

Niagara Best Start Child & Family Centre Reference Group

November 20, 2012

A Child's World, 344 Avon St. Welland

Agenda

- 1. Review and Approve Minutes from October meeting**
- 2. Focus of BSCFRG/BSCFSS for next 6 months (Lisa/Bonnie)**
- 3. Community Integration Leaders Project**
 - a. Review of Project Scope (Tiffany, Sandra, Glory)
 - i. Roles and Responsibilities
 - ii. Glossary of Terms - key definitions
 - b. MCYS Meeting (Nov 16) update
 - c. Sites of Practice Updates
 - i. Place Based Component (Fairview Community)
 - ii. Non Place Based Component (Fort Erie)
 - iii. Aboriginal Component
 - d. CIL Project Website
 - e. General overview of timelines
 - f. Budget Oversight
 - g. Evaluation Framework
 - h. Network Mapping Survey
- 4. Communication Plans (needs and options)**
- 5. Meeting Times and Commitment through Project**

Niagara Best Start Child and Family Centre Reference Group (BSCFCRG)

November 20th, 2012 - A Child's World

Attendees: Jeff Biletski, Kim Cole, Jennifer Dockstader, Lisa DeGasperis, Darlene Edgar, Bonnie Filipchuk, Tiffany Gartner, Dorothy Harvey, Mark Lefebvre, Sandra Noel, Glory Ressler, Jackie Van Lankveld, Judy Reid, Zach Dadson (recorder)

Regrets: Margaret Andrewes, Anne Biscaro, Jaynane Burning-Field, Christina Carter, Sue Greer, Linda Morrice, Florence Ngenzebuhoro, Kaarina Vogin,

| ITEM | DISCUSSION | ACTION |
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| 1. WELCOME | <ul style="list-style-type: none"> - Chairs Bonnie Filipchuk and Lisa DeGasperis welcomed all in attendance. - Darlene spoke to the changes with regards to her new role as Interim Director at the Region of Niagara. | |
| 2. FOCUS OF BSCFCRG/BCSFSSF OR NEXT 6 MONTHS | <ul style="list-style-type: none"> - L. DeGasperis and B. Filipchuk will be co-charing this committee for the next 6 months. A lot of the main work with regards to the Community Integration Leaders Project (CIL) will be done by T. Gartner, G. Ressler and S. Noel. - The CIL Project will be less focused on the end results and more about the learning that takes place during it. - It was emphasized that BSCFCRG's focus for the next six months will be CIL. | |
| 3. COMMUNITY INTEGRATION LEADERS PROJECTS (CIL) | <p>A) Review of Project Scope</p> <ul style="list-style-type: none"> - The work plan for CIL was distributed to the Reference Group on October 19th. Everyone was asked to review it and there were no concerns raised. - Integration is not the end goal of CIL, recording and gaining knowledge from the work done to get there is what we as a committee hope to achieve. The committee will use implementation strategies and document what has been successful and what has not. It is very conceptual in scope. - CIL is a jointly funded project from the Ministry of Children and Youth Services as well as the Ministry of Education. Both ministries reviewed 16 Requests for Proposals (RFPs) and made the decision on which to fund of which ours was one. - The ministry is very interested in place-based versus non place-based centres. If we test using both of these we should be in a good position to roll out integration to the rest of Niagara. - One of the outcomes of the project will be identifying gaps in representation from the Niagara region. As we move forward with the core some people will elect to no longer be involved in the project. There is also a possibility that people will be much more interested in becoming involved when ideas are less conceptual and more established. After the first set of meetings the CIL leadership will have the opportunity to look for gaps in representation and ensure they are invited moving forward. - The invitation to become involved in the project was sent out to BSCFCRG members as well as a comprehensive list of community partners. - The idea is that Niagara would be able to take the framework (i.e. a new francophone Best Start Centre) and make it applicable to anyone who wanted to start a new Best Start Centre. A consistent map. - As a committee we are interested in taking a strength based approach. We are interested in looking at places where great things are already happening. - The ministries have been very clear, regardless of what happens to the centres themselves, they are looking at integrating child and family services across the board. - This is not a capital start up project. The CIL project can use this money for minor capitol if they wish but not major capital projects. It cannot fund a program or service that would create a pressure after the six month project is finished. - At this point a discussion took place on the definition of services and what they mean. It was presented that the CIL would be looking at universal services (defined as a service that is good for all, really important for some) and that the CIL project is looking at functions rather than programs. | |

