

NETWORK MEETING MINUTES

Thursday, January 24, 2013

9:30 am to noon

Community Centre, 1807 York Road, Tyendinaga Mohawk Territory

1. Opening Remarks from Co-Chairs – Kelly Mathieson and Theresa Kennedy

After much research this past year, we have chosen to follow a framework taken from the Hamilton Best Start Model. We continue to learn as we move forward, developing the practices and processes that best suit our group size and multi-level organizations.

NOTE: Voting Procedure – there will be one vote for each organization. The Network will maintain the *status quo* for any program that has held its own vote in the past; e.g. QHC programs.

2. Roundtable Introductions (Theresa Kennedy)

3. Review of Agenda (Kelly)

4. Approval of the Minutes dated November 22, 2012 (Theresa Kennedy)

MOTION to approve - Terry Swift. Second - Ginny Jones

All in favour. Carried.

5. Review and Approve Network Vision, Mandate Goals and Logic Model

a) Vision and Mandate (Kelly)

Revisions have been submitted by the Communication Team to promote clarity and understanding of the Network.

MOTION to approve Vision and Mandate – Johanne Huiskamp

Second – Debbie Milne. All in favour. Carried.

b) Goals and Logic Model (Theresa Dostaler)

Goal Diagram – five key goals with clear objectives, assigned to five specific teams/committees.

Logic Model Diagram – streamlined, inclusive of the goals, objectives, committees, inputs, outputs, and outcomes - the outcomes have been divided into three sections – short-term (0-12 months), medium-term (1-2 years) and long-term (3-5 years).

QUESTION: What is the plan to keep this current as we move forward – assessment tools, or a review? Response: The team/committee work plans have specific objectives that identify the strategies, indicators and timeframes – this will result in a continuous updating process.

ACTION: Teams/committees will finalize objectives and work plans to take effect April 1, 2013. The logic model is also intended to be part of the partnership agreement being developed.

MOTION to approve Goals and Logic Model – Maribeth deSnoo

Second – Terry Swift. All in favour. Carried.

6. Communication Team

a) Launch of CYSN Website to Membership – Wendy Anderson

Purpose of the Website - To increase awareness of the Children and Youth Services Network to families, organizations, professionals (e.g., physicians), governments (e.g. councillors), etc. Snap Design is the carrier of the website and Wendy is responsible for maintaining with back-up from Theresa Dostaler and Donna Kaye, if necessary

Website Sections – Parents, Professionals, Resources, BLOG, Looking for Help, Find a Community Event, Get Involved plus info about the Network and a Members Area.

The Network history needs to be condensed but it's interesting – please read it if you can!

Wendy is the identified website contact and she will receive, respond and forward information

ACTION: Wendy will send out the link and password for the membership to have a preliminary look at the website and offer feedback regarding content. **Deadline to respond is February 1st**

Members Area – for access by Network members only. Includes:

- resources and assets inventory – developed by Resource Sharing Committee
- summary of the ongoing activities of the various teams/committees and their recommendations to the Network – developed by Communication Team
- Information Flow Process model – developed by Communication Team
- data repository – to be developed by Community Indicators and Measures Committee
- “No Wrong Door” and “Warm Hand-Off Information – being developed by Service Pathway / Community Engagement Committee
- meeting dates, and notices of special Network events
- templates for meeting minutes and agendas – developed by Communication Team

QUESTIONS:

i. What is the purpose of the Parent section?

Response: to connect parents to available sources of information about services; i.e., 211, 310-OPEN, Volunteer and Information Quinte (VIQ), www.southeasthealthline.ca and give them access to resources such as Checkered Flags, Red Cards. The CYSN website is not intended to duplicate information already available on member websites and other sites throughout the community – only to help direct people to services.

ii. Is there an automatic link to member agencies?

Response: Yes, Network member organizations with website links are listed by pathway functions in the Parent and Professional sections – still being finalized.

iii. Should there be a Youth section?

Response: To be addressed by the Communication Committee

b) Introduce Resources and Assets Inventory - George Flagler, Theresa Dostaler

Gathered through http://www.surveymonkey.com/s/CYSN_ResourceSharing_Agencies.

