

Northwest Regional Centre of Responsibility (COR) Meeting Minutes

Formerly known as NWR-HSJCC

DATE: November 9 th 2017	TIME: 1:30 pm – 3:30 pm EST	LOCATION: NorWest Community Health Centres
MEETING CALLED TO ORDER: 1:30 pm	AGENDA APPROVAL: Yes	CHAIR: Sharon Pitawanakwat
<p>ATTENDEES: Aimee Jaun (Thunder Bay Counselling), Alice Bellavance (BISNO), Alaine Auger (GAPPS), Anna-Marie Eckensweiler (Options Northwest), Brian McInnes (Consumer/Survivor), Jim Gillespie (Survivor), Julie Kivinen (CAMH), Sharon Pitawanakwat (CMHA Thunder Bay), Rob Barrett (YES Employment), Noel Berlinquette (OPP), Nancy Chamberlain (Thunder Bay Counselling), Michael Maunula (Lutheran Community Care Centre), Mary-Ann Mountain (St. Joseph's Care Group), Mandy Tait-Martens (PACE), Jessica Tablowski (OATC), Jennifer Lible (TBDSSAB), Juanita Lawson (NorWest CHCs), Jennifer Moore (Dilico), Jennifer Hyslop (CMHA Thunder Bay), Jeff Upton (Lakehead Public Schools), Jack Cleverdon (Catholic Family Development Centre), Evelyne LeBlanc (CMHA Thunder Bay), Derek West (Thunder Bay Police), Derek Johnson (Anishinabek Police Service), Deb Dika (Sexual Abuse Centre), Darlene Niemi (Children's Centre Thunder Bay), Deborah Scharf (Lakehead University), Joy Wakefield (Legal Aid Ontario), Shannon Cormier (NOSP), Maureen Parkes (Presenter – NorWest CHCs), Tasha Rennie (HSJCC Secretariat), Joseph Szahumel (HSJCC Secretariat), Steffanie Petroni (Regional Community Mobilizer), Mariah Maddock (Coordinator)</p>		
<p>REGRETS: Nancy Tulloch, Nicole LaTour (Alpha Court), Jane McKenzie, Georgina McKinnon (St. John Ambulance), Jim Graham (OPP), Lee-Ann Chevrette (Crime Prevention Council), Nancy Black (Crossroads Centre), Cynthia Olsen (Thunder Bay Drug Strategy), Bonnie Krysowaty (Lakehead Social Planning Council)</p>		

Topic	Action Item - Decision	Person Responsible	Timeline	Outcome
1. Welcome & Introductions	Sharon welcomed everyone. Introductions took place.			
2. A Situation Table Story	Alaine Auger, Situation Table member representing <i>People Getting Personal and Professional Supports</i> (GAPPS), shared a Situation Table referral that resulted in a positive outcome.			
3. Presentation – FASD & The Justice System	Maureen Parkes from NorWest Community Health Centre gave a 20-minute presentation on the FASD and the Justice System.	Maureen Parkes		<i>Presentation Slides Attached</i>
	<p>Questions: Clarification about a comment related to sexual deviance was asked.</p> <ul style="list-style-type: none"> Sometimes people with FASD may do inappropriate things without realizing the implications – not because they are sexually deviant <p>Other Comments:</p> <ul style="list-style-type: none"> System has a lot of issues with FASD We do a good job at identifying FASD, but there are several gaps within our system <p>Action Item: FASD system gaps should be something that is discussed in the future. Need to bring that education forward and see how we can manage it and identify the gaps in services and supports.</p>			<p><i>FASD & The Justice System Video Link:</i> https://www.youtube.com/watch?v=yzzEqC2L_4I</p>
		All	Ongoing/ Future meeting	

