



## Best Start Network Meeting Minutes

April 4, 2013

**9:00 a.m. to 11:30 a.m.**

**Ontario Early Years Centre Brant**

**Present:** Deanna Searle, Luisa Pappert, Kim Romano, Melodie Spencer, Debbie Carson, Doreen Dekker, Marg Barr, Jane Angus, Maria Timpener, Van Thuan, Florence Ngenzebuhoro, Sue Norden, Rosemarie Whitehouse, Adele Gawley, Barb Mitchell, Marg Barr, Karen Calligan, Cathy Medway (recorder)

**Regrets:** Anca Gaston, Rita Stratford, Darren Rorabeck, Paula Thomlison, Susan Yates, Dale Kern, Sharon Brooks, Shelley McCarthy

	<b>Agenda Item</b>	<b>Discussion/Decision</b>	<b>Action</b>
1.0	<p>Call to Order, Additions to the Agenda</p> <p>Approve Minutes of March 7, 2013</p> <p>Success story – Deanna Searle/Mohawk College Update</p>	<p>Melodie welcomed everyone to the table.</p> <p>Addition to the agenda: 4.2 <u>Discussion</u> of new member orientation package and development of task force.</p> <p>Additions to the Agenda: 4.3 United Way Presentation</p> <p>Additions to the Agenda: 4.4 HUB</p> <p>The meeting started at 9:35am</p> <p>The Boys &amp; Girls Club Fund raising event was a huge success and they surpassed their goal and raised \$1,089,000.00. There are many new upgrades and equipment anticipated such as new parking lot, rock climbing wall etc.</p> <p>The Mohawk College student review is pending and Deanna anticipates many good recommendations that will enhance their programs.</p>	<p>THE MINUTES OF THE March 7, 2013 meeting was approved with the revision to:</p> <p>3.4 BSN dollars currently support Raising the Bar, Roots of Empathy and Your Guide.</p> <p>Should read: 3.4 BSN dollars currently support Raising the Bar, Post Partum Depression Program, ECE Banquet and Your Guide.</p> <p>Moved by Marg Barr</p> <p>Seconded by Jane Angus</p> <p>Carried</p>

		<p>Kim attended the fund raising event and shared an overview of the “Wizard of Oz” theme night which was a huge success and very well attended. Congratulations to Deanna and her staff at the Boys &amp; Girls Club.</p>	
2.0	<p>Business arising from Previous Minutes</p> <p>2.1 <u>Receive information:</u> March 27, 2013 day in review</p> <p>2.2 <u>Discussion and Approval</u> of revised Vision and Mission statements</p>	<p>Jenn Kirkham led the group in a review of Best Start from 2005 to the present. They discussed where we are in the process and where we want to go in the future.</p> <p>Please see summary notes from March 27<sup>th</sup>.</p> <p>Please note in Jennifer’s chart on page one of the summary note that the first bullet requires an addition to listings</p> <p>Representative at the table are missing/not attending (mental health, women’s services, nutrition)</p> <p>Should also include: (health unit)</p> <p>Anca Gaston presented a power point that detailed the results of the <a href="#">online survey</a> that was designed to conduct a self-assessment of the Best Start Network. At the end of her presentation small groups were asked to discuss current strengths of the network and opportunities for improvement. The responses are included in the summary notes.</p> <p>Discussion was then focused around the current vision and mission statements.</p> <p>A vision should reflect the “Ideal” you wish to achieve in your community, after some discussion the group decided that it needs to re-develop its vision.</p>	<p>Revitalize, Rejuvenate, Reenergize <a href="#">Summary Notes</a></p> <p>Kim will contact Anca to see if we are able to post survey results on our best start website.</p>

