



**INTEGRATED PLANNING TABLE MEETING**  
**Tuesday, June 12, 2018**  
**1:30 – 4:00pm**  
**The Common Roof (165 Ferris Lane, Barrie) Meeting Rooms A/B/C**  
**MINUTES**

Attended		Regrets	
Stefanie Smith, Co-Chair	Liz McKeeman	Danette Blue	Karen Dillon
Chris Brens, Co-Chair	Danielle Mink	Shauna Brady	Gisele Forrest
Sandy Lee	Natalie Riewe	Pat Carney	Rosslyn Junke
Kathryn Manners, Coordinator	Theresa Sandy	John Clarke	Rhonda Leduc
Julie McAlpine, Recorder	Christie Simmons-Physick	Gerry Croteau	Yves Levesque
	Mary Shirley-Thomson	Lora D'Ambrosio	Vicky Merrilees

Item		Minutes	Motion/Action
1.	Welcome and Introductions	A roundtable introduction took place. Mary Shirley-Thomson from Simcoe Muskoka Family Connexions and Theresa Sandy from BANAC were welcomed to their first meeting.	Julie to add Mary and Theresa to the IPT distribution list.
2.	<b>Consent Agenda:</b> 2.1 IPT Minutes May 8, 2018 2.2 Approval of Agenda	The minutes from the May 8, 2018 meeting were approved, with no changes. There were no changes to the agenda.	
3.	Priority Updates <ul style="list-style-type: none"> <li>• Knowledge Portal</li> <li>• Child, Youth and Family Profile <ul style="list-style-type: none"> <li>➤ Infographic</li> </ul> </li> </ul>	<p><u>Knowledge Portal</u> The Knowledge Portal on the Coalition website was reviewed to determine if there are any other groups that should be included. A discussion took place that including non-Coalition members in the portal could set a precedent.</p> <p>It was agreed that the Local Immigration Partnership will be added to the Knowledge Portal with a disclaimer that the lead agency, the County of Simcoe, is a contributing member of the Coalition.</p> <p>Kathy noted that the Knowledge Portal will continue to change and grow. One of the Strategic Directions is around knowledge and community wisdom and will be looking for ideas how to add to this section going forward.</p> <p><u>Simcoe County Child, Youth and Family Profile</u> Kathy reported we have the presentation and 61 page profile which has been approved and will be housed on the Coalition website. The infographic requires feedback from this table to be taken to Executive Committee for approval. The infographic will be included in the Strategic Plan to be used by all members.</p> <p>Comments/Feedback included:</p>	Julie to add LIP to the Knowledge Portal with a disclaimer and send to Sandy for approval.

Item	Minutes	Motion/Action
	<ul style="list-style-type: none"> <li>• Remove icons</li> <li>• The big report has detailed data – what’s the story we are trying to tell – how has the community changed</li> <li>• Feels like too much for an infographic (have supporting documents)</li> </ul> <p><u>Page 1:</u></p> <ul style="list-style-type: none"> <li>• Consider moving the logos at the bottom i.e. put on bottom of back page or on a cover page</li> <li>• When compare maps to subsets, are there communities where certain statistics are more prominent than others. What are we seeing, what are the recommendations?</li> </ul> <p><u>Page 2:</u></p> <ul style="list-style-type: none"> <li>• Remove top bar under Children and Youth (0-24 yr) - same as pg. 1</li> <li>• Key Points               <ul style="list-style-type: none"> <li>➢ include provincial percentages</li> <li>➢ Remove lines</li> <li>➢ Change Single-detached Houses to Homes</li> <li>➢ Low income Households – add low income gross amount</li> </ul> </li> <li>• There was much discussion around the use of “Aboriginal” vs “Indigenous” throughout the documents. There is a disclaimer on the full report that Aboriginal is Statscan language. A decision was made to leave as Aboriginal based on 2016 terminology and consider including an asterisk at the bottom referencing the Stat Plan acknowledging the terminology.</li> </ul> <p><u>Page 3:</u></p> <ul style="list-style-type: none"> <li>• Most Common               <ul style="list-style-type: none"> <li>➢ Remove Major Field of Study and include how many go on to post-secondary education under Highlights by Age Category (20-24yr)</li> <li>➢ Is Mandarin missing from Mother Tongue (per Theresa’s report)</li> </ul> </li> <li>• Highlights by Age Category               <ul style="list-style-type: none"> <li>➢ Have one highlight by age category, don’t need general 0-24.</li> <li>➢ Remove Icons and replace by age.</li> <li>➢ 0-14 - one is a subset of the other</li> <li>➢ Live in Lone parent, step family... increase by age – how do we compare – what does it tell us, judgemental?</li> </ul> </li> <li>• Family Characteristics               <ul style="list-style-type: none"> <li>➢ Discussed the language used. People see language and respond, not realizing Statscan terminology.</li> <li>➢ Remove Family Characteristics. Give more space for additional highlights by age.</li> </ul> </li> </ul> <p><u>Page 4:</u></p> <ul style="list-style-type: none"> <li>• Lone-Parent Families Low Income – add some points re income</li> <li>• remove line about how low income affects children</li> <li>• 3 different ways used to characterize two parent families</li> </ul>	<p>Kathy to check with Olga re Mandarin.</p>

