

COMMUNITY INDICATORS AND MEASURES COMMITTEE MINUTES

JUNE 23, 2014, 9:00 AM, HIGHLAND SHORES CHILDREN'S AID

**IN ATTENDANCE:**

**Brandi Hodge** – (Co-Chair) United Way Quinte, **Tami Callahan** (Co-Chair) – Highland Shores Children's Aid, **Tamara Kleinschmidt** – The Hub Child and Family Centre/Trenton Military Family Resource Centre, **Ruth Ingersoll**, Community Development Council Quinte, **Margo Russell-Bird**, Quinte Children's Treatment Centre, **Beverley Bell-Rowbotham** – Data Analysis Coordinator, **Wendy Anderson** – Children and Youth Services Network, and **Kelly Mathieson** – Family Space Quinte (guest)

**REGRETS:** **Angela Harvey** – Hastings and Prince Edward District School Board, **Carmela Ruberto**, Hastings County Social Services, **Janet Moorhead-Cassidy** – Hastings and Prince Edward Counties Health Unit, **Pam Kent** – Prince Edward – Lennox & Addington Social Services, **Jennifer Mills** – Quinte and District Rehabilitation, **Susan Ramsay** - Kingston Literacy and Skills

**MANDATE:** Using Results Based Accountability (RBA), will propose the structure for and complete a community report card about the health and well-being of children, youth and families in Hastings-Prince Edward using indicators that have been identified by the Committee and endorsed by the Network. To develop tools necessary to evaluate Network operations, and provide analysis and interpretation of data to the Network.

Item	Discussion/Motions	Recommendations <i>(things go forward to the Network)</i>	Action <i>(including Person Responsible and Completion Date)</i>
1. <b>Welcome and Introductions</b>	Brandi Hodge welcomed members.		
2. <b>Review of Agenda</b>	The Agenda was accepted as presented.		
3. <b>Motion to Approve Minutes</b>	The Minutes were accepted as presented.		
4. <b>Business Arising from Minutes</b>			
a) CYSN Partnership Self-Assessment	a) Results have been received and are summarized in the report distributed to the committee members.		

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<p>b) Data Repository Quotes</p>	<p>The Coordinating Team tasked the Community Indicators and Measurement Committee to develop, distribute and analyze the results of the survey. The Coordinating Team will determine how to roll the results out to the Network. The CIMC, at its next meeting, will analyze and summarize conclusions from the feedback and will identify the process that the Network needs to utilize to establish next steps. It was agreed that the results of the survey will be provided to the Terms of Reference committee for reference during their meetings over the summer.</p> <p>b) The RFP was sent out and three quotes were received: SNAP, THEY and ENGINE Communications. Brandi and Beverley met with each of three vendors to describe the goal and they were therefore able to understand the needs of the project. Marc Coyle, IT Services manager for the City of Belleville, reviewed the quotes and provided input and a rating scale for selecting the vendor of choice. Marc had worked with each of the three companies in different capacities and had information about all three. He did not have a conflict of interest. The quote that scored highest on the criteria template was THEY. Discussion during this meeting supported the recommendation to award the contract to THEY, provided a funding source is secured. There was discussion about the need to have a host agency to support ongoing maintenance of the project. Tamara to confirm if MFRC will agree to do – they currently host other projects with THEY, are a non-</p>	<p><b>The motion to be presented at the Network meeting June 26, 2014</b> will be for the Network to approve: a) that the contract be awarded to THEY, b) that the MFRC host the system and broker the funds, and, c) that funding applications be submitted to funding sources requesting \$25,000 for this project.</p>	<p>Tami Callahan / Brandi Hodge</p>

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c) Selection of Co-Chair	<p>profit organization and will likely be able to host with limited impact. Brandi and Tami and other committee members who volunteer will meet to draft and submit funding requests over the summer.</p> <p>c) There have been no volunteers from the committee for a co-chair to replace Tami Callahan. In September, the Network will be asking members to re-commit or sign up for committees. A new co-chair will be sought following that process in the fall, at the October CIMC meeting.</p>		
<b>5. Other Business</b>	There is no other business.		
<b>6. Next Meeting</b>	<p><b>Thursday, September 4 from 9 a.m. until noon in the Bay of Quinte meeting room, Highland Shores Children's Aid, Belleville.</b></p> <p>At this meeting the Partnership Self-Assessment results will be analyzed, therefore, committee members are asked to: read the report in full, identify recommendations to facilitate the process for the Network re: next steps, and identify one or two most surprising results from the report.</p>		<p>If you are attending or not, contact:  <a href="mailto:Tami.Callahan@HighlandShoresCAS.com">Tami.Callahan@HighlandShoresCAS.com</a>  <a href="mailto:bhodge@unitedwayofquinte.ca">bhodge@unitedwayofquinte.ca</a>  <a href="mailto:wanderson@cmhs-hpe.on.ca">wanderson@cmhs-hpe.on.ca</a></p>
<b>7. Adjournment</b>	The committee agreed to adjourn.		