

Getting to Know the Human Services Planning Board of York Region (HSPB-YR)

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...collaboration...collective leadership...partnerships...

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1. Why was the Human Services Planning Board of York Region (HSPB-YR) established?

The HSPB-YR represents a proactive, strategic and collaborative response to the increasingly diverse and complex challenges and opportunities that York Region and its human services sector will face over the coming years.

Some key drivers of these challenges and opportunities ahead include sustained rapid population growth, an increasingly diverse population in terms of ethno-cultural, age and socio-economic profile, increasing urban intensification, and continued under-funding by senior levels of government in the areas of healthcare and social services.

The HSPB-YR also represents the belief that local collaborative partnerships are an effective way to develop local solutions that meet local needs.

2. What is the Human Services Planning Board of York Region (HSPB-YR)?

The HSPB-YR is by definition a multi-sector collective of leaders who will work collaboratively to address key challenges and issues affecting the human services sector in York Region.

The HSPB-YR is comprised of human service organizations/agencies/ networks represented by senior level decision makers and complemented by experienced and effective community leaders.

The HSPB-YR will strive to be recognized in the community as:

- A high leverage community change group
- A force for positive change in the area of broader human services
- An influential 'united voice' for the advancement of human services in York Region
- A central consultative body on broader human service issues in York Region

3. What is the difference between the Community Partnership Council and the Human Services Planning Board of York Region?

The Community Partnership Council (CPC), under the Local Immigration Partnerships Initiative, is a time limited project with a term that ends March 31, 2011. The CPC will be comprised of key stakeholders that have a specific interest in programs and services for recent immigrants living in York Region.

The CPC will specifically focus on working collaboratively with Regional staff to advise on the development of York Region's Immigration Settlement Strategy. The Human Services Planning Board, while also a collaborative model, has a much broader focus that looks at all human services. It will also be an ongoing initiative and not time limited to a specific project. Further, a priority of the HSPB-YR mandate will include advocacy work around underfunding.

4. What kind of work does the HSPB-YR do?

The HSPB-YR focuses on two specific areas:

i. Capacity Building within the human services sector by:

- providing opportunities for the broader human services sector to come together and collaborate around common issues;
- providing education and training opportunities;
- providing relevant and timely research to assist agencies plan and capitalize on opportunities; and
- incubating key projects that can be handed over to the community for implementation (e.g. Welcome Centre)

ii. Collaborative Advocacy:

- Under this stream we will continue the advocacy work around underfunding from senior levels of government for human services in York Region. Important here will be building strong relations with all levels of government and the community as well as placing priority on communications and awareness.

5. A central pillar of the HSPB is collaboration, what does this mean?

Collaboration, in the context of the Human Services Planning Board of York Region includes organizations and individuals working together towards shared and/or common goals. It is anticipated that collaboration will take many forms and involve many elements including information sharing, shared learning and training, and developing integrated strategies, solutions, actions and initiatives.

A collaborative and integrated approach is key to effectively addressing the needs of our residents given the highly interrelated nature of the human services sector. Collaboration can lead to better solutions, ownership of ideas and better productivity

...collaboration...collective leadership...partnerships...

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6. How will the nine Local Municipalities be involved?

A key component of the HSPB-YR mandate is Community and Government Relations. Envisioned under this mandate area is the regular engagement of local municipalities, recognizing that no one has a better handle on the critical issues and trends impacting local communities.

In this regard, the HSPB looks for opportunities to regularly engage with local municipalities to seek their input and expertise and ensure that they are kept apprised of HSPB -YR activities and initiatives.

We may also be seeking the assistance of local municipal representatives to sit on the various working groups.

Membership

7. What are the different Membership categories on the HSPB-YR?

There are three main types of membership positions on the HSPB-YR:

1. **Member Organization** – This type of membership is held by an organization/network/agency represented at the table by a senior level decision-maker from the organization/network/agency. Approval from the organization governing body is required in order to participate
2. **Community Leader Members**- These are experienced leaders recognized for their expertise in human services.
3. **Government Advisor and Resource Members** – This category includes senior level leaders from provincial and federal government ministries/offices who act in an advisory role respecting funding opportunities and program/policy developments. Government Advisor and Resource Members are non-voting members and are not included for quorum purposes. There is no limit on the number of Government Advisor and Resource Members.

