# Logo Toronto Child and Family Network  Toronto - Together for our childrenToronto Child & Family Network

**Steering Committee**

Minutes

**Date:** Thursday, January 30, 2020

**Time:** 2:00 pm – 4:00pm

**Location:** 375 University Ave, 5th Floor

| **Present** | **Regrets** |
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| * Kevin Pal (Ministry of Children, Community and Social Services) (Co-chair)
* Karen Gray (Children’s Services) (Co-Chair)
* Cheryl Webb (Aventure Place)
* Patricia Chorney-Rubin (George Brown College)
* Nancy Hendy (Children’s Services)
* Brenda Weitzner (Private Practice primary care Doctor)
* Lee Soda (Agincourt Community Services Association)
* Jillian Sewell (YMCA)
* Anna Patola (Humber College)
* Danielle Layman-Pleet (Ministry of Children, Community and Social Services)
* Siobhan McCarthy (Native Child & Family Services of Toronto)
* Margaret Howard (Surrey Place)
* Sarah Jimenez (Toronto Central Local Health Integration Network)
* Dr. Lee Ford-Jones (Sick Kids Hospital/ UofT)
* Jennifer Miles (Catholic Children’s Aid Society)
* Connie Giordano (Toronto Catholic District School Board)
* Diane Banks (Toronto Public Library)
* Leanne Nicolle (Big Brothers Big Sisters of Toronto)
* Jeffrey Schiffer (Native Child and Family Services)
* Ashley Burger (Children’s Services)
* Ann Lambert (Conseil scolaire Viamonde)
* Isilda Kucherenko (Ministry of Education)
* Anastasia Poulis (Toronto District School Board)
* Michele Lupa (Mothercraft)
* Donna Hill (AAPC Co-Chair, IMHP)
 | * Lorraine McLeod (Children’s Services)
* Pamela Hart (AA&PC Chair, NWRC)
* David Willis (East Metro Youth Services)
* Paula Carrie (Aisling Discoveries)
* Nicole Welch (Public Health)
* Pam Blanchfield (Parks, Forestry & Recreation)
* Peggy Thomas (Toronto Public Library)
* Tamara Augsten (Children's Services)
* Andrea Wong (United Way of Greater Toronto)
* Karima Sidi Mammark (Conseil Scolaire Viamonde)
* Cynthia Grundmann (Toronto District School Board)
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**Staff Support:** Kelley Baldwin (Children’s Services), Lucy Zhao (Ministry of Children, Community and Social Services)

**Observers/Guests:** Lynn Ferguson (Collective Impact Coach, Social Impact Advisors), Vanessa Parlette (Social Impact Advisors), Margery Konan (Ontario Health Team East), Maureen McDonald (Children's Services), Ellen Tate (Children's Services)

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| **Agenda Topic & Lead** | **Action** |
| 1. **Welcome & Introductions** (Lead: Kevin Pal)

Kevin Pal called the meeting to order and led introductions. |  |
| **2. Agenda Review** (Lead: Kevin Pal)  | **Decision:**Agenda was approved. |
| **3. Review of minutes from November 7, 2019** (Lead: Kevin Pal) | **Decision**:Minutes from November 7, 2019 were approved. |
| **4. Review draft TCFN Theory of Change** (Lead: Network Development Committee)* Currently in the phase for development coaching on first phase of coaching
* Working towards submission of a launch grant proposal at the end of coaching to Innoweave
* Theory of Change provides a visual representation and becomes a template
* In November, the Steering Committee looked at and provided feedback for first initial draft of impact statement.
	+ Overall positive response with a few revisions
	+ Equity score is too limited
	+ Hard to be time-bound and measurable on outcomes; have frequent check-ins to track progress
	+ Need to consider continuum of ages
* Revised impact statement: By 2030, Toronto children and their families experience more equitable well-being, within and across communities
* The Network Development Committee has met three times since November, reviewed feedback, revised the impact statement, and thought about how this will be a theory of change
* A draft of Theory of Change was developed
	+ Indigenous icons are a work in progress
	+ Equity framework drives all the activities
	+ Understands needs, common strategies, collective response, collective impact work in a cyclical fashion to meet outcomes and goals