4. Conflict of Interest	No conflicts of interest were declared.			
5. Consent Agenda 5.1 COR Meeting Agenda – Nov. 9 2017 5.2 KRRD-HSJCC Minutes – July 2017 5.3 COR Minutes & Outcomes Report – September 6 th 2017 5.4 Educational Session Feedback Report	<p>A comment was made in relation to item 5.2 KRRD-HSJCC Minutes-July 2017</p> <ul style="list-style-type: none"> Two items from the KRRD-HSJCC minutes will be tabled under issues management. These can be found on page 21 – District Items of Discussion, Section G. <p>A comment was made in relation to item 1 in the September 6th COR meeting minutes – Presentation: Thunder Bay Indigenous Peoples’ Court.</p> <ul style="list-style-type: none"> Information in the question and answer section should be modified <p>Action Item: Update September 6th 2017 COR minutes to amend questions & answer section in relation to Thunder Bay Indigenous Peoples’ Court.</p> <p>Motion: To approve the consent agenda. Moved by: Derek West Seconded by: Derek Johnson <i>Motion Carried</i></p>	Mariah	ASAP	Completed
6. New Business				

6.1 Phone Protocols	<p>Phone protocols were developed to enhance experience for callers on the line. These were included in meeting package. Three protocols were created (for the Chair, Callers on the line, Members attending in person)</p> <p>A few bullet points from the phone protocols were highlighted:</p> <ul style="list-style-type: none"> • All members should state name before speaking • Presenters should indicate when they are changing the slide • A list of those calling in will be made so members attending in person have a visual reminder of who is on the line • Callers on the line will receive an email with materials before the meeting so they can follow along (additional materials that are not included in the meeting package) • Use microphone when speaking <p>Noted that we will try these phone protocols for a 2-3 meetings and gather feedback from callers on the line/people in the room and make adjustments accordingly.</p> <p>Action Item: Contact Mariah with feedback about calling experience or suggestions for enhancing experience for people phoning in.</p>	All COR members	Ongoing	
6.2 Task Force Updates				
6.2.1 Consumer/Survivor Group Recommendations	<p><i>Notes from this Task Force meeting and the proposed recommendations were included in meeting package.</i></p> <p>Brian gave a brief update about the C/S Task Force meeting that took place.</p> <p>Recommendations Proposed by C/S Task Force:</p> <ol style="list-style-type: none"> 1. C/S Group members will attend Northwest COR meetings and contribute to Task Forces/Working Groups/Think Tanks of interest to them 2. C/S Group members will form a Task Force to assemble Start-Up Kits 3. C/S Group Members will advise Situation Table members, on an as needed basis <p>Motion: To approve Consumer/Survivor Group Recommendations Moved by: Rob Barrett Seconded by: Jeff Upton All in Favor <i>Motion Carried</i></p>			

6.2.2 Indigenous Engagement Update	<p><i>Minutes from the Indigenous Engagement Task Force meeting were included in the meeting package.</i></p> <p>Inspector Derek Johnson, Anishinabek Police Service gave an update about the outreach & engagement he has been doing in the region.</p> <ul style="list-style-type: none"> • Fort William First Nation – 4 members of their health unit have completed the Situation Table training • Pic Mobert, Pic River, Rocky Bay and Ginoogaming FN are very interested. Derek will be doing a presentation there and try to expand a Situation Table into the Greenstone area, once they identify their involvement • This could potentially be a local situation table that is engaged with our COR • Met with Steffanie Petroni and identified key service providers in the region. Steffanie will reach out in the region and see if we can get some movement in those regions. <p>Action Item: Meeting will be set up with Steffanie</p> <p>Inspector Derek Johnson provided an Indigenous Engagement Task Force Update</p> <ul style="list-style-type: none"> • An elder that could open Situation Table meetings • There are two elders that are interested in doing an opening prayer or a welcome. They would need to get an idea of time/responsibilities and we will follow up with this • An honorarium for Elders will be discussed further • It was mentioned that Gull Bay was very interested and had an Elder that expressed interest • Indigenous Engagement Task Force will continue to meet 	Derek Johnson/Steffanie	Before Jan. 9 th COR meeting	
6.2.3 Visioning Day Update	<p>Mariah will give a brief update on Visioning Day Task Force. Due to conflicting schedules, the Task Force has not met. A meeting will take place on Friday, December 8th from 11:00 am – 12:00 pm.</p> <p>Action Item: Outlook invitations for the Task Force meeting will be circulated.</p>	Mariah	ASAP	Completed
6.2.4 Evaluation Task Force Update & Consultation	<p>Dr. Deb Scharf, Lakehead University gave an update about the Evaluation Task Force. There are many things that can be evaluated within the Network. Steffanie/Mariah/Deb facilitated a 20-minute small group activity using the chart paper boards. The purpose of this activity is to help determine key priorities for evaluation and what the next steps are for an evaluation plan. All information collected will be reviewed by the Evaluation Task Force and recommendations will be made back to the COR in January.</p>			<p>Note: Members who were not present can give feedback about Evaluation here:</p>

