item to May 28 Council in the Member Flash updates.
7. PD Process update	Brian reviewed the draft Professional Development process and application. Fiona informed that the process should allow 4 weeks rather than 3. All agreed. Sharon will take action to revise. All agreed to move that last sentence in 'Eligible Participants and Expectations' to the second sentence in this section of the process. Sharon will revise. Trevor will take this draft process and application to Council for motion of approval.	Sharon – change process application to allow 4 weeks. Move the last sentence in Eligible Participants to the 2 <sup>nd</sup> sentence.

		<p>Sharon – Add 'Collective work in Training benefit Description. Trevor will take this draft process and application to Council for motion of approval</p>
<p><b>8. Advocacy</b></p> <ul style="list-style-type: none"> <li>➤ Board to Board Forum May 8 – update</li> </ul>	<p>Glen announced that the May 8 Board to Board was successful. Approximately 24 attended representing an estimated 12 organizations. Moving on Mental Health, Special Needs Strategy and the recent Simcoe Muskoka Child Youth Family Services Amalgamations were topic presentations. Participants stayed afterwards and networked with each other. John stated that Rick McHale, Chair of New Path would like to continue to work with John when he becomes Chair to continue with the Board to Board forums. The idea of a Super board was discussed in terms of how it would look and work with lead agencies. This could be a topic for the next Board to Board forum.</p> <p>Imagine Canada was a topic that the YMCA suggested. They just went through the Imagine Canada accreditation process. This was not tabled for May 8 because it focused on large organizations and not necessarily smaller organizations. However, could be a topic in the next Fall Board to Board. Fiona stated that there are different levels of Imagine Canada accreditation for various size organizations, and that it is less intensive for smaller organizations.</p>	<p>Noted (Sharon)Future Board to Board topics for Fall 2015:</p> <ul style="list-style-type: none"> <li>• Super Board concept.</li> <li>• Imagine Canada (YMCA)</li> </ul>
<p><b>9. Strategy Table Updates</b></p> <ul style="list-style-type: none"> <li>➤ <b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Awards &amp; Recognition update</li> <li>• YMCA Leadership training Partnership MOU</li> <li>• Member Fee invoicing for 2015-16</li> <li>• Statement of Operations</li> <li>• Report Card - Resilience</li> </ul> </li> <li>➤ <b>Planning</b> <ul style="list-style-type: none"> <li>- CYFS Planning Track Sheet</li> <li>- Turn The Curve Report Performance Measure Identification update</li> <li>- Sub-Group Summer TTC Panel</li> </ul> </li> </ul>	<p>Awards and Recognition – Brian will call for applications at May Council, nominations will be reviewed over the summer and awards presented at the September Council meeting.</p> <p>YMCA Leadership training Partnership MOU – Brian presented the YMCA partnering MOU letter at the May Infrastructure but there was no time to discuss and this item was deferred to June. Incoming Coordinator would partner with the Y Coordinator for this program. Coalition lends logo and promotes with Coalition membership. The Y is offering to provide funds to help smaller agencies access this training.</p> <p>Membership renewals and fees are being collected for 2015-2016 and reflected in the Statement of Operations. Fee payments are arriving earlier than the previous year.</p> <p>Brian presented the Statement of Operations as of April 30 2015. A Professional Development fund and donation is reflected in this Statement.</p> <p>Brian presented the Draft Report Card for Council May 28. In the future as</p>	<p>Action – Sharon to arrange French translation for Awards and Recognition applications from ZIP ZAP.</p> <p>Nadia will produce the Infrastructure Report Card in Prezi to incorporate into the existing Resiliency presentation.</p> <p>Action - John will carry the Special Needs Strategy link to Coalition discussion with Planning Table in June. The Planning</p>