**Breakout groups – Theory of Change feedback/discussion:*** Understand the needs and strengths
* Focus less on top down, but more bottom up
* People providing service – honour home and community as part of the learning
* The priorities and goals might be revisited and need updating
* Keep focus on “who”
* Number the cycle
* Highlight equity framework
* Iterative strategies on the right – more to come
* Liked that it’s a universal approach
* Need measurable tools and not to rely too much on one dataset, use multiple sets of data
* Screen out biases
* Important to interface and collaborate with other partners outside of TCFN
* Icons require a legend
* Increase size of Equity Framework
* Tie into other initiatives – Toronto strong neighbourhood strategy and look at their gaps
* Highlight collaboration and identity for child’s psychological well-being
* Phrasing of equitable well-being could be changed to “distributed”
* The starting point should be responding and building relationships with the community
* Include language around empowerment and strength-based and reciprocity
* Families can shape services but not fit into existing services. Emphasize on how families contribute to process – families at the centre
* People need to know what child-family outcomes are – if this is published online, make the icons clickable
* Recognize that some organizations might not have control/influence over these things but can work in partnerships
* Simplify and unclutter the diagram– there’s potential to use a very basic version for certain purposes and might not always need the system diagrams or goals as they will be refreshed
* Include connection with Indigenous planning wheel
* Have language throughout the diagram to reflect community input and collaboration
* If icons are unclear, can write out outcomes
* Agree that equity graphic is already confusing
* Raising the Village (RtV) outcome data to be in centre and not off to side
* Have more specific detail around impact statement – include clickable words or ability to hover over words for further definitions
* TCFN and RtV are floating icons and not connected to the central cycle
* The Equity Framework can somehow be embedded within the cycle so it is not outside
* Suggest changing process at the bottom to move towards are more integrated approach
* Simplify and translated into French
* Good for TCFN to have regular reports for organizations that are participating to have an impact
* Clarify outcomes and what the Equity Framework is
 | **Action:**Network Development Committee will refine the Theory of Change, develop an action plan to bring to a future Steering Committee meeting, and apply for next phase of funding. |
| **5. Launch of *Raising the Village 2.0: Unpack, Understand and Mobilize*** (Lead: Kelley Baldwin)* Thank you to those part of the planning committee – Peggy Thomas, Maureen McDonald, Maple Cardona, Tamara Augsten, Lorraine Mcleod
* There will be a relaunch of Raising the Village, which will have 70 new indicators, be AODA accessible, and include new features with the ability to slice and dice data for most of indicators.
	1. **Review and approve event proposal**
* To take place on March 5, 2020, half day, free session
* Thanks to partners at SickKids partners for providing a space pro bono
* Purpose: bring awareness to the tool, hear from experts on how they use data to improve well-being, space to connect collaborate and mobilize together
* Audience: 88 people – TCFN members, academics and researchers, experts and community leaders
* The day will include networking, opening/intro, demo, Ted Talk with four speakers, Panel Q&A, facilitated discussion, and closing remarks
* Registration – the committee would like for the event to be invitation only due to limited space

**Feedback:*** Suggestion to host an informational community gathering after this formal launch for more participation
* Possibility to record and post the event or provide a live webcast (with polls)
* Should the Panel Q&A include prepared questions in advance or have an open call for questions? Feedback: Guided questions or ask participants to write down questions and post somewhere prior to the segment
* Eventbrite link to go out next week
 | **Decision:**Event proposal was approved.**Action:**Kelley and Donna to connect about technology for live webcast.Steering Committee members to share Eventbrite invitation with individuals interested in participating in RtV launch event. |
| **6. Working Table Professional Development** (Lead: Jillian and Anna)* 1. **Review and approve Professional Learning and Development Framework**
* The intent is to have framework that’s used cross-sector for staff working with children and their families
* The working table hopes to use City Wide training as the platform to post training for staff working with prenatal to 12 years of age
	1. **Review visioning session proposal**
* Professional Learning Collaboration Event for half day event in late April
* Purpose is to engage a cross-sector of professional learning leaders, staff users and experts to develop a common vision, build awareness, and chart a path forward.
* Invitations will be sent out to the Steering Committee to distribute
* Start with this event to receive guidance and direction for next steps

**Feedback/Discussion:*** Can Humber College expand CWT as a mechanism/tool? Definitely, but this will require further discussion and strategic plan.
* Think about additional resources
* There is interest within the Steering Committee members to share resources by opening up training/providing staff expertise
 | **Decision:**Professional learning framework and event plan were approved |
| **7. Working Table Screening update** (Lead: Sarah and Michele)* Working Group Goal: create system wide approaches to identification of children who require support
* This network adopted Check It Out, which took best practices from across the City and provided them in a manual
* The Working Group is figuring out how take a multi-phased approach to see where Check It Out can be offered
* There has been terrific response to Check It Out
* Every Check It Out event will cover all 12 domains. Every family can have access and talk about the 12 domains
* TIPS booklet takes information from the manual and includes specifics about what parents can do, and templates and resources on how to do it. Every parent walks away with the same information and in simple language and information on further resources. 20,000 copies were printed and translation into 6 languages is underway
* Downloadable on <http://www.healthykidstoronto.ca/>
* 42 partners attended the information session and 18 have committed to be part of events
* There needs to be central coordination – equitable geographic coverage but also focus on communities who need more intense / frequent events
* The goal is to bring awareness to everyone around the city and host an event at least once a year
* Training sessions will take place in March – April
* Combined set of info session and presentations to build momentum 🡪 system approach so parents are eyes on
* Working Group members will be presenting Check it Out at the World Association for Infant Mental Health Congress in Brisbane, Australia in June.
* Public Health is developing an evaluation framework for ongoing evaluation
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| **8. Discuss next steps and agenda** (Lead: Kelley Baldwin)* RtV launch on March 5, 2020
* Equity framework development and survey update:
	+ Steering Committee members thought that the protocol is relevant. The main feedback suggests that it’s busy, there are ways to make it simpler and gaps to address, there’s a need to pair the framework with learning tools, and include more community voices and further engagement.
	+ Incorporation of the feedback is in progress.
	+ There will be further engagement with community organizations.
	+ A future training component to make it more user friendly.
	+ Once revised, the framework will come back to the Steering Committee to
* Future agenda items: Middle Childhood Strategy, THRIVE Mental Health literacy (Wellesley institute and CAMH), MCCSS Early Childhood Development Branch Early Years Check-In
* Other: Ontario Health Teams update/briefing, Youth leads in the community, Toronto Community Housing
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**2020 Meeting Schedule:**

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| Thursday, March 26  | 2-4 PM | 375 University Ave, 5th Floor, Bravo Boardroom |
| Thursday, May 29 | 2-4 PM | Toronto City Hall, 100 Queen St W, Committee Room 3 |
| Thursday, September 24 | 2-4 PM | Toronto City Hall, 100 Queen St W, Committee Room 1 |
| Thursday, November 26 | 2-4 PM | 375 University Ave, 5th Floor, Bravo Boardroom |