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SECRETARIAT SUMMER RETREAT

Wednesday August 19, 2015

9:00 – 1:30 p.m.  
**The Common Roof – Barrie – Resource Room**

# MINUTES

Glen welcomed everyone and called the Meeting to Order at 9:10 a.m. Introductions were made around the table.

Present: Sandra Cole, Glen Newby, Trevor McAlmont, Lora D'Ambrosio, Leslie Watts, John Clarke, Nadia Martins, Deborah Woods, Elizabeth McKeeman, Brian Shelley, Fiona Cascagnette, Jacquie Ferguson, Susan Carmichael

Minutes: Maureen Armstrong

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| **Item** | **Presented By** | **Minutes** | **Motion/Action** |
| 1. **9:00 – 9:30am**   Best Start Network Presentation – Scope of Work and Initiatives | Lora D’Ambrosio  Lesley Watts | Lora D’Ambrosio and Leslie Watts presented to the group on the Best Start Network.  Lora reviewed a power point presentation, noting they have been told they are one of the strongest networks in the Province, in operation for 11 years. She reviewed their vision and principles which purposefully align with and support the Coalition’s Strategic direction. Best Start membership is also similar to that of the Coalition. Highlights of the efforts and gains made in the early intervention sector through Best Start were discussed with two notable mentions: the Early Intervention Parent Handbook which is a significant resource for families and service agencies and the 211 map which allows families and agencies to pop in an address and locate the closest service for the family. Best Start initiatives are evidence based and Lora reviewed some of the evaluation components.  The request from Best Start is for discussion, consideration and direction on how the work, efforts and impact of Best Start Network can be can be better communicated and integrated with the Coalition so that it is reaching a broader audience and the service system is better informed? Currently, Best Start presents on a bi-annual basis to Planning Table which does not allow reach to a bigger audience. It was noted that the initiatives of Best Start are far reaching and there is much to be leveraged for other similar planning bodies as well. (e.g. TAY,SOS, COMPASS, CTN, LGBTQ)  Lora and Leslie were thanked for their informative presentation which was timely for today’s retreat agenda. | ***Action:*** This will be discussed further at the September 17th Secretariat Meeting. |
| 1. **9:30 – 11:30am**   Coalition Structure in Changing Environment  *Supporting Documents for discussion*:   1. *Coalition Structure in Changing Environment -Member response Report* 2. *Strategic Plan* 3. *Coalition Structure* 4. *Council, Secretariat, Planning, Infrastructure Terms of Reference* | Group | New Path was congratulated on being awarded Lead Agency for Moving on Mental Health and Glen noted some of the work that will be required over the next few years. Glen feels the Coalition is in a good position to be part of the collaborative leadership. In years 2 and 3 the Lead Agency will be responsible for funding what comes into Simcoe County and distributing funds in the best way possible.  Glen reviewed the background leading into today’s discussion on whether the current Coalition structure is best positioned to meet the many initiatives that Coalition members are leading and taking part in. The purpose of the questionnaire was to elicit feedback on the impact on the Coalition in this busy and changing environment and what the Coalition structure might look like.  Sandra reviewed the survey results, noting it was sent to all member agencies and she received 10 responses. She reviewed some of the themes: agencies are working with multiple funding sources, including some multi ministry funding; system transformation and streamlining is consistent amongst efforts; there are several initiatives happening outside of MOMH and SNS that multiple Coalition members are involved in; there is minimal funding increase and focus more on realigning or reallocating funding; consistent feedback from respondents that it is time to realign Coalition structures.  Some feedback was noted that the survey was too difficult to complete. It was noted that we need to be clear about our purpose/intent when requesting information/feedback.  It was agreed that our MOA outlines our principles and purpose and can be a resource to guide the discussion around structure; to determine if tables/groups are meeting those principles. Our outcome would be our vision. Everyone agreed that our mission and vision are still accurate.  Suggestions/Feedback:  - too much duplication in meetings; perhaps one longer meeting  that encompasses broader planning as opposed to 2 or more  shorter meetings. Is every group relevant?  - empower the Coalition to develop the solution.  - there are other initiatives happening in the County that are not part  of the Coalition, but the Coalition should be aware of them and  how they impact families.  - how does COMPASS fit?  - should decision making be done by Secretariat and Coalition  Council be for information sharing?  - need people at tables to make the decisions; agencies would  therefore need to delegate authority  - communication needs to flow both ways between tables and  Coalition.  - how does the structure align with our outcomes identified in the  strategic plan  - could the Coalition be a governing body?  - we will need to determine incorporation if we move towards the  Coalition being a governing body - there would be implications -  perhaps start this discussion at Board-to-Board forum  - is there information available on this type of structure (Coalition as  governing body) - Yes in the UK.  - need to get people to commit to the values and principles that we  believe to avoid competition and let the agency who provides the  service best be chosen to provide that service.  