

COMMUNITY INDICATORS AND MEASURES COMMITTEE MINUTES

MARCH 27, 2014, 2:30-4PM, HIGHLAND SHORES CHILDREN'S AID

IN ATTENDANCE:

Brandi Hodge – (Co-Chair) **Tami Callahan** (Co-Chair) – Highland Shores Children's Aid, United Way Quinte, **Beverley Bell-Rowbotham** – Data Analysis Coordinator, **Angela Harvey** – Hastings and Prince Edward District School Board, **Carmela Ruberto**, Hastings County Social Services **Tamara Kleinschmidt** – Prince Edward Child Care Services, **Susan Ramsay** - Kingston Literacy and Skills, **Wendy Anderson** – Children and Youth Services Network, **Ruth Ingersoll**, Community Development Council Quinte, **Margo Russell Bird**, Quinte Children's Treatment Centre

REGRETS: **Janet Moorhead-Cassidy** – Hastings and Prince Edward Counties Health Unit, **Susan Sweetman** – Trenton Military Family Resource Centre, **Pam Kent** – Prince Edward – Lennox & Addington Social Services, **Jennifer Mills** – Quinte and District Rehabilitation

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. Welcome and Introductions	B. Hodge welcomed members. Quorum was achieved.		
2. Review of Agenda	The Committee reviewed the agenda and accepted it as presented.		
3. Motion to Approve Minutes	Moved by: Susan Ramsay Seconded by: Margo Russell-Bird That the committee accepts the February 11, 2014 minutes as presented. CARRIED.		

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4. Business Arising from Minutes a) Network Meeting Highlights b) Coordinating Team Update	a) Wendy Anderson reported that Beverley spoke to the Network about the evaluation. b) Nothing to report.		
5. Work Plan a) n/a	The Work Plan will be discussed at a later date.		
6. New Business a) Evaluation Matrix for Network (including questions from the communication team) b) Proposal from Engine Communications for the Design of the Website/Database	a) B. Bell-Rowbotham shared the draft self-assessment tool. This self-assessment tool uses what was drafted a few years ago by the Logic Model working group. This new draft is a current version of that partnership tool. This is the first evaluation since we've restructured. The committee reviewed the draft evaluation and made some recommendations. The committee considered the feedback from the Communications Team.		

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	<p>b) B. Hodge presented the proposal from <i>Engine Communications</i> for the data repository. Brandi, Wendy and Beverley met with <i>Engine Communications</i>.</p> <p>The proposal came in at around \$10,000.</p>		<p>b) Beverley, Brandi and Wendy will meet with two other design companies</p>
<p>7. Other Business</p>	<p>Wendy Anderson advised that the Learning Foundation is the new banker for the Network and they are not eligible to apply for Trillium Grants. We'll have to establish some partners when we apply for Trillium grants.</p> <p>When the survey is uploaded to <i>SurveyMonkey</i>, some members will be requested to Pilot it.</p> <p>Committee talked about empowering the committees in terms of decision making and encouraging the Network to include specific process in their motions, i.e., what should come back to the Network for information as opposed to what needs to come back for approval.</p>		
<p>8. Summary of Next Steps</p>	<ol style="list-style-type: none"> 1. Arrange times for Beverley, Wendy to meet with other two network design companies. 2. Finalize quotes received from website design 		

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	<p>companies.</p> <p>3. At April network meeting, seek approval from Network to move forward on the actual applications. Tamara will present it.</p>		
9. Next Meeting	<p>April 17th 3:00pm - 4:30 pm</p> <p>Highland Shores CAS, 363 Dundas Street West</p>		<p>If you are attending or not, contact: Tami.Callahan@HighlandShoresCAS.com bhodge@unitedwayofquinte.ca wanderson@cmhs-hpe.on.ca</p>
10. Adjournment	<p>The committee agreed to adjourn.</p>		