8. What is the composition of the HSPB-YR membership?

The Terms of Reference provides for a maximum core membership of 25 voting members which represents a combination or mix of both Member Organizations and Community Leader Members.

The HSPB-YR also includes and is supported by non-voting Government Advisor and Resource Members. There is no limit on the number of Government Advisor and Resource Members, who are senior level leaders from provincial and federal government ministries/offices. Their function is to act in an advisory capacity to the HSPB-YR respecting funding opportunities and program/policy developments.

9. How is the membership list developed?

The current membership composition aligns with the top priorities identified through a survey and face-to-face interviews with Representatives of the former Human Services Planning Coalition in 2008/2009. The consultation process was carried out as part of a comprehensive analysis around the focus of a future human services collaborative body in York Region.

Specific candidates are then selected based on the criteria listed in Section 10.2 (Qualifications) in the Terms of Reference. In general, Members on the board, both organizations and individuals, are selected based on their ability to influence positive change and advance the HSPB-YR's goals to attain action and results.

10. What is the nomination process?

In accordance with the Terms of Reference, a list of candidates is developed by the Selection Committee which is comprised of the two HSPB-YR Co-Chairs, a representative from the Community and Health Services Department and a representative from the Regional Clerk's office.

Invitations are then forwarded to the potential candidates to serve on the HSPB-YR for a given term. With regard to Organization Member candidates, an invitation is sent to the Board of Directors (or applicable governing body) requesting them to nominate a senior level decision-maker from their organization to represent their interests at the table. The Chair of the Board of Directors is asked to sign a letter of acceptance as well as nominate a lead Member (and Alternate) to sit on the HSPB-YR.

For Community Leader Members, an invitation is forwarded to each of the proposed candidates inviting them to indicate their interest in serving on the HSPB-YR for a given term.

With regard to Government Advisor and Resource Members, invitations are sent to key senior level government representatives. In the case of the Central Local Health Integration Network, the Board of Directors was asked to nominate a Lead Member and Alternate.

11. How are Government Advisor and Resource Members (initially called Ex-Officio Members) identified?

Individuals are identified from a particular Ministry that represent major funders and policy leaders for human service delivery. As we move forward and the HSPB-YR priorities are identified, we anticipate that more Government Advisors will be recruited.

12. Are there any shared memberships on the HSPB-YR?

There are two instances of shared membership on the HSPB-YR. York Region's three hospitals (Southlake Regional Health Centre, Markham Stouffville Hospital and York Central Hospital) share a membership on the HSPB-YR. The three hospitals were invited to nominate a lead Member (and Alternate) to represent their collective interests at the HSPB-YR table.

In the case of the Welcome Centre Immigrant Services the five lead agencies involved with the initiative were asked to nominate one lead Member (and Alternate). The five lead agencies of the Welcome Centre are COSTI Immigrant Services, Job Skills, Social Enterprise for Canada, Catholic Community Services of York Region and Centre for Information and Community Services.

13. Who has the authority to appoint members to the HSPB-YR?

Regional Council as well as the Regional Chair have the authority to appoint members to the HSPB-YR.

In January 2010, the Regional Chair appointed the HSPB-YR Co-Chairs: Regional Councillor Joyce Frustaglio and Susan La Rosa, Director of Education, York Catholic District School Board.

14. What is the Term of Office for the HSPB-YR?

The inaugural HSPB-YR member Term of Office is April 22, 2010 to November 30, 2014. Future Terms of Office for HSPB-YR Members will coincide with the Terms for Regional Council.

Accountability

15. How does the HSPB-YR decision-making process work?

In accordance with the Terms of Reference, decisions of the Human Services Planning Board of York Region shall generally be made on the basis of group consensus. Where decision making requires a vote it shall occur in accordance with the York Region Procedure By-law.

16. Does the HSPB-YR report to Regional Council?

The HSPB-YR is a York Region-led project. In this regard, the HSPB-YR will report to Regional Council through its Community and Health Services Committee. HSPB-YR will report to Regional Committee and Council for the following reasons:

- To present and seek endorsement of an annual Work Plan
- To present an annual review of accomplishments
- To present and seek endorsement of a multi-year strategic plan/strategy
- To provide an update of activities as needed
- To obtain approval for initiatives and activities where required

Meetings

17. If I am not a member how can I become involved?

Community engagement is fundamental to the operation of the Human Services Planning Board. The Board will seek ongoing input and feedback on their work.

