

**SERVICE PATHWAY/COMMUNITY ENGAGEMENT COMMITTEE  
MINUTES**

Thursday, January 17, 2013, 9:30-11:30am

Children's Mental Health Services, 3 Applewood Drive, 3<sup>rd</sup> Floor, Belleville

**Present:**

Susan Stoddard – Trenton Military Family Resource Centre  
Linda Seeley – Community Organized Support and Prevention  
Ashley Thurlby – Three Oaks Shelter and Services (Placement Student)  
Carrie-Anne Collin – Three Oaks Shelter and Services  
Amy McGuinness - Family Space  
Bianca Sclippa-Barrett – Belleville & Quinte West Community Health Centre  
Susan Seaman – Counselling Services of Belleville & District  
Danita Norton – Community Living Prince Edward  
Donalda Simmons – Hastings & Prince Edward District School Board  
Tina Kinmond – YMCA, Trenton Ontario Early Years Centre  
Cason Buikema - Highland Shores Children's Aid  
Margo Russell-Bird - Quinte Children's Treatment Centre and PSSL  
Maribeth deSnoo – Hastings & Prince Edward Learning Foundation  
Susan Quaiff – Prince Edward Child Care Services  
Beverley Bell-Rowbotham- HPE Data Analysis Coordinator  
Theresa Dostaler – Children and Youth Services Network  
Wendy Anderson - Children and Youth Services Network  
Allison Dall – Children's Mental Health Services (recorder)

**Regrets:**

Angela Rail – North Hastings Family Health Centre  
Derek Potts – Hastings and Prince Edward District School Board  
Jackie Whittingham – Hastings and Prince Edward Counties Health Unit  
Jo-Anne Munro-Case – Prince Edward – Lennox & Addington Social Services  
Jennifer Mills – Quinte & District Rehabilitation  
Paul Meadows – Mental Health Services  
Terry Swift – Children's Mental Health Services  
Karen Richey – Abigail's Learning Centre  
Cathie West – Youth Habilitation Quinte  
Melanie Dunlop – Algonquin and Lakeshore Catholic District School Board

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**1. Welcome and Introductions (Wendy)**

Committee members introduced themselves and the organizations they represent.

**2. Review of Agenda (Wendy)**

The agenda was accepted with the addition of discussion around where these meetings should take place due to issues around parking.

**3. Accept Meeting Minutes of December 11, 2012 (Wendy)**

**Motion:** To approve the Minutes of Thursday December 11<sup>th</sup>, 2012

Moved by Amy McGuinness

Seconded by Carrie-Anne Collin

**Carried**

**4. Fill Vacant Positions (Wendy) MOTIONS**

• **Co-chairs**

Susan Quaiff and Susan Stoddard have put their names forward as co-chairs of the Resource Sharing Committee.

**Motion:** To accept Susan Quaiff as a co-chair.

Moved Maribeth deSnoo

Seconded by Amy McGuinness

**Carried**

**Motion:** To accept Susan Stoddard as a co-chair.

Moved by Linda Seeley

Seconded by Susan Seaman

**Carried**

• **Representative on Coordinating Team**

Wendy stated that Terry Swift has agreed to stand in as our representative on the Coordinating Team until June 2013 at which time a motion to accept a representative will be put forward.

• **Recorder**

Wendy explained that Terry Swift has offered to provide Allison Dall from Children's Mental Health Services to take the meetings' minutes provided these meetings take place at this location.

At this time the discussion around the meeting location took place. Members expressed concerns around the lack of parking space. Wendy stated that Terry is exploring the possibility of parking on the street with the City and Highland Shores CAS has offered their parking lot as a spot for any overflow from this building. It was also mentioned that there are efforts being made to finish the space in the basement of this building where a very large boardroom will be. Carrie-Anne Collin stated that her manager at Three Oaks (58 Highland Ave.) has offered their

boardroom as a location for these meetings. The space there is smaller; however, they do have abundant parking as they are able to use the parking lot at the Shriners Club. Members agreed in light of the fact that at this location we do have someone to take minutes and adequate physical space will be here that meetings will remain here at this time.

