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## MINUTES

**MEETING DATE:** 1/10/2013

**MEETING TIME:** 2:00 p.m. to 4:00 p.m.

**ATTENDANCE:** S. Lee (Local Immigration Partnership); Coun. R. Milne (County of Simcoe); T. McAlmont (County of Simcoe); S. Rowbotham (Ont. Early Years Centre); B. Saniga (Catulpa Comm. Support Services); Y. Skybin (YMCA); S. Varughese (Catholic Family Services); R. Wisken (LIP); I. Pozgaj (MIIO); R. Griffiths (MIION); D. Myers (LIP, recording secretary)

**SUBJECT:** Human Services Sub-council Meeting

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1) Welcome

The Chair welcomed members and members introduced themselves.

2) Terms of Reference

R. Wisken presented the *Terms of Reference*. No additional comments were received and the group agreed on the Terms of Reference.

3) LIP Organization Chart

R. Wisken distributed the document which outlines the structure of the LIP council and sub council groups. The organizational chart was explained with a description of roles and expectations at each level.

4) Working Group Update (Best Practices Conference)

S. Lee explained the purpose of the Best Practices Conference as a first priority, a summary of what the conference will look like will follow at a later date. The working group updates were referenced in the November meeting notes. S. Lee reported a request is in the budget proposal to CIC for services, facility and keynote speaker for the conference.

**ACTION:** Sub Council groups will be contacted regarding how they wish to participate in the conference.

5) Language: Translation and Interpretation

S. Lee identified this topic as a second priority for the group. Statistical data being collected and compared regarding mother tongue language shows the need for resources of translation and interpretation. Discussion of what statistics are among service providers in the area and what they have in their planning for translation and interpretation took place. This may be collected via a survey. A mechanism to assist in funding to get interpreters formally trained may be supported. Readiness is an important theme in the Settlement Strategy, and relates to translation and interpretation needs.

**ACTION:** Create a survey to be issued through service providers. The survey will report the

purpose of translation and interpretation. The group brainstormed to establish a definition and discover topics for statistic requests. R. Wisken will create a starting document for survey content based on the groups feedback of the purpose of the study: understand what practices are taking place, what the demand for translation / interpretation is, what organizations need to support overcome language barriers (ex. financial need), what organizations level of understanding around the risks of not addressing language barriers is.

6) Content Review on Portal (Irena Pozgaj, MIIO Program Coordinator)

I. Pozgaj described the portal in the “living” form and reviewed the site map chart explaining content and 6 different categories of the entire site and specific content under the LIVING category. The directory was distributed pertaining to this section in hard copy. Health, Housing, Transportation and Financial sections of the portal were proof read and edited for content. The portal home page was displayed on screen with demonstrations of how it will link to other sites. Feedback was welcomed.

7) Other Business

No other business items were discussed.

8) Next Meeting Date

The next 2 meeting dates are:

- February 21, 2013
- March 21, 2013

Meetings will take place from 2:00 – 4:00 p.m. at the County of Simcoe Administration Centre.