



**INTEGRATED PLANNING TABLE MEETING**  
**Tuesday, September 10, 2019**  
**1:30 – 4:00pm**  
**The Common Roof (165 Ferris Lane, Barrie) Rooms A/B/C**  
**MINUTES**

Attended		Regrets	
Yves Levesque, Co-Chair	Kathryn Manners, Coordinator	Kristen Baumann	John Clarke
Shaunna Brady via teleconference	Danielle Mink	Danette Blue	Gerry Croteau, Co-Chair
Bob Fehir	Stephanie Ross	Chris Brens	Mary Shirley-Thomson
Sandy Lee	Theresa Sandy	Pat Carney	Kim Sontag
Julie McAlpine, Recorder	Stefanie Smith		

**Guests:** Grace & Michelle (MSW students)

Item	Minutes	Action
1. Welcome and Introductions	Yves welcomed everyone back to the table and as there were some new members present, a roundtable introduction took place.	
2. <b>Consent Agenda:</b> 2.1 IPT Minutes June 11, 2019 2.2 Approval of Agenda 2.3 IPT Terms of Reference	The minutes from the June 11, 2019 meeting were approved along with the agenda. The IPT Terms of Reference were sent out as part of the Consent Agenda for review and were approved with no changes.	
3. <b>Business Arising:</b> • Membership Review/ Recruitment • Warm Transfer Demonstration Project	<p><b>Membership Review/Recruitment</b>            IPT membership was reviewed in June with an update today:</p> <p>Best Start – reach out to Heather St. Germaine for a representative            Crisis Steering – Stefanie will be the interim link            FASD – Kristen Baumann confirmed            Child/Youth Mental Health – not sure if continuing            OAP – in flux – Stefanie to confirm with John            PRTG – Kathy to request rep            Triple P – Stefanie Ross confirmed            Child Welfare – Stefanie to ask Mary Shirley Thompson</p> <p><b>Warm Transfer Demonstration Project</b>            The results of the Demonstration Project showed that while methods #1 (3 way linkage) and #2 (leaving client's information with service provider) were the preferred method, method #3 (client is provided with contact information) is the transfer utilized the most.</p>	Bring list back next meeting for a final update.

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	<p>The recommendations that came out of the Warm Transfer Demonstration Project included the creation of a guideline document around warm transfer methods to distribute to organizations and the possibility of utilizing navigation services through 211.</p> <p>The work this year is to create and share the guideline with organizations. A suggestion was made that it would be beneficial to present the guidelines to agencies, once produced.</p> <p>We had a sub-committee working on Warm Transfers and if proceeding with the creation of a guideline, would bring them back together. It would also be added to the strategic workplan as a deliverable.</p>	<p>Yves to bring forward at Council for interest in participating on the working group.</p> <p>Set up a meeting of the Warm Transfer Demonstration Project working group.</p>
<p>4. <b>New Business</b></p> <ul style="list-style-type: none"> <li>• Award of Excellence</li> <li>• Network/Working Group Update Form</li> </ul>	<p><b>Award of Excellence</b> The Award of Excellence nomination form has been sent out. The criteria and process was reviewed. A suggestion was made to send out a summary of past awards with the nomination form.</p> <p><b>Network/Working Group Update Form</b> The Network/Working Group Update form was sent out with the Consent Agenda for members to review and advise re any changes. This year Kathy may go to meetings to assist with the completion of the Update form. The impacts by working groups will be included in the Coalition dashboard.</p>	<p>Members to consider submitting nominations. Julie/Kathy to prepare summary.</p> <p>Email Julie with any suggestions, changes, etc.</p>
<p><b>Strategic Workplan</b></p>	<p>The strategic workplan was reviewed and discussion took place regarding what work IPT completed in year 1 and what to undertake in year 2.</p> <p>We currently have four working groups: Warm Transfer, TAY, Evaluation Framework, and Cultural Competencies.</p> <ul style="list-style-type: none"> <li>• Add a Lived Experience Manual work group for year 2</li> <li>• Move child/youth mental health to year 3 (need RVH, New Path for this work)</li> <li>• Networking opportunities for front line staff move to year 2/3.</li> </ul> <p>An observation was made that the Action to promote cultural competency training is not complete, that there was no promotion.</p> <p>It was noted that the work undertaken by working groups needs to be included on the Strategic workplan.</p> <p>Opportunities to look at aligning the Community Safety &amp; Wellbeing Plans to the work at this table was discussed. John Clarke is the rep at this table from the Executive Committee. Sandy had mentioned the work on the dashboard to the Community Safety &amp; Wellbeing Steering Committee and provided Cathy's contact information.</p>	<p>Bring to Executive to determine where responsibility for this sits.</p>

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		<p><u>Evaluation Framework:</u> Kathy discussed the work done on building success indicators for the strategic plan. Kathy drafted an evaluation framework to be used with the success indicators to update the strategic plan. A discussion ensued that the evaluation framework is tied to the work of the Coalition, not to IPT. Indicators of success are needed for IPT's work.</p>	<p>The workplan will be revised including the addition of success indicators, for presentation next meeting.</p>
5.	Working Group Sub-meetings	<p><b>Working Group Sub-Meetings</b> <u>Equity Diversity &amp; Inclusion Group</u> (name changed from Cultural Competencies). At the next meeting, will review cultural competency assessment templates and over the course of the next few meetings, will flag what's interesting to create a template for the Coalition. Will also define required resources and how to roll out i.e. training.</p> <p><u>Transition Aged Youth:</u> The work on the TAY event taking place on Oct. 3<sup>rd</sup> is moving forward. The panel consisting of service providers and youth with lived experience has been confirmed. There will be an interactive session looking for insight into what's working/not working re transitions. There will also be display tables for service providers to share information. Registration is open.</p> <p><u>Manual for People with Lived Experience Working Group</u> At the next meeting will look at design, collecting examples of manuals for key elements to create an outline of what the manual looks like.</p>	<p>Ask Council members for examples of manuals that support the inclusion of lived experience.</p>

**Next Meeting: Tues. October 8, 2019 - 1:30 – 4:00 p.m., Barrie Common Roof (165 Ferris Lane, Barrie) – Meeting Rooms A/B/C**