



**INTEGRATED PLANNING TABLE MEETING**  
**Tuesday, November 12, 2019**  
**1:30 – 4:00pm**  
**The Common Roof (165 Ferris Lane, Barrie) Rooms A/B/C**  
**MINUTES**

<b>Attended</b>	<b>Regrets</b>
Yves Levesque, Co-Chair Gerry Croteau, Co-Chair Kristen Baumann Danette Blue Shaunna Brady  <u>Sub-committees:</u> Rissa Sawh Laura Forget Morgane Dunot	John Clarke Debbie Cummings Bob Fehir Julie McAlpine, Recorder Kathryn Manners, Coordinator Danielle Mink Nathalie Pelletier  Pat Carney Sandy Lee Stephanie Ross Stefanie Smith Kim Sontag Theresa Sandy

**Guest:** Grace – student

	Item	Minutes	Action
1.	Welcome and Introductions	Yves welcomed everyone to the meeting and a roundtable introduction took place.	
2.	<b>Consent Agenda:</b> 2.1 IPT Minutes October 8, 2019 2.2 Approval of Agenda	Moved by Bob Fehir, seconded by Gerry Croteau, that the minutes from the October 8, 2019 meeting be approved.  Moved by John Clarke, seconded by Danielle Mink, that the agenda for the November 12 <sup>th</sup> IPT meeting be approved.	
3.	<b>Business Arising:</b> <ul style="list-style-type: none"> <li>• Membership Review/ Recruitment</li> <li>• Warm Transfer Working Group</li> </ul>	<b>Membership Review/Recruitment</b> Kathy provided an update on the membership list. Debbie Cummings and Nathalie Pelletier are attending as representatives for Best Start. Lesley Watt will be the Poverty Reduction Task Group (PRTG) and homelessness/housing rep, starting January 2020. We are still waiting for confirmation from the lead agency for child/youth mental health, youth justice and child welfare.  <b>Warm Transfer Working Group</b> Yves provided an overview of the work on the pilot completed by the Warm Transfer group last year. Of the three identified methods to complete a warm transfer, two (connecting to service/family follows up on own) were found to be more feasible than the method considered to be the most desirable (3 way linkage). The Warm Transfer Working Group	Kathy will follow up with Youth Justice again.

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	<p>met October 22<sup>nd</sup> and will now join the IPT as a subcommittee to work on the creation of guidelines/protocol to take to the Coalition in June.</p> <p>Going forward, IPT will have four working groups:            Equity, Diversity, Inclusion – creating a self-assessment tool for agencies            TAY – follow up to Navigating Transitions event            Lived Experience Manual – creating a manual how to include the voice of lived experience            Warm Transfer – working on guidelines/protocol</p>	
4.	<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• No new business.</li> </ul>	
5.	<p><b>2018-2021 Strategic Workplan</b></p> <ul style="list-style-type: none"> <li>• Indicators</li> </ul>	<p>The success indicators for the IPT have been updated and a copy of the revised plan was sent out as part of the consent agenda. Working groups will make note of any updates to the workplan needed as they work on their sections of the workplan.</p> <p>Advise Kathy/Julie of any updates to workplan.</p>
6.	<p><b>Working Group Sub-meetings</b></p> <p><u>Working Group Sub-Meetings</u></p> <p><u>Equity, Diversity &amp; Inclusion Working Group</u>            The group is looking at three tools. The Coalition needs to be the leader and the tool that is developed should go through them first, then hopefully the membership will take the lead. The group has decided it will not be putting together a list of existing trainings and instead suggest that the Member Relation Officer be the point of contact for connections with the Coalition or individuals where a more in-depth analysis, additional tools or training, is required. This adds value to membership in the Coalition and could be a marker for how many relationships have been developed.</p> <p><u>Transition Aged Youth Working Group:</u>            The group is working on summarizing the information from the evaluation survey that was sent out to participants of the Successful Transitions event. Working on what the next steps are i.e. learnings/takeaways from the event, what they are looking for. The biggest message was the need for more networking opportunities and interactions to learn about other agencies.</p> <p><u>Manual for People with Lived Experience Working Group</u>            Brainstormed what the focus/population to target for the manual should be. Rissa has done some work on a manual and pulled some best practices together. At the next meeting, will pool resources and use the template and make it fit the Coalition's needs.</p> <p><u>Warm transfer Demonstration Project</u>            From the information gathered from the pilot, the group has concluded is it not a protocol but more of a best practice guideline of some sort, which is needed. Will also look into including existing tools eg. 211. The warm transfer process should reduce how many times families have to tell their stories by referring them to the right place the first time. This requires making sure partners know what other County partners do to transfer right the first</p>	<p>Julie to send Nathalie the workplan template.</p>

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		time. To follow up with York Region re their best practices and invite 211 to the table to explain how they organization works.	
7.	Integration/Partnership Priority Updates <ul style="list-style-type: none"> <li>Council/Executive Committee Meeting updates</li> </ul>	Yves reported on the Executive Committee meeting of October 21 <sup>st</sup> which included an update on the work on the community dashboard, a review of the All Candidates meeting that took place at Council and the refresh of the Coalition website. Work is underway on a visual identity guide for the Coalition how to use the logo, letters, reports, etc. that will be housed on the website.	Working groups to check their information is correct on the website.

**Next Meeting: Tues. December 10, 2019 - 1:30 – 4:00 p.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Meeting Rooms A/B/C**