		<p>Discussion followed at the BSN meeting where our vision needs to reflect the tag line “Bringing out the Best in All of Us” A vision is what we see as our as our purpose, it was decided to set aside coordination and collaboration and include that in the Mission statement.</p> <p>Therefore after discussion a motion was put forth that the new Vision statement for Best Start Network would be:</p> <p><b>Best Start is bringing out the best in all of us, our children, our families and our community</b></p> <p>Karen suggested we could tie into the provincial vision and connect the statement to our mission statement.</p> <p>Once again the discussion group on March 27<sup>th</sup> broke into groups and merged the current vision and mission statement to develop a new mission statement for the Best Start Network.</p> <p>The three draft statements are included on page three of Jenn’s summary and are linked above.</p> <p>After a prioritization exercise and wordsmithing the final mission statement for consideration is:</p> <p><b>We lead a collaborative process to plan and implement strategies that support families and children prenatal to 12 years in Brantford and Brant to reach their full potential.</b></p> <p>As a result of the March 27<sup>th</sup> discussion table and discussion at the Best Start Network table the following action items were identified and completed.</p> <ol style="list-style-type: none"> <li>1. Review and confirm the mission statement at the April BSN meeting</li> <li>2. Review and confirm the vision statement at the April BSN meeting table</li> </ol>	<p>Motion was put forth by Jane Angus and seconded by Luisa Pappert.</p> <p>Motion was carried.</p> <p>Motion was put forth by Marg Barr and seconded by Debbie Carson</p> <p>Motion was carried.</p> <p><b>Outstanding Action Item:</b> Initiate four new Task Forces at the April meeting of the BSN.</p>
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3.0	<p>2.3 <u>Receive Update</u>: Ministry Templates</p> <p>3.1 Ministry of Children &amp; Youth Services</p>	<p>3. Developing an orientation for new members. Task Force will include Sue Norden, Adele Gawley and Doreen Dekker, Melodie Spencer and Kim Romano are available to advise.</p> <p>Kim will forward a sample orientation pkg from another city which the task force could use to help develop for our Network.</p> <p>Templates have been completed and sent up to the Ministry.</p> <p>Based on what we have completed we are eligible for 100% funding and we can work towards the smaller Innovation Funding pots as the year progresses.</p> <p>Melodie gave a demonstration of the website indicating new tabs and location of documents.</p> <p>Thank you to Kevin, Melodie and Cathy for working on site and submitting/preparing documents for posting.</p> <p>Florence indicated that the templates have been received by the Ministry. They are now with Corporate offices.</p> <p>Many thanks to Kim for breaking down accounts and funding reviews for this process.</p> <p>Florence liked how we linked our documents back to BSN website and she looks forward to reviewing templates.</p> <p>Florence indicated the templates were well done. MCYS will continue to work closely with Edu as this is a transition year and they will work together until the full transfer is complete and then onward.</p>	<p>The focus of the four new Task Forces is: Developing an orientation for new members (process has begun)</p> <p>Developing a plan to work with other planning tables</p> <p>Developing strategies to maximize participation (agenda, meeting times, etc.)</p> <p>Developing a communication strategy (front line workers, sub-committees, other planning tables)</p> <p>Please note tasks to be completed by September 2013.</p> <p>Remaining Action Items to be brought forward to May meeting</p>
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	<p>3.2 Ministry of Education</p>	<p>Karen shared that many regions are finding opportunities to work together and linking their networks and planning tables with many positive outcomes.. Karen encourages the network to continue to refer back to the Ontario Early Years Framework when developing agendas and planning. The Ministry of Education is continuing to work with DSAB and CMSMs. Individual regions are working at different levels.</p> <p>September 2014 marks the fifth year of implementation of full-day kindergarten; as of September 2014 all four and five year olds in Ontario will have access to a space in this new full day every day kindergarten program.</p> <p>Karen wishes to thank Kim for her leadership and her insight when planning community consultations. Lots of active work is happening in our region.</p>	
	<p>3.3 Service Update</p>	<p>Kim reports this is a very busy time. She has met with Melodie and Rita regarding Capacity Funding. The Capacity plan is looking at a variety of different Professional development ideas such as covering a portion of first aid training, web based training etc.</p> <p>Operating Dollars can be used to support programs with nutrition, Raising the Bar etc.</p>	

