




Attendees: Laura Meffen (Chair), Lexi Tokhi (Co-Chair), Amina Aumeer, Leah Bouchu, Karen Dillon, Stefanie Cuda, Lori Brown

Guest: Kim Hesketh, Sharon Turner, Leslie Lunstroth and Ann-Carol

Item	Lead	• Outcome	Action
Introduction/ Agenda and Notes Review	Laura	<ul style="list-style-type: none"> • Land acknowledgement and welcome • The group discussed the Lego Land Event 	
Updates	Karen	<ul style="list-style-type: none"> • Karen provided staff updates: • Kim Hesketh and Heather Oliver have left the group but will be invited to the holiday meeting and to return as guests • Stefanie Cuda, Lori Brown and Vanessa Branje joined the group 	
Smart Start Hubs	Kim	<ul style="list-style-type: none"> • Kim shared the below slide deck with information on Smart Start Hubs. • Kim shared definition of a Smart Hub as an equitable and safe main entry door to services for families with concerns about their child's development • The presentation went over objectives, functions, roles and responsibilities, and phase implementation of the plan. • Key takeaways: One CTN phone number, common intake tool, Collaborating with Partners, Streamlining connections to services, EDIIA training. <div style="text-align: center;">  <p>SSHUB ALL STAFF Presentation.pdf</p> </div>	
Reminder Calls	Sharon/Leslie	<ul style="list-style-type: none"> • Sharon and Leslie shared a Reminder Call Presentation with the group • They discussed the current method of calling families the day before their appointment and the advantages and disadvantages to the current system 	

		<ul style="list-style-type: none"> • They shared information about what the move to an automated reminder call, text or phone call would look like and went over advantages and disadvantages • The group provided feedback and suggestions to Sharon and Leslie • Key takeaways: the new system will aim to be confidential by only providing basic personal information such as first name, families will need to sign a consent form, families will be given more options on how to be contacted and how often  <p>FAC September 2022 Automated reminder</p>	
Co-Design	Ann-Carol	<ul style="list-style-type: none"> • Ann-Carol presented the below slide deck on Co-Design. • Ann-Carol Shared the goal of developing a range of family supports that will build on the existing capacity of families to support their children. • The Experience Based Co-Design (EBCD) process overview was discussed • Key Takeaways: The group is looking for 6-8 families that represent a culturally diverse, gender diverse, age diverse mix to volunteer, families will be offered a stipend, commitment of 6 months with a mix of virtual and in person appointments • If interested contact Ann-Carol or Stephanie before the end of next month  <p>CTN PPT Family Supports Co-Design F</p>	



Successes and Challenges	Laura	Laura invited the group to share successes and challenges.	
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Next Meeting: November 17, 2022, from 6:30pm-8:30pm via Zoom