

SERVICE PATHWAY / COMMUNITY ENGAGEMENT COMMITTEE MINUTES

THURSDAY, APRIL 10, 2014, 9-11AM, CHILDREN’S MENTAL HEALTH SERVICES, 3RD FLOOR

IN ATTENDANCE: Kerry Cole, Danita Norton, Melanie Dunlop (Co-Chair), Terry Swift (Co-Chair), Beverley Bell-Rowbotham (DAC), Bianca Sclippa-Barrett, Amy McGuinness, Julie Pohlman-Brogee, Wendy Anderson (Coordinator), Allison Dall (Recorder)

REGRETS: Cathie West, Susan Quaiff, Vicky MacDonald, Donalda Simmons, Susan Seaman; Karen Richey, JoAnne Munro-Cape, Barb Meilenner

MANDATE: To define more clearly the community service pathway, develop “no wrong door” and “Warm Hand-Off” resource materials for service providers and implement distribution, education, awareness and training.

Item	Discussion/Motions	Recommendations <i>(things go forward to the Network)</i>	Action <i>(including Person Responsible and Completion Date)</i>
1. Welcome and Introductions	Melanie welcomed all committee members to the table. Everyone introduced themselves and identified the organization they are representing.		
2. Review of Agenda	Motion to approved agenda for today. Moved by Bianca Sclippa-Barrett Seconded by Terry Swift All in Favour. Carried.		
3. Motion to Approve Minutes from March 20th	Motion to approved minutes from March 20 th Moved by Kerry Cole Seconded by Amy McGuinness All in Favour. Carried.		

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<p>4. Business Arising from Minutes</p> <p>a) Network Meeting Highlights from March 25th</p>	<p>It was identified by Melanie that the minutes from the Network meeting can be obtained on the CYSN website.</p> <p>Wendy spoke about the slideshow that has been developed to help members promote the Network. It was developed by the Communication Team and is done in such a way that it can be tailored to various groups (i.e.; depending on their knowledge about the Network, slides can be taken out if not applicable to the group it is being presented to). The slideshow is available in the member area of the CYSN website.</p> <p>Terry informed the committee that funding for the Network (Best Start and Coordination) was transferred from CMHS to the Learning Foundation effective Apr 1st. Wendy stated that she will be moving sometime in July to the Hastings & Prince Edward District School Board office. Service Pathway meetings are likely to continue at this location.</p> <p>Wendy touched on the presentation made by the Early Childhood Development working</p>		<p>http://www.hpechildrenandyouth.ca/tag/cysn</p> <p>Wendy will advise the Network when slideshow is available on the CYSN website.</p>

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b) Coordinating Team Update	<p>group. Their project will promote healthy early childhood development messages that will address the areas of greatest vulnerability, and provide resources for families. The group will be relying on CYSN members and partners to help disseminate key messages to clients.</p> <p>Wendy identified to the committee that Hastings including Prince Edward County has applied for the Healthy Kids Community Challenge Fund. We will be finding out soon if this community has been selected. The Health Unit will be the lead in this initiative.</p> <p>Terry mentioned at this time that there is a Safer and Vital Communities Grant that a number of organizations have applied for in this area.</p> <p>Beverley mentioned that Second Helpings (Formerly Food Reclamation Group) will be doing a press release announcing the pilot project. The launch will take place on April 17, 2014, 10 am, at the Loyalist College Cafeteria. Loyalist College will support the Bridge Street United Church's Inn from the Cold.</p>		<p>Wendy advised that these types of events are communicated to members and partners on a weekly basis through the CYSN blog - http://www.hpechildrenandyouth.ca/blog/.</p>

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	<p>Melanie reminded committee members that Dr. Jean Clinton will be doing a presentation on May 6th called “Understanding the Teenage Brain”. She is doing a presentation for service providers in the day and the evening presentation will be geared more to parents in the evening. This event is being sponsored by HPE Harm Reduction Task Force.</p>		
<p>5. Work Plan a) Children and Youth Mental Health Framework</p>	<p>Terry. Framework is moving along nicely. Terry reported that we in the Eastern Region would be in the second wave of applying to be a lead agency. This will likely occur in the early spring.</p> <p>Terry announced that the Ministry has told CMHS we no longer use CAFAS or BCFPI assessment tools. They will fund just one more year for CAFAS. The understanding is to have a consistent tool. Looks like CANS will be revisited.</p> <p>Terry reported that organizations were asked to provide new service descriptions. Terry indicated that he found when writing these he referenced the Network and No Wrong Door.</p>		

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<p>b) No Wrong Door Training:</p> <ul style="list-style-type: none"> • Future Training Sessions 	<p>Terry reported that Northumberland County has been added to the Eastern Region making the area quite expansive. He stated that Kinark and Rebound (the two main children’s mental health services providers in Northumberland County) have been invited to be included in a discussion with himself, Cathie West, Melanie Dunlop, Donalda Simmons and Debbie Cornick. The purpose is to share thoughts on system transformation. This is taking place on May 9th. It is hoped that this could move forward in a collaborative manner.</p> <p>Committee members questioned at this time if the Network has a role in supporting this process in identifying who the lead should be. It was mentioned that after May 9th that a meeting be set up to look at this.</p> <p>Wendy reported that Amy and Theresa delivered a three-hour training session with 15 participants on March 27th. An evaluation was not done but input from participants was positive. A follow-up evaluation will be done in June. We still have resources left.</p>		

