

SERVICE PATHWAY / COMMUNITY ENGAGEMENT COMMITTEE MINUTES

TUESDAY, NOVEMBER 18, 2014, 1:30-3:30PM, CMHS

IN ATTENDANCE: Kerry Cole (COSP), Wendy Anderson (CYSN Coordinator), Terry Swift (Co-chair - CMHS), Allison Dall (Recorder), Cathie West (Youthab), Donalda Simmons (HPEDSB), Beverley Bell-Rowbotham (DAC)

REGRETS: Melanie Dunlop (Co-chair – ALCDSB), Paul Meadows (Mental Health Services), Susan Seaman (CSBD), Danita Norton (Community Living Prince Edward)

GUEST: Theresa Dostaler

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> |
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| 1. Welcome and Introductions | Terry welcomed all committee members to the table. | | |
| 2. Review of Agenda | Agenda was accepted with no additions. | | |
| 3. Motion to Accept Minutes | Minutes from the October 21st meeting were accepted. | | |
| 4. Business Arising from Minutes a) Network Meeting Highlights | N/A. Next meeting is scheduled for Thursday, November 27 th , 930am-noon, HPEDSB. | | |

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| b) Coordinating Team Update | Wendy reported on the meeting last week. The focus of discussion was the Partnership Self-Assessment results from the membership. What has become evident is that members are not clear on the role of the Network. Time will be spent by members at the next Network meeting clarifying the purpose of the Network. Wendy stated that progress will be celebrated. | | |
| 5. Work Plan a) Children and Youth Mental Health Framework b) Review Final Electronic Referral Guide Revisions | <p>Terry indicated that there is not a lot to report. Toronto-based agencies will be announced soon. We do not know when the second wave of lead agencies will happen. Cathie, Debbie, and Terry have been meeting with the people in Northumberland and they in turn will be coming here to discuss things further. It is uncertain if Kinark is applying to be the lead in this region/area at this time. Terry will be providing an update at the Network meeting.</p> <p>Wendy has sent revisions to Committee members a couple of times for input. No input received to this date. Wendy will do a final edit/review and then it will be posted on the CYSN website. Wendy clarified with the</p> | | Wendy to distribute Referral Guide to Network members and community partners via email before Christmas, explaining what it is and how it is to be used. |

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| | <p>Committee members today that a link to the Harm Reduction Task Force information will be included on the Referral Guide but as determined earlier by this Committee, this resource will not be linked to the Red Cards.</p> <p>Wendy explained the addition on page 4 under Education. She recently discovered a link for free homework help - grades 7-10 on the MEDU website. This info will be added to the Independent Learning Centre section.</p> <p>After receiving another request to be listed under Adult Developmental Health from Community Living, Wendy contacted John Klassen, ED of Community Living Belleville. He explained that in order to obtain service, adults must go through Developmental Services Ontario (DSO) as the single point of access. He did confirm that Community Living will assist individuals with the completion of forms. Wendy wondered about including a footnote on the guide indicating that Community Living will provide this support. Terry stated that it was his understanding that the DSO in Kingston offered support in the completion of forms through a navigator. It was felt by Committee</p> | | |

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| <p>c) Red Card 2015 Update</p> <p>d) Family Engagement Project</p> | <p>members that the footnote may not be necessary.</p> <p>Cathie requested that Youthab be added to the Guide under Mental Health. Wendy stated that the group had agreed not to list all mental health organizations because Open Line Open Mind was identified as the single point of access. Cathie said that her staff would like Youthab listed. Cathie suggested that this topic be revisited when more members are present.</p> <p>Wendy has gathered a list of 6 printers from HPEDSB plus Haynes who has done the edits and printing in the past. She anticipates a cost of ~\$2,000 based on previous invoices. Cathie suggested adding Willow to the list.</p> <p>The small group formed at our last meeting – Melanie, Donalda, Theresa and Wendy – developed draft commitment statements for inclusion in the 2014/15 CYSN membership agreement. Committee members were asked to refer to handout. There were no changes. These two statements will be introduced at the next Network meeting and members will be asked to take back to their organizations for</p> | | <p>Wendy will follow up with the DSO.</p> <p>Discussion deferred to next meeting.</p> <p>Cathie will advise Wendy of a possible telephone change in Madoc.</p> <p>Wendy will collect three quotes.</p> <p>Melanie will present questions and the one-page summary to the Network.</p> |

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| | <p>review and discussion. The questions will be accompanied by the one-page summary of the Family Engagement philosophy, practice and definition</p> <p>Theresa had prepared a prioritizing exercise to create a means of action for Family Engagement. There were two parts to this exercise. What activities (taken from the Consultant’s Report) belong to the network, agencies or both? Two groups were formed. Members were then asked to categorize each pile into timelines – short-term (next 3 months), within the year (12 months), within three years or not suitable.</p> | | <p>Theresa will summarize the results for review and discussion at our next meeting. It is hoped that the resulting framework/plan can be presented to the Network in February 2015.</p> |
| <p>6. New Business</p> <p>a) CYSN Website Redesign</p> <p>b) Community Service Expo</p> | <p>Wendy reported that in looking at a re-design of the CYSN website, the Communications Team will be adding a section dedicated to No Wrong Door resources; i.e., referral guide, red cards, 211/310 open). Cathie has suggested that the TAY resource be made available here.</p> <p>Wendy reported that the Community Service Expo planning group is considering creating a</p> | | <p>Wendy will add the TAY inventory of youth services to the website.</p> |

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| | <p>video about services available in HPE (like a visual of an Expo summarizing each function in the CYSN referral guide) for the convenience of those who are unable to attend an event. Committee members questioned whether this would be a worthwhile project. Would it be effective? Would doctors for example actually watch it?</p> | | <p>Wendy will take this feedback to the Expo planning group next week.</p> |
| <p>7. Next Meeting</p> | <p>Next meeting is scheduled for Tuesday, January 13, 2014 from 1-3pm, CMHS</p> | | <p>If you are attending or not, contact: dunlmela@alcdsb.on.ca tswift@cmhs-hpe.on.ca wanderson@hpedsb.on.ca</p> |
| <p>8. Adjournment</p> | <p>Meeting adjourned at 3:04 pm</p> | | |