



**Best Start Network
Meeting Minutes**
January 17, 2013
9:00 a.m. to 12:00 p.m.
Ontario Early Years Centre Brant

Present: Marg Barr, Anca Gaston, Rosemary Whitehouse, Kathy Dickens, Jane Angus, Rita Stratford, Adel Gawley, Dale Kern, Deanna Searle, Barb Mitchell, Van Thuan, Carrie Seward (Guest), Sue Norden, Kim Romano, Florence Ngenzebuhoro, Luisa Pappert, Debbie Carson, Maria Timpener, Kathryn McIntyre (Guest) Cindy Landry (Guest Recorder), Cathy Medway (Recorder)

Regrets: Doreen Dekker, Sherry Lewis, Paula Thomlison, Karen Calligan, Melodie Spencer, Franklin Leukam, Joyce Sinton

| | Agenda Item | Discussion/Decision | Action |
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| 1.0 | Call to Order, Additions to the Agenda Approve Minutes of September 20, 2012 and November 1, 2012 | Kim welcomed everyone to the table. Introductions were made. The meeting started at 9:05am Additions to the Agenda: 3.1 <u>Receive</u> update from Kathryn McIntyre 3.5 <u>Receive</u> & approve requests from Melanie Mears re Best Start Parent Fair. 4.4 <u>Receive</u> Information – Jim Grieves – December visit to Brantford Little School, Web site update | THE MINUTES OF THE September 20 and November 1, 2012 meetings are approved. Moved by Marg Barr Seconded By Deanna Searle & Sue Norden. CARRIED |
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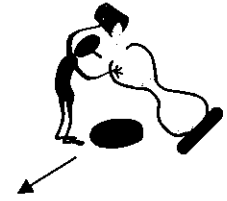
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| 2.0 | <p>Business arising from Previous Minutes</p> <p>2.1 Survey Monkey electronic vote results</p> <ul style="list-style-type: none"> • <u>Review</u> Nominations/ Elections/Vote • <u>Review</u> decision of BSN Moratorium funding lift <p>2.2 <u>Decide</u> details for MCYS Templates for Planning Dollars</p> <p>2.3 <u>Review</u> Strategic Plan and develop action items for next meeting agenda</p> <p>2.4 <u>Receive update and Motion for approval on</u> OneHSN Childcare integrated Childcare application and waitlist module</p> | <p>Electronic vote results 100% in favour of Melodie Spencer as Co-Chair</p> <p>Electronic vote results 92% in favour of Sue Norden as Vice-chair</p> <p>100% in favour of lifting moratorium on BSN funds.</p> <p>On behalf of the Best Start Network Kim would like to thank Marg for her dedication and time devoted as co-chair of the Network over the last few years.</p> <p>Discussion regarding templates with Carrie and Florence. It was discussed that the group would work up to and include the first seven templates then submit to ministry. Discussion how this may be easier to do in a small group setting, members put names forward. Templates are due March 31st.</p> <p>Deferred</p> <p>Kathy Dickens shared information updates regarding this which was approved in principal at the November BSN Meeting and was approved through Social Services Committee and City Council</p> | <p>Recorded in BS Minutes binder</p> <p>Form a working group of Sue, Marg, Melodie, Luisa and Kim. Set up a meeting survey for next meeting.</p> <p>See attached.</p> <p>Therefore a motion was made to use up to \$28,500 for OneHSN Child Care Waitlist module start up costs by Sharon Brooks and seconded by Marg Barr</p> <p>CARRIED.</p> |
| 3.0 | <p>Best Start Updates</p> <p>3.1 Ministry of Children and Youth Services</p> | <p>Kathryn McIntyre reports that they have hired a new consultant and working closely with Laurier University. Group brainstormed ideas on how to bring parents/children out to events.</p> | |