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<ul style="list-style-type: none"> Referral Map by Function 	<p>Wendy will be looking at setting some training dates in advance - possibly combining the power training session and community session. It was identified that there are communities that are not trained at all. (e.g. Quinte West, due to the many transitions recently) – although a few representatives from each organization would have attended the combined NWD and Checkered Flags sessions offered last year.</p> <p>Suggested by Melanie that those trained last year be shown how the training was segmented for Power Trainers. This would create consistency in delivering the information. It was agreed that this would be helpful.</p> <p>Wendy reported that there are two organizations that wish to be added to the Referral Guide - Parent Child & Youth Clinic and Youthab (housing). Discussion suggested both PEYC and Youthab should be invited to the next meeting to discuss why they should be added. In keeping with the NWD philosophy, it was agreed that the guide is intended to help service providers connect</p>		<p>Wendy will discuss future training sessions with Amy and Theresa.</p> <p>Wendy will pass along the adaptations to last year's group.</p> <p>Wendy to extend an invitation to the PCYC and Youthab to come to the next Service Pathway meeting.</p> <p>Wendy will review and make the necessary updates to the Referral Guide over the summer. New copies are expected to be available for the fall.</p>

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	<p>families and youth quickly and easily to key organizations offering services in the various functions. It was never intended to list everyone – 211, Community Key, etc. do this. It was mentioned that the education piece is the key to No Wrong Door.</p> <p>Wendy stated that eventually the Referral Guide by Function will be available electronically. But not yet because people need to take the training first. She stated that the Red Cards have gone that way. There are posters being put up in high schools with QR codes. The code is captured on a cell phone and then can be accessed on the internet and printed out.</p> <p>At this time there was some open discussion about how it may be valuable to hold organizations accountable to their membership agreements in the fact they have identified their commitment to No Wrong Door training. This will help in booking future sessions. Dates can be made well in advance to get all organizations on board.</p> <p>Wendy shared a newly developed resource</p>		

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<p>c) Parent Engagement Project Update:</p> <ul style="list-style-type: none"> • Discussion of Final Report 	<p>booklet intended for Aboriginal communities in Tyendinaga/Deseronto/Napanee/Kingston/Sharbot Lake & Area/Bancroft. This had been created by the Aboriginal Services (Kingston) and is titled Gathering Communities and Making Connections. This will be available online. Wendy will let everyone know as soon as it becomes available.</p> <p>Wendy sent out the report via email to all committee members. She had highlighted certain areas. Wendy reported that Theresa is in the process of developing an executive summary and a report on best practice. Wendy stated that key words and concepts are essentially the definition that the four planning tables could agree on. It was not possible to use the terminology common definition and thus we have common ideas of family engagement. Common ideas have replaced the term common definition.</p> <p>This report can be used at this table to develop the CYSN community-specific plan for family engagement.</p> <p>Final MCYS Template is due April 30th.</p>		<p>Wendy will send the Final Report out to Network Members, highlighting certain areas of importance.</p>

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<ul style="list-style-type: none"> Plans for Presentation to Network 	<p>Wendy stated that an activity for the Network meeting, April 24th, would be best suited in delivering this report to CYSN members. Recommendations contained in the Report (page 25) indicate that it is important not to refer to agencies but rather planning tables.</p> <p>Before we move ahead we need to find out how people are feeling about how to incorporate family engagement at the planning table. Do we want parents sitting at the table, through advisories, through surveys? There are three readiness checklists but none are specific to planning tables. With some assistance, these three could be modified to suit the Network. This could potentially be a group exercise. By bringing people up to speed with best practices we could commit together and move forward.</p> <p>Network will receive package prior to the next meeting. The report is intended to create dialogue.</p> <p>The room would be divided into round table discussion groups. Each table would have a facilitator. The questions posed would be:</p>		

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<ul style="list-style-type: none"> Plans for MCYS Template 	<ul style="list-style-type: none"> Should the CYSN directly engage families? If so, what would that look like? <p>Information gathered from the exercise will be brought back to this committee. Wendy confirmed that the Network Meeting is scheduled for April the 24th 9:30 to noon at the Belleville Public Library, 3rd floor.</p> <p>It is expected that the exercise will take approximately 30-40 minutes.</p> <p>The template will be completed by Coordinators/Planners on April 28th for review by this group – tight turnaround time – due to MCYS on April 30th.</p>		<p>Bianca and Melanie have agreed to provide an overview and introduce the exercise.</p> <p>Danita, Melanie, Bianca and Donalda to attend the Network Meeting on April 24th to assist in facilitating the exercise. (Wendy has agreed to bring Donalda up to speed on the execution of this exercise).</p> <p>Please be prepared to participate in an email review on April 29th.</p>
6. New Business			
7. Next Meeting	Tuesday, May 13, 2014, 9-11am at CMHS		If you are attending or not, contact: dunlmela@alcdsb.on.ca tswift@cmhs-hpe.on.ca wanderson@cmhs-hpe.on.ca
8. Adjournment	11:00am		