

**SERVICE PATHWAY / COMMUNITY ENGAGEMENT COMMITTEE MINUTES**

TUESDAY, OCTOBER 21, 2014, 1:30-3:30PM, CMHS

IN ATTENDANCE: Danita Norton, Paul Meadows, Kerry Cole, Melanie Dunlop (co-chair), Wendy Anderson (CYSN Coordinator), Terry Swift (co-chair), Allison Dall (recorder) Donaldal Simmons, Theresa Dostaler

REGRETS: Susan Quaiff, Cathie West

Note: Amy McGuinness (Family Space) and Bianca Sclipa-Barrett (BQWCHC) have both resigned and Karen Richey has retired.

**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 (things go forward to the Network)	Action (including Person Responsible and Completion Date)
1. Welcome and Introductions	Melanie welcomed all committee members to the table.		
2. Review of Agenda	Agenda was accepted with no additions.		
3. Motion to Approve Minutes	Minutes from the September 11 <sup>th</sup> meeting were accepted.		
4. Business Arising from Minutes a) Network Meeting Highlights b) Coordinating Team Update	a) Wendy reported that focus of the last Network meeting was on the partnership self-assessment that was done in the Spring. There was discussion around the		Minutes available in about section: <a href="http://www.hpechildrenandyouth.ca">http://www.hpechildrenandyouth.ca</a>

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	<p>results. The Network is in the working zone but there is still a way to go before it reaches the headway then target zone. On November 27<sup>th</sup> and members will begin to determine what is necessary to move forward effectively.</p> <p>Melanie had reported at the last Network meeting that this group will be taking responsibility for updating the Red Cards and Service Referral Guide by Function. Leader training for “No Wrong Door” has now stopped and the Referral Guide will be offered to Network members electronically through the CYSN website. Wendy felt that this should be clarified at the next Network meeting.</p> <p>b) The coordinating team has not met since our last meeting. Nothing to update.</p>		<p>Melanie agreed to speak at the next Network meeting scheduled for November 27<sup>th</sup> and clarify that “No Wrong Door” training has been put on hold and will be replaced by distribution of the Service Referral Guide by Function electronically. Power trainers will continue to train within their organizations.</p>
<p><b>5. Work Plan</b></p> <p>a) Children and Youth Mental Health Framework</p>	<p>a) Terry reported that the first wave of agencies were to meet in Toronto this month and discuss how they are moving forward. Call for proposals for the lead in Toronto has gone out. The second wave is the final phase and will likely occur in the</p>		

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<p>b) Continuation of Referral Map Revisions</p>	<p>New Year. In November Children’s Mental Health Ontario will have their annual conference and the Minister will identify when the second wave is to take place. October 30<sup>th</sup> Debbie Cornick, Cathie West and Terry will be meeting with Northumberland County agencies to discuss how things are done and how we can work together. Terry clarified that at this time there is only speculation as to who will apply in the second wave and what will occur.</p> <p>b) Wendy is suggested at the last meeting that the Referral Guide and two page introduction would be given to the Network as a gift. This could be offered electronically and the links can be embedded into the document.</p> <p>Wendy has taken a look at organizing the Guide further. Changes in the Education Section were pointed out. These changes have made the document more user-friendly. Wendy has asked that the Committee members review this Guide for logic and provide their input at the next</p>		

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<p>c) Plans for March/April 2015 Red Card Update</p>	<p>meeting. A final review will be done by Wendy and then this resource will be added to the CYSN website. Wendy wants to also add a link to the No Wrong Door video in the introduction. Wendy also mentioned that the Communication Team met and they will be revamping the CYSN website. It is being considered that a “No Wrong Door” or “Referral” section be created. Resources such as checkered flags and red cards would be available there. Even though new training is not being offered, Wendy wants members to recognize that “No Wrong Door” is not dead. Our website will continue to offer and promote “No Wrong Door” resources. Training can be considered in future if requested.</p> <p>c) Wendy stated that there is not much to report on that at this time. This group has agreed to take responsibility of these cards, both print copies and electronic. Best way to update the cards is to provide the cards to the listed agencies to review and then ask for updated information. Wendy re-visited the Links Card created by the Harm</p>		<p>Committee Members are to take a look at the changes currently made to the Introduction and Service Referral Guide by Function and provide their feedback at the next Service Pathway Meeting. Wendy provided the Members with a copy of the resource with what has been changed and updated thus far.</p>

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<p>d) Family Engagement Project</p> <ul style="list-style-type: none"> <li>• Plan Nov. 27 CSYN report-back/exercise</li> </ul>	<p>Reduction Task Force. It was discussed at the last meeting whether the information in this card could be married to the Red Card somehow. Discussion at the last meeting suggested a level of discomfort. It was suggested that this link be added to the introduction accompanying the Service Referral Guide by Function.</p> <p>Wendy has agreed to start updating the Red Cards. A call out to request funds will be brought forward at the Network meeting.</p> <p>d) Melanie summarized the results from the exercise on Family Engagement that was taken to the Network. Melanie explained that there has been no consensus in terms of what Family Engagement might look like.</p> <p>Wendy reported/reminded everyone that one of the objectives of the project was to come up with a Community Specific Plan for Family Engagement.</p> <p>Theresa suggested taking the tables list in the report and reformatting them. For</p>		<p>Wendy to provide a link to the Links Card created by the Harms Reduction Task Force for review by Committee Members and then later discussed at next meeting.</p> <p>Wendy will gather some quotes, and once we have an idea of cost, we will approach the Network.</p>

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	<p>example, looking at page 13, Action Options for Planning Tables, flushing out what has been done and then go to the next step in the process. What family engagement looks like at a Network level and how the Network can support agencies. The general feeling is that things could be broken down and started there.</p> <p>Discussion among Committee members suggested that the first step would be to commit to language and this should be finalized prior to Network organizations signing on in 2015. The definition would be incorporated into the Membership Agreement. It was determined at this time that this Committee should take the responsibility for this. The process should be broken down into steps. The common understanding of Family Engagement is found on pages 11 and 12 of the report.</p> <p>It was decided that a group to do this would be beneficial in moving forward; Wendy, Melanie and Donalda (maybe) have agreed to work on this language with the assistance of the Committee members.</p>		<p>Wendy and Melanie have agreed to meet to work on language to incorporate into the Membership Agreement. They</p>

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	<p>Wendy has a meeting with regional coordinators/planners on November 10<sup>th</sup>.</p> <p>Theresa has agreed to table the steps as outlined in the report. This will be brought to the next meeting for discussion.</p>		<p>will bring this forward to the next meeting.</p> <p>Theresa will meet with Melanie, Wendy and perhaps Donald.</p>
<b>6. New Business</b>	No new business to attend to.		
<b>7. Next Meeting</b>	Next meeting is scheduled for <b>Tuesday, November 18, 2014 from 1:30 – 3:30 pm, CMHS</b>		<p>If you are attending or not, contact:</p> <p><a href="mailto:dunlmela@alcdsb.on.ca">dunlmela@alcdsb.on.ca</a>  <a href="mailto:tswift@cmhs-hpe.on.ca">tswift@cmhs-hpe.on.ca</a>  <a href="mailto:wanderson@hpedsb.on.ca">wanderson@hpedsb.on.ca</a></p>
<b>8. Adjournment</b>	2:50 pm		