	<p>more data is received, turn the curves will be actual graphs rather than projected and the actual resiliency metric will display on this report card. Susan stated that this report card may be of interest in Muskoka. All agreed Susan could present this report card to her Muskoka region. Nadia proposed she produce this report card slide and incorporate into the Resiliency presentation. All agreed.</p> <p>CYFS Planning Table Track Sheet: Elizabeth gave the update. Planning Table is hoping by the Fall to have all Turn the Curve reports received and reviewed. Nadia stated a column was added to the track sheet to keep track of when Planning reviewed the submitted reports. The Youth Justice Advisory Group, Triple P and Crisis Steering Committee Turn the Curve reports were reviewed at the May Planning Table and feedback was sent back to each group. Planning Table (or a smaller sub group) will have to meet over the Summer and go through all other received working table reports.</p> <p>Elizabeth stated Lora D’Ambrosio raised the Special Needs Strategy (SNS) and asked to carry this item to Secretariat. The SNS group is trying to find their place with links for strategies and asking for support from the Coalition. Another strategy that the Coalition can support is Moving on Mental Health. The Coalition Integrated Working Group is not meeting at present. This group was a subset of the Planning Table. Discussion of how to support these strategies and how to support through the Coalition structure ensued. The lead agencies of the strategies will be responsible for the governance. John will carry this discussion with Planning Table in June. The Planning Table will ask a representative from the Special Needs Strategy to provide more concrete information. John will then carry to Secretariat for more discussion if Planning agrees restarting the Integrated Working Group does make sense structurally to support these strategies.</p> <p>Deb stated there might be 3 models to suggest to Planning Table and then take to Secretariat:</p> <ul style="list-style-type: none"> <li>• SNS and MOMH governance groups report directly to Planning Table much like the relationship with our four networks and 12 working groups</li> <li>• use something like the LHIN model where their Care Connections process is engaging many of our members directly but the relationship is a liaison model through informal reporting by one of those members to our tables</li> <li>• another table (new or existing e.g. Secretariat) would be charged with the liaison function to other large external planning processes.</li> </ul> <p>This discussion could fit into a summer Secretariat retreat.</p>	<p>Table will ask a representative from the Special Needs Strategy to provide more concrete information. John will then carry to Secretariat for more discussion if Planning agrees restarting the Integrated Working Group does make sense structurally to support these strategies.</p> <p>Action (Sharon) – June Planning Table item Planning – discuss Planning’s role and look at modes to use to accommodate SNS and other strategies then carry to June Secretariat</p>
<p><b>10. Secretariat Role in Strategic Plan</b></p> <ul style="list-style-type: none"> <li>➤ Theme #3: <b>Enabling Action to Promote Change:</b> Strategic priority</li> </ul>	<p>The major role of Secretariat is how to enable action to promote change for priority projects to be implemented and sustained. All agreed this would be the work of Secretariat over the Summer to determine how to restructure to</p>	<p>John and Glen will arrange ½ day retreat (August) for</p>

<p>projects that are identified, successfully implemented and sustained</p> <ul style="list-style-type: none"> <li>○ Process Chart</li> </ul>	<p>accommodate strategy links in the Coalition. All agreed to have a ½ day retreat during August and have the new Coordinator in place to be part of this conversation. Outgoing and Incoming Co-Chairs will be part of this summer retreat. Advocacy group involvement and who can speak to advocate for project and strategy groups fell into this discussion. Fiona stated advocacy would require a comprehensive communication strategy and resource funding. All agreed an added topic to the retreat would be a Communication Strategy Focus.</p>	<p>Secretariat to discuss how to structure priority projects and strategies for implementation and sustainment. Another Topic item: Communication Strategy focus.</p>
<p><b>11. Terms of Reference – review</b></p>	<p>Secretariat members agreed to review the Terms of Reference in August at the summer retreat. For now, all agreed to the current Terms of Reference and date May 2015. One revision required in Conduct of Meetings, 1<sup>st</sup> sentence to read ‘The agenda of the Secretariat Table is set by the <b>Chair, Vice-Chair and Past Chair</b> of the Coalition with input...’ All approved revised Terms of Reference with review for late August 2015 after the summer retreat.</p>	<p>Sharon - Revise Conduct of Meetings 1<sup>st</sup> sentence then re-date Secretariat Terms of Reference to May 2015. Action (Sharon) change date of review to August 2015.</p>
<p><b>12. Approval Coalition Council Agenda final for May 28</b></p>	<p>The Council Agenda for May 28 was discussed for finalization. Added 1.1 – New Member Poll process (John). Moving forward this poll can use google form, or Survey Monkey as a tool to execute. Added 9.1 - PA Ministry Letter for FASD stakeholders – John Clark. Sharon directed to ask members to respond if they have quick Member Flash updates in body of meeting invite. Sharon to include facility map to indicate parking and building location for May 28.</p> <p>All agreed to final agenda.</p>	<p>Added 1.1 – New Member Poll process (John). Moving forward this poll can use google form, or Survey Monkey as a tool to execute. Added 9.1 - PA Ministry Letter for FASD stakeholders – John Clark. Sharon directed to ask members to respond if they have quick Member Flash updates in body of meeting invite. Sharon to include facility map to indicate parking and building location for May 28.</p>
<p><b>13. Awards Committee in Camera</b></p>	<p>Recorder (Sharon O’Neill) and Deb Woods left meeting.</p>	

**Next Meeting: June 18, 2015, 11:30–1:30 p.m., Simcoe Muskoka Child Youth Family Services – formerly Children’s Aid Society – Barrie – Meeting Rm #3**