Even if an organization has not been invited to be a member of the Human Services Planning Board there will be future opportunities to participate through community events, action groups and strategic partnerships.

18. Are HSPB-YR meetings open to the public?

The HSPB-YR hosts two types of meetings: full membership meetings and member working sessions. Full membership meetings are supported by the Regional Clerk's Office and are open to the public whereas working sessions are only attended by the appointed members.

A meeting schedule can be found on the HSPB-YR website: www.york.ca/hspb

19. How often does the HSPB-YR meet?

In accordance with the Terms of Reference the HSPB-YR will hold a minimum of three full membership meetings per calendar year. A meeting schedule can be found on the HSPB-YR website: www.york.ca/hspb

20. How do I obtain information regarding HSPB-YR meeting times, agendas and committee proceedings?

There are various options for obtaining information:

HSPB-YR Website: The HSPB-YR will post all meeting times, agendas and committee proceedings on its website: www.york.ca/hspb

Regional Clerk's Office: Schedules and other information will also be available through the York Region Committee website: www.york.ca

21. Can I be placed on a distribution list to receive information and updates about the HSPB-YR?

Individuals and organizations can ask to have their name placed on the distribution list to receive information and updates.

To make a request, contact the HSPB-YR Staff Secretariat at: hspb@york.ca
Or contact the Clerk's Office at (905) 830-4444 x 1320 and ask to speak to the Committee Coordinator responsible for the HSPB-YR.

Speaking at Meetings

22. Can someone who is not a member of the HSPB-YR speak at a meeting?

Yes, but all deputations are subject to the agreement of the Members of the HSPB-YR. If the issue you wish to talk about is not scheduled to be heard at that meeting, the HSPB-YR may defer your deputation to the time when it will be considered.

23. How does someone who is not a member request to speak at a HSPB-YR meeting?

To make a request to speak, please contact the Clerk's Office at (905) 830-4444 x 1320 and ask to speak to the Committee Coordinator responsible for the HSPB-YR. The Committee Coordinator will provide you with information about the HSPB-YR and can answer any other questions you might have about making a deputation.

Once you have the details you need, send a formal request to speak (by email, fax or mail) to the appropriate Committee Coordinator. Your request should include your full name, mailing address, telephone number at which you can be contacted during normal business hours and an outline of the nature of the deputation you wish to make.

A deputation request form can found on the website and is available at each meeting. www.york.ca/hspb

24. How do I make my presentation? Can I bring supporting materials?

Audiovisual equipment is available in the meeting rooms. You may provide your material in slide format in advance of the meeting or bring a CD/USB drive with you to the meeting.

Make sure to discuss this with the Committee Coordinator when you call to request to speak so that the appropriate equipment can be set up. Handouts can be distributed at the meeting. If you wish to hand out copies of your presentation to Members you will need to bring 35 copies.

It's always best to send us your presentation at least 24 hours before the meeting so that we can check it for compatibility with Regional systems and load it for you.

25. Are deputations subject to a time limit?

The HSPB-YR meetings will have full agendas requiring speakers to limit presentations to a maximum of five minutes.

26. What happens after I speak?

Immediately following your deputation, the Members of the HSPB-YR may ask questions to better understand your issue. The HSPB-YR will then discuss how it wishes to deal with the issue. This might happen right away or it may occur later in the meeting. You are welcome to stay to listen to the discussion.

27. How do I find out what happened to an item?

The Board's decisions can be found in the committee proceedings of HSPB-YR meetings, which are posted on the website: www.york.ca/hspb

Certain decisions of the HSPB-YR must be formally approved by Community and Health Services Committee and Regional Council (e.g., Annual Work Plan).

Contact Us

28. Is the HSPB-YR supported by administrative staff?

The HSPB-YR is supported by a Staff Secretariat. The Staff Secretariat role is provided by the Human Services Collaboration unit within the Regional Municipality of York Community and Health Services Department , Strategic Service Integration and Policy Branch and under the direction of the Commissioner of Community and Health Services.

The Staff Secretariat can be contacted at:

905-830-4444 ext. 2112 or

E-mail: hspb@york.ca

Website: www.york.ca/hspb