

COORDINATING TEAM MEETING MINUTES

WEDNESDAY, APRIL 6, 2016, 1:30-3:30PM, HIGHLAND SHORES CHILDREN'S AID, BELLEVILLE

TEAM MANDATE: The Coordinating Team is responsible for developing processes to support effective decision-making by the Network. The Coordinating Team receives agenda items from teams, committees, working groups and community partners, organizes Network meetings, and provides general direction to the coordinator in the development of Network agendas. The Team also reviews Network membership and partnership in order to identify gaps.

IN ATTENDANCE: Theresa Kennedy (CYSN Co-chair), Mark Kartusch (Managing Agency), Brandi Hodge (Community Indicators and Measures Committee), Bonnie Perrigard (Communication Team), Kelly Allan (Past CYSN Co-chair), Beverley Bell-Rowbotham (DAC), Wendy Anderson (CYSN Coordinator)

REGRETS: Tamara Kleinschmidt (CYSN Co-chair), Susan Seaman (Service Pathways/Community Engagement Committee)

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
1. Welcome	Chaired by Theresa Kennedy Mark Kartusch joined the meeting via telephone	
2. Review Agenda	Beverley requested addition of OEYCFCs and DACs	
3. Accept February 4, 2016 Minutes	Accepted	
4. Business Arising a) March 9th Attendance Review	40 individuals were in attendance, 24 member organizations out of 54 were represented, 23 had decision-makers present = 43% of member organizations were represented by a decision-maker.	Please see attached

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
<p>5. Team Work Plan Items</p> <p>a) Coordinator Performance Review</p> <p>b) Asset-Based Data Reporting</p> <p>c) Develop and Finalize April 28th Network Meeting Agenda</p>	<p>Wendy tested the Coordinator section of the proposed template and submitted to Tamara in February. Wendy chose to report on what she considered her top priority areas – communication, the FNMI Planning Working Group and the community plan, and enjoyed working with the template.</p> <ul style="list-style-type: none"> • Theresa offered her perspective on some of the language used in past data presentations; i.e., “there is a problem in HPE”, and suggested an asset-based approach be considered, with more of a focus on positive promotion and prevention • Brandi stated that we need to be sensitive about reporting on community concerns such as suicide but people need to be clear about serious issues so that action can be taken. • Bonnie stated that data presented should tie into the community plan and relate to CYSN priorities. • Kelly stated databits are an excellent opportunity for learning, discussion and call to action, and suggested that data be brought to the Coordinating Team in advance to determine how it can best be presented to the Network. All agreed. • Coordinating Team report will consist of brief presentation of MEDU and MCYS service description schedules to clarify Ministry expectations. Mark suggested Wendy contact the HSCA Accounting Supervisor to obtain the MCYS document. • The MOU will be included in the package and presented (why it was developed – clarity, accountability, etc.) • The process for Co-chair nominations will be explained • Margo is unable to present on Ontario Special Needs Strategy 	<p>Tamara to complete the CYSN Co-chair template and report back.</p> <p>Beverley will prepare a databit on food security in April, and bring data - EDI results in particular - to Coordinating Team meetings in future.</p> <p>Wendy to present year-end financial report if Maribeth is not available</p> <p>Wendy will present Coordinating Team Report</p> <p>Deferred to June.</p>

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	<ul style="list-style-type: none"> • Susan Sweetman to announce the mental health lead and wrap up the Family Engagement piece as a priority • FNMI Planning Working Group final report for 2015-16 will be ready to present, following their April 13th meeting • FNMI Planning Template for 2016-17 will be ready for CYSN approval in June – due to Rachelle on August 31st • A report on the strategic planning session held with CIMC and community partners will be provided – 5 big buckets (4 focusing on community rather than the internal workings of the CYSN), 3 priority populations and outcomes – need Network input to help move the process forward • \$15,000 has been granted by United Way to fund the data repository!!! • “Community Issues and Partnership Connections” has been changed to “Initiatives and Partnership Opportunities” in the hopes that more member organizations will participate • The group felt that an update on the Healthy Kids Community Challenge (HKCC) is in order • A meeting evaluation is scheduled for this meeting 	<p>Wendy will present to Network</p> <p>Brandi will report on these items</p> <p>Wendy will invite the new HKCC Coordinator to present</p> <p>Beverley will prepare evaluation for Wendy to copy</p>
<p>6. New Business</p> <p>a) Request for 10-minute spot on June agenda</p>	<p>Mark Hill (Matters of Hope – CYSN non-voting member) and community partner Kathleen Foster-Morgan (Edith Fox Life and Loss Centre – Federal non-profit charity) have requested 10 minutes to speak at the June 23rd meeting about their group grief counselling and therapy services. Mark is soon to become the primary therapist for this organization.</p>	<p>The group supported this addition to the June agenda.</p>

