

COORDINATING TEAM MEETING MINUTES

THURSDAY, FEBRUARY 4, 2016, 1:30-3:30PM, UNITED WAY OF QUINTE, 55 HARRIETT STREET, BELLEVILLE

IN ATTENDANCE: Theresa Kennedy (CYSN Co-chair), Tamara Kleinschmidt (CYSN Co-chair), Maribeth deSnoo (Banker), Brandi Hodge (Community Indicators and Measures Committee), Bonnie Perrigard (Communication Team), Kelly Allan (Past CYSN Co-chair), Susan Seaman (Service Pathways/Community Engagement Committee), Beverley Bell-Rowbotham (DAC), Wendy Anderson (CYSN Coordinator)

REGRETS: Mark Kartusch (Banker)

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.

ITEM	DISCUSSION/MOTIONS	ACTION <i>(including Person Responsible and Completion Date)</i>
1. Welcome		
2. Review Agenda		
3. Accept Nov 9, 2015 Minutes	Accepted	
4. Business Arising a) Nov 26 th Attendance Review	<ul style="list-style-type: none"> Attendance was consistent with past meetings - 43 individuals, 25 member organizations out of a total of 54, 23 member organizations with a decision-maker present, and 43% of total member organizations represented by a decision-maker. 	

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b) Nov 26 th Evaluation Results	<ul style="list-style-type: none"> Fifteen individuals responded, representing 35% of attendees. The vast number of responses indicated that the various parts of the meeting were worthwhile and very worthwhile. Feedback on the revised mandate was positive. Chairs were asked to monitor speaking times. Tables are preferred. Wendy has a tentative booking at Public Health (with tables) for April 28th. 	<p>The regular meeting location will no longer be HPEDSB. Wendy will secure five different locations each year. The next meeting evaluation will occur in April.</p>
5. Team Work Plan Items a) CYSN Roles and Responsibilities	<ul style="list-style-type: none"> Included in the meeting package was a summary of roles and responsibilities prepared by Wendy following the Governance Ad Hoc meeting on November 10th. Mark had suggested using the RASCI tool to determine levels of responsibility. A second draft was distributed via email with Mark's input. Brandi used this material to formulate a draft Memorandum of Understanding which she distributed at table. The template was borrowed from another group that she is working with. <ul style="list-style-type: none"> "firing" to be replaced by "termination" consistency of language is required around the terms "banker" and "lead agency." Ministries use the terms "recipient" and "transfer payment agency." "Lead agency" has different meanings across the system. Mark has used the term "banker" consistently throughout his submissions. Following the sample distributed by Brandi, a resolution will be developed for the Network to authorize the Coordinating team to negotiate and enter into an MOU with Highland Shores. 	<p>Coordinating Team members are asked to forward their input to Brandi and Wendy by February 29th.</p> <p>It was agreed by the team to go with the language Mark prefers.</p> <p>Brandi will draft for team review prior to distribution to the Network.</p>

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<p>b) Coordinator Performance Review Template</p> <p>c) CYSN 2016/17 Budget</p>	<ul style="list-style-type: none"> • Tamara presented two draft performance management documents from two perspectives – Coordinating Team and Coordinator – related to CYSN strategic priorities. • It was established that performance needs to be measured against the work of the Network, and tied to skill sets in order to align with plans for professional development • Performance review will take place in December/January of each year prior to renewal of the Coordinator contract. • The template aligns with the work plan prepared by the Coordinator last summer. • Tamara and Wendy will test prior to February 29th. <p>Wendy distributed and presented a summary of a meeting held with Mark and his finance manager on February 3rd.</p> <ul style="list-style-type: none"> • Mark has requested an account of Coordinator work hours, salary, travel reimbursement arrangements, etc. from the CYSN in order to prepare a contract with the Coordinator for 2016/17. It was identified that hours of work, remuneration and reimbursement have never been discussed at this level before – always a banker responsibility. And with no change in funding levels over the years, the status quo has been maintained. • Mark has suggested putting out a call to the CYSN for a minute-taker, giving other member organizations an opportunity to contribute. This has always been supported through a direct bill back arrangement. The team agreed. 	<p>Wendy will put out a call to member organizations.</p>

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<p>d) Develop and Finalize Feb 25th Agenda</p>	<ul style="list-style-type: none"> • Up to now, banker contributions of tools of work and financial administration have been provided in-kind. To work towards sustainability and financial viability of CYSN bankers, Mark has proposed adding an allocated administration line on the budget and consider direct bill back of expenses or a % of total budget. The team felt a % of total budget would be the best arrangement for the CYSN but that the customary 10% would be too high. It was agreed to look at 5% of total ministry funding, utilizing member organization fees. <p>The Network agenda outline was reviewed:</p> <ul style="list-style-type: none"> • The Coordinating Team report will be moved above the Banker Report to allow the Network to approve the resolution. • Susan Sweetman will make the Moving on Mental Health announcement that CMHS has become the lead agency. • Ad hoc groups will be removed from the agenda – inactive. • Fresh for All (no longer a CYSN working group) update will be moved to infomercial section. • The team agreed that the Network meeting is not the place for the child care spaces in Belleville issue as presented in the form • Kelly suggested that the Child Care Modernization consultation be brought to the attention of the Network. Wendy will invite members to contact her if they are interested in submitting as a community. • Brandi wishes to inform CYSN of community group on suicide. • Beverley will deliver a databit on numeracy. 	<p>Wendy will do some calculations and share with the team.</p> <p>Brandi and Maribeth to co-chair this meeting</p> <p>Theresa will contact Debbie Milne. Tamara will follow up with the group of key players.</p>

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6. New Business a) Community Plan for Wellness b) Membership Agreement	<p>Messages between Brandi, Maribeth and Wendy have resulted in a proposal to utilize 2015/16 budget surplus to hire an outside facilitator for strategic planning. Judith Moses is not available to facilitate. Brandi shared a proposal outline from the Vaughan Group, recommended by Linda Seeley. The Coordinating Team endorsed using surplus funds prior to March 31st to move the CYSN closer towards the community plan – June 2016 timeline.</p> <p>Membership renewals will occur effective April 1st.</p>	<p>Brandi will take to the Community Indicators and Measures Committee on February 8th for their consideration and input.</p> <p>Wendy will draft a letter for co-chair signatures.</p>
7. Next Meeting	<p>Wendy will issue a doodle poll to prepare for April 28, 2016.</p>	<p>Regrets to: wanderson@hpedsb.on.ca</p>
8. Adjournment	<p>3:30pm</p>	