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| | <p><u>*Review</u> of Innovation Fund Project-Hub (Guest attending Carrie Seward, lead for planning and review from MCYS)</p> <p>3.2 Ministry of Education – <u>Receive</u> written report</p> <p>3.3 Service Update *<u>Receive</u> information on funding formula changes, capital retrofits, additional changes with Modernization of Child Care</p> <p>3.4 Subcommittee Reports: <u>Receive</u> information: Aboriginal Advisory Committee, SIC, Best Start Magazine, Best Start Parent Fair, Child Care Advisory Committee, Recruitment and Retention Committee</p> | <p>Marg suggested Kathryn could contact April and Sarah at CAS and network with Barb Mitchell at GEDSB or contact Dale Kern at Mohawk College for ECE volunteers.</p> <p>Suggested dates for project include mid week events for families, Family day or March Break.</p> <p>Kathryn was requested (by Florence) to attend future BSN meetings to keep everyone informed of developments</p> <p>Deferred</p> <p>Kim reviewed the Expense Reporting Chart, she discussed allocation mechanisms for core service delivery, special purpose and capital. Kim discussed how Brantford received an increase in funding. It is a positive change which sees decrease in number of funding pots and increase in flexibility.</p> <p>More information will come at the February 22, consultation meeting with owners, operators and supervisors. OEYC & Lansdowne Children’s Centre</p> <p>Sue Norden read subcommittee reports from Aboriginal Advisory Committee, as written by Sherry Lewis, no changes to TOR, see attached, SIC Committee report as written by Doreen Dekker, see attached, Best Start Parent Fair report as written by Melanie Mears, see attached and Child Care Advisory Committee, and updated TOR report written by Melodie Spencer</p> | <p>See attached.</p> <p>SAVE THE DATE FEBRUARY 22, 2013 @ TB COSTAIN 9am to 12pm</p> <p>A motion was made to accept the reports as read. Moved by Marg Barr, Seconded by Sharon Brooks</p> <p>CARRIED</p> <p>4 Sub committee reports attached</p> |
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| | <p>3.5 <u>Receive and Approve</u> requests/recommendations from CCAC (TOR) and SIC</p> | <p>SIC recommends developing a handbook/brochure for BSELP Centres which will be a consistent document with core expectations for boards and operators regarding space and access to the facilities. Melodie looking at costs with City of Brantford and will get back to Network with quotes.</p> <p>Best Start Parent Fair Committee looking for new members please contact Melanie Mears at mmears@brantford.ca</p> <p>Also Melanie requested additional funding to support rental fee for Civic Centre as they have moved to new core location as per parent/agency feedback</p> <p>Sharon Brooks on behalf of Kids Can Fly has offered to sponsor the Parent Fair for up to \$500.00. Thank you Sharon</p> <p>Best Start Magazine made request for more articles for the Spring edition. Editorial date is coming soon.</p> <p>Recruitment and Retention holding Job/Education Fair January 24 from 5 to 8pm. Please contact OEYC for table</p> <p>Annual Salary, Benefits and Child Care Survey was sent out first week in January and is due back Jan. 31st.</p> | <p>Recommendation made to move forward with handbook</p> <p>Motion by Jane Angus Seconded by Sue Norden</p> <p>CARRIED</p> <p>Recommendation made to make changes to the flow chart to approve TOR for CCAC and flow chart in BSN TOR</p> <p>Motion by Marg Barr Seconded by Luisa Pappert</p> <p>CARRIED</p> |
| 4.0 | <p>New Business</p> <p>4.1 <u>Receive</u> information on 18 Month Well Baby Dr. Training</p> | <p>Kim shared report on behalf of Melodie Spencer. The Offord Centre will be offering 2nd round of training for Drs. and nurses. There is a request at this time to BSN for planning dollars to cover costs for the training session and new ones for Drs. Offices once all the information is finalized.</p> | |