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| | <ul style="list-style-type: none"> - There was a discussion about the Children Services Sector Forum (CSSF) and how they are looking at coordinated systems while CIL is looking at integrated systems. It is important to be mindful that this is only a six month project we want to find great work that is happening at other tables, be aware of it and discuss how that impacts what it is CIL is doing. - At the three sites of practice it is the committee's intention to have specialized programming in addition to core programs provided. This is why we are having individual committee meetings so that the community will have an input as to what services should be provided. - A big question from the ministry is whether we always need to have place-based centres or not. While place-based centres have a lot to offer it is important to think about rural communities and their accessibility. <p>i) Roles and Responsibilities</p> <ul style="list-style-type: none"> • T. Gartner will be acting as the Project Manager • G. Ressler will be the Implementation Leader • S. Noel is the committee's Research Lead. There are two main pieces of evaluation for this project, research and evaluation. • 5 research reports need to be finished for the ministry. This is something G. Ressler had done last year when working on a CIL project for London. • Niagara Aboriginal Children's Planning Council (NACPC) is hiring their own consultant to do the work for the Aboriginal component of the project. • Given that G. Ressler is taking the lead on the five reports for the ministry it is important that the project team have progress reports so that the feedback can be given. <p>ii) Glossary of Terms – key definitions</p> <ul style="list-style-type: none"> • It is very important we as a committee are consistent with the language we use. Instead of saying program names use functions. This will help open the thinking to beyond individual mandates. • The committee will stick to the glossary of terms provided by the ministry. • Each committee member must bring the CIL Project Glossary of Project Acronyms and Key Definitions to each meeting. • Each meeting the committee will go over the definition of several terms for better understanding. • Integration – Organizations in the community operate as a single system, under a single governance and resource umbrella and/or memorandum of understanding that commits all partners to clear processes for decision making and resource allocation. There are common values and philosophies, and common program policies and practices. Children and families experience seamless, timely and effective supports which are monitored and improved through shared outcomes and continuous quality improvement. Some programs may have been consolidated or re-engineered. <i>CIL will be working towards some of these things.</i> • Integration Continuum – An overall framework to understand the four stages (e.g. awareness > coordination > collaboration > integration) that build toward an integrated system and describe the type of degree of connectedness between programs and services. <i>It is important to know that this is not always linear.</i> • Core Services (Functions) – The service and functions that will be common to all child and family centres ensuring consistency of parent/child experience. <i>(e.g. If a family moves from Fort Erie to Niagara Falls their experience should be consistent) This is something the committee is keen to receive information from the Hub Committee about. This is something similar to what the Friendship Centre model is.</i> • Specialized Services (Functions) – The functions and services that facilitate the connection between children and families with complex and special needs with the off-site community agencies that provide them. These are often unique to each child and family service system area being served (e.g. neighbourhood) and respond to changes in needs | |

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| | <p>at that level.</p> <ul style="list-style-type: none"> - The committee will need to carry out work with the local communities and report back how it worked. This means lots of both good and bad feedback. (e.g. something may sound like a good idea at the ministry level but it doesn't work in a practical sense on the ground level) <p>B) Ministry of Children and Youth Services (MCYS) Meeting (Nov 16) Update</p> <ul style="list-style-type: none"> - The regions funded for CIL projects are: London, Halton, Simcoe County, Algoma Sault St. Marie, Hamilton and Niagara. - At the meeting the CIL leadership attended with the Ministry on Friday November 16th it was reinforced how far along Niagara is as far as integration and the CIL project is concerned. - MCYS provided CIL leadership with an overall conceptual diagram - There was a lot learned from other communities, some were very similar to Niagara and some were very different. - The key message is that the Best Start Integration work is focusing on the entry points - Communities talk about entry points and access interchangeably but they are not. Entry to the system is important (parents need to know where to get information. i.e. a phone number, a website or talking to someone face to face) access is more about functions within an organization (i.e. the referral process or intake) - All of the ministries in Ontario are beginning to work together and talk about integration; this is not something only MCYS is doing. - There are some communities whose endgame for their research project is where Niagara is starting from. <p>C) Site of Practice Updates</p> <p style="padding-left: 20px;">i) Place Based Component (Fairview Community)</p> <ul style="list-style-type: none"> - The first community meeting will take place on Friday November 23rd - CIL will be building on the work that is already taking place in the Fairview community. - The committee has the full support of Superintendent Greer - The CIL project could mean expanded hours or the expansion of the Parenting and Family Literacy Centre <p style="padding-left: 20px;">ii) Non Place Based Component (Fort Erie)</p> <ul style="list-style-type: none"> - The first community meeting will take place on Tuesday November 27th. - The CIL Project is looking at the child and family services system. Nothing is clearly in place and the project could go a number of different ways. - Core services have all been invited to the first community meeting. One of the important lessons from the meeting at MCYS on Friday November 16th was that it is important to work with the early adopters and community champions. - It is expected that at the first meeting attendees may feel there is someone more appropriate to send to the committee moving forward than themselves. - The CIL leadership will also look at who is not at the meeting and who they should specifically invite (specifically within the range of core services) - It is possible that in regards to the Fort Erie project the six months will be about defining what core services would be in a non-place based environment. <p style="padding-left: 20px;">iii) Aboriginal Component</p> <ul style="list-style-type: none"> - Niagara is the only region funded that has such a strong aboriginal representation. - The Niagara Aboriginal Children's Planning Council (NACPC) is prepared and will be hiring a consultant who will be working with this team and providing representation moving forward. - The hiring of the consultant will be completed and are looking to begin work by December 3rd. - A budget has been submitted and a work plan is the end result from this consultant. - The consultant will be looking at the integration of elders and traditional people into a language and cultural centre. | |