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b) OEYCFCs and DACs	<ul style="list-style-type: none"> • Beverley requested that the transfer of DAC funding to the CMSMs be taken to the Network in order to be pro-active and establish preferences. She advised that confusion exists around boundaries which originally followed OEYC catchment areas (Hastings-Prince Edward-Lennox & Addington, Kingston-Frontenac) and needs to be resolved. • The group wondered if it may be too soon to discuss at the Network table because not enough information is available. 	Wendy will contact Cathy Utman (Hastings CMSM) and Pam Kent (PE-L&A CMSM) to determine whether an update is possible at this time.
7. Next Meeting	Wendy will issue a doodle poll to prepare for June 23, 2016.	Regrets to: wanderson@hpechildrenandyouth.ca
8. Adjournment	3:30pm	

P = Present	Children and Youth Services	Network	Meetings					
Non-Members are Highlighted								
Agency/Organization	Person	Nov 27 14	Mar 23 15	Apr 23 15	Jun 25 15	Sep 24 15	Nov 26 15	Mar 09 16
Abigail's Learning Centre	Mary Mask							
Addictions & Mental Health Services	Garry Laws				P			
	Tim Pomfret			P				
	Paul Meadows		P					
ALCDSB	Theresa Kennedy		P		P	P	P	P
	Melanie Dunlop	P	P	P	P	P	P	
	Terri Slack				P			
ALCSB/HPEDSB/Limestone CC Manager	Colleen Peairs	P	P	P				
Alternatives for Women	Wanda Post	P	P					
	Sam Hennessy (student)		P					
Belleville Pregnancy & Family Centre	Heather Tapp							
Belleville Public Library	Trevor Pross							
	Sarah Basinski						P	P
BQW Community Health Centre	Maggie Flynn					P		
CEPEO School Board	Adreanne Beauchesne				P		P	
	Chantal McAlpine						P	
	Tanja Morin-Kovacevic							P
Children and Youth Services Network	Wendy Anderson	P	P	P	P	P	P	P
Children's Mental Health Services	Terry Swift	P						
	Susan Sweetman			P		P	P	
	Nancy Powers							
	Megan Luke						P	
City of Belleville Recreation, Culture	Caitlin Gnidec			P		P	P	P
	Tanya Grierson				P			
Community Care Access Centre	Pamela Nicholson							
Community Development Council	Ruth Ingersoll	P	P	P	P	P		P
Community Employment Services	Lisa Benoit					P		
Community Learning Alternatives	Heather Barker	P						
	Shannon Thompson	P						
	Jennifer Nelson					P		
Community Living Belleville & District	Hilary Tugwood							
Community Living Prince Edward	Linda Duffy-Brown	P	P	P			P	P
	Christine McCaul							
Community/Professional	Peggy Yates	P						
	Judith Moses					P		
COSP	Linda Seeley	P		P	P		P	P

Agency/Organization	Person	Nov 27 14	Mar 23 15	Apr 23 15	Jun 25 15	Sep 24 15	Nov 26 15	Mar 09 16
	Trevor Crawley (student)						P	
CSBD	Susan Seaman	P	P		P	P	P	P
	Trish McKinnon			P				
Data Analysis Coordinator	Beverley Bell-Rowbotham	P	P	P	P	P	P	P
ECOTB	Ann McIntosh					P		
E'Cole L'Envol	Melanie Reynolds		P		P	P		
Ekxa 'Okon:'a Childcare Centre (MBQ)	Tammy Doreen							P
	Mallorie Pullen							P
Family Space Quinte	Kelly Allan	P	P	P	P	P	P	P
	Donna Kaye					P		
First Adventure Child Development	Debbie Milne		P		P		P	
Frankford Youth Centre	Racheal Kellar						P	
Gateway Community Health Centre	George Flagler		P					
Girls Inc. Limestone	Hanna Kitchingman			P				
	Tammy Didychuk		P	P		P		
Gleaners Food Bank	Ellen Enright					P		
Hastings County Children's Services	Cathy Utman	P						P
	Anne-Marie Murphy	P		P	P	P		
	Juliee Harrison		P					
HPE Public Health	Jackie Whittingham		P	P			P	
	Nancy McGeachy	P			P			P
	Veronica Catry						P	
	Jennifer Ronan		P					
HPEDSB	Donalda Simmons		P			P	P	P
	Mark Fisher	P			P	P		
	Tina Jones				P			
HPE Learning Foundation	Maribeth deSnoo	P	P	P	P	P	P	P
	Kellie Brace	P	P		P	P	P	P
	Wendy Fleet (recorder)	P	P	P				
	Vicky Van Roie (recorder)				P	P	P	P
	Cherie Hardie				P		P	P
Highland Shores Children's Aid	Mark Kartusch				P		P	
	Tami Callahan	P	P	P		P		
	Bonnie Perrigard			P	P	P	P	P
	Stephen Martyn							
	Rhiannon Aird							
	Catherine Whitley		P					
Hub (The) Child & Family Centre (PECCS)	Tamara Kleinschmidt		P	P				
	Susan Quaiff				P	P	P	

