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**MINUTES**

**April 2, 2015 0930 – 1200 hours**

**Lanark County Administration Building**

**99 Christie Lake Road, Perth**

 **Thanks to YAK for refreshments**

**Call to Order –** Introductions

**Present:** Fraser Scantlebury, Sue Cavanagh, Darrell Dean, Kate Hallas, Sara Hammel, Terri-Lee Kelford, Carol Anne McNeil, Mary Lou White, Jane Hess, Elaine Murkin, Margaret van Beers, Tanis Cowan, Mona Wynn, Kevin Clouthier, Karen Schecter, Kara Symbolic, Brian Peters, Allan Hogan, Jane Torrance, Donna Davidson, Wendy Vollans (recorder).

**Call to Order:**

Allan welcomed everyone and called the meeting to order. Attendees introduced themselves by writing out a 120 character or less “tweet” about themselves and the company/organization they represent.

**Approval of Minutes:**

The Minutes of March 5, 2015 were approved as posted to lanarkkids.ca

**Approval of Agenda:**

The Agenda of April 2, 2015 was approved as presented.

**Business Arising:**

**Big Data – Case Studies and participants identification (Jane)**

The project/case study that has been decided upon will have participants look at Lanark County and establish a list of assets and deficits in the different communities covering all ages (0-21) and sectors. This would include an inventory of programs, services and service integration, as well as using data to establish needs in Lanark County and within the different communities. Goal is to get a true and accurate snapshot of Lanark County and its municipalities for member agencies to plan for the future and bridge gaps between assets and deficits.

Jane gave an overview of what has been happening over the past year with issues associated with the management of Big Data for Small Places.

- Hoping to start the project early in April and run it for 10-12 weeks with the training component in June.

- The training component will consist of an introduction to data analytics for small rural municipalities and community-based organizations which will include about 20 to 24 hours of formal instruction and teaching/learning interactions offered in both face-to-face and online format.

- Training provided by Algonquin College and content is based on selected content from their Business Studies program.

- Participants will engage in a series of networking, mentoring, and training activities to assess and build capacity for the effective utilization of data analytics to support evidence-based decision making and planning. Each organization will identify a project or question of significance to them which they will use as a test case for the pilot.

- For the case study portion of the project, participating organizations are being asked to commit at least one person to at least a half-day a week for the duration of the project (10-12 weeks).

- Partners are encouraged to choose a case study that has potential relevance across their organization and with other similar organizations (not a unique one-off project).

- Jane was seeking participants to join herself, Emily Cassell and Pam Harris. Tanis indicated that a member from the Youth Centre Coalition would participate and Kevin Clouthier indicated a member from Open Doors would also join as a participant.

**Communication Plan/Priorities (Kate)**

They reviewed their goals from last year and have made adjustments from the results that they saw over the year. They are looking to incorporate Google analytics with their website. Also looking to use HootSuite more effectively for both scheduling and analytics. Working on becoming the trusted source of information by encouraging more partner support interaction and work on more content posting as opposed to just sharing. They would like all members to have access to communication with their social media site, therefore they’ve been sharing passwords so everyone can update that. They hope to do an update on their training modules and deliver one training module per year. Also will be enhancing calendar function on website. Will do more asset-based community engagement through social media.

In terms of measurement, they will be issuing reports monthly which they will include in the Planner’s report and they have already put motion forth to review their goals that they set earlier in the year.

Their goal in terms of the website – last year just under 3000 visits and they would like to increase this to 4000 this year – should pretty much be on track for that.

In terms of Facebook – Original goal was for 200 likes last year, which will remain their goal for this year, as they were sitting around 60 when they did this review.

Twitter – has been growing pretty steadily for them. Last year, actual followers were 150, this year they will be looking to gain 250 followers.

Internally, they would like to set up a mock-up blog and double post – so email and blog posts and measure the time required to blog and internal communication. They want to see how much time they are spending on this to see if it is going to be viable moving forward.

-Looking to see if anyone else would like to join their committee. There are 3 of them right now. Their next meeting is April 23rd in Carleton Place at 9 am. Meet once a month.

**New Business**

**Gold Care – Service Coordination (Margaret VanBeers)**

Gold Care – Service Coordination is a model that has come out of Simcoe/York with regards to a single plan of care.

Margaret is with the Child Development Centre at Hotel Dieu Hospital in Kingston. They are 1 of 21 Children’s Treatment Centres. They provide services to children with special needs. Lanark is one of their catchment areas.

