

## CHILDREN AND YOUTH SERVICES NETWORK

### SERVICE PATHWAY / COMMUNITY ENGAGEMENT MINUTES

THURSDAY, APRIL 11<sup>TH</sup>, 2013, 9:30-11:30AM, CHILDREN’S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3<sup>RD</sup> FLOOR, BELLEVILLE

**IN ATTENDANCE:** Karen Richey, Paul Meadows, Melanie Dunlop, Susan Stoddard, Cason Buikema, Bianca Sclipa-Barrett, Amy McGuinness, Danita Norton, Susan Quaiff, Donalda Simmons, Terry Swift, Theresa Dostaler, Linda Seeley, Allison Dall (recorder), Wendy Anderson = quorum of 12  
**GUEST:** Kailyn Connor (Placement Student with Community Living Prince Edward)

**REGRETS:** Angela Rail, Barb Meilener, Beverley Bell-Rowbotham, Cathy West, Derek Potts, Jennifer Mills, Jo-Anne Munro-Cape, Margo Russell-Bird, Susan Seaman, Tina Kinmond

**COMMITTEE 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 to go forward to the Network)</i>	Action <i>(including Person Responsible and Completion Date)</i>
<b>1. Welcome and Introductions</b>	Committee members introduced themselves and identified the organizations they represent.		
<b>2. Review of Agenda</b>	Agenda was accepted with the addition of initiating discussion around quorum.		
<b>3. Approval of Minutes</b>	Motion to approve Minutes from the February 14 <sup>th</sup> , 2013, meeting. Moved by Karen Richey, Seconded by Terry Swift, All in Favour Motion to approve Minutes from the March 21 <sup>st</sup> , 2013 meeting. Moved by Linda Seeley, Seconded by Danita Norton, All in Favour		

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<p><b>4. Business Arising</b></p> <p>a) March 28<sup>th</sup>, 2013 Network Meeting Summary</p>	<p>Wendy went over the highlights of the March 28<sup>th</sup> Network Meeting:</p> <ul style="list-style-type: none"> <li>-The Network is continuing to utilize consent agenda.</li> <li>-All work plans were approved by the Network.</li> <li>-Issue of advocacy was brought up at February meeting. Wendy is currently doing some research in terms of what other tables are doing (i.e.; local tables as well as the Hamilton model). It is being recommended that a small group will be formed to deal with advocacy. Anyone interested should approach Wendy about this. This group would be responsible for defining what advocacy means to Network members and creating a process that everyone is comfortable with. Paul advised that some are bound by agency procedures/processes.</li> <li>-The Network approved the continuation of funding of Triple P and Babies and Beyond.</li> </ul> <p>Terry has passed this recommendation on Highland Shores CAS (Community Capacity Building Fund).</p> <ul style="list-style-type: none"> <li>-Theresa presented an overview of “No Wrong Door and Warm Hand Off” using slides and materials created for train-the-trainer. Network members were invited to sign up for a 2-1/2 hour training session for their staff.</li> <li>-Media event was discussed for May 23<sup>rd</sup>, 2013 from 8-9:30 am to take place at The Bay of Quinte Golf and Country Club. This event will launch the CSYN Website, have a symbolic signing of the partnership agreement and the community report card brochure will be released.</li> <li>-Signed agreements and fees are coming in - we now have</li> </ul>		

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b) Coordinating Team Report	<p>10 official members of the Network. It is hoped that all agreements will be returned by April 30<sup>th</sup> - the May 23<sup>rd</sup> event will feature a symbolic signing of the agreement.</p> <ul style="list-style-type: none"> <li>-two sub-committees of the Community Indicators and Measures Committee were approved: food insecurity and school readiness. People have been signing up for these two sub-committees.</li> <li>-Coordinating Team plans to focus on Food Insecurity in April and School Readiness in May.</li> <li>-Amy Watkins, United Way, did a presentation on 211. VIQ is the data source provider for 211. Network members were reminded that it is important to keep things current in the VIQ database so that 211 is accurate and up-to-date.</li> <li>-Two presentations on municipal housing and homelessness plans. Hastings County, Michelle Ogden (<a href="mailto:ogdenm@hastingscounty.com">ogdenm@hastingscounty.com</a>) Prince Edward-Lennox &amp; Addington, Annette Keogh (<a href="mailto:keogha@pelass.org">keogha@pelass.org</a>). To provide input visit <a href="http://www.hastingscounty.com/municipal-services/housing.html">http://www.hastingscounty.com/municipal-services/housing.html</a>.</li> <li>-Focus of Network meetings is decidedly action. Coordinating team is making these presentations meaningful.</li> <li>-Brief verbal presentations and an “information buffet” are being offered for sharing.</li> </ul> <p>Terry had nothing to report at this time.</p>		