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| 5.0 | <p>4.2 <u>Receive</u> information on Healthy Baby Healthy Brain Campaign</p> <p>4.3 <u>Receive</u> information on funding from MCYS for training day and decide on speaker, venue and date.</p> <p>4.4 <u>Receive</u> Information – Jim Grieves – December visit to Brantford Little School, Web site update</p> <p>Adjournment & Date of Next Meeting</p> <p>5.1 <u>Discuss and Decide</u> – Next meeting dates and frequency</p> | <p>OEYC has been provided with materials for this new program. Use for website promotion, and use DVDs to run workshops for parents, all available for loan in resource library</p> <p>Training information was circulated members were asked to choose two sessions – full day with lunch with Glory Ressler (Consultant) To be held in early March.</p> <p>Training dollars to be spent by March 31st.</p> <p>Minister Jim Grieves visited Brantford Little School Community Child Care and Major Ballachy Best Start program in December 2012. It was a very positive visit. Debbie Carson commented he engaged himself with the children and met them at their eye level.</p> <p>Kim reported there has been an increase in unique visitors to the Best Start website in 2012 compared to 2011 based on data derived from Google Analytics.</p> | <p>www.healthybabyhealthybrain.ca is an excellent website to help support your baby's brain development.</p> <p>SAVE THE DATE EARLY MARCH See attached</p> <p>Meeting was adjourned at 11:30am.</p> <p>February 7 and March 7, 2013, 9:30 to 11:30am at OEYC: Brant</p> |
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**A meeting of the Best Start Network will be held
Thursday, January 17, 2013 from 9:00 am – 12:00 pm.**

**at the Ontario Early Years Centre: Brant
30 Bell Lane, Brantford,**

The Best in Our Children

The key goals are to care for the Children in our community in their early years so that they are ready to learn when they enter school and thus able to be successful. To help every child in Brant realize their potential, the community will offer a variety of early learning and child care services.

The Best in Our Families

Parents play the most important role in their child's life. Best Start is about supporting parents and families to give them the best opportunity for their child in the early years of their life.

The Best in Our Communities

In Brantford/Brant, our Community partners are a dedicated part of an integrated system of supports for early child development and parenting. Best Start has strengthened our partnerships and enhanced them so we can continue to build the best learning environment for families in our community.

