

**GOVERNANCE BOARD MEETING MINUTES
WEDNESDAY NOVEMBER 30th 2005
1PM TO 4PM
225 Duncan Mill Road ste 201**

Present:	Anna Christina Carlson	TPSLS Program Evaluator
	Steve Cohen	TPSLS Systems Manager
	Martha Cole	TPSLS IHP
	Katie Driver	Paediatrician
	Carla Johnson	University of Toronto
	Ana Gaszynski	Toronto Catholic District School Board
	Carol Patrick	Ontario Early Years Centres
	Penny Parnes	Canadian Hearing Society
	Marg Whelan	The Geneva Centre
	Janet Charlton	West Quadrant

Regrets:	Joanne Cooper	Toronto Public Health
	Sue Makin	Toronto Public Health
	Joanne Shimotakahara	Toronto District School Board
	James Toccacelli	Business Rep

- 1.0 Agenda reviewed and approved by Katy and seconded by Penny
- 2.0 Minutes of September 28th approved with the following corrections by Penny and seconded by Marg

Correct the date to Sept 28th 2005, revise

2.1 to read... and services for Deaf and hard of hearing students.

9.0 The Best Start Panel on the 18 month panel is just winding up the report writing, the role of the physician will be clearly outlined and will hopefully pick up kids with speech and language difficulties, hearing loss and autism.

3.0 Business Arising

3.1 IHP TDSB/TCSB Meeting

3.1.1 The TPSLS/IHP meeting with the school boards was very successful. The Boards and IHP will formalize a service agreement outlining the roles of each program. IHP offered to purchase program resources or pay for interpreters that the school would use with IHP children. The IHP 2006/2007 budget will reflect a decrease in the communication supports and services line as the school

boards have committed resources to provide services to IHP children at no cost to the IHP.

MOTION: It was moved by Marg Whelan and seconded by Katy Driver that the TPSLS IHP move forward on a service agreement with both Boards of Education and the IHP budget allocation for Communication Supports and Services will reflect the fact that the Boards will provide these services to a significant number of IHP children at no cost to the IHP. The Motion passed unanimously.

3.2 Membership

3.2.1 The results of the membership survey were reviewed. Since the survey Katy Driver has tendered her resignation from the Governance Board. Steve will update the chart. Katy will stay on until another pediatrician/medical representative joins the group. Ana Gaszynski has been identified by the TCDSB as the replacement for Susan Menary.

There are a number of unfilled positions-- French Language Rep, Deaf rep, Medical , Parent(2) reps and a multicultural rep. A nominations committee was created. It will be chaired by Marg Whelan and will include Penny Parnes, Steve Cohen and Martha Cole. It will work to develop a process for nominating and approving new members. Some issues to consider when nominating and approving potential members is their ability to represent their reference group effectively, the ability to lobby, conflict of interest . It was suggested that we may find parent representatives through the Best Start Initiative. We agreed that persons may be nominated and approved in between meetings through e:mail. Please forward any suggestions to Marg Whelan. Martha will follow-up with the IHP Operations and Communications Supports and Services committees to add another Operations Committee Representative along with a representative from the Deaf Community. Janet Charlton will be retiring at the end of December and the PSL Operations Committee has identified Andrea MacDonald from North Quadrant as her replacement. Brenda Patterson has named Mary Ann Bedard from Children's Services as her replacement. Carol Patrick has been named by the Toronto OEYC's as the replacement for Angela Ottolino.

3.3 Meeting Evaluation Tools

3.3.1 We discussed the sample tools and decided to pilot the "Meeting Effectiveness Tool". It is a quick, simple, immediate feedback tool.

4.0 Budget and Finance

- 4.1 Steve provided an overview of the PSLS finance report. A significant surplus is projected for the current fiscal year. The Manager's report provided recommendations regarding the proposed use of the surplus funds. Steve will forward this proposal to the Ministry for approval. We discussed the challenge of maintaining a full staff complement in TPSLS positions. Some of this may be related to variable salary/benefits scales across the system, high expenses in living in Toronto, SLP graduates turning more toward adult services not working with children) The Governance Board needs to address this issue when it comes to strategic planning.
- 4.2 Martha provided an overview of the IHP finance report. It was suggested that IHP review the FSW workload. The recommendations for surplus spending will be forwarded to the Ministry for approval.

5.0 Service Level Reports

- 5.1 TPSLS report reviewed for first half of the current fiscal year. The System is doing well in many areas but some targets appear unachievable—total number of children ever identified (12,000) and total seen for service (8000). This will need to be addressed with the Ministry when negotiating next year's targets.
- 5.2 IHP report reviewed, IHP has a unexplainably low refer rate to audiology which Martha will discuss with Stacey Weber at MCYS. Toronto needs to know if it is alone in this and if so why are they lower here than elsewhere.

6.0 Strategic Planning

- 6.1 Steve Reported back on the staff retreat and the Annual Meeting
- 6.2 Strategic Planning for the Governance Board—feedback will be summarized at next meeting and a work group will need to be formed to finalize the goals and objectives for the plan. This needs to be completed for the June Governance Board meeting.
- 6.3 TPSLS Vision Mission and value of 2001 Revised(attached)

7.0 2006 Meeting Dates and Locations:

All meetings will now be held at the following location:
Toronto Public Health
225 Duncan Mill Road, #201 (Near 401 and Leslie St. --Parking in the back of the building)

Time: 1:00 pm to 4:00 pm

Dates for 2006:

1. Tuesday, February 21st 2006
2. Tuesday, June 6th, 2006
3. Tuesday, September 26, 2006
4. Tuesday, December 5th, 2006

8.0 Other

8.1 Consider having our Annual Meeting in June, and have an annual report in a report card format

8.2 Next Meeting:

8.2.1 SWOT analysis of GB—summary of today's meeting

8.2.2 Review and adopt the Governance Board Roles and Responsibilities Document and GB Orientation Manual as revised by the Manager

8.2.3 Budget Report for 2006 2007

8.2.4 GBd needs a small group to develop goals ,objectives and workplans for the Strategic Plan

8.2.5 Research and Evaluation Report

Martha Cole (recorder)