

**West Toronto Human Services and Justice Coordinating Committee (WT-HSJCC)**  
**Meeting Agendas and Work Plan – 2009/2010**

| Date                    | Time           | Location  | Draft agenda  | Work to be done in advance   |
|-------------------------|----------------|---|---|--|
| Tuesday, March 10, 2009 | 2:00 – 3:30 pm | Etobicoke Probation & Parole<br>25 Woodbine Downs | <ul style="list-style-type: none"> <li>• Review and finalize 2009/2010 Work Plan</li> <li>• Confirm dates and times for meetings</li> <li>• Discuss topics for Lunch 'N Learn sessions</li> <li>• Provincial HSJCC update</li> <li>• Review updated Service Resolution Table terms of reference</li> <li>• Review membership and identify gaps</li> <li>• Agency Updates</li> <li>• Service Coordination Issues</li> </ul>  | <ul style="list-style-type: none"> <li>• Distribute draft work plan/updated terms of reference for service resolution table to members (LM)</li> <li>• Contact suggested new members to join committee (LM)</li> </ul> |
| Tuesday, May 12, 2009   | 2:00 – 3:30 pm | Etobicoke Probation & Parole<br>25 Woodbine Downs | <ul style="list-style-type: none"> <li>• Welcome new members</li> <li>• Review feedback from local HSJCC conference</li> <li>• Develop work plan for the “How to Address Safety-Related Issues” issue (discuss/unpack issue and determine how to address each sub-issue, with specific emphasis on the aspects of risk that affect client flow)</li> <li>• Discuss access to psychiatric assessments – updates from THSJCC</li> <li>• Agency/organization updates</li> <li>• Service Coordination Issues</li> </ul> | <ul style="list-style-type: none"> <li>• Review last years’ discussion regarding safety-related issues (MB/LM)</li> <li>• Obtain final report on HSJCC conference (LM)</li> <li>• Invite new members (LM)</li> </ul>   |
| Tuesday, June 16, 2009  | 2:00 – 3:30 pm | Etobicoke Probation & Parole<br>25 Woodbine Downs | <ul style="list-style-type: none"> <li>• Discuss and review issues related to the provision of instrumental supports have things improved?</li> <li>• Review preliminary report from the Safety-Related Issues Working Group</li> <li>• Agency/organization updates</li> <li>• Service Coordination Issues</li> </ul>   | <ul style="list-style-type: none"> <li>• Work with sub-committee on safety issues if applicable (LM)</li> <li>•</li> </ul>   |

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| Tuesday,<br>September<br>15, 2009 | 2:00 –<br>3:30 pm | Etobicoke<br>Probation &<br>Parole<br><br>25 Woodbine<br>Downs | <ul style="list-style-type: none"> <li>• Identify and problem-solve for local service/flow gaps - have things improved?</li> <li>• Discuss interest in Educational Day</li> <li>• Agency/organization updates</li> <li>• Service Coordination Issues</li> </ul>  | <ul style="list-style-type: none"> <li>• Ask members to identify ongoing issues and bring to meeting (LM)</li> </ul> |
| Tuesday,<br>November<br>10, 2009  | 1:00 –<br>3:00 pm | Etobicoke<br>Probation &<br>Parole<br><br>25 Woodbine<br>Downs | <ul style="list-style-type: none"> <li>• Problem-solve for local service/flow gaps</li> <li>• Review report from the Safety-Related Issues Working Group</li> <li>• Review Service Resolution Table – has it been utilized?</li> <li>• Agency/organization updates</li> <li>• Service Coordination Issues</li> </ul> | <ul style="list-style-type: none"> <li>• Work with sub-committee on service/flow gaps if applicable (LM)</li> </ul>  |
| Tuesday,<br>January 12,<br>2010   | 2:00 –<br>3:30 pm | Etobicoke<br>Probation &<br>Parole<br><br>25 Woodbine<br>Downs | <ul style="list-style-type: none"> <li>• Problem-solve for local service/flow gaps</li> <li>• Develop work plan and budget for 2010/2011</li> <li>• Discuss use of HSJCC surplus budget if applicable</li> <li>• Agency/organization updates</li> <li>• Service Coordination Issues</li> </ul>                       | <ul style="list-style-type: none"> <li>• Develop consistent approach to work plan and budget (MB)</li> </ul>         |
| Tuesday,<br>March 9,<br>2010      | 2:00 –<br>3:30 pm | Etobicoke<br>Probation &<br>Parole<br><br>25 Woodbine<br>Downs | <ul style="list-style-type: none"> <li>• Finalize work plan for 2010/2011</li> <li>• Review Lunch and Learns</li> <li>• Agency/organization updates</li> <li>• Service Coordination Issues</li> </ul>  | <ul style="list-style-type: none"> <li>• Distribute updated work plan to members (LM)</li> </ul>                     |