Special Needs Strategy was announced a little over a year ago of four Ministries working together – Ministry of Children and Youth Services, Health, Community and Social Services & Education. They are encouraging them to collaborate at the local level to realize an inspiring vision for children and youth with multiple and complex special needs.

The Special Needs Strategy has three components.

1. New developmental screen (0-6 yrs).
2. Coordinated child and family centred planning for children and youth with multiple & complex needs.
3. Integrated delivery of rehabilitation services including Occupational Therapy, Physiotherapy and Speech.

Single Plan of Care (SPOC)

Addresses what families and service care providers have complained about the system, which is disjointedness between service care providers. There are so many barriers to try and coordinate services for children and their families. Special Needs Strategy involves 4 agencies that say they are going to “get it right”.

SPOC is a key component. One of the pieces that has been talked about is how do we actually integrate all of the efforts that have been made around children and youth who require more than one type of support. How do we make sure that we are actually really working together? SPOC consolidates multiple different plans of care and provides a common framework for the direction and focus of the child’s care. It eliminates the need for families to retell their stories. GoldCare (SPOC) technology allows all team members across all sectors to jointly define the visions, goals and activities for the child and centre it on what the family identifies as their plans and needs and strengths. This approach is used by the organization CTN (Children’s Treatment Network – Simcoe/York). There has been a lot of research on the benefits of network models for children/families with multiple needs. The shared electronic record is a key component of this model and supports the single plan of care process. It is a web based program. There is access from multiple sites by multiple providers. It follows the client through transitions. It is supported by network privacy agreement and network consent to share information. Information is all in one place for all team members to view and update. Tracks wait times, waiting lists, statistical info, etc. There are some very solid privacy understandings regarding family and consent. Nothing is shared without the family consent. Similar to Best Practice now. As part of the Special Needs Strategy this is what we they moving toward. There will be a Webinar on Thursday, April 9, 2015 from 2 pm to 4 pm. Anyone is welcome to participate and Margaret will forward the details of the webinar to Jane T. Jane T. will post Margaret’s PowerPoint presentation to the website.

**Case Study – youth at risk/homelessness and wrap-around services (Terri-Lee Kelford)**

There has been some discussion at various meetings that there is a need or platform to create a central location where kids can be referred who are at risk of homelessness. What they are finding is that a lot of the kids in the county are that they are in contact with a lot of different agencies before they become homeless. At age of 16 we are finding these kids tend to get “lost” in the system. Terri-Lee was wondering if anyone was aware of models out there already that they could adapt to create a more formal process to cover this topic or is this something they need to create.

The face of early youth homelessness video created by Cornerstone from a grant they received - just starting shooting yesterday (kids in our county experiencing homelessness as young as the age of 12).

**2015-2018 Actions and Priorities – Ad Hoc and Working Groups (Sue/Allan)**

Allan summarized the document which was presented as part of the agenda package and indicated this is a draft copy.

Ad Hoc Committees 2015

- Structure of Meetings

- Mandate of LCPC

- Follow-through

Planner’s Task Chart

- Assets

- Professional Development

Ad Hoc Committees 2016

-Pathways to Care

Working Groups 2015-2018

- Communication

- Collective Impact

- Poverty

-Community Issues/Advocacy

- Engagement

**REPORTS**

**Regional Process – Darrell Dean**

- Special needs strategy continuing to move forward.

- Mental health - currently in the phase of waiting to see who the lead agency will be.

- Complex special needs policies and procedures being updated.

**Planner’s Report – Jane Torrance (distributed with agenda)**

Aboriginal children - great work being done (we refer to Ottawa and Kingston)

Jane handed out a postcard/flyer to everyone so if you need to make a referral you have the contact information available

Jane attended a training session regarding the new drug (Naloxone) that is being administered to those who have experienced a drug overdose - this new drug takes a person out of overdose immediately if administered within 30 minutes. Saved 5 lives in LLG since the launch three months ago.

**Community Issues – Erin Lee not present, Tanis Cowan commented**

EMC Perth Courier article on front page of this week’s newspaper regarding the local dollar store selling t-shirts which are offensive to woman. Some people have complained and asked him to stop selling t-shirt, however store owner refused. LCPC will draft a letter on behalf of the council to the store owner, along with a copy to the newspaper.

**Youth Justice Collaborative – Sue Poldervaart not present, Allan Hogan commented**

Meeting with the Lanark OPP and members of the Intersection group. Purpose of meeting was to talk with the OPP about high risk individuals and how that relates to our Intersections program that Sue has been providing leadership to. They did receive feedback from the OPP that they would prefer to use the Intersections program when deemed appropriate for an individual, so that was a big step moving forward.