	<p>3.4 Subcommittee Reports:  <u>Receive information:</u>          Aboriginal Advisory Committee, SIC Committee, Best Start Magazine, Best Start Parent Fair, Child Care Advisory Committee, Recruitment and Retention Committee</p> <p>New Business          4.1 <u>Receive information</u> on Children's Planning tables and integrated agendas</p> <p>4.2 <u>Receive and discuss</u></p>	<p>ONElist waitlist is holding an information session May 8<sup>th</sup>, a save the date email went out and a mailed letter will follow. Best Start is paying for the start up costs for all licensed programs. In Thunder Bay there were 300 children on waitlist and in 30 days of using ONElist it grew to 1,000.</p> <p>Karen suggested that experienced operators already using ONElist should be invited to information session from Niagara or London regions. They could bring a non-bias perspective and share experiences.</p> <p>Quality licensed child care must be promoted.</p> <p>July 8<sup>th</sup>, hands on training for owners/operators and those working directly with ONElist will be provided. Kim is asking that programs have a look at their waitlists and come prepared.</p> <p>SIC report received as information</p> <p>Looking at creating a task force in May. Build broader planning tables for joint planning, partnerships and increasing communication and transformation. Would include child care services, mental health and other community committees from agencies.</p>	
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4.0	<p><u>information re:</u> New member orientation and development of task force</p>	<p>Thank you to Anca who created this survey. Will ask Anca if she can present to BSN in May and with approval add to the BSN website. Subcommittees were sent similar surveys and Anca will summarize results.</p> <p>A Task force will be developed to put together a pkg to orientate new members to the BSN. Sue Norden, Doreen Dekker and Adele Gawley will form task force. Melodie is available as a resource.</p> <p>It was suggested that connecting members to new members for mentoring purposes would be very beneficial. Adele reports that Rita Stratford has been available to provide mentorship to Adele and it has been very successful and helpful. Mentoring can be done very quietly informally where you are able to answer questions and share information. Thank you to Rita.</p> <p>Representatives from W. Ross McDonald School and BCHU will be returning to the Best Start table.</p> <p>Contact Brant is system manager of the 211 information and referral line service. Kristin Pass from the United Way would like to make a short presentation at May/June Meeting to the Best Start network to review updates and share posters and promotional items for 211 service.</p> <p>Network recommended that she could also present to the SIC committee, Doreen will contact Jane and set up a date.</p> <p>Kathryn McIntyre has retired, Sue Evenden has taken over the HUB project. They are moving forward and hired a consultant, looking for alternative funding proposal and will report back in May. Sue is continuing to meet with Laurier University.</p>	<p>Action: Move to May BSN agenda</p> <p>Action Item: Set date for 211 Services presentation</p>
4.3	United Way		
4.4	HUB		

5.0	<p>5.1 <u>Discuss and Decide</u> – Next meeting dates and frequency</p> <p>5.2 Success story</p>	<p>Consensus is we will continue to meet monthly, some discussion regarding start time of meetings, may start earlier or later. A survey will be sent out to members to discover if a change is needed regarding start/end times and length of meetings</p> <p>Barb Mitchell shared that Parent Family Literacy Centre (PFLC) for both boards has opened on Tuesday. Barb has appeared on Rogers Cable, circulated information and postcards in the neighbourhood. Grand Opening is planned in May.</p> <p>Both schools are engaging in the program, bringing children and staff to visit, promoting centre. They are sending notes home with JK/SK registration and staff are conversing with families as they drop off older children in front of the schools.</p> <p>OEYC has dropped by with opening gifts and the centres have received lots of phone calls. Word of mouth will be the best connections.</p> <p>PFLC has been added to BSELP chart with Best Start sites. Congratulations to Barb and her staff.</p> <p>Best Start Magazine has published its tenth edition. Congratulations to the Best Start Magazine committee.</p> <p>Meeting ended at 11:00am.</p>	<p>Action: Survey required for meeting times.</p> <p><b>Next meeting May 2, 2013 9:30am until 11:30am</b></p>
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## **Brantford/Brant Best Start Network Summary Notes**

**March 27, 2013**

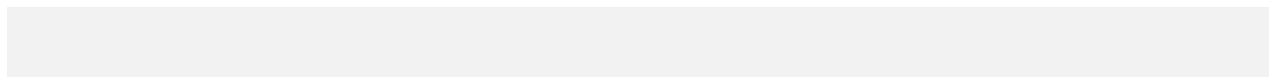
### **The Changing Landscape**

The Best Start Network received a presentation from Jennifer Kirkham on the changing landscape in the children's services sector and then were asked to respond to two questions:

- How has your Best Start Network responded to these changes?
- How do you need to continue to respond?

The responses to these questions are noted in the table below.

How Have You Responded?	How Do You Need to Continue to Respond?
<ul style="list-style-type: none"> <li>▪ 0 to 12 focus on delivery since the beginning and moved to this focus for planning in 2006</li> <li>▪ Best Start Early Learning and Parenting Centres (common brand)</li> <li>▪ Recruitment and Retention Committee</li> <li>▪ Integrated technology into communications (website, Facebook, magazine)</li> <li>▪ Worked with school boards on identifying locations</li> <li>▪ Promotion (magazine)</li> <li>▪ Enhanced communications regarding children with special needs</li> <li>▪ Relying more on data for planning (EDI and more)</li> <li>▪ More sophisticated in looking at community data</li> <li>▪ Identified priorities and have work groups (implementing plans)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Representatives at the table are missing/not attending (mental health, women's services, nutrition)</li> <li>▪ Links to other planning tables/people not at the table/create connection</li> <li>▪ Be clear about the purpose of each planning table and identify shared/common goals</li> <li>▪ Need to be proactive</li> <li>▪ Focus on the child care end (get clear on needs)</li> <li>▪ Connect with Haldimand-Norfolk (school boards and health overlap)</li> <li>▪ Need a vision clearly stated for the group and the community that is shared (how do you make it come to life?)</li> <li>▪ Include frontline workers. They are the key to our parents</li> <li>▪ Continue to lobby the Ministry</li> <li>▪ Capitalize on having community representatives at the table</li> <li>▪ Make use of community resources (university/college, etc.)</li> </ul>