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<p><b>5. Work Plan</b></p> <p>a) No Wrong Door Training Report (Wendy / Theresa)</p>	<p>-Organizations were invited to sign up. Due date was Monday. North Hastings would like to coordinate their own training in their area. There are three individuals in North Hastings that have been trained. Abigail's, MFRC, COSP, CMHS, CSBD, St. Leonard's have responded. Six sessions have been established through SSLI for combined Checkered Flags/No Wrong Door.</p> <p>Wendy and Theresa will focus on the coordinating of the training of community service providers. Theresa will support Centre Hastings. The possibility of Prince Edward coordinating its own training will be explored. Wendy initiated discussion around the resources given out at training (i.e.; the resource manual, service referral guide by function and bookmark). It was stressed that we don't want those resources just photocopied and sent out en mass. The plan was for those who receive the training to have access to these materials for implementation. Suggestion to shorten the training was brought up. The need to appreciate the size of an agency and the ability to send all staff for training. Resources are needed to be delivered in a meaningful way. Suggestion was made that a video role play of a " warm hand off" be put on the website. Communication team could look at this. Input will be gathered from trainers in June in order to look at sustainability.</p>		<p>Wendy &amp; Theresa to continue to focus on training of community service providers (Theresa focusing on Centre Hastings in particular). Wendy, PECCS &amp; CLPE to discuss PEC training.</p> <p>Wendy &amp; Theresa to look at engaging health service providers.</p> <p>Organizations who have not signed up please let Wendy know.</p>

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b) Work Plan Review	<p>-Work plan was approved by Network. The Work Plan will remain a standing item on the agenda. Theresa reviewed the Work Plan with the group and changes were made.</p> <p>-Discussion around parent/youth engagement strategy. Wendy suggested that Theresa would be qualified to do a parent/youth engagement presentation. The Committee has yet to define the purpose of parent/youth engagement so there needs to be further discussion. Reminded that this came from CARP research. What is this model going to look like? Theresa will get further information around this and bring it to the Committee so a strategy can be developed. It would be good to review the CARP survey findings. It was agreed that the next meeting would be dedicated to discussing this more. Communications team is also working on this.</p>		<p>Theresa will revise Work Plan with changes as discussed.</p> <p>Theresa to bring back information around parent and youth engagement in the May meeting.</p>
6. New Business	<p>-Coordinating Team Representative. Standing agenda item. Position will be open as of June 2013. Those who are interested are to contact Susan Stoddard or Susan Quaiff. Coordinating Team meetings occur once a month and there is a always a short debriefing afterward Network meetings. This Committee would need to approve a candidate going forward.</p> <p>-The issue of quorum was discussed as the last three meetings have not had quorum and therefore motions could not be passed.</p>		<p>Wendy to approach Bill Sherlock at the Health Unit.</p>

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	<p>Attendance for some agencies has been sporadic and it has been difficult to know how to proceed. In discussing this matter, it was determined that Wendy will approach Bill Sherlock from the Health Unit as well the attendance from October 2012 onwards will be looked at and emails will be sent out accordingly request Members to respond in regards to their continued interest in participation. Co-chairs will look after this.</p> <p>NOTE: Paul noted that committee members should look at the Local Integrated Health Services Network Website. Their plan is now in phase 3. This plan will definitely impact service providers. <a href="http://www.lhins.on.ca/home.aspx">http://www.lhins.on.ca/home.aspx</a></p>		<p>Susan Stoddard &amp; Susan Quaiff (co-chairs) to review attendance and send out emails accordingly.</p>
<b>7. Next Steps</b>	Look at Parent and Youth Engagement		
<b>8. Next Meeting</b>	Thursday, May 9th, 2013, 9:30-11:30am, CMHS		<p>Please send any regrets to: <a href="mailto:Susan.Stoddard@forces.gc.ca">Susan.Stoddard@forces.gc.ca</a> <a href="mailto:sqpeccs@kos.net">sqpeccs@kos.net</a> <a href="mailto:wanderson@cmhs-hpe.on.ca">wanderson@cmhs-hpe.on.ca</a></p>
<b>9. Adjournment</b>	Meeting was adjourned at 11:07 AM		