

## CHILDREN AND YOUTH SERVICES NETWORK

### COORDINATING TEAM MINUTES

THURSDAY, MARCH 21, 2013, 1-3PM, CHILDREN'S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3<sup>RD</sup> FLOOR, BELLEVILLE

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

**Regrets:** Theresa Kennedy

**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>
<b>1. Welcome and Introductions</b>	Welcome provided by Wendy		
<b>2. Review of Agenda</b>	Accepted with the addition of 2013/14 MCYS Early Child Development Planning funding and Community Capacity Building funding		
<b>3. Accept February 15, 2013 Minutes</b>	Accepted		
<b>4. Work Plan</b> a) Membership – Discuss Feb 28 <sup>th</sup> attendance	Discussion around attendance and organizations that are missing more meetings than are desirable.		We'll review the attendance record again in June. Beverley will prepare an attendance

<b>Item</b>	<b>Discussion/Motions</b>	<b>Recommendations</b> <i>(things to go forward to the Network)</i>	<b>Action</b> <i>(including Person Responsible and Completion Date)</i>
<p>b) Evaluation – Review of the Feb 28<sup>th</sup> meeting evaluation results</p> <p>c) Agenda – Develop Mar 28<sup>th</sup> agenda</p>	<p>Talked about the evaluations and the importance of analyzing trends and patterns in the narrative answers. The agenda for the network meeting was amended to reflect the suggestions contained within evaluation.</p> <p>Wendy presented challenges with meeting venues; i.e., tables to sit at, video-conferencing, wifi, parking, coffee, etc. Okay to BYOC!</p> <p>Proposed agenda was discussed. Introductions will be smaller round table format rather than large room format.</p> <p>Consent agenda will be applied again for minutes and work plans</p> <p>Business Arising - the issue of advocacy and what advocacy means was discussed. How can we build an understanding around advocacy and the appropriateness for the network?</p> <p>Terry presented a summarized version of the financial report that CMHS holds on behalf of CYSN with anticipated \$31,264 remaining at March 31, 2013.</p>	<p>A motion will be made to approve the community capacity building dollars for Triple P and B&amp;B.</p>	<p>survey – results to be discussed at our Apr 12<sup>th</sup> meeting. Bev will also revise the meeting survey. Wendy will forward the Feb 28 forms to Beverley for analysis.</p> <p>Co-chairs will stress to members the importance of RSVP'ing to Wendy.</p> <p>Theresa will find an inspirational video. Wendy will pull together a group puzzle icebreaker.</p> <p>Wendy and Theresa will research with other networks to see how they are doing with the advocacy issue, what responses are already out there. We'll bring that information back to a smaller committee to deal with and then to the larger network for ratification.</p> <p>Create a budget for all revenues received, all expenses paid for the network as other organizations would do, with quarterly financial statements.</p>

Item	Discussion/Motions	Recommendations <i>(things to go forward to the Network)</i>	Action <i>(including Person Responsible and Completion Date)</i>
	<p>Wendy advised that the ECDP funding submission deadline is Mar 31<sup>st</sup> and other Networks are completing theirs in small groups. Wendy, Theresa and Beverley will each take a piece. No need for it to go to the Network since our submission will be a cut-and-paste of work and approvals already vetted through the Network during restructuring. Appendix H – Community Plan for Child and Family Services – will need to be developed by the Network – MCYS to provide more detail.</p> <p>Theresa agreed to present a “No Wrong Door” overview to the Network which will include the status on facilitators and an invitation to member organizations to sign up for training.</p> <p>Maribeth will provide Network with venue for May 23<sup>rd</sup> media event, and explain the process for signing of the membership agreements.</p> <p>Brandi will summarize the Red Flag activity and request a motion to strike two working groups.</p> <p>Wendy advised that Amy Watkins from United Way has agreed to explain 211 and show how agencies can update their info on VIQ database.</p> <p>Wendy is finalizing details with Michelle Ogden and Annette Keogh, municipal housing reps.</p>	<p>Motion to strike working groups.</p>	<p>Theresa will develop a sign-up form for “No Wrong Door” training. Will show “lollipop” video.</p> <p>Communications Team to finalize venue and signing process on March 25<sup>th</sup>.</p>

Item	Discussion/Motions	Recommendations <i>(things to go forward to the Network)</i>	Action <i>(including Person Responsible and Completion Date)</i>
	As discussed during the Feb 28 <sup>th</sup> debriefing session, members will be invited to come forward to speak briefly to service gaps, new services, issues, etc.		Wendy will advise members of this when package is sent out.
<b>4. Next Meetings</b>	<ul style="list-style-type: none"> <li>• Monday, May 13, 2013, 1-3pm, CMHS</li> <li>• Thursday, June 20, 2013, 1-3pm, CMHS</li> </ul>		Please send any regrets to: <a href="mailto:wanderson@cmhs-hpe.on.ca">wanderson@cmhs-hpe.on.ca</a>
<b>5. Adjournment</b>	Meeting was adjourned at 11:30am		