

Early Learning and Child Care Executive Director's Meeting Minutes

Thursday March 21, 2019

In attendance: Lorrey Arial Bonilla, Tracy Cameron Angela Carter, Kim Cole, Allison Hansen, Melissa McLauchlan, Tracey Murray, Barb Tronzo, Dara Zelenovich

Regrets: Valerie Chase Minute Taker (Lorrey Arial Bonilla)

Item	Discussion	Next Steps	Timeline
Welcome and Round Table Introductions	Network participants were welcomed, and Directors introduced themselves and the organizations they represent.		
Review of Minutes from Last Meeting	Minutes from the last meeting were reviewed with no additions recommended.		
Business Arising			
Performance Management Strategies	Angela Carter shared La Boite's revamped process which covers all of the organizational steps from recruitment to exit interview. The reworked their onboarding process, job descriptions, performance review which is referred to as a performance development plan and created a 360 interview for supervisors which has worked positively. The process is also linked to their strategic planning and their program statement and results in staff training plans. Considerations during development include legislative requirements, best practices, MOE requirements, strat plan and operational planning pieces. Supervisors were very comfortable with the process and staff have responded positively.	Any questions can be directed to Veronique after April when Angela is no longer within the Interim Ed Role	As Needed
Sharing about the Safe Talk Program	Barb Tronzo shared information about the Safe Talk Suicide Program and explained how it supports open communication and helps to remove the stigma associated with mental health issues which often results in individuals not receiving the important treatment that they require.	Does the organization have resources that may be shared possibly at the Administrative Supporting Staff with Grief Session	Future Discussion at Next Meeting
Follow Up Regarding a Session on Grief and Next Steps	The grief session planned with Pathstone Mental Health was received positively and had over 80 educators attend.	Further discussions to take place with Pathstone Mental Health around the components that would be desired for an Administrative Session that would help ED's and Supervisor's support Team members, children themselves and family members	Future Discussion at Next Meeting

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Round Table Sharing	Daria shared that the Boys and Girls Club is hosting upcoming Food Handlers and CPR/First Aid courses and will keep the group abreast of dates as others are welcome to have staff join if desired. Melissa noted that Grimsby Coop is also hosting a First/Aid session in August that other staff may join.	Upcoming dates for the Boys and Girls Club session to be shared with the Executive Directors Network Melissa to share upcoming dates with Executive Director Network	As planned As planned
Feedback /Future Needs for Business Series	Many Executive Directors have an interest in attending the Train the Trainer module that Joy and Terri spoke about at last meeting and are interested in learning more about new topics that they mentioned they are working on.	Further information will be collected from Joy and Terri and brought to future meeting for discussion	Lorrey to follow up prior to May meeting
Inspiring Leadership Workshop	We ran out of time to discuss this proposal at this meeting.	For discussion at next Executive Director's meeting	For Discussion at Next Meeting
Prioritizing Meeting Topics for Next Meeting	Round Table Sharing related to the AODOA Act and it's impact on programs and examples of policies/sharing that programs have been faced with. Kim Cole and Dara Zelenovich spoke about their new portals that help keep track of timesheets, health and safety documentation etc and they are both willing to share their portals at upcoming meetings Inspiring Leadership Workshop Content/Ideas for the Administrative Grief Session Discussions Related to Kids Have Stress Too	To Be Added to Next Meeting Agenda	For Discussion at Next Meeting
Next Meeting Date	Thursday May 2 nd at 1:00 pm		