John feels that establishing resiliency is where we are headed. He feels we have the right leaders and we need to go with what the evidence shows. We will need to determine over the next year if we move towards governance.  Further Feedback:  - suggestion to look at each table and its purpose and who sits  at each table. Trevor felt we can set up a simple electronic survey  and noted they have a team at the County who look at intent and  then go backwards to come up with questions for the survey  - John is wondering if we create a pilot (e.g. one year) around  System Integration with the goals 1) to maximize face time, 2)  reduce duplication and 3) work on integration. It was suggested  to have Best Start, TAY, CTN and COMPASS sit at the Secretariat  for this purpose and also include reps from the new initiatives.  Everyone was in agreement and felt that this can conclude with an  update in September from Secretariat to Coalition Council. | ***Action:*** We need to further explore the duplication issue - possibly at a Planning Table  ***Action:*** Trevor will explore this further.  ***Action:*** ­John will contact Terry, Ruth and Tracey to see if they are comfortable with this suggested pilot. |
| 1. **11:30 – 12:30pm Business Arising:**   **3.1** Vice Chair  **3.2** Advocacy with Federal Election  **3.3** Advocacy update Globe and Mail Coalition letter of support for Mental Health Article Series  **3.4** Results Based Accountability (RBA) Fall refresher  **3.5** Turn The Curve (TTC) status update | John  Group  Fiona  Group  Sandra/Nadia/  Jacquie | **3.1 Vice-Chair -** John thanked everyone for their input and reported that Phil Hough was chosen to fill the position of Vice-Chair. John spoke with him and he accepted the position. John will inform the other candidates in September. He noted that one factor that stood out is that Phil is from a different sector.  **3.2 Advocacy with Federal Election** - Sandra declared a potential conflict as she is heavily involved in working with one of the candidates (Colin Wilson) for the upcoming election.  Fiona noted there will be a Provincial Bi-Election in North Simcoe - where Patrick Brown is running for Garfield Dunlop's position. The voting date is September 3rd. Fiona is unsure if there is any opportunity there.  Federal election October 19th - Fiona noted we need to decide what activities we want to participate in. She recommended that we identity all opportunities for All Candidates meetings across Simcoe County and put a call out for volunteers to attend the meetings and raise our key messages and concerns/questions. Everyone was in agreement with this.    Some key issues identified were child care and immigration.  **3.3 Advocacy Update Globe and Mail** - Fiona reported that she didn't do this because she didn't feel she had the key messaging to be able to put the communication piece together. She therefore wants to clarify what is the strategy and advocacy role of the Coalition and who is our audience. It was agreed that we need a strategy of how to deal with calls that come in. For our website audience, we talked about youth, parents, and organizations. Currently our member audience is our member agencies.  Trevor noted that Allison, the Communications Officer at the School Board is back in September and would be a good resource. Susan noted that CAS also has someone working for them in this capacity. It was suggested to form a Communications Task Force to meet and bring back recommendations. It was also suggested to look at the Best Start Communications Strategy to assist with this.  Fiona noted that we may require resources in terms of social media. It was cautioned that although it is easy to post on social media, it takes time to monitor and respond. It was further noted that twitter can be linked to Facebook, which would reduce the time of having to monitor both.  It was suggested to obtain a quote for a communication plan (low, medium and high end). It was also noted that we can reduce costs if agencies can donate some of their resources.  **3.4 Results Based Accountability - Fall Refresher**. Trevor feels it is time to do a refresher with co- chairs and various groups. Everyone agreed but suggested to have two one-day sessions.  **3.5 Turn The Curve Update** - Nadia noted that a session was held July17th and updated what will be happening in the Fall. They will do an RBA training to help some of the groups and will also look at gaps. It was noted that they will need to ensure the plan goes to Infrastructure.  It was noted that we need to have an accessible location of where this information is stored and how it can be accessed (e.g. Drop Box)  **3.6 Closing** - John thanked Susan and Glen for their leadership.  **Adjournment** - The meeting adjourned at 12:43 p.m.  **Meeting Schedule** - 3rd Thursday of each month from 11:30 a.m. to 1:30 p.m. | **Moved:** by Fiona Cascagnette and seconded by Susan Carmichael to accept Phil Hough to fill the position of Vice-Chair. All in favor. No abstentions. Carried.  ***Action:*** John will let Phil know today.  ***Action:*** Fiona will determine timing of All Candidates meetings and bring to the September 24th Coalition Council meeting to come up with basic questions. If timing of meetings takes place prior to the Coalition Council Meeting, then she will do email communications.  ***Action:*** Fiona will bring the discussion back from where we ended one year ago; for September 17th Secretariat meeting.  ***Action:*** Trevor and Sandra will work on this and report back.  ***Action:*** Sandra will ask Sharon to send the plan to the Infrastructure Table.  ***Action:*** Sandra will follow up with Sharon around storage and access. |
| 1. 12:30 – 1:30pm Group Luncheon |  |  |  |

***Next Meeting:* September 17, 2015, 11:30–1:30 p.m., The Common Roof - Barrie – Resource Room**