A G E N D A

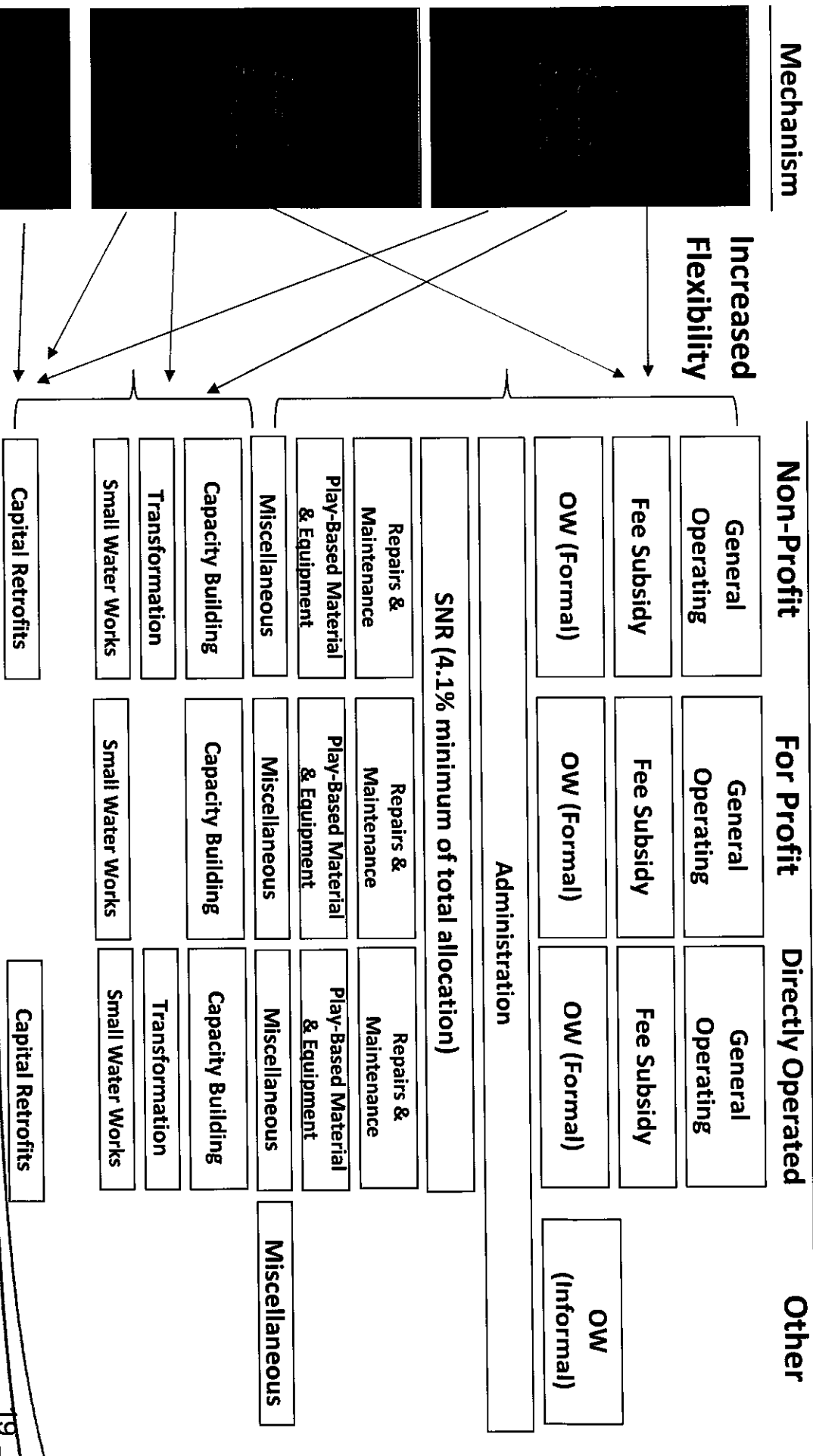
- 1.0 Call to Order, Additions to the Agenda
 - Approve the Minutes of September 20, 2012 and November 1, 2012
- 2.0 Business Arising from Previous Minutes
 - 2.1 Monkey Survey Results – electronic vote
 - Review Nominations/Elections/Vote
 - Review decision of BSN Moratorium funding lift
 - 2.2 Decide details for MCYS Templates for Planning Dollars
 - 2.3 Review Strategic Plan and develop action items for next meeting agenda
 - 2.4 Receive update and Motion for approval on OneHSN Childcare integrated Childcare application and waitlist module
- 3.0 Best Start Updates
 - 3.1 Ministry of Children and Youth Services
 - *Review of Innovation Fund Project- Hub (Guest attending, Carrie Seward, lead for planning and review from MCYS)
 - 3.2 Ministry of Education – Receive written report
 - 3.3 Service Update
 - *Receive information on funding formula changes, capital retrofits, additional changes with Modernization of Child Care
 - 3.4 Subcommittee Reports: Receive information: Aboriginal Advisory Committee, SIC Committee, Best Start Magazine, Best Start Parent Fair, Child Care Advisory Committee, Recruitment and Retention Committee
 - 3.5 Receive and Approve requests/recommendations from CCAC (TOR) and SIC
- 4.0 New Business
 - 4.1 Receive information on 18 Month Well Baby Dr. Training
 - 4.2 Receive information on Healthy Baby Healthy Brain Campaign
 - 4.3 Receive information on funding from MCYS for training day and decide on speaker, venue and date
- 5.0 Adjournment & Date of Next Meeting
 - 5.1 Discuss and Decide -Next meeting dates and frequency

Table 1. Complete List of Community Planning Framework Deliverables

| Deliverable Name | | Deliverable Phase | Funding available on completion of deliverable(s) |
|------------------|---|--|---|
| 1 | Review of planning funding since 2008 | Required by all communities to receive ECD Planning Funding in 2013/2014 | 50% |
| 2 | Review of organizations by service functions | | |
| 3 | Community planning strategy | Network Building phase | 75% |
| 4 | Planning network structure and leadership team | | |
| 5 | Community vision for child and family services | | |
| 6 | Functional analysis of current programs, services and supports | Analysis and Preparation phase | 100% |
| 7 | Analysis of community strengths and needs | | |
| 8 | Community plan for child and family services | Community Planning phase | 100% |
| 9 | Process evaluation of major component of community plan | Implementation and Testing phase | 100% |
| 10 | Critical review and refinement of community plan (based on initial implementation period) | | |
| 11 | Community governance structure | System Building phase | 100% |
| 12 | Community-level system funding strategy | | |

Expense Reporting

Expense / Program Categories



BEST START SUBCOMMITTEE REPORTS



DATE: January 16, 2013
TO: Best Start Network Chair
FROM: Aboriginal Advisory Committee
CO-CHAIR: Sherry Lewis

1.0 TYPE OF REPORT Recommendation item []
(check if it is a recommendation, report or both) Report Only [X]

3.0 General Meeting/Committee Report

The Aboriginal Advisory Committee (AAC) met on January 14, 2013. Susan Yates has joined the AAC representing the BCHU.