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| | <p>They will also be looking at the integration of mainstream service providers in the centre and how that will look.</p> <ul style="list-style-type: none"> - The consultant will be looking for a location in Niagara Falls that meets the needs that have been outlined by the NACPC. They will also be looking at operational dollars to have the centre running (for 2013-2014) <p>D) CIL Project Website</p> <ul style="list-style-type: none"> - T. Gartner has created a Google site https://sites.google.com/site/cilprojectwebsite/ <i>At this point there was a presentation given to go over the website.</i> - Every two weeks the CIL leadership will produce a one page brief to act as an update on the project. This brief can be brought to other meetings to inform others as to what is happening. It will be posted on the website. <p>E) General Overview of Timelines</p> <ul style="list-style-type: none"> - There are 133 days until the project ends. - Within that timeline there will be two major evaluations as well as five major reports completed by G. Ressler. <p>F) Budget Oversight</p> <ul style="list-style-type: none"> - The CIL project has been funded to the tune of \$200 000. <ul style="list-style-type: none"> • \$10 000 assigned for report meetings and materials • \$70 000 assigned for overall projects (meetings etc.) • \$95 000 assigned for consultants and staff • \$25 000 assigned for administration - It is important to know that none of the funding is going to T. Gartner or S. Noel for their work; this is in kind from the region. <p>G) Evaluation Framework</p> <ul style="list-style-type: none"> - There are five deliverables - Each report has a number of set questions to answer. Rather than send an email to get your thoughts/feelings CIL leadership will be sending out information requests in the form of a survey. The first report is due November 30th. - The leadership will do their best to ensure committee members don't feel bombarded however the timeline is very tight for when the information needs to be returned. - Because this is a research project there will be two other pieces as well: a partner self-assessment tool (pre and post) as well as network mapping. The idea is to see how Early Years across the region is interconnected. <ul style="list-style-type: none"> - The ministry components are the five reports <ul style="list-style-type: none"> • Number two will focus on community visions • Number three will focus on building an integrated service system (three to five challenges) • Number four will focus on the impact of integration on key family and children outcomes (plans/what outcomes have been to date) • Number five will focus on a review of the progress and a recap of the project (this will be where each community talks about their area of action research) <p>H) Network Mapping Survey</p> <ul style="list-style-type: none"> - S. Noel will send out the link. Each committee member can fill it out electronically or fill out the paper copy, scan it and send it to her. - It is due Friday November 23rd | <p>Each committee member must fill out the Network Mapping Survey and send it to S. Noel by Friday November 23rd</p> |

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| <p>4. COMMUNICATION PLANS</p> | <ul style="list-style-type: none"> - The Google site will be updated regularly. - The one page update on the project will be provided every two weeks. - Perhaps the committee will be able to create a quick video clip explaining the two week update. - It will be important to provide more than one medium. - If there are any questions or inquiries direct them at T. Gartner. - In each email sent ensure it is clearly identified whether it is for CIL specifically or BSCFCRG - If there is a time sensitive deadline ensure it is listed in the subject line. - In lieu of weekly meetings there will be surveys etc. | <p>Z. Dadson will create a membership list and circulate it.</p> |
| <p>5. MEETING TIMES AND COMMITMENT THROUGH PROJECT</p> | <ul style="list-style-type: none"> - The committee will cancel the schedule of Monday meetings and do their best to tie them next to/with Hub meetings | <p>Dates for BSCFCRG meetings</p> <ul style="list-style-type: none"> - Tuesday December 18th 1:30pm – 4pm at FACS Training Rooms - Tuesday January 29th 10:30am – 12pm at Pathstone Mental Health - Tuesday February 26th 10:30am – 12pn at FACS Board Rooms - Tuesday March 26th 10:30am – 12pm – Pathstone Mental Health - Tuesday April 23rd 10:30am – 12pm – Pathstone Mental Health |