

**GOVERNANCE BOARD MEETING MINUTES  
WEDNESDAY SEPTEMBER 28, 2005  
1PM TO 4PM  
NORTH YORK CIVIC CENTRE  
5100 YONGE STREET  
LOWER LEVEL, COMMITTEE ROOM 2**

**Present:**

Steve Cohen	TPSLS Systems Manager
Martha Cole	TPSLS IHP
Joanne Cooper	Toronto Public Health
Katie Driver	Paediatrician
Carla Johnson	University of Toronto
Sue Makin	Toronto Public Health
Susan Menary	Toronto Catholic District School Board
Angela Ottolino	Ontario Early Years Centre
Brenda Patterson	Toronto Children's Services
Penny Parnes	Canadian Hearing Society
Joanne Shimotakahara	Toronto District School Board
Marg Whelan	The Geneva Centre for Autism

**Regrets:**

James Toccacelli	Business Rep
Janet Charlton	West Quadrant TPSLS

- 1.0 Angela Ottolino was introduced as our OEYC rep.
- 2.0 Agenda approved by Katy and seconded by Penny
- 3.0 Minutes of June 1<sup>st</sup> approved by Penny and seconded by Katy with the correction of Penny Parnes being present.
- 4.0 Business Arising
  - 4.1 Revised Annual Quadrant and Citywide Monitoring—The monitoring tool was developed with input from the Operations Cttee. The plan is to implement the monitoring tool 2006/2007. Feedback from the Governance Board:
    - The tool needs to be clear, easy to understand and leave no room for subjectivity
    - “needs Improvement” What does that mean?
    - Can quadrant /citywide agency not meet targets because of mitigating circumstances
    - Meet expectations yes/no, why and why not
    - Add a line for an agreed upon action plan( this could be the middle column

- #3 case management, 95% will be seen

4.2 In Process checking with the French School boards re fullday kindergarten

## 5.0 Annual Meeting

5.1 Date--November 4<sup>th</sup> 12:30-4:30

The afternoon will be spent recognizing GBd members who are leaving , followed by a strategic planning exercise that will be facilitated by a TPH HR consultant. Carla, and Susan Menary are unable to attend. Joanne Shimotakahara agreed to replace Carla at The AM in Carla's place.

The Annual Meeting is for stakeholders and agencies not parents. There will be other activities for parents.

We encourage all GBd members to recruit the appropriate stakeholders to come out and participate in the meeting.

The GBd recommended a prereading package( Mission Vision Values and Strategic Directions) a be sent out to all who register.

5.2 Anne Marie Couffin has resigned from the GBd as she no longer works for the DHC or any other organization representing The French Community. Richard Beaudoin from NYGH has volunteered to be the French Community Rep on they GBd. This needs further review because there could be conflict of interest issues related to the fact that he works for NYGH which is one of the TPSLS contract agencies.

5.3 TPSLS held a staff retreat focusing on team building and strategic planning on September 9<sup>th</sup>. The feedback from the staff was very positive. The staff affirmed that TPSLS as a system provides standardized care of clients, and professional development. A summary report will be written up for staff and all involved in the TPSLSAM

5.4 The Operations Cttee of both programs wil participate in a a strategic planning exercise/s.

5.5 The November 30<sup>th</sup> GBd meeting will be devote half the agenda to strategic planning and the other half regular business

## 6.0 Budget and Finance

6.1 Steve provided an overview of the PSLS report

6.2 Martha provided an overview of IHP.

## 7.0 Governance Board Membership

7.1 Susan and Steve provided an overview of the nominations ctee report. Some guiding principles

- It is healthy to have turnover on the GBd.
- No more the a 1/3 turnover at a time
- Terms should be 3 years
- Maximum two terms
- The GBd is not in a position to request certain people from an agency, it is the agencies responsibility to choose the appropriate person.
- The ideal would be to have the vice chair take over the chair

- 7.2 After Janet's retirement Andrea Mac Donald will be the PSLS Operations Cttee representative on the Governance Board
- 7.3 Steve will send out a questionnaire regarding the members commitment to the GBd or suggestion for a replacement.
- 7.4 To date the Nomination Ctee has been an Ad hoc cttee .The nominations Ctee requires a member to be responsible for nominations and succession planning. It was suggested that the vice chair be responsible for this.
- 7.4 The GBd elected Marg Whelan as the Vice chair.

## 8.0 Governance Board Roles and responsibilities

- 8.1 The group discussed some revisions to the DRAFT ,
  - Guidelines for a good Governance Board rep(eg. read minutes, participation, ,attendance,)
  - Consider SWOT analysis, evaluating each meeting, reflect on accomplishments at the June meeting,

Next meeting we will look at a few models /tools to evaluate group process.  
Please forward your tools to Steve prior to the next meeting.  
The bottom line is are we fulfilling our responsibilities on the Board?
- 8.2 The Governance Board Manual
  - 8.2.1 Could be on the TPSLS Website
  - 8.2.2 The documents could be merged as orientation and general manual
  - 8.2.3 Pg 8 could include responsibilities of the Chair, Vice Chair
  - 8.2.4 List all partner agencies
  - 8.2.5 Intro as a very complex system
  - 8.2.6 Needs an org chart/flow chart

Steve, Sue and Carla will work on this

## 9.0 Best Start

Best start program developed to improve al children's success at school. There is a10 year implementation plan. The first initiative is a major expansion in childcare. The majority of the money is from federal moneys and will basically increase the number of childcare spaces. Toronto will receive 28% of the funding( ESL,Poverty)

EDI—HBHC, PSLS and IHP have received increaded funding

The HBHC increase did not return funding levels to the 2002 service levels

PSLS funding did return the budget to original funding levels, and IHP 's increase will cover the new high risk surveillance component.

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.

A College for ECE will be formed.

The Network has to develop a plan, community hubs are seen as a location for integrated services. The networks will build on the strengths of a community, reviewing areas that are underserved.

A transition plan has to be completed by October 31<sup>st</sup>

Sue, Steve and Carla acknowledged Brenda's tremendous commitment to TPSLS through all her work on the Governance Board.

Next Meeting:

November 30<sup>th</sup> 2005, Toronto Public Health, 277 Victoria Street, Room 505. The meeting will start at 12 and go to 4 pm to allow for Strategic Planning exercise. Lunch will be provided.