The 2012 Conference was reviewed and changes are needed to create more relevant topics that assist non-Aboriginal child care service providers or teachers to implement Aboriginal specific programming. This is very important as the Aboriginal Best Start project funding is coming to end. Discuss took place about creating training modules for our community partners to implement with supports should question be raised.

The Terms of Reference have been approved (see attached) by the AAC. The following chart shows the program update on stats:

| Aboriginal Best Start Project Period ending December 31, 2012 | | |
|--|------------|----------------|
| Categories | YTD | Targets |
| PARCARSER# - number of parents/caregivers served | 98 | 125 |
| PARVISIT# - number of visits made by parents/caregivers | 532 | 400 |
| CCSPARSER# - number of parents/caregivers in workshops | 107 | 60 |
| CCSCHDSER# - number of children served | 58 | 70 |
| CHDVISIT# - number of visits made by children | 699 | 400 |
| PROFSER# - number of professionals in workshops/seminars | 30 | 25 |
| REFERRALS# - number of referrals | 59 | 100 |
| PROTLINKS# - number of protocols/official linkages | 62 | 10 |

BEST START SUBCOMMITTEE REPORTS



DATE: January 10, 2013
TO: Best Start Network Chair
FROM: SIC
CHAIR: Doreen Dekker

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|--|----------------------------------|
| 1.0 TYPE OF REPORT | Recommendation item [x] |
| <i>(Check if it is a recommendation, report or both)</i> | Report Only [x] |

2.0 General Meeting/Committee Report

- Development of a common brochure for all drop-in programs within school locations. Once finalized by SIC, will need approval by School Boards as it will include PFL.
- Strategic Plan – moving relevant pieces of the Workplan into the Strategic plan. Will be ready for March BSN for approval.
- Template has been developed to outline an inventory of spaces and available time slots within BSELPC.
- Membership will be extended to Barb Mitchell, Coordinator of PFL

3.0 Projects/Task Force Report

- 18 Month Well Baby Doctor Training will be offered again at OEYC: Brant on February 20 via Offord Center.

4.0 Financial Information

5.0 Recommendation

- Recommend that the Best Start Network develop a taskforce to work on the handbook for our area. The agreements are signed by the ED or CEO of each agency and the representative of the board. This agreement is signed annually. The handbook is a tool that the principals and operating agencies can use. (Christina will forward a copy of this in word and BSN will give credit to Hamilton/Halton.)
- Remove “by x%” from 1.1C of the Strategic Plan as there is no base line data.

6.0 Other

BEST START SUBCOMMITTEE REPORTS



DATE: Jan 17, 2013
TO: Best Start Network Chair
FROM: Best Start Parent Fair
CHAIR: Melanie Mears

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| 1.0 TYPE OF REPORT | Recommendation item [<input checked="" type="checkbox"/>] |
| <i>(check if it is a recommendation, report or both)</i> | Report Only [<input type="checkbox"/>] |

3.0 General Meeting/Committee Report

Last meeting was held Jan 8th the next meeting will be Feb 26th at 1:30 pm at the Ontario Early Years

4.0 Projects/Task Force Report

Committee has decreased in numbers to 8 members. We are all working hard to plan the Best Start Parent Fair which is April 13 from 10-2pm. . The location is the Civic Centre this year.

5.0 Financial Information

Money this year is extremely tight due to the fact we have to pay for hall rental which in past years was free due to the fact the event was held at a school cost of hall is \$446.38

6.0 Recommendation

At the present time Best Start Committee donates \$1500.00 to the Parent Fair we are requesting an additional \$500.00 from the Best Start Committee to offset the expense of space rental for a total of \$2000.00.