	Item	Minutes	Motion/Action
		This is the first iteration of the infographic and each year there will be additions/changes. Kathy will take to Executive Committee for approval, then back to IPT in the fall.	Send any additional changes to Kathy.
4.	Thank you to Stefanie	As this was Stefanie's last meeting as co-chair, Chris acknowledged Stefanie's contribution of leadership and guidance to the table and presented her with a small token of appreciation. Stefanie will continue as a member of the Integrated Planning Table.	
5.	Warm Transfer Guidelines <ul style="list-style-type: none"> <li>• Scenario Examples</li> <li>• Evaluation Criteria</li> </ul>	<p><b>Draft Warm Transfer Guidelines:</b> The Guidelines were taken to the Executive Committee who requested more consistency regarding the language and requested an appendix be attached with some scenarios around what a transfer looks/sounds like. They also asked about evaluation criteria and were informed this is part of the next step.</p> <p>Discussion took place with regards to cultural and language needs. Theresa advised BANAC offers free cultural awareness training and also spoke about the training she attended on the Inuit culture, which is different. Liz referenced a script developed with BANAC, agreed to by all members of Coalition if a family self identifies as Indigenous.</p> <p>The use of 211's website as a repository of information or as a resource was discussed. The Guidelines refer to high level linkage. If the agency being called is not the right place, acknowledge the issue and make a linkage to the correct resource.</p> <p>We want to show the Warm Transfer Guideline is not daunting or onerous i.e. good customer service.</p> <p><u>Scenario #1:</u> A parent phones an agency searching for services for their child with behaviour challenges. The worker identifies their agency does not provide the service but would be happy to refer them to another agency who is more appropriate.</p> <p>Sandy also has a case study example of an issue of an immigrant family connecting to service which would be another good example.</p> <p><u>Revised Best Practice Guidelines:</u></p> <ul style="list-style-type: none"> <li>• To help me find the best services for you is there a specific language you would prefer to receive service in?</li> <li>• Are there any cultural considerations that would help me best direct you to service, for example First Nation, Metis, Inuit, immigrant or services specific to the LGBTQ community?</li> <li>• The individual receiving the call can use 211 as a tool to best locate the service within the region.</li> <li>• If a message is left, the receiving service will follow up with the caller within two business days.</li> </ul>	

Item		Minutes	Motion/Action
		<p>The revised Warm Transfer Guidelines will be taken back to the Executive Committee to see if the one scenario is acceptable.</p> <p><u>Evaluation Criteria:</u> There is more conversation needed around the evaluation criteria and roll out of the Guideline. A robust training piece should accompany the roll out.</p>	<p>Take Guideline back to Executive Committee.</p> <p>Defer Evaluation Criteria until the fall.</p>
6.	Coalition 2018-2021 Strategic Plan	<p>Kathy advised the Strategic Directions were approved by Council on May 31st. In the fall, IPT will look at how to align its work with the Strategic Priorities. One of the Strategic Directions is around community wisdom and we will include advancing this work by adding other data sources.</p> <p>The Strategic Plan is a 40 page document with a plan on a page that will be officially launched in the fall. Kathy spoke about how the plan has been vetted throughout the process by the working group, Executive Committee and Council.</p> <p>The Strategic Plan will be sent out to IPT members once it has been approved by the Executive Committee.</p>	<p>Send Strategic Plan to IPT members.</p>
7.	Emergency Case Conference	<p>There is a group of people meeting in June to re-connect around high need users and what a community response could be. As the community is already talking about this, we will leave it where it is right now and filter back information in the fall.</p>	<p>Remove item from the IPT agenda going forward.</p>
8.	IPT Co-Chair	<p>Yves Levesque was recommended by the Executive Committee, and approved by Council, as the new co-chair of the Integrated Planning Table starting in September. Yves will co-chair with Chris.</p>	
9.	Next Steps	<p>Kathy is taking the summer off to cycle across Canada.</p> <p>A suggestion was made to develop the communication pathway from IPT to other tables by developing some kind of a summary outlining the communications that should go back to individual tables at the end of each meeting.</p> <p>Chris thanked everyone for their commitment this year and congratulated the group for having delivered on a profile, knowledge portal, and being close to finalizing a warm transfer guideline. We will continue to build on this for next year.</p>	

**Next Meeting: Tues. September 11, 2018 - 1:30 – 4:00 p.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Meeting Rooms A/B**