	<p>Three questions were asked:</p> <ol style="list-style-type: none"> 1. What are the top 3 things you wonder about the Network (COR and Situation Table)? 2. What's the most important piece of data that you could bring back to your agency from an evaluation of the Situation Table or COR? 3. What would be the single most significant indicator of our success as a Network? <p>Action Item: Compile small group activity findings and share with Evaluation Task Force.</p>	Mariah/Steffanie	Before Evaluation Task Force meeting	https://www.surveymonkey.com/r/KXMZKVJ
6.3 Thunder Bay Situation Table Data Report	<p>Mariah provided a brief report on Situation Table data using PowerPoint.</p> <p>A question was asked about if there is a way to track the amount of time an organization is spending on Situation Table interventions.</p> <ul style="list-style-type: none"> • Sara Dias from CMHA Kenora said they internally tracking when they are the lead organization and track the time of when a worker is going in and doing an intervention. • It was noted that these models lead to saving for the system, the impact and the difference it has for clients results in longer-term cost savings. There is a lot of value in prevention. <p>Action Item: Look at a tracking mechanism for how long is spent on an intervention, indirect time spent as well.</p>	Mariah/Steffanie	Before next COR meeting	<p><i>Situation Table Data Report attached</i></p> <p>Completed</p>
6.4 Issues Management				
6.4.1 Withdrawal management Centre Utilization for Individuals involved within the criminal justice system	<p><i>A description of the issues emerging from the KRRD-HSJCC in relation to Withdrawal Management Centre utilization by people within the criminal justice system, were included in the meeting package.</i></p> <p>Sara provided a brief overview of each of the issues and facilitated a discussion. A few comments were made in relation to each issue.</p> <p>Issue #2: Obtaining a Capacity Assessment</p> <ul style="list-style-type: none"> • Next Steps: <ul style="list-style-type: none"> - Conversation about what some opportunities are, how that can be utilized – as a regional response, perhaps we can look at some training 			

	<p>Task Force Members: Sara Dias, Lisa Foster, Mary Ann Mountain, Anna-Marie Eckensweiler</p> <p>Action Item: Steffanie/Mariah to follow up with Sara Dias and coordinate Task Force meeting date.</p> <p>Issue #1: Withdrawal Management Centre Utilization by People with Long-Term Care Needs</p> <p>Sara asked if any other Withdrawal Management Centers experience this.</p> <ul style="list-style-type: none"> Ontario Addictions Treatment Centres is an out-patient program <p>Action Item: Juanita Lawson is going to do follow-up.</p> <p>Action Item: Sara Dias to get in touch with Nancy Black, Crossroads Centre.</p> <p>It was noted that anyone can refer issues to the COR. Mariah and Steffanie can be accessed for support</p>	<p>Mariah/Steffanie</p> <p>Jaunita Lawson</p> <p>Sara Dias</p>	<p>ASAP</p>	<p>In progress</p>
Standing Items				
<p>7. Next meeting agenda priorities</p>	<p>A Regional Engagement Task Force was assembled to help Regional Community Mobilizer, Steffanie formulate a regional engagement strategy.</p> <ul style="list-style-type: none"> Anyone with regional contacts can direct them with Steffanie <p>Regional Engagement Task Force Members: Shannon Cormier, Sara Dias, Rob Barrett, Derek Johnson, Jim Graham, John Dixon, Meghan Drebit, Sharon Pitawanakwat</p> <p>Action Item: Coordinate Regional Engagement Task Force meeting and formulate regional engagement strategy.</p> <p>Noted that presentation topic requests or agenda items can be forwarded to Mariah