

CHILDREN AND YOUTH SERVICES NETWORK

SERVICE PATHWAY / COMMUNITY ENGAGEMENT MINUTES

THURSDAY, MARCH 21ST, 2013, 9:30-11:30AM, CHILDREN’S MENTAL HEALTH SERVICES, 3 APPLEWOOD DRIVE, 3RD FLOOR, BELLEVILLE

In attendance: Allison Dall (recorder), Amy McGuinness, Beverley Bell-Rowbotham, Karen Richey, Linda Seeley, Susan Quaiff (co-chair), Susan Seaman, Susan Stoddard (co-chair), Terry Swift, Theresa Dostaler (via tele-conference), Tina Kinmond, Wendy Anderson

Regrets: Angela Rail, Barb Meilener, Bianca Sclipa-Barrett, Cason Buikema, Cathie West, Danita Norton, Derek Potts, Donalda Simmons, Jennifer Mills, Joanne Munro-Cape, Margo Russell-Bird, Maribeth deSnoo, Melanie Dunlop, Paul Meadows

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>
1. Welcome and Introductions	Committee members were welcomed. Due to the fact that there were not 12 agencies represented at the onset of this meeting, the group did not have a quorum.		
2. Review of Agenda	Agenda accepted		
3. Approval of Minutes	Minutes from February 14th, 2013 were accepted		
4. Business Arising from the Minutes a) February 28th, 2013 Network Meeting Summary	Susan Stoddard gave an update on what took place at the last Network meeting (i.e.; power point presentation by Lily Lee, Youthab, on Youth		

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	<p>Transitions and a presentation by Darren Dougall, Youth Justice, on a Substance Use workshop. The Community Indicators and Measures Committee Red Flags Survey identified the two red flags for this area as food security and Kindergarten students being identified with developmental risks. Network members were given an opportunity to sign up to get involved in these action items and it is expected that working groups will be formed.</p> <p>There was general discussion around the Food Security Network and that Beverly connected with Chair, Cathy McCallum on this action item – it makes sense to join forces.</p> <p>Network Membership Agreement was approved and will be distributed for signatures prior to March 31st, 2013.</p> <p>The Communication Team will be launching the CYSN Website on May 23rd, 2013 (location to be announced). A symbolic signing of the Membership Agreement will occur, and hopefully, the community report card brochure will be completed by that time.</p> <p>For more details, please see your Network minutes from February 28th.</p>		

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b) Coordinating Team Meeting	<p>Terry reviewed the mandate of the Coordinating Team. He reminded everyone that it is based on the Hamilton model. Terry commented that the Team wants to ensure that they are not perceived as a decision-making group. Terry stated that they will endeavor to keep Network meetings positive, productive and interesting. The Red Flag Indicators generated a lot of good discussion.</p> <p>Terry reminded everyone that they are welcome to attend Coordinating Team meetings.</p> <p>Terry reminded the Committee that he has agreed to be the representative until June. He did ask that others start thinking about taking this role on.</p> <p>It was at this time there was discussion around transitional age youth and creating focused working groups. Discussion on how the Network is action-oriented and working groups may be generated as things arise (e.g., Lily Lee's report). Transitional youth seems to be a Ministry focus at this time and it is likely there will be work generated specifically in regards to this group.</p>		
c) ECOTB Funding for "No Wrong Door" Train-the-Trainer Workshop on March 20 th , 2013	<p>Wendy provided a copy of the funding request, and reported that the \$1,775 was approved and has now been spent.</p>		

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<p>5. WORK PLAN</p> <p>a) No Wrong Door Training Report</p>	<p>Theresa and Wendy reported on “No Wrong Door” and next steps. Train-the-trainer training took place on Wednesday, March 20th at the Quinte Sports and Wellness Centre. Facilitated by Amy and Theresa, and assisted by Beverley and Wendy, 19 service providers were trained. Evaluations from participants were all positive.</p> <p>It was decided that the “No Wrong Door Awareness Training Session” will take place at the next Network meeting scheduled for March 28th, 2013. It will take approximately 30 minutes to do and there are still things to work out before this date. Beverley, Amy, Theresa and Wendy will be doing this.</p> <p>Wendy presented a kit that was distributed to all trainers, which included printed resource materials. A total of 25 kits were made up.</p> <p>Everyone who takes the 2-hour workshop will be given a Resource Manual and a Referral Guide. We will print as many copies as we can afford.</p> <p>Discussion around the Referral Guide and the need to keep it up to date was discussed. People are encouraged to send corrections to Wendy.</p>		<p>Wendy has agreed to make changes and updates as required.</p>

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b) Work Plan Draft	<p>Theresa reviewed the draft Work Plan with the group. In going over the objectives, Theresa stated that things will continue to evolve as work plans typically do. She indicated that she will be adding an evaluation piece.</p> <p>Committee Members accepted the work plan.</p>		<p>Wendy has will send out the Work Plan to all absent members via email. Once she gets feedback, the plan will then go to the Network meeting for approval on March 28th, 2013.</p>
<p>6. New Business</p> <p>a) Former CYSN Projects</p> <p>b) Trenton OEYC Relocation</p> <p>c) No Wrong Door self-evaluation and sustainability</p>	<p>Examples of projects were mentioned; Enhanced 18-month Well Baby Visit, Red Card Initiative, Checkered Flags, Triple P, Counselling in Prince Edward, Babies and Beyond. These resources and programs are ongoing and running well. Committee members were interested in feedback from primary health care providers about the Well-Baby Visit Referral Map.</p> <p>Tina Kinmond from Ontario Early Years Trenton spoke on how she is currently in the process of relocating. She was asked about where they are considering moving to. Tina reported that it may be North Trenton Public School or Prince Charles Public School is also a consideration.</p> <p>Amy McGuinness recommended distributing bookmarks at future “No Wrong Door” workshops. This tool would be helpful for self-evaluation and reminders of what they learn. It would be good to have them given to everyone trained in warm hand-off.</p>		<p>Wendy has agreed to follow up with the Health Unit around the Well Baby Visit and get back to the Committee.</p> <p>Amy will speak to Kelly Mathieson around providing the format for the bookmarks to Wendy who will look into getting them printed. Amy will look at having them finished (holes punched and ribbons attached) at Family Space.</p>

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7. Next Steps	Wendy to get in touch with the Health Unit around the status of the Well Baby Visits. Theresa to finalize the Work Plan. “No Wrong Door” Awareness Training Session to take place at the Network Meeting scheduled for March 28 th , 2013.		
8. Next Meeting	Thursday, April 11th, 2013, 9:30-11:30am, CMHS		Please send any regrets to: Susan.Stoddard@forces.gc.ca sgpeccs@kos.net wanderson@cmhs-hpe.on.ca
9. Adjournment	Meeting was adjourned at 11:26 am		