

COMMUNICATION TEAM

MINUTES

Monday, January 7, 2013, 1:30-3:30pm

Children's Mental Health Services

Present: Bonnie Perrigard – Highland Shores Children's Aid
Brandi Hodge – United Way
Donna Kaye – Family Space
Helene Cadotte-Gagnon – Trenton Military Family Resource Centre
Kellie Brace – Hastings and Prince Edward Learning Foundation
Maribeth deSnoo – Hastings and Prince Edward Learning Foundation
Theresa Dostaler – Children and Youth Services Network
Wendy Anderson – Children and Youth Services Network

Regrets: Kerry Donnell - Hastings and Prince Edward District School Board
Linda Duffy-Brown – Community Living Prince Edward
Michael Weaver – Algonquin and Lakeshore Catholic District School Board

1. Welcome and Introductions

2. Accept Minutes from December 17, 2012

MOTION: To accept the minutes from December 17, 2012 with the addition of Kellie Brace as being present. Made by Brandi Hodge. Seconded by Helene Cadotte-Gagnon. All in favour. Carried.

3. Business Arising – addressed in agenda items below.

4. Review and Approve Draft Terms of Reference

The draft was reviewed and the following amendments were made:

- Remove 211/eportal from mandate – now a Resource Sharing Committee task
- List organizations as members rather than individuals and add “including but not limited to”
- Meeting schedule of 3rd Monday afternoon was inserted
- No need to specify names of recorder, co-chairs and Coordinating Team rep
- Annual review of work plan and terms of reference added to accountability
- Deliverables were removed – will comprise work plan

MOTION: To approve the Terms of Reference with changes. Made by Helene Cadotte-Gagnon. Seconded by Donna Kaye. All in favour. Carried.

MOTION: To accept Bonnie Perrigard as one of the team co-chairs. Made by Brandi Hodge. Seconded by Helene Cadotte-Gagnon. All in favour. Carried.

5. **Review New Draft Documents**

Theresa presented and the group discussed the following:

- Draft Information Flow Process – only one change – two-way arrow between broader public and Communication Team – will go to Restructuring Working Group.
- Draft Committee Agenda and Minute Templates were revised – replace action plan with work plan, change new items to new business, change recommendations from a row to a column, discussion column will include motions – to Restructuring Group.
- Draft Goals of CYSN trapezoid diagram – Theresa created this document to help clarify CYSN goals. The group felt that this document is a good communication tool.
- After seeing a draft logic model, the group decided to spend some time revising the CYSN vision and mandate because it was felt that the existing statements are not clear – will go to Restructuring Working Group.
 - Proposed Vision: Children, youth and families living in HPE easily access a responsive service system that meets their needs.
(Existing - Where children, youth and families feel valued within a community services system that is effective, integrated and seamless.)
 - Proposed Mandate: To create an effective, integrated and seamless community service system for children, youth and families that maximizes resources through collaborative and informed planning.
(Existing – The community well-being outcomes will guide the planning and delivery of services for children, youth and families in HPE.)
 - The group would also like to add the statement – “The Service System includes: Health, Safety and Protection, Food/Nutrition, Shelter, Income, etc.” **(Please Note: The Service Pathway Committee has come up with changes to our list of functions.)**

6. **Continue Work on Goals and Objectives**

Wendy and Theresa will be presenting to Loyalist students on Wednesday, January 9th to request that they take on objective #4, “Improve the awareness of the CYSN for agencies/organizations and children, youth and families.

7. **Discuss Plans for CYSN Website Launch**

Wendy will follow up with Emily at Snap regarding changes discussed on December 17th. We will launch the website to the “members only” at the January 24th Network meeting, and ask for feedback. We will require instructions on accessing the member only section. Any changes will be made after Wendy, Theresa and Donna are trained.

8. **Determine Next Steps**

- Wendy will finalize TOR for submission to Restructuring Working Group
- Theresa will finalize Information Flow Process and Committee Agenda and Minute Templates for submission to Restructuring Working Group
- Wendy will work with Emily on the website changes and find out how to log-in

9. **Next Meeting**

- Thursday, February 14, 9:30-11:30am, CMHS

3rd Monday afternoon of each month schedule begins:

- Monday, March 18, 1:30-3:30pm, CMHS