Over 30 member organizations contributed - listing includes resources such as accessible space, training, video conferencing capabilities, etc., organized by topic and geographic location.

New member organizations are encouraged to visit the link and add their information.

ACTION: Wendy to include survey monkey link in the minutes.

- c) **MOTION** to approve Terms of Reference – Debbie Milne
Second - Brandi Hodge. All in favour. Carried.
- d) **MOTION** to approve Co-chairs (Maribeth deSnoo & Bonnie Perrigard) and
Coordinating Team representative (Maribeth deSnoo) – Terry Swift.
Second - Ruth Ingersoll. All in favour. Carried.

7. Resource Sharing Committee

- a) **MOTION** to approve Terms of Reference - Amy Watkins
Second - Maribeth deSnoo. All in favour. Carried.
- b) **MOTION** to approve Co -chairs (Amy Watkins & George Flagler) and
Coordinating Team representative (Anne-Marie Murphy to May 2013) – Debbie Milne
Second - Julie London. All in favour. Carried.

QUESTIONS:

- i. Do you have to be a member to share resources?
Response: Resource Sharing Committee will address this question.
- ii. Can we make suggestions to the resource listing? i.e., funding sources, policies and
procedures
Response – Yes, direct your suggestions to a member of the Resource Sharing
Committee.

SUGGESTION:

Caution not to be all things to all people or the intent of the website may develop a life of its
own.

8. Community Indicators and Measures Committee

To promote clarity and understanding, the name has been changed from Outcome Measures and
Accountability Committee to Community Indicators and Measures Committee

- a) **MOTION** to approve Co-chairs (Tami Callahan & Brandi Hodge) and
Coordinating Team representative (Brandi Hodge) – Mike Whiteman
Second – Pam Kent. All in favour. Carried.
- b) Community Indicators Report and Survey – Brandi Hodge, Beverley Bell-Rowbotham, Mike
Whiteman
- To measure outcomes and ensure accountability through measureable evaluations and
outcomes
 - Results based accountability is a disciplined way of thinking and taking action used by
communities to improve the lives of children, families and the community as a whole
 - Report Card format as a communication tool

- Deliverables – summarized small report card version by Spring 2013 for everyone
 - online data inventory for Network members
 - larger report card using an online format for Network members and available to decision-makers, priority setters, service providers
- 2013 Report Card
 - vast amount of available data specific to Hastings and Prince Edward Counties
 - reviewed many other report cards from other communities
 - reviewed a variety of report formats
 - this is the Report Card starting point . . .
- Flags – green, yellow, or red
 - Green – we are doing better than the provincial average – celebrate
 - Yellow – not doing quite as well as the provincial average
 - Red – well below the provincial average

Examples:

Green Flags

- Health – access to a doctor- we score above the provincial average
- Student Success - above the provincial average scores in EQAO grade 9 applied math
- Sense of Belonging – above the provincial average

Yellow Flags

- Student Success - Grade 10 students literacy testing – slightly below the provincial average
- Youth Unemployment – below the provincial average – better than last year

Red Flags

- Percentage of births to teenage mothers is 8.6 % compared to provincial average of 3.7%
- % of mothers that smoke during pregnancy is 30% compared to provincial average of 12.7%
- % of vulnerable children is 21.1% compared to provincial average of 16 %

ACTION: Please complete the survey at this meeting, provide your feedback under the comment section, hand in to Brandi or fax. Wendy will send survey out electronically to those organizations not present. The Community Indicators and Measures Committee will then analyze the responses and identify the top two red flags as actionable items. **Deadline to respond is January 31st.**

9. Service Pathway/Community Engagement Committee

- a) **MOTION** to approve Terms of Reference – Terry Swift
Second – Karen Richey. All in favour. Carried.
- b) **MOTION** to approve Co -chairs (Susan Quaiff & Susan Stoddard) and Coordinating Team representative (Terry Swift to June 2013) – Debbie Milne
Second – Margo Russell-Bird. All in favour. Carried.

10. Partnership Agreement Working Group

- a) Membership Fee: \$25 for 2012/2013 and \$50 for 2013/2014
Member organizations who wish to contribute more may do so.