Agency/Organization	Person	Nov 27 14	Mar 23 15	Apr 23 15	Jun 25 15	Sep 24 15	Nov 26 15	Mar 09 16
John Howard Society	Diana Gregory				P	P		P
	Wendy Swoffer	P						
	Will Manos		P					
	Kim St. Pierre							P
Kerry's Place Autism Services	Michelle Montague					P	P	
	Tonya Howell					P		
Kingston Literacy & Skills	Susan Ramsay					P		
Lisa Kemp Resources	Lisa Kemp							P
Loyalist College	Rose Marie Reid	P			P			
	Sarah Hopper		P					
Matters of Hope - non-voting	Mark Hill	P	P	P		P		
META Employment Services	Mark Donald							
	Cheryl Dupre	P						
Ministry of Children and Youth Services	Lynette Cumming	P	P	P	P	P	P	
	Darrell Dean							
	Caitlin Heino				P			
MCYS - Probation	Lisa Clarke					P	P	
Ministry of Education	Rachelle Blanchette		P	P			P	P
Mohawk Family Services (MBQ)	Brandi Hildebrand							P
North Hastings Children's Services	Jessica Anderson		P	P	P	P	P	P
	Denise Hohn							P
North Hastings Community Integration	Dave Buttineau	P						
	Laurie Oram	P	P					
	Niki Braybrook		P					
Ontario Native Women's Association	Sarah Dunkley							
Poverty Roundtable	JoAnne Lewis							P
Prince Edward Family Health Team	Stephanie MacLaren							
Prince Edward Learning Centre	Kathy Kennedy	P		P	P		P	P
PELASS	Pam Kent		P	P	P			
	Nicole Belnap					P		
Quinte Children's Treatment/PSL	Margo Russell-Bird	P		P			P	P
Quinte & District Rehab - non-voting	Jennifer Mills		P	P				P
	Beth Steinmiller					P	P	
QHC Maternal Child Program	Darlene Stuckless		P	P	P	P	P	P
QHC Parent Child and Youth Clinic	Darlene Stuckless	P						
	Treena Cook		P			P	P	
Quinte West Youth Centre	Jared Phillips							
	Connie Nye-Kaley		P					P

Agency/Organization	Person	Nov 27 14	Mar 23 15	Apr 23 15	Jun 25 15	Sep 24 15	Nov 26 15	Mar 09 16
	Tabitha Golden							
Recreation Outreach Centre (ROC)	Darlene Thompson							
	Brittany Nieman							
Regional French Language Network	Morgane Navarot							
St. Leonard's Home	Kelly Nolan		P					
	Chris Little	P			P		P	
	Chris Beaudrie		P			P		P
	Ann Durnford (recorder)							P
Three Oaks	Leah Morgan				P	P		
Trenton Military Family Resource Centre	Susan Stoddard	P		P	P	P		P
	Helene Cadotte-Gagnon	P	P	P	P			
	Amy LeGresley	P		P				
	Tamara Kleinschmidt		P	P	P	P	P	
	Orlana Bourgoin					P	P	
Triple P	Julie K. London	P	P			P		P
United Way Quinte	Amy Watkins		P	P		P	P	P
	Brandi Hodge	P	P	P			P	P
	Judi Gilbert					P		
Volunteer and Information Quinte	Brenda Snider							
YMCA of Central East Ontario	Kerry Vadneau			P				
	Emily Gray		P					
	Martha Palm-Leis				P			
YMCA of Northumberland (OEYC)	Rachel Lackey		P					
Youth Habilitation Quinte Inc.	Cathie West	P		P		P		
	Lily Lee						P	
Youth Unlimited	Colin Leaver	P	P	P		P		
	Jeanette Van den Eijkjel (st)					P		
Total Attendance	Individuals	40	48	38	39	50	43	40
	# Member Organizations Represented out of 54	24	27	26	24	31	25	24
	# Member Organizations with a Decision-Maker Present	20	19	26	22	29	23	23
	% Total Member Organizations Represented by a Decision-Maker	37%	35%	47%	40%	54%	43%	43%