



**Best Start Network  
Meeting Minutes**  
March 7, 2013  
**9:30 a.m. to 11: 30 a.m.**  
**Ontario Early Years Centre Brant**

**Present:** Deanna Searle, Luisa Pappert, Kim Romano, Melodie Spencer, Debbie Carson, Rita Stratford, Doreen Dekker, Marg Barr, Jane Angus, Maria Timpener, Van Thuan, Florence N, Paula Thomlison, Susan Yates

**Regrets:** Anca Gaston, Karen Calligan, Barb Mitchell, Sue Norden, Leslie Telfer, Franklin Leukam, Dale Kern, Shelley McCarthy, Leslie Thomas

	<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 January 17, and February 7, 2013.</p>	<p>Kim welcomed everyone to the table. On behalf of the Best Start Network Kim thanked Marg for all her work over the last few years as Chair and Co-chair of the Network and presented her with flowers and swag from various Best Start Network member partners/agencies.</p> <p>The meeting started at 9:35am</p> <p>Additions to the Agenda: None</p>	<p>THE MINUTES OF THE January 17 and February 7, 2013 meetings were approved</p> <p>Moved by Rita Stratford</p> <p>Seconded by Maria Timpener</p> <p>Carried</p>
1.2	<p>Success story – Deanna Searle/Mohawk College</p>	<p>The Boys &amp; Girls Club in collaboration with Mohawk College is participating in a program to develop Advertising/Marketing and Special Events. Eight students are assigned to the Boys &amp; Girls Club to work on Annual Communication Plan, Crisis Plan, update website including Facebook and twitter accounts and coordinate special events. There will be a ranking at the end of the six weeks. Deanna also mentions that Mohawk College will be running a 6/8 week work shop in the spring on how to better promote your agency.</p>	