## Strengths and Opportunities for Improvement

The group received a presentation from Anca Gaston (Data Analysis Coordinator) that detailed the results of the online survey that was designed to conduct a self-assessment of the Best Start Network. At the end of the presentation small groups were asked to discuss the current strengths of the Best Start Network and the opportunities for improvement. Small groups then identified the top three of each and reported these back to the large group. The responses included:

Strengths	Opportunities for Improvement
<ul style="list-style-type: none"> <li>▪ Network aligned with strategic priorities</li> <li>▪ Stay on track on plan – rather than focus on what’s happening</li> <li>▪ Members are heard at the table</li> <li>▪ Achieving goals/action oriented</li> <li>▪ Active membership works well together</li> <li>▪ Well organized</li> <li>▪ Welcoming meetings</li> <li>▪ Organized meetings</li> <li>▪ Focus on kids/families (value)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Orientation of new members (goals in place – binder)</li> <li>▪ Participation and preparation – start at Best Start Network and then work down to sub-committee</li> <li>▪ Expectation – binder with new expectations/changes</li> <li>▪ Increased participation/engagement of members</li> <li>▪ Increased knowledge/expectations of members</li> <li>▪ Clarify mandate</li> <li>▪ Agenda (re-develop to be engaging and engage participants, what’s needed for decisions, what’s needed for discussion/planning)</li> <li>▪ Planning tables – start discussion</li> <li>▪ Orientation for members (more structured)</li> </ul>

## Vision and Mission Statement

### Vision

The current vision of the Best Start Network is:

***Through coordination, collaboration and cooperation within the early learning and child care system, all children will have the opportunity to reach their full potential, prenatal to twelve years of age.***

A vision should be the compelling reason for participating in the Best Start Network – the “ideal” that you wish to achieve in your community.

Upon reflection, the group decided that the current vision was more like a mission statement (purpose of the group).

The group decided that it needs to re-develop its vision. Suggestions for a new vision include:

- Bringing out the best in all of us
- The best in our children, families and community
- All children and families reach their full potential

Further work will be done on the vision at the next meeting of the Best Start Network.

**Mission Statement**

The current mission statement of the Best Start Network is:

***To plan, implement and monitor Best Start Early Learning strategies in Brantford and Brant that reflect community priorities.***

A mission statement should answer three questions:

1. *What is the purpose of the Best Start Network?*
2. *Who do we serve?*
3. *What value/benefit do we add to our community?*

The group decided to try to merge the current vision and mission statements to develop a new mission statement for the Best Start Network. Three small groups developed drafts for consideration. The drafts included:

Through collaboration, we plan and implement strategies that support families and children prenatal to 12 years to reach their full potential.
Collaboratively we plan and implement strategies for children 0 to 12 years of age and their families to reach their full potential in Brantford and Brant.
Through collaboration, we plan, lead and implement strategies to achieve the best outcomes for children prenatal to 12 years and their families in Brantford and Brant.

After a prioritization exercise and some further wordsmithing, the final mission statement for consideration is:

***We lead a collaborative process to plan and implement strategies that support families and children prenatal to 12 years in Brantford and Brant, to reach their full potential.***

## Action Steps

The following action steps were identified by the group:

1. Review and confirm the **mission statement** at the April meeting of the Best Start Network
2. Review and confirm the **vision** at the April meeting of the Best Start Network
3. Initiate four new **Task Forces** at the April meeting of the Best Start Network. The focus of the four new Task Forces is:
  - Developing an orientation for new members
  - Developing a plan to work with other planning tables
  - Developing strategies to maximize participation (agenda, meeting times, etc.)
  - Developing a communication strategy (frontline workers, sub-committees, other planning tables)

**Note:** The work of the Task Forces should be completed by September 2013

