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# Mental Health Services Review

# Subcommittee

# Charter

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| Approval | Myles Ahead Board of Directors |
| Content Owner | Leslie Kulperger |
| Revision Date | August 23, 2019 |

## Purpose

The Subcommittee will provide governance, oversight and coordination to review and guide research related to services provided in the Child & Youth mental health space. The objective of the review process is to identify potential partnership, proliferation or expansion opportunities such that they are evaluated, prioritized, scoped, commissioned and managed as appropriate.

## Mandate

The Subcommittee will make recommendations to the Myles Ahead, Advancing Child & Youth Mental Health (“Myles Ahead”) Board of Directors for partnership and program development based on research, evaluation and identification of best practices that are aligned with the Myles Ahead mission.

**Accountabilities:**

The subcommittee accountabilities are to:

* Ensure that adequate resources are in place to fulfill the mandate
* Review research and provide direction to the Myles Ahead Working Group (MAWG)
* Provide direction on items to be shared with the School-based Program Subcommittee
* Identify and/or approve best practices using an objective evaluation process
* Provide recommendations to the Myles Ahead Board of Directors for next steps in terms of program development and partnership opportunities
* Have the knowledge and understanding in order to assess, accept, endorse and/or elevate as appropriate the following:
  + Research outcomes
  + Additional research needs
  + Prioritization of potential program or partnership development
  + Provide high level guidance on program or partnership requirements (i.e. inclusions and exclusions)

## Scope:

Myles Ahead mental health services research will include services provided to children and youth, both private and publicly funded, that have the potential to:

* + Reduce wait-times for access to services
  + Provide in-house crisis support to mitigate exposure to high-stress emergency room visits
  + Support children, youth and their families/carers as they navigate available services to mitigate undue stress associated with the fragmented mental health services in Canada (initially in the GTA/Toronto, Ontario)

**Included**

The following are within the scope of activities for the Myles Ahead Services Review subcommittee:

1. Provide leadership governance and oversight to direct the research
2. Support the research activities as appropriate
3. Provide leadership direction on

* Program Recommendations to the Board of Directors
* Partnership recommendations to the Board of Directors
* Review the Charter periodically to ensure alignment with overarching goals and objectives
* Revise Charter after mandate has been fulfilled to create a program and partnership development committee that embeds continuous improvement governance in the processes

**Excluded**

While this research may be useful to inform the outcomes of the scope of work, the subcommittee will not include program or partnership development recommendations specific to:

* School-based programs
* Respite initiatives
* Residential placements
* Adult focused services
* Addiction focused services

## Mental Health Services Subcommittee Membership

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| Member | Role | Comments |
| Anseh Dibaji | Chair | Provide direction and oversight of process & updates to BoD |
| Stacey Espinet | Research Director | Provide direction and oversight of process |
| Dina Lafoyiannis | Research Director | Provide direction and oversight of process |
| Helena Pearce-Reilly | Facilitator | Prepare agenda for meetings, facilitate schedule, provide updates to committee on outcomes from MAWG |
| Leslie Kulperger | Minute Taker | Participate in meetings, provide direction and support as appropriate, maintain and circulate meeting minutes |

## Values

The committee will operate within the values established….

* + Integrity
  + Stewardship
  + Respect for the Individual
  + Initiative
  + High Performance
  + Win-Win Relationships

## Link to Other Committees:

The subcommittee will share material updates with the:

* The School-based research subcommittee
* Myles Ahead Board of Directors

# Meetings

# Meeting Structure:

The subcommittee and identified support members will meet on a quarterly basis.

# Committee Member Roles and Responsibilities:

## Chair

Anseh Dibaji has been appointed chair of the committee. The chair shall preside at each committee meeting or designate a research director to preside in their absence.

The chair of the committee will:

* Approve meeting agendas, minutes and lines of action.
* Seek Committee input

## Facilitator

Helena Pearce-Reilly has been appointed as the facilitator of the committee. The facilitator will:

* Issue the meeting agendas.
* Publish minutes of all meetings and distribute to committee members.
* Maintain custody of all minutes, documentation, and records of the committee.
* Maintain an attendance record of committee meetings.
* Maintain an open issues/action log to ensure continuity and closure of items between meetings.

## Committee Members

All committee members will:

* Attend and actively participate at meetings as appropriate.
* Contribute to the committee to ensure mandate adherence.
* Follow up on action items as assigned.
* Share their expertise and knowledge.
* Specific “confidential” items brought forth for discussion will be treated in that manner by all members of the committee.

# Meeting Protocols:

## Regular Meeting Dates

Meetings will be held on a (monthly or bi-monthly) basis. Meeting dates will be determined and formalized at least two weeks in advance to minimize cancellations and or conflicts with other commitments. Cancellation of the meeting shall only be done by the Chair and will be communicated to members by the Chair, or the Facilitator, if required.

## Meeting Agenda:

Meeting agendas will be developed by the Chair (with input from committee members) and distributed by the Facilitator at least 5 days in advance of the meeting.

Agenda will include items such as:

1. Standing Agenda Items
   * Review and agreement on agenda
   * Approval of previous meeting’s minutes
   * Review of Action Items
   * Governance Updates as required
2. Review of current and proposed next steps
3. Meeting specific agenda Items, such as program concept presentation and research updates
4. Roundtable
5. Future Agenda Items

When submitting agenda items the submitter of the item shall identify what outcome they are requesting from the committee relative to their agenda item. Potential outcomes are as follows:

* **Information Only** – you are simply updating committee members on departmental activity
* **Discussion** – you are requesting time to present information and looking for feedback and or discussion to take place relative to this specific topic.
* **Agreement –** you are requesting time to present information with the objective or reaching agreement.
* **Endorsement** – you are requesting a decision be made relative to a recommendation. When looking for endorsement, agenda item (presentation material) should be sent to committee members 1 week prior to meeting date.

**Meeting Outputs:**

* Any identified opportunities for improvement regarding the effectiveness of activities, research and/or program & partnership development efforts
* Any identified resource needs to support the activities of the committee & working group
* Endorsed content, concepts or requests for the Board of Directors