<p>2.0</p>	<p>Business arising from Previous Minutes</p> <p>2.1 <u>Receive update</u>: Training and Consultation for Best Start Network and Subcommittees, set date and topics.</p> <p>2.2 <u>Approve</u>: Ministry templates in draft</p>	<p>Jenn Kirkham will be presenting a half day workshop on leadership, motivation, and succession planning. This will be paid in part with \$3000.00 additional planning dollars from MCYS.</p> <p>Templates need to be completed by March 31<sup>st</sup> to receive 100% funding Melodie circulated App. B and asked that each agency review their own area of service</p> <p>Melodie has completed the pictorial draft of the Best Start Network in terms of service provisions and gaps in membership</p> <p>Anca completed App. G and copies were also circulated.</p> <p>Appendix. C – deliverable # 3 Describes the membership. We have updated BSN Web site, combined new tabs for Francophone and Aboriginal and Stats &amp; Reports. Minutes, TORs, strategic plans, Task Force Goals and minutes are now posted.</p> <p>Documents are from web site are linked back to Ministry Templates</p> <p>Appendix. D- Planning, Network building Organization chart is shown here and refers to TOR and 2007/08 Community Plan</p> <p>Provides information on how BSN leaders are selected, Includes nominations/elections/results of surveys Subcommittee survey from Anca is coming which will assist us with moving forward on our March 27<sup>th</sup> workshop</p>	<p>Reminder March 27<sup>th</sup>, work shop, Best Western – lunch provided.</p> <p>Need to <u>Add</u> Original French Language Network and French School Board Reps. Melodie to contact Nancy Baverstock</p> <p>Need to <u>Add</u> March 27<sup>th</sup> Workshop</p>
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3.0	<p>Best Start Updates</p> <p>3.1 Ministry of Children and Youth Services</p> <p>3.2 Ministry of Education</p> <p>3.3 Service Update</p>	<p>Appendix E. Deliverable Use of magazine, post card, branding in minutes, letterheads</p> <p>Appendix F – functional Analysis Melodie circulated the chart</p> <p>Cultural Diversity Well-coordinated, gaps are identified as targets and are met, refer to strategic plans, gap analysis allows the ability to reallocated funds. We now have PFLC. Gaps are identifies at subcommittee levels, best start network is informed and agencies are engaged.</p> <p>Appendix G. Anca’s report</p> <p>Appendix H and onward will be completed over the next year. Our priority is to secure 100% of the funding which will be forwarded by March 31<sup>st</sup>. Some work will begin on the next sections during our March 27<sup>th</sup> meeting as they focus on some of what will be discussed.</p> <p>No New News. Link for Moving on Mental Health provided</p> <p>No new news</p> <p>Kim reported on the meeting she had with Service Operators on Feb. 22. Great attendance, positive feedback from Operators. Explained why each CMSMs received additional dollars, others that have received increased are meeting pressures. Brantford is very fortunate, working on developing transparent formula for this transition year.</p>	<p><u>Add</u>: Reviewed March 27</p> <p>Neighborhoods include PFLC, FDL, JK/SK, school boards include Contact Brant/Woodview, BCHU, children’s mental health programs for early years</p> <p><u>Add</u> number of francophone programs, Aboriginal programs, bilingual home child care providers</p> <p><a href="http://www.children.gov.on.ca/htdocs/english/documents/topics/specialneeds/mentalhealth/momh.pdf">http://www.children.gov.on.ca/htdocs/english/documents/topics/specialneeds/mentalhealth/momh.pdf</a></p>
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	<p>3.4 <u>Receive</u> information re: Planning process &amp; 2012 Expenses</p> <p>3.5 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>BSN dollars currently support Raising the Bar, Roots of Empathy and Your Guide. Kim will advise co-chair as dollars are dispersed and larger one time requests for funding (over \$1500 or out of the ordinary) will be brought back to the Network for approval.</p> <p>Kim circulated the Revenue/Expense <a href="#">BSN planning dollars</a> document which includes January to December 2012</p> <p>Doreen Welcomed Barb Mitchell to the SIC Committee and provided a <a href="#">SIC subcommittee report</a>.</p> <p>The SIC Committee is working on a template for time and use of space at Best Start Programs. Hoping to have the brochure ready for distribution at the Parent Fair</p> <p>Task Force is being created to develop a handbook for partnership agreement for agencies that use school board space and their partners. Basically this handbook will give language and protocol to front line workers with principals. Permission has been given from Hamilton to use their handbook as a guide.</p> <p>It was suggested that Wayne Hobbs – GEDSB should be contacted. Deanna Searle, Sarah Robertson, Christina Martin and reps from both school boards are interested in joining this task force.</p> <p>SIC committee (front line workers) will be asking for Testimonials from parents using direct quotes and will be adding quotes to magazines and brochures. Consent will be given as needed. Kim will speak at SIC meeting giving an overview of Child Care Funding.</p>	<p>Marg will speak to BHNCDSD and Debbie Carson will speak to Brenda Blancher</p> <p><u>Add</u> to agenda for next meeting – Develop Handbook Task force, Contact Doreen Dekker if interested.</p>
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4.0	<p>New Business</p> <p>4.1 <u>Receive information</u> on Best Start website re: Best Start additional info i.e. TOR etc.</p> <p>4.2 <u>Receive information re:</u> Moving on Mental Health</p>	<p>There was consensus at the network table to get testimonials.</p> <p>No other reports were received</p> <p>Kim discussed that the remaining dollars from the \$3000 planning dollars will be used to revamp/improve our BS website. Created new tabs posted all committee and subcommittee TOR, Child Care Services newsletters and all minutes</p> <p>Jane indicated that there is transformation occurring in Children’s Mental Health Services. New information of where to go and how to get started when parents require services. This is good news for focus on Children’s Mental Health with integrated services, new funding model and legislative regulated framework. There will be a broader sector of members and the Children’s Services Table. Want to consolidate services more so it is true Children’s Mental Health. The lead agency would get funding then distribute dollars as required and be responsible for all agency outcomes.</p> <p>There is a planning session May 7<sup>th</sup> and Jane is asking for BSN representation.</p> <p>Looking at April 2014 roll out of all services</p>	<p>Reminder for May 7<sup>th</sup> planning session</p>
5.0	<p>Adjournment &amp; Date of Next Meeting</p> <p>5.1 <u>Discuss and Decide</u> – Next meeting dates and frequency</p> <p>5.2 Success story</p>	<p>Discussed keeping monthly meetings. Keeping as is for now with the release of Early Years Framework and work that may be required from that in the near future. Can discuss at March session as well. It is at the discretion of co-chairs to cancel meetings if agenda does not warrant a meeting.</p> <p>Next meeting April 4, 2013</p> <p>Please contact Melodie /Kim if you would like to share a success story or a successful collaboration story.</p>	



