

CHILDREN AND YOUTH SERVICES NETWORK MINUTES

THURSDAY, JUNE 26, 2014, 9:00AM - NETWORKING, 9:30AM -12:00PM – MEETING

HASTING AND PRINCE EDWARD DISTRICT SCHOOL BOARD, 156 ANN STREET, BELLEVILLE

IN ATTENDANCE: (49) Kelly Mathieson (co-chair), Theresa Kennedy (co-chair), Wendy Anderson (coordinator), Maribeth deSnoo, Wendy Fleet (recorder), Kellie Brace, Cherie Hardie, Karen Richey, Debbie Milne, Julie K. London, Stephen Martyn, Maggie Flynn, Beverley Bell-Rowbotham (data analysis coordinator), George Flagler, Jennifer Mills, Anne-Marie Murphy, Rachelle Blanchette, Donalda Simmons, Mark Donald, Veronica Catry, Brandi Hodge, Bonnie Perrigard, Margo Russell-Bird, Linda Seeley, Leah Morgan, Wanda Post, Jared Phillips, Marina Turner-Johansson, Rachel Lackey, Tabitha Golden, Connie Nye-Kaley, Arlene Coculuzzi, Karley Gilbert, Pam Kent, Kathy Kennedy, Tami Callahan, Tamara Kleinschmidt, Soyoun Lee, Susan Seaman, Shelia Roote, Jessica Anderson, Caitlin Gnidec, Heather Barker, Ruth Ingersoll, Darlene Stuckless, Christopher Little, Amy Watkins, Paul Meadows, Mark Fisher

REGRETS: Susan Ramsay, Cathy Waite, Bianca Sclipa-Barrett, Hilary Tugwood, Lynette Cumming, Cathie West, Terry Swift, Tanya Grierson, Linda Duffy-Brown

OUR VISION: Children, youth and families living in HPE easily access a responsive service system that meets their needs.

MANDATE: To create an effective, integrated and seamless community service system for children, youth and families that maximizes resources through collaborative and informed planning.

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
1. Welcome, Objectives, Declaration of Conflict of Interest	Kelly Mathieson welcomed everyone to the meeting. No conflict of interest was declared.	
2. Introductions	CYSN members went around the room with introductions.	
3. Review of Agenda	In reviewing the agenda, a reminder from Kelly Mathieson for agencies to submit payment for the CYSN membership fee for 2014/15. This will ensure voting privileges for your agency. If your agency is no longer interested in the CYSN, it will be removed from the member list. Agenda approved.	

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
4. Consent Agenda a) Motion to approve Minutes from April 24, 2014	Motion to approve the Minutes – Debbie Milne Seconded – Brandi Hodge All in favour. Carried.	
5. Term of Office and Election Procedure for CYSN Co-chair: a) Motion to Strike Nominating Committee	Co-chairs, Kelly Mathieson and Theresa Kennedy are currently completing their first two-year term, which will conclude in November 2014. Their term could consist of four years (two, consecutive two-year terms). If anyone is interested in the co-chair position, please contact Wendy Anderson as the possibility of staggered elections could take place. Wendy Anderson requested volunteers for the nominating committee. Brandi Hodge and Maribeth deSnoo will be members on the nominating committee.	Members are asked to give some thought to possible candidates for CYSN co-chair positions. If you are interested in joining the Nominating committee, please contact Wendy Anderson.
6. Lead Agency Report: a) Financial Update	Maribeth deSnoo reviewed the CYSN budget which was included in the meeting package, and dated June 18, 2014. Revenue and Expenses to date were outlined. A question arose - will a notice for outstanding membership fees be sent out? Wendy Anderson advised that several reminder notices have gone out to last year's signatories, who are to sign the membership agreement and submit their \$50 annual fee as soon as possible.	
7. "How Does Learning Happen?" Foundations Exercise	Rachelle Blanchette (MEDU) gave an overview of the document 'How Does Learning Happen?' and led an exercise with the questions: <ul style="list-style-type: none"> As system leaders for programs that serve young children, what are our shared understandings and beliefs about the four foundations? 	CLICK HERE for presentation

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
	<ul style="list-style-type: none"> • What actions can we take as system leaders to build coherence for this foundation to support a continuum of learning in early years community settings and school programs? <p>Discussion took place at each table and feedback was provided around the room.</p> <p>Next steps for the CYSN regarding this document: Plan an information session/forum following the September 25th Network meeting for early childhood educators, Kindergarten teachers, community partners; e.g., Preschool Speech and Language</p>	
<p>8. Recommendations from Teams, Committees and Working Groups</p>	<p>a) <u>Communication Team Update:</u> Bonnie Perrigard gave an update regarding the Red Cards. A plan to phase out printed red cards, and replace with a web-based electronic version had been developed prior to restructuring. The Communication Team will send out a short survey to see if there is still a need for the printed version as community feedback has been received indicating print copies are needed by youth without access to devices.</p> <p>b) <u>Community Indicators and Measures Committee Update:</u> Brandi Hodge reviewed that in December 2013, the CYSN had endorsed the investigation of an HPE on-line data repository where the CYSN could have access to data and information for planning in one location, to download and use in different forms. Representatives from the web development agency <i>THEY</i> attended to answer questions.</p>	<p>Please advise Wendy Anderson if you wish a copy of the PowerPoint and/or <i>THEY</i> proposal.</p>