MOTION: To approve the 2012/2013 and 2013/2014 Membership Fee - Terry Swift. Second – Debbie Milne. All in Favour. Carried.

11. Closing Summary and Video

Technical difficulties prevent us from viewing the video – we will show it next time.
Thank you for your attendance and support.

12. Next Meeting

Thursday, February 28, 2013, 9:30am - noon
Highland Shores Children's Aid Society, 363 Dundas Street West, Belleville

13. Adjourned at 11:30am.

Children and Youth Services Network Meeting Participants January 24, 2013

Regrets: 22 individuals

Belleville Pregnancy and Family Care Centre – Heather Tapp
Belleville and Quinte West Community Health Centre – Jamie Maskill
Central East Ontario Training Board – Anne McIntosh
Community Care Access Centre – Elizabeth Harrison
Community Organized Support and Prevention – Linda Seeley
Eksa O'Kon:a Childcare Centre – Corrina Francis
Family Space Quinte – Thelma Perry
Hastings County – Carmela Ruberto, Steve Gatward
Hastings & Prince Edward Counties Health Unit – Janet Moorhead-Cassidy
Hastings and Prince Edward District School Board – June Rogers
Hastings and Prince Edward Learning Foundation – Kellie Brace
Highland Shores Children's Aid – Bonnie Perrigard, Mark Kartusch, Tami Callahan
Kingston Literacy and Skills – Susan Ramsay
Mental Health Services – Paul Meadows
Prince Edward Family Health Team – Peggy Neil
Prince Edward – Lennox & Addington Social Services – Jo-anne Munro-Cape
QHC Maternal Child Program – Kathleen O'Connor
Tahatikonhsotontie Head Start – Tracey Gazely
Three Oaks Shelter and Services – Carrie-Anne Collin

Children and Youth Services Network Meeting Participants January 24, 2013

Present: 31 organizations, 42 individuals

Abigail's Learning Centre – Karen Richey
Aboriginal Healthy Babies Healthy Children – Kayla Brant
Algonquin and Lakeshore Catholic District School Board (ALCDSB) – Theresa Kennedy, Lori Bryden
Belleville and Quinte West Community Health Centre – Bianca Sclippa-Barrett
Children and Youth Services Network (CYSN) – Theresa Dostaler, Wendy Anderson
Children's Mental Health Services (CMHS) – Terry Swift
Community Development Council of Quinte - Ruth Ingersoll
Community Living Belleville and District – Hilary Tugwood
Community Living Prince Edward – Johanne Huiskamp
Counselling Services of Belleville and District (CSBD) – Susan Seaman
Data Analysis Coordinator – Beverley Bell-Rowbotham
Family Space Quinte Inc. – Kelly Mathieson, Donna Kaye, George Flagler, Ginny Jones
First Adventure Child Development Centre – Debbie Milne
Hastings and Prince Edward District School Board (HPEDSB) – Donalda Simmons
Hastings and Prince Edward Learning Foundation – Maribeth deSnoo, Susan Sweet
Hastings County – Anne-Marie Murphy
Hastings County Children's Services – Cathy Utman
Mohawk Family Services – Brandi Hildebrand
Ministry of Children and Youth Services – Sybil Foley, Tracy Cronkright
Prince Edward Child Care Services (PECCS) – Susan Quaiff, Tamara Kleinschmidt
Prince Edward – Lennox & Addington Social Services (PELASS) – Pam Kent
Quinte Children's Treatment Centre/Preschool Speech and Language – Margo Russell-Bird
Quinte and District Rehabilitation – Jennifer Mills
Quinte Health Care – Crisis Intervention/Parent Child and Youth Clinic - Mike Whiteman
Quinte West Youth Centre – Jared Phillips
Student Support Leadership Initiative (SSLI) – Diane Newman Reed
Trenton Military Family Resource Centre (TMFRC)–Helene Cadotte-Gagnon, Susan Stoddard, Susan Sweetman
Triple P – Julie London
United Way Quinte – Amy Watkins, Brandi Hodge
YMCA Ontario Early Years – Tina Kinmond
Youth Habilitation Quinte Inc. (Youthab) – Cathie West