

## COORDINATING TEAM MEETING

WEDNESDAY, FEBRUARY 19, 2014, 1:30-3:30PM CHILDREN'S MENTAL HEALTH SERVICES, 3<sup>RD</sup> FLOOR, BELLEVILLE

IN ATTENDANCE: Kelly Mathieson (CYSN Co-Chair) , Theresa Kennedy (CYSN Co-Chair) , Maribeth deSnoo (Communication Team), Susan Seaman (Service Pathway/Community Engagement Committee), Anne-Marie Murphy (Resource Sharing Committee) , Bonnie Perrigard (guest) , Thelma Perry (minutes)

REGRETS: Wendy Anderson (CYSN Coordinator), Beverly Bell-Rowbotham (HPE DAC) , Brandi Hodge (Community Indicators and Measures Committee)

**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>
<b>1. Welcome and introductions</b> <ul style="list-style-type: none"> <li>• Guest Bonnie Perrigard</li> <li>• Communication Team Request for 211 data</li> </ul>	Minute-taker – Thelma Bonnie Perrigard and Kelly Mathieson discussed the conversation with Brandi Hodge as a follow-up to the e-mail sent to the Coordinating Team regarding evaluations, report card, and data repository. It was decided that the Community Indicators and Measures (CIM) Committee will incorporate questions from the Communication Team when the network evaluation is set up by the CIM Committee in the spring. It was also decided that updates on the progress of the “red flag” indicators will be included on the website, particularly the work of the	Theresa Kennedy is to contact Tami Callaghan to ensure that she will speak to network evaluation at the February Network meeting.  Communication Team to highlight what is happening

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
	<p>Food Reclamation Project Working Group, and Early Childhood Development Working Group.</p> <p>It was discussed how the data repository is still in the exploration phases. It was also felt that an update to the report card would be unrealistic in 2014, and may even be questionable for 2015 as school boards are being asked to hold before commencing with any further EDI implementation.</p> <p>Bonnie - The last report said there would be updates in 2014 as to the outcomes and what is taking place.</p> <p>April Network meeting - self-assessment of Network to be launched.</p>	<p>at the February meeting and work with CIM Committee in providing “red flag” project updates on the CYSN website.</p> <p>Bonnie to approach Brenda Snider VIQ to attend Network meeting to update Network on community database.</p>
<b>2. Review of Team Agenda</b>	Add Healthy Communities Challenge Proposal	
<b>3. Accept Nov 5<sup>th</sup> Minutes</b>	Accepted	
<b>4. Business Arising</b> <ul style="list-style-type: none"> <li>Review of Network Meeting Attendance</li> </ul>	Deferred to April. It was discussed that the co-chairs have the responsibility to contact agencies/individuals who have not been regularly attending Network meetings.	Wendy will bring a summary of attendance by organization to next meeting.
<b>5. Work Plan</b> <ul style="list-style-type: none"> <li>Review of Meeting Evaluation Summary</li> </ul>	<p>The Coordinating Team felt that the results were positive, and we have to be cautious about individual requests such as breaks, snacks, and meeting locations. It was discussed how there are challenges with almost any meeting location to meet all of our needs. In reference to stating the objectives, it was decided to read the mandate which is at the top of the agenda.</p> <p>It was decided that a 10 minute break is not needed. Participants should feel free to get up when needed.</p>	

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
<ul style="list-style-type: none"> <li>Develop and Finalize February 27<sup>th</sup> Agenda</li> </ul>	<p>MOVE oral health presentation to New Business – infomercials for 1 minute as it was deemed to be an information item.</p> <p>ADD under New Business: Healthy Community Challenge – funding opportunity for municipalities – promoting physical activity for children. Hastings County will be applying. Health Unit is looking for partnerships with community agencies to help with proposal due March 14<sup>th</sup>. Fits Early Childhood Development Working Group mandate. (Anne-Marie)</p> <p>ADD as information item under New Business: May 6<sup>th</sup> New Event- Dr. Jean Clinton to talk about the teen brain and risk taking behavior with teens. (Anne-Marie)</p>	
<p><b>6. Next Meeting</b></p> <ul style="list-style-type: none"> <li>Wendy to issue doodle poll for April Meeting</li> </ul>	<p>Everyone was asked to please complete the doodle poll for the next coordinating committee meeting.</p>	<p>Regrets to:  <a href="mailto:wanderson@cmhs-hpe.on.ca">wanderson@cmhs-hpe.on.ca</a></p>
<p><b>7. Adjournment</b></p>	<p>3pm</p>	