January to December 2012

**BSN Planning Dollars**

**Revenue**

Provincial funding	\$26,700.00
Addition one time by invoice	
(to be spent by March 31st, 2012)	\$4,000.00
	<b>\$30,700.00</b>

**Expenses**

<b>Supplies</b> , Parent fair expenses, promotional items,	\$ 1,168.04
<b>Office Supplies</b>	\$45.85
Travelling expenses -delivering magazine	\$ 52.66
<b>Meals</b> , coffee , consultations etc	\$ 345.61
<b>Printing</b> ( Includes Magazine,	\$19,129.48
<b>Advertising print</b> -signs for fair ECE job fair -1,000	\$1,200.00
<b>Professional Services</b> -	\$ 2,210.42
Consultant Planning day ,parent fair	
<b>rent to city facilities</b> -parent fair	\$ 366.38
<b>To COA</b> -Website development	\$ 3,000.00
Grants to Organization	\$ 5,550.00
Contact Brant, Kids can Fly (PDD) OEYC (RTB and R&R)	
	<b>\$ 33,068.44</b>
Advertising Spring Edition	\$ 975.00
Advertising Fall (Est)	\$1,625.00
	<b>\$2,600.00 revenue</b>

Totals 2012 Expenses  
**\$30,468.44**

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**BEST START SUBCOMMITTEE REPORTS**



**DATE:** March 7, 2013

**TO:** Best Start Network Chair

**FROM:** Service Integration Committee

**CHAIR:** Doreen Dekker

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**TYPE OF REPORT**

**Recommendation item [ X ]**

**Report Only [ X ]**

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**General Meeting/Committee Report**

- **Barb Mitchell, was invited and attended her first SIC meeting, in February. She is the Co-ordinator for the Parent and Family Literacy Centres and she felt this committee was a perfect fit. Barb offered the following information to update on current status of this program:**
  - ✚ **Facilities are being prepared- painting, furnishing, etc. & hoping to be ready in the GEDSB following March break, and to open with the BHNCDSD two weeks later**
  - ✚ **Barb's position is a shared position between the two boards, but the GEDSB is the banker board**

- ✦ Working on building a team between the two boards, sharing vision, outlook, etc.
- ✦ Focus is on literacy and numeracy
- ✦ Frontline staff will be part of the team and report to Barb and principals and will work with the kindergarten programs
- ✦ Will be advertising in the BS Magazine & wanting to work on coordinating advertising that already exists for other drop-in programs
- ✦ Location sites were brought forward by the Ministry of Education and the boards were instructed to select from the list of schools with input from BSN
- ✦ Barb's office is located at Wayne Gretzky (twin school)

- **Works in Progress:**
  - : template of space (use/time of space in BS locations)
  - : brochure for parents, outlining information about the many drop-in centres-hoping to be ready for the Best Start Parent Fair
  - : Strategic Plan-deferred to next meeting; to be finalized
- Recommendation to accept a Testimonial Form-comments, stories, experiences from parents utilizing the drop-in programs; to be on hand for front line staff to be distributed to parents on site for their feedback; comments could be used in events, websites, boards, etc.
- Recommendation that a task force be created to develop an Operational Handbook & Partnership Agreement, similar to Hamilton area but relevant to Brant. Task force to include child care, aboriginal, SIC and school boards
- For next SIC meeting, request for Kim Romano to give an update on funding and what is happening in Brant for Child Care Centres; to have clarification around details and ideas about what can be suggested in terms of funding