

CHILDREN AND YOUTH SERVICES NETWORK

COORDINATING TEAM MINUTES

THURSDAY, FEBRUARY 15, 2013, 9:30-11:30AM, CHILDREN'S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3RD FLOOR, BELLEVILLE

In attendance: Anne-Marie Murphy (Resource Sharing), Beverley Bell-Rowbotham, Brandi Hodge (Community Indicators and Measures), Kelly Mathieson, Maribeth deSnoo (Communication), Terry Swift (Service Pathway), Theresa Dostaler, Theresa Kennedy, Wendy Anderson

Regrets: None

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	Recommendations <i>(things to go forward to the Network)</i>	Action <i>(including Person Responsible and Completion Date)</i>
1. Welcome and Introductions	Welcome to the inaugural meeting of the CYSN Coordinating Team!		
2. Review of Agenda	Accepted		
3. Work Plan	The Coordinating Team Terms of Reference was discussed and finalized for approval by the Network, which included a revision of the mandate to remove all suggestion of decision-making on behalf of the Network by this group.	Terms of Reference	Wendy will add these items to the agenda and include all documents in the Feb 28 th meeting information package.

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	<p>Team goals and objectives were finalized.</p> <p>The “Partnership Agreement” working group will propose to the Network the name change to “Membership Agreement”.</p> <p>The Network Terms of Reference which were approved by the Core Integration Team in Oct 2012, have been revised to reflect the above as well as the mandate and process changes that have occurred and been identified by teams and committees during the restructuring.</p> <p>The group agreed that videos and icebreakers have been effective.</p> <p>A consent agenda will be introduced to try a collective approval of admin items and save time.</p> <p>A 20-30 minute activity will be offered to gather ideas on Red Flag indicators with recommendations to come forward in March.</p> <p>Maribeth will present the Membership Agreement for approval and announce the “save the date” for the May 23rd media event.</p> <p>Theresa Dostaler will need about 5 minutes to request additional “No Wrong Door” trainers.</p>	<p>Goals & Objectives</p> <p>Membership Agreement and Logic Model</p> <p>Network Terms of Reference</p>	<p>Theresa will research.</p> <p>Wendy will add to agenda.</p> <p>Brandi to develop and present.</p> <p>Wendy will add to agenda.</p> <p>Wendy will add to agenda.</p>

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	<p>An evaluation is needed to assess meeting effectiveness.</p> <p>Terry agreed to present a CYSN financial summary at the March meeting.</p> <p>Team and committee 2013/14 work plans will be brought forward for approval in March.</p> <p>A 30-min “No Wrong Door” awareness training to the Network, including a 211/VIQ presentation has been proposed for March.</p> <p>The Ontario Early Years Policy Framework has been suggested as a future agenda item.</p> <p>Parent/Youth Engagement, which is the responsibility of the Service Pathway /Community Engagement Committee, will be brought forward at a future date.</p>		<p>Beverley to develop. Should also go to CIMC.</p> <p>Wendy will include on next agenda.</p> <p>Wendy will include on next agenda.</p> <p>Wendy will include on next agenda.</p>
4. Next Meetings	<ul style="list-style-type: none"> • Thursday, March 21, 2013, 1-3pm CMHS • Wednesday, April 17, 2013, 1-3pm, CMHS • Monday, May 13, 2013, 1-3pm, CMHS • Thursday, June 20, 2013, 1-3pm, CMHS 		<p>Please send any regrets to: wanderson@cmhs-hpe.on.ca</p>
5. Adjournment	Meeting was adjourned at 11:30 am		