We are in need of new members from your agency. Please forward any interesting participants names to Melanie Mears mmears@brantford.ca

7.0 Other

BEST START SUBCOMMITTEE REPORTS



DATE: January 2013
TO: Best Start Network Chair
FROM: CCAC
CHAIR: Melodie Spencer

1.0 TYPE OF REPORT

Recommendation item [x]
Report Only [X]

General Meeting/Committee Report

1. Reviewed Terms of Reference for minor changes. See recommendations.
2. Membership List reviewed and updated
3. Strategic work plan reviewed for CCAC responsibilities

Strategic Plan

Identified a need for 24 /7 inventory and if still a community need. Looking into other communities.

One list will help provide info on current licensed spaces. Kim will bring inventory of infant, toddlers in schools presently.

Will also review OEYC packages of quality support to One list. How can this be enhanced/streamlined with one list

Meeting schedule for beginning of 2013
January 24th, March 28th, May 23rd

Recommendations:

- 1) To approve TOR for CCAC- changes to flowchart will be needed from BSN and will update at that time.
- 2) Recommend changing target date to June 2013 for 3.6 on strategic plan

Training Available

Glory Ressler / gloryressler@gmail.com / 905-931-7311

I am currently an independent consultant working in the areas of early learning and care professional, leadership and community development and service integration. I am also the National Representative – Canada East to the World Forum on Early Care and Education.

The following list covers training topics that I have designed and delivered at the local, provincial, national and/or international levels. Each session is customized to accommodate the timeframe (half or full day) and audience (frontline, administrators, or students), as well as any other local needs or goals. All sessions blend information sharing with experiential learning opportunities for applying the content to current work issues.

- **Engaging Partners 1** - Why engage?, How to engage?, Strategies for building good engagement with parents, caregivers and community partners (referencing ELECT, ECE Act /2007, FDELKP and Best Start Update/2011)
- **Engaging Partners 2** – community development overview, developing sensitivity to varying family and partner dynamics and developing specific engagement plans (based on case studies provided by local community)
- **Reflective Practice** – Why reflect? Reflective practice strategies and exercises
- **Communication** – message types and content, body language, active listening
- **Conflict Resolution** – identifying and managing conflict, transforming conflict into creative solutions
- **Appreciative Inquiry** – further training in applying the method at work
- **Dialogue** – further training in applying the method at work
- **Team Building** – steps and strategies, characteristics of strong teams
- **Recruiting and Hiring Staff** – recruitment and interviewing strategies
- **Time Management** – time wasters and time management tips, stress relieving strategies
- **Professional Development Assessment and Planning** – using the Occupational Standards Checklists for ECE's and/or Administrators to assess needs and develop PD plans **Checklists are \$7-\$8 each for printed copies (extra cost) OR can be downloaded free of charge from CCHRSC website and printed individually
- **Strategic Planning** – learn how to develop, implement and monitor strategic plans
- **Systems Thinking** – explores the early learning and child care system and recurring roles at various levels, and provides ways to re-think and strategize for better partnering and collaboration
- **Leadership at Every Level** – provides a new understanding of leadership, characteristics of new type of leaders, and tips for empowering leadership development at all levels
- **How to Mentor** – What is mentoring?, How can it be applied?, tips for mentoring and an opportunity to develop mentoring ideas and implementation plans
- **Facilitating Networks and Group Meetings** – facilitation basics, managing groups dynamics and ideas for meeting exercises and strategies

Different topics could be combined to create a full day or more of training that is targeted at the same, or different, audiences. The rates** are as follows:

- \$350 plus travel expenses for .5 days of training (3 hrs total)
- \$600 plus travel expenses for 1 day of training on ONE topic (6 hrs total, not including lunch and breaks)
- \$750 plus travel expenses for 1 day of training on TWO topics (6 hrs total, not including lunch and breaks)
- \$1,200 plus travel expenses for 1.5 days of training on TWO -THREE topics (9 hrs total over two consecutive days, not including lunch and breaks)
- \$1,500 plus travel expenses for 2 full days of training on TWO -FOUR topics (12 hours total over two consecutive days, not including lunch and breaks)

** Marketing of the session(s); arranging for the training venue, AV equipment and food/refreshments, and: printing of handout materials would be handled locally by the sponsoring organization/group.

I would be very pleased to provide work references and examples or to discuss your ideas and needs further!