

**DSSIG**  
**Meeting Minutes**

January 20, 2015  
1:00-3:00

Present	Regrets	Absent
Mark Benner	Beth Wilson	Stacy Boyces
Monique Howard	Tabitha Hastings	Brent Wilcox
Rimon Shalash	Deb LaBerge	Colleen Startz
Gillian Seguin		NancyThomas
Karen McClintock		
Karis Sylvester		
JoAnne Nugent		
Troy Calaiuzzi		
Samantha Elliott		
Sonia Awad		
Josephine Ayeni		

-Meeting called to Order at 1315hrs by Co-chair Gillian Seguin

Review and Approval of Minutes

Motion to approve the minutes as read. – Karen McClintock

Seconded by: Karis Sylvester

All in favor – carried

Open Business:

1.0 DSSIG Conference Update

1.1 Karen has participated in phone meetings for OADD Conference.

1.2 Karen has emailed out a *draft* copy of the DSSIG Conference to committee members and to OADD. This copy will be added to the conference schedule.

1.3 DSSIG conference is the final day of the OADD conference – April 17, 2015

1.4 Karen, Mark and JoAnne cannot attend the final three OADD conference planning meetings as the dates and times currently stand. Samantha has offered to attend the meetings as an alternate if scheduling conflict remains for the above three people.

1.5 Registration is currently open for the conference.

1.6 The room for the DSSIG Day holds approx. 80 participants.

## 2.0 DSSIG membership roster

2.1 Karis has been in contact with Jennifer Shaw to discuss adding members to data base.

2.2 Some difficulty with merging data base and names will need to be entered manually.

2.3 Mark is going to snail-mail paper copies of registrations to Karis for her to add information to data base.

## 3.0 Committee Time Line

3.1 Discussion was held as to the purpose of the Time Line. To be used in Power Points and discussions as to the “Road of Creating” the Steering Committee.

3.2 Discussion that the “June 2014” tab should read – *Creation of “Ontario College of DSW Steering Committee – DSW Terms of Reference”*

3.3 Time Line might need to be reformatted to make easier to read on Power Points. Troy will format to reflect other committee communications.

## 4.0 DSSIG Flyer

4.1 DSSIG flyer – add the OADD website ~ [www.oadd.org](http://www.oadd.org), Contacts: Co-chair Deb LaBerge, Co-chair Gillian Seguin and Mark Benner.

4.2 Hand out DSSIG flyer at conference in April 2015.

4.3 Create a second flyer to represent “Steering Committee”. Include Goals, Timeline, History, Mandate, and Vision. Use information from Terms of Reference, benefits of College. Contacts: Committee Member Rimon Shalash and Mark Benner.

4.4 Gillian Seguin has agreed to develop the flyer and Troy will format to match other documents. Mark will email Gillian information to use in creating the flyer.

4.5 Steering Committee flyer – completion by Feb. 10, 2015

## 5.0 DSSIG Logo

5.1 Discussion was help about holding a DSSIG logo contest and launching the contest at the April DSSIG Day conference.

5.2 Gillian Seguin will draft up an outline and present at the next DSSIG meeting.

## 6.0 HR Strategy Conference

6.1 DSSIG is presenting on Day 2 of conference – February 11, 2015 from 11:15am-12:30pm.

6.2 Karis, Gillian, Beth, Karen and Mark will present. Mark and Karen will put together the Power Point and flow charts. Other members will provide personal perspective stories as to why you are on the committee, why is the committee important.

6.3 Presenters are encouraged to promote the DSSIG conference on April 17, 2015 and to encourage HR to send agency members.

## 7.0 Update on OADD meeting from January 12, 2015

7.1 Mark reported that it was a good meeting and that it was helpful to have the minutes available.

7.2 OADD continues to be very supportive.

7.3 OADD still needs to Review the Terms of Reference.

7.4 Once meeting minutes are approved mark will email a copy to OADD.

7.5 OADD has agreed for DSSIG to contact Barb to be speaker at conference. Barb has already responded to Mark and is looking forward to participate with the DSSIG day.

## 8.0 Union Involvement

8.1 Nancy is the E.D. of Essex and has experience with involving unions during the process. Mark has spoken to Nancy and she is interested in assisting the group in any way. Mark suggested that the committee prepare questions for Nancy and invite her to attend a video conference.

## 9.0 Ministry Funding

9.1 Mark will contact Bob Butella to keep the conversation going.

## 10.0 May minutes

10.1 Sonia has emailed a copy of the May 2014 minutes to the committee members.

## 11.0 Meeting Times

11.1 The committee is looking to refresh meeting times to ensure date and times are the most convenient for the committee members. Sonia will be emailing out a “*Doodle Schedule*” for committee members to select the best meeting times.

11.2 Meetings need to follow the following:

Monday before 1pm

Tuesday after 2pm

Wednesday after 1pm

Thursday after 2pm

Friday Open

New business

12.0 Overview of DSSIG Conference April 17, 2015

12.1

Time	Event	Room
7:00-9:00	Registration	
8:00-9:00	Breakfast	
9:00-9:30	<b>Opening Remarks</b> ( <i>Sonia or JoAnne to Introduce</i> ) <b>Barbara Simmons, MCSS Developmental Services Branch</b> ( <i>Gillian – Thank You</i> )	
9:30 – 10:00	<b>Introduction and Updates ~ Status of the College of DSW's</b> ( <i>Mark, Gillian and Deb</i> )	
10:00- 10:15	<b>Break</b>	
10:15 – 10:30	<b>Understanding the Roles and Responsibilities of a Regulatory Body – Deanna Williams, Consultant</b> ( <i>JoAnne will introduce</i> )	
10:30-12:00	<b>Session continued Understanding the Roles and Responsibilities of a Regulatory Body – Deanna Williams, Consultant</b> ( <i>JoAnne will Thank</i> )	
12:00-1:00	<b>Lunch</b>	
1:00 – 1:30	<b>Update from the Developmental Services Human Resource Strategy</b> ( <i>Mark to ask Bob Butella to speak</i> )	
1:30 – 2:45	<b>Group Discussions and Next Steps</b> ( <i>Questions on table for discussion:</i> <i>What did you think of the Barbara Smith presentation?</i> <i>As a DSW is this something you want?</i> )	
2:45- 3:00	<b>Summary and Wrap up- Mark Benner</b>	

12.2 Mark will connect with Jennifer Shaw to see if there is funds to purchase a gift of appreciation for Barbara Simmons.

12.3 Rimon will gather prices of completed artwork by a person with a developmental disability and Mark will see if OADD has items for sale. This will be further discussed and agreed upon at the next meeting.

Meeting adjourned at 1452hrs.

Minutes recorded by Troy Calaezzi