

## COORDINATING TEAM MEETING MINUTES

MONDAY, NOVEMBER 9, 2015, 10AM-NOON, HASTINGS ROOM, 156 ANN STREET, BELLEVILLE

IN ATTENDANCE: Theresa Kennedy (CYSN Co-chair), Tamara Kleinschmidt (CYSN Co-chair), Maribeth deSnoo (Lead 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: Susan Seaman (Service Pathways/Community Engagement Committee)

**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<br><i>(including Person Responsible and Completion Date)</i>   |
|---|--|---|
| 1. Welcome  |  |   |
| 2. Review Agenda  | 5b will be addressed in 5a   |   |
| 3. Accept Sept 11, 2015 Minutes                                   | Accepted   |   |
| 4. Business Arising<br>a) Sept 11 <sup>th</sup> Attendance Review | Wendy reported 50 in attendance - 31 member organizations were present, with a total of 35 decision-makers present. The balance of participants were the facilitator, 3 support staff, 2 non-members, 2 MCYS reps, a student and 6 agency reps of member organizations who are not authorized decision-makers (2 directors, 4 front-line). Wendy | A face-to-face orientation session will be delivered by co-chairs and coordinator to new members and anyone else who wishes to attend |

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| b) CYSN Governance Ad Hoc Group  | <p>shared the list of member organizations absent who did and did not send their regrets.</p> <ul style="list-style-type: none"> <li>The group will be meeting tomorrow morning at Highland Shores.</li> <li>Wendy advised that the Network is required to provide both MCYS and MEDU with 60 days' notice of a change in banker; i.e., January 31, 2016. This means that a recommendation and decision will need to be made at the November 26<sup>th</sup> meeting since the CYSN won't meet again until February 25, 2016.</li> </ul>   | <p>once Network mandate, plan and structure are finalized.</p> <ul style="list-style-type: none"> <li>Wendy to share meeting notes with Coord. Team.</li> <li>Co-Chairs to present detailed update with a recommendation on November 26<sup>th</sup>.</li> </ul>   |
| <p><b>5. Work Plan Items</b></p> a) Plan for Release and Implementation of Vision/Mandate Exercise/Materials | <p>Brandi reported the CIMC recommendations as follows:</p> <p><u>Recommendation #1 – Mandate:</u></p> <ul style="list-style-type: none"> <li>Task the Coordinating Team (decision-makers) with drafting a mandate to take to the Network on November 26<sup>th</sup> for approval, using the notes/flipcharts of previous sessions, and possibly using someone new as a filter. Mandate must align with service description goals. Are we networking or are we creating community change? Do we want information about the system or influence over it?</li> <li>Timeline November 26, 2015</li> </ul> <p><u>Recommendation #2 – Strategy:</u></p> <ul style="list-style-type: none"> <li>Task the CIMC with developing a community plan that would address our priorities/focus/guiding principles - based on what the data tells us. What do we want to achieve? Invite others who are interested.</li> </ul> | <p>A group of Coordinating Team members will meet on November 11<sup>th</sup> to wordsmith a mandate. Wendy will send product to all Coord. Team members. The proposed mandate will be included in the meeting package.</p> <p>The CIMC will consider fast-tracking this process. However, timelines need to be realistic.</p> |

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| <p>b) Discuss process for Annual CYSN Work Plan</p> <p>c) Discuss process for Student Success Collaboration</p> <p>d) Develop and Finalize Nov 26th Agenda</p> | <ul style="list-style-type: none"> <li>• The Network would then engage in developing the specifics. Should our focus be on early intervention; i.e., 0-6 years (Best Start) and youth?</li> <li>• Again, test against Ministry funding expectations.</li> <li>• Timeline June 23, 2016 – celebrate.</li> </ul> <p><u>Recommendation #3 – Structure:</u></p> <ul style="list-style-type: none"> <li>• Strategy drives structure.</li> <li>• Network to address structure once community plan has been finalized.</li> </ul> <p>Included above.</p> <p>The group discussed the need to be clear about why data is being presented at meetings. The potential exists to lead the CYSN away from priority areas. Is the expectation for Network committee action or to encourage the creation of partnerships among members? There are a number of initiatives that are responding to graduation rates; i.e., the Student Success Strategy at school boards and two Youth Collective Impact projects – one in PEC, one in Hastings. Beverley’s graduation rate databit was effective at increasing awareness and mobilizing local agencies to action.</p> <ul style="list-style-type: none"> <li>• Brandi requested that the Vision/Mandate follow-up be scheduled early in the meeting, followed by presentation of the proposed mandate by the Co-chairs.</li> </ul> | <p>The report issued by Judith Moses will help inform the development of a Network work plan. It will be included in the Network meeting package.</p> <p>The Coordinating Team agreed that expectations for the Network and its members need to be made clear in future.</p> |

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|  | <ul style="list-style-type: none"> <li>• Margo has requested 20 minutes to provide updates on the Special Needs Strategy – screening procedure, status of coordinated service planning proposal (June 2015) and a high level overview of the integrated rehabilitation proposal (October 2015)</li> <li>• Co-chairs will advise that all but Aboriginal Planning and CIMC meetings have been put on hold until clear direction is received</li> <li>• It makes sense to combine the Suicide Prevention Strategy presentation and suicide databit</li> <li>• Cathie West will report on youth engagement collaboration</li> <li>• Lily Lee has requested 10 minutes to launch the Be Safe App</li> </ul> | <ul style="list-style-type: none"> <li>• Ministry updates will be left open on all agendas</li> <li>• Aboriginal Planning, CIMC and Fresh for All only will report at this meeting.</li> <li>• Beverley will coordinate with Megan Luke</li> </ul> |
| <b>6. New Business</b><br>a) Status of Committees, Teams and Work Groups | <p>Wendy advised that both Red Flag groups have been operating on an ad hoc basis since their two-year timelines have passed. Bonnie stated that Communication Team meetings have been put on hold until the CYSN provides direction. Service Pathways/Community Engagement continue to struggle with moving forward on family engagement. The Committee Co-chairs met with Theresa Dostaler and Wendy to formulate strategies for moving forward – the committee will meet to discuss in December. Attendance has fallen off with many groups. Aboriginal Planning and the CIMC are functioning effectively with clear direction.</p>  | <p>Most updates will be put on hold until clear direction is received from the Network.</p> <p>A meeting evaluation is scheduled for November – every other meeting.</p>   |
| <b>7. Next Meeting</b>   | <p>Wendy will issue a doodle poll to prepare for the February 25, 2016 Network meeting.</p>   | <p>Regrets to:<br/> <a href="mailto:wanderson@hpedsb.on.ca">wanderson@hpedsb.on.ca</a></p>   |
| <b>8. Adjournment</b>  | <p>Noon</p>   |  |