

COORDINATING TEAM MEETING MINUTES

TUESDAY, JANUARY 31, 2017, 8:30-10:30AM, HIGHLAND SHORES CHILDREN'S AID, BELLEVILLE

IN ATTENDANCE: Theresa Kennedy (CYSN Co-chair), Tamara Kleinschmidt (CYSN Co-chair), Brandi Hodge (Community Indicators and Measures Committee), Kelly Allan (Past CYSN Co-chair), Susan Seaman (Service Pathway/Community Engagement Committee), Wendy Anderson (CYSN Coordinator)
 REGRETS: Mark Kartusch (Managing Agency)

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	Accepted	
3. Review August 29, 2017 Minutes	Accepted	
4. Business Arising a) Planning Table Funding/Budget/Staffing	<ul style="list-style-type: none"> • Correspondence from both Ministries, included in the meeting package, confirm that planning table funding will continue up to December 31, 2017 to make way for the Ontario Early Years Child & Family Centres (0-6 years) on January 1, 2018. • Theresa had met with the directors and children's services 	

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	<p>managers of both CMSMs to begin preliminary discussions. Assumption of planning table coordination role by the CYSN co-chairs or by the CMSMs effective January 1, 2018 was discussed and neither option was felt to be viable at this time.</p> <ul style="list-style-type: none"> • Hastings County has hired its OEYC&FC consultant and PELASS is in the process. Some mapping has been completed. • Last year, CMSMs had indicated their plan to consult with the CYSN in 2017 in preparation for their May 2017 deadline. This would be the Network since there isn't a dedicated 0-6 table. • Kelly advised that the Special Needs Strategy Steering Committee is comprised of many CYSN member organizations. This and Moving on Mental Health cover up to 18 years. • The approved 3-year work plan and Network structure represent a great deal of work and contain strategies for moving forward as a community to meet the needs of children prenatal to 18 years and their families. • Brandi advised that United Way is committed to the data repository and she will follow this through with CIMC. • Concern was raised around the ongoing work of the FNMI Planning Working Group after December 31st. • Tamara suggested hiring a consultant to guide the transition. • Others mentioned the need to prioritize identified work plan items, establish community leads and address sustainability of the Network in whatever form members feel is needed. • Wendy proposed approaching Theresa Dostaler because she is familiar with the Network, our community and has facilitated many projects locally and across the province that are consistent with the vision, mandate and operations of the CYSN. • DECISION: Re-schedule the Network meeting to March 23rd to 	<p>Wendy to advise the Network of</p>

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b) Co-Chair Nominations	<p>allow time to re-focus the agenda to these pressing issues.</p> <ul style="list-style-type: none"> DECISION: The Coordinating Team to meet again on the regular Network meeting date – February 23rd, 8:30-10:30am to continue discussion and include the CMSMs. Wendy raised the need to begin work on a budget for April 1 to December 31, 2017. Wendy had submitted a letter of resignation – for personal reasons – on January 9th. Her last day will be March 31, 2017. It was agreed to place this activity on hold. 	<p>the change in date, why and mention the possibility of email polls to member signatories.</p> <p>Wendy to see if Mark is available and if so, to invite Cathy Utman and Pam Kent to next CT meeting.</p> <p>Wendy to prepare a draft budget for review at our next meeting.</p> <p>Tamara and Theresa will work on an announcement for distribution to the Network this week.</p>
<p>5. Coordinating Team Work Plan</p> <p>a) November 24th Attendance</p> <p>b) Q3 (April 1 to December 31, 2016) Financial Report Review</p> <p>c) Develop and finalize February 23</p>	<p>The group reviewed the attendance summary. 30 individuals were in attendance, 21 member organizations were represented, 19 were decision-makers which represent 35% of total member organizations represented by a decision-maker.</p> <p>Wendy presented the 3Q financial statement including year-end forecast. We will have spent our ministry allocation of \$70,660 by year end. A surplus of \$2,348 represents membership fees. Funds may be needed to cover a staffing overlap. It was agreed to add any unused funds to the \$9,842.21 already being held in reserve - \$2,736.71 of this earmarked for the data repository.</p> <p>Meeting deferred to March 23, 2017</p>	<p>Wendy not to renew the annual survey monkey subscription and will not re-print Red Cards in the 2016/17 budget year. Updated versions of the Red Cards are available on the CYSN website.</p>

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Network Agenda d) Meeting Evaluation Form Review	Deferred to April Network meeting	
6. New Business	We have learned that Beverley Bell-Rowbotham has been hired to fill the data analysis position at Hastings County!	
7. Next Meetings	<p><u>Coordinating Team</u>: Thursday, February 23, 2017, 8:30-10:30am, Highland Shores. Cathy Utman and Pam Kent have been invited.</p> <p><u>Network</u>: Thursday, March 23, 2017, 9:30am-noon, Highland Shores. Please note location change. HPE Public Health meeting room was not available.</p>	wanderson@hpechildrenandyouth.ca
8. Adjournment	10:20am	