

COORDINATING TEAM MEETING

TUESDAY, APRIL 15, 2014, 1:30-3:30PM CHILDREN'S MENTAL HEALTH SERVICES, 3RD FLOOR, BELLEVILLE

IN ATTENDANCE: Kelly Mathieson (CYSN Co-Chair), Maribeth deSnoo (Communication Team), Brandi Hodge (Community Indicators and Measures Committee), Beverley Bell-Rowbotham (DAC), Wendy Anderson (CYSN Coordinator)

REGRETS: Theresa Kennedy (CYSN Co-Chair), Susan Seaman (Service Pathway/Community Engagement Committee), Anne-Marie Murphy (Resource Sharing Committee was disbanded on March 25, 2014)

TEAM MANDATE: The Coordinating Team is responsible for developing processes to support effective decision-making by the Network. The Coordinating Team receives agenda items from teams, committees, working groups and community partners, organizes Network meetings, and provides general direction to the coordinator in the development of Network agendas. The Team also reviews Network membership and partnership in order to identify gaps.

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
1. Welcome		
2. Review of Team Agenda	Accepted	
3. Accept Feb 19 th Minutes	Accepted	
4. Business Arising <ul style="list-style-type: none"> • Review of Network Meeting Attendance by Individual and by Organization 	Wendy submitted an Oct 2012 to Mar 2014 attendance summary. The team agreed that attendance looks solid but could be improved upon. The co-chairs will contact members who are missing meetings.	Wendy will provide co-chairs with a list of regular regrets.

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
<ul style="list-style-type: none"> Request from Communications Team re: 211 	<p>A 211 user report will be available shortly. Maribeth asked Brandi (United Way) if the report could be presented to the Network at the June meeting. Brandi agreed. The benefits to the Network would be awareness of 211, reminder to keep VIQ info current, and a resource to identify gaps in service across HPE for planning purposes.</p>	<p>Include on June agenda.</p>
<p>5. Work Plan</p> <ul style="list-style-type: none"> Review of Mar 25th Meeting Evaluation Summary Develop and Finalize April 24th Agenda 	<p>Wendy submitted the results – 42.4% response rate. Respondents agreed or strongly agreed that the meeting was well-planned, objectives were clear, and time was used effectively. One comment requested a break period. It was agreed by the team that meeting objectives should be stated at the beginning – if we are going to continue asking question. Better volume of sound was raised, and more interaction was requested.</p> <p>Terms of Reference Working Group wish to advise members on the status of the review – see minutes. With transfer of banker from CMHS (MCYS) to HPELF (EDU), CYSN responsibilities towards MCYS-mandated projects (e.g., Case Resolution and ASD Respite) and MCYS-funded community projects (e.g., Triple P, Babies and Beyond, Counselling in Prince Edward) are unclear. Kelly will seek clarification from Terry.</p> <p>Terry will present 4th Q financial report for approval and Maribeth will submit the 2014/15 budget, new service agreement and Aboriginal template. A “report from our banker” section will be a standing item on CYSN agendas.</p> <p>The Network needs to strike an Aboriginal Planning working group to complete template for approval by the Network in June. It is due to EDU on August 31, 2014.</p>	<p>Co-Chairs will invite people to get up and stretch, etc. Objectives for this meeting will be stated at beginning. Co-Chairs will ask people to stand, repeat questions if necessary. Roundtable/ icebreaker and Family Engagement exercise will allow for interaction. Wendy will arrange for a mike.</p> <p>Wendy will follow-up with Brandi Hildebrand about participating in an Aboriginal Planning Working Group.</p>

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
	<p>CYSN Co-Chair nominations, nominating committee, etc. has been deferred to June meeting. Community Indicators and Measures Committee is the only other group with a co-chair coming to full term. CIMC – Brandi will advise Network of release of online partnership self-assessment and provide update on data repository quotes (5 min).</p> <p>Service Pathway – Bianca and Melanie will offer interactive family engagement placemat exercise. Kelly offered to help (40 min). Input will be taken back to SP/CE.</p> <p>Second Helpings – Ruth will follow-up on launch (5 min).</p> <p>Community Issues – Jennifer Mills will provide a two-minute infomercial on OHIP funded physiotherapy services; e.g., what it is, eligibility criteria, processes for intake and referrals (2 min).</p>	<p>Include on June agenda.</p>
<p>6. Next Meeting</p> <ul style="list-style-type: none"> Wendy has issued a doodle poll 	<p>http://doodle.com/g65r9ceu7z2h2w9v</p>	<p>Regrets to: wanderson@cmhs-hpe.on.ca</p>
<p>7. Adjournment</p>	<p>3:30pm</p>	