**Emerging Issue Discussion**

N/A

**Announcements and Information sharing**

***Kate Hallas - United Way Lanark County*** *- In two weeks they will be having the Mississippi Mills forum (Wed. April 15 from 6-9 pm and Thurs. April 16 from 9 am-12 pm). Looking for a good diverse turnout from community. Invite extended to LCPC members to attend.*

***Sara Hammel - Lanark, Leeds & Grenville Addictions and Mental Health (LLGAMH)***

*They have made their name change, but continue using their old phone number. Other than that it is business as usual. No service changes until the Fall and no reduction in service either.*

***Sue Cavanah - Children’s Resources on Wheels***

*New email addresses in organization.*

*AGM is on April 22 at 7 pm. Everyone invited.*

*Thanks to Mary Lou White for nominating Kathy Boelsma for national award she was recipient for, for Transition to School and Welcome to Kindergarten through the Early Learning Partnership.*

***Carol Anne McNeil - Lanark Community Programs***

*They received the Healthy Kids award from CHEO. They were able to take some kids down to Fun Haven to enjoy some fun time.*

***Mary Lou White - Lanark County***

*New Childcare modernization act is in consultant period right now.*

*Wage enhancement in licensed and home childcare - $1.00/hour.*

*Youth Centres joining them at council table next week and doing presentation on the 2014 great work they have done.*

***Jane Hess - Leeds, Grenville and Lanark District Health Unit***

*Applied to Registered Association of Ontario - Best Practice Spotlight Organization - 3 year process to get accredited.*

*Main focus is they are going to work on healthy adolescent development*

***Tanis Cowan - LC Youth Centre Coalition / YAK***

*April 8th Youth Centre will be having council meeting*

*April 21st - Meeting with community members, business people about shared services space. Youth Centre running out of space. Building something bigger not in the budget, so they are working on a partnership. They have been working with Kelford Youth Services, United Way, Cornerstone and a couple of other agencies to see if there is something they can do to share office space. In addition to that working on housing issues together for youth. Algonquin College also doing background work/research project for them on what is best for them - something new, refurbishing something, etc.*

***Mona Wynn - Rideau Community Health Services***

*- Wrapping up their fiscal year.*

*- Follow-up to case study she presented two months ago regarding the community house on Empress Ave. Since that time Rideau Community Health Services has engaged in a survey of all of the residents to ask them if they are using the community house and how. 74 households surveyed and 31 surveys returned.*

***Karen Schecter - Smiths Falls Public Library***

*Public Libraries in Lanark County are having their Human Library series. Starting April 6th you can call to book a time slot.*

***Brian Peters - Lanark County Community Justice***

*Lots of activity going on. In the last year they have had 45 forums by their trained volunteers (significant increase). Police are becoming more aware that this is a good diversion rather than going through the criminal justice system. People do not have a real good understanding of what their program is all about. They have been around now for 15 years and since September they have been doing a lot of outreach work doing 15 presentations in that time frame to get the word out.*

***Donna Davidson***

*Presented information on tax return services available for low income families.*

**The next meeting is Thursday, May 7, 2015, at 9:30 a.m.**

**Key Message – Allan Hogan**

The following were the key messages from the meeting:

1. Council agreed to form a Collective Impact Committee to help provide leadership in the implementation of working groups identified from our strategic planning session – committee members include Donna, Ramsey, Fraser, Erin Lee, Mona and Kevin.  Thanks to all committee members.
2. Webinar on April 9, 2015 re:  single plan of care and shared electronic record – Jane just sent out the link
3. Big Data Project case study was presented and approved.  Participants in this project include:  Emily, Jane, Pam, rep from Youth Coalition and rep from Open Doors.  Thanks to all participants
4. Committee directed Allan to draft letter to be sent to Dollar World Plus regarding their t-shirt.  The letter will be reviewed at the Stewardship meeting on April 8th
5. Congratulations to two council member agencies for their award winning work:
	* 1. Kathy Boelsma from CROW received an award from Learning Partnership  for Welcome to Kindergarten
		2. Carol Anne McNeil from Lanark Community Programs received Healthy Kids award from CHEO for Respite programs

**Adjournment** at12:00 noon

**Next Meeting** scheduled for May 7, 2015

**Recording Secretary** was Wendy Vollans