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
	<p>Motion to approve THEY as the web developer for the CYSN on-line data repository and start to submit funding requests up to \$25,000.00. Approved - Debbie Milne Second – Amy Watkins All in favour. Carried. Brandi noted that the MFRC will take the lead on funding requests for this project.</p> <p>c) <u>Service Pathway/Community Engagement Committee Update:</u> Donalda Simmons advised that the committee is being kept apprised of children’s mental health transformation by Terry Swift, and that the “No Wrong Door” Service Referral Guide by Function is to be updated over the summer. In terms of the Parent Engagement project, based on input received from the membership in April, the committee recommends the following plan of action for moving forward:</p> <ol style="list-style-type: none"> 1. Ask members to commit to a common philosophy of family engagement through a revised CYSN Membership Agreement. A small group will be reviewing the CYSN Terms of Reference and Membership Agreement over the summer – common language and concepts contained in the project report will be utilized. 2. Ask members to identify ways in which organizations can share best practices, policies and tools with each other. (Timeline: Fall 2014). 3. As a Network, determine how to involve families in the community-specific planning stage of the project. (Timeline: Winter 2014/2015). 	<p>Please advise Wendy Anderson if you wish to join the TOR/membership agreement working group.</p>

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
	<p>d) <u>Second Helpings Food Reclamation Project Update:</u> Ruth Ingersoll gave an update on the first recipient of the program. A recruitment of donors and recipients is underway and a listing of contact information of donors and recipients is being compiled. Members will then have the knowledge to donate leftover food from meetings, etc. safely to possible recipients The working group is searching for an organization to sustain this project.</p> <p>e) <u>Early Childhood Development Project Update:</u> The group, working on a plan to create key messages for families and resources around the three areas of vulnerability as identified by EDI results, has developed a draft logic model and a small group will be working on a communication strategy over the summer.</p> <p>f) <u>Terms of Reference Working Group</u> - nothing to report at this time</p> <p>g) <u>Aboriginal Planning Working Group Update:</u> The 2014/15 is being finalized and will be distributed for endorsement to members via email in July – due date August 31st. It will be accompanied by the 2013/14 year-end report which was completed by Wendy Anderson in consultation with Children’s Mental Health Services, HPE Learning Foundation and CYSN Co-chairs, and submitted to MCYS on June 25th.</p>	
<p>9. New Business</p>	<p>a) “Partnership Connections” At the beginning of the April CYSN meeting, members introduced themselves and reported on some organization highlights. Meeting evaluations spoke positively of this exercise. Since several partnership ideas arose from this process, the Coordinating Team would like to add a standing item to September’s agenda whereby members may report on ideas for</p>	

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
	<p>potential collaboration. Wendy Anderson will develop a request form for members to submit to the Coordinating Team if they wish to participate.</p> <p>b) United Way Quinte supports collaborative projects: Amy Watkins advised that small grant applications are available at http://www.unitedwayofquinte.ca/fund-distribution/funding-application/ Grant applications are available to all organizations who wish to apply.</p>	
<p>10. Infomercials – an opportunity to introduce service gaps, new services, issues etc.</p>	<p>Family Space Quinte Locations:</p> <ul style="list-style-type: none"> • Family Space will be moving from the 301 MacDonald Avenue location. The main location will be at Quinte Pediatrics located on Station Street in Belleville. This location will accommodate staff and offer playgroups. • New locations offering Partners in Play and Learning and Daddy n’ Me programs are Prince of Wales Public School in Belleville and Prince Charles Public School also in Belleville. • Programs at Frankford Penicostal Church will also be offered. • A new nature-based program will be offered at Zwicks Park in partnership with the City of Belleville. <p>Quinte West Youth Centre:</p> <ul style="list-style-type: none"> • Follow up - The City of Quinte West will support a hub facility partnership and has asked for information from other agencies willing to support and join. A survey will be sent out to gather the data from interested agencies and Wendy Anderson will distribute to CYSN. <p>Triple P Governance:</p> <ul style="list-style-type: none"> • A new steering committee is recommended as per the survey feedback. • A strategic planning day will be scheduled with more info to follow. 	

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
	COSP (Community Organized Support & Prevention): <ul style="list-style-type: none"> • Will be launching a new website - http://www.cosp.ca. United Way Quinte: <ul style="list-style-type: none"> • The Good Backpack Program has launched. More information is available on the website. http://www.unitedwayofquinte.ca/cms lib/REG%20POSTER.pdf 	
Next Meeting	Date: Thursday, September 25, 2014 Networking: 9-9:30am Meeting: 9:30am-noon Location: Hastings & Prince Edward District School Board 156 Ann Street, Belleville	If you plan to attend or not, please contact: wanderson@hpedsb.on.ca
Adjournment	11:46 am	