#### 5. **Review and Approval of Terms of Reference (Wendy) MOTION**

A package had been provided to all members prior to the meeting. The Terms of Reference (TOR) are currently in draft form. They briefly give a history. Wendy posed whether the objectives of the Committee should be included in the Work Plan rather in the Terms of Reference. Hopefully the Work Plan will be ready for Network approval in March.

Under Membership, it was pointed out that *Community Living Prince Edward* needs to be added and *Family Space Quinte* should be used. In looking at Meetings, discussion around how the Committee would like to frame their minimum 9 times a year because with meeting on the second Thursday of each month, allows for meetings to take place in December and January without affecting holiday time. It was suggested that this could be left as meeting a minimum of nine times a year and the membership could be flexible in deciding what months they would meet. Meetings will continue to take place at Children's Mental Health Services and Minutes taken at each meeting. In reviewing the Governance at a Resource Sharing meeting it was noted that as the Terms of Reference currently reads, one of the co-chairs needs to be a voting member of the Children Youth Services Network (an executive director or senior management). Wendy explained that this wording prevents other candidates with good facilitation skills from putting their names forward. It was suggested that *voting* be replaced by *attending member*. Under Accountability, add the *representative of the coordinating team* in the 3<sup>rd</sup> paragraph. Also the work plan is to be reviewed and updated annually but referred to every meeting. Resource Sharing Committee also discussed whether or not the co-chairs vote and quorum. These questions will go to the Restructuring Work Group (who originally developed the Network TOR). This document will go to the Children and Youth Services Network for approval next week.

**Motion:** To accept

Moved by Amy McGuinness

Seconded by Tina Kinmond

**Carried**

#### 6. **Work Plan – MOTIONS**

- **No Wrong Door Resource Manual (Theresa)**

Theresa addressed the No Wrong Door Resource Guide and training manual. It was identified that there are currently some outstanding items that need to be dealt with before formal review. Theresa did outline these details. There will be a train-the-trainer session. She is hoping to send out initial referral forms for

review before the next meeting. A draft of the Training Manual should be out by early February and a session should be booked the end of February or beginning of March. Some discussion was held about which groups would serve to be the best to pilot the session with and to receive feedback from (i.e.; education staff, a mixed group, and existing group that currently uses the “warm hand off).

- **Service Referral Guide by Function (Wendy)**

It was explained that this is the list of services by pathway function which was developed by the Committee in December, following certain criteria and listing the main not-for-profit organizations. It was suggested that Justice and Legal be combined. Wendy recommended that members of the Committee take the time to visit some of the useful sites listed; i.e., the new healthline, recreation directory, community events, youth centres, etc. Discussion was held whether or not some organizations should be added based on their geography or whether to maintain a quick reference, relying on the main organizations to identify the smaller or appropriate agencies in their sector. The size of the Guide was discussed and how to best distribute and display so that it is user friendly.

- **Referral Maps (Beverley)**

Beverley has not made any other revisions to the four referral maps since our December meeting. It was asked if we should continue to develop the maps or should we use the service referral guide. It was determined that the referral maps will be placed on hold at this time. The Service Pathway diagram still applies and an update will be brought to the group in February.

**Motion:** To accept in Principle the inclusion of the Service Referral Guide by Function in the No Wrong Door Manual and place the Referral Maps on hold

Moved by Linda Seeley

Seconded by Danita Norton

**Carried**

7. **Note**

Wendy identified that another Community Resource Fair is slated to take place in Belleville on November 7<sup>th</sup>, 2013. It was suggested that this Fair be open to students from Loyalist College.

8. **Next Meeting – Thursday February 14<sup>th</sup>, 2012, 9:30 – 11:30 am, CMHS**

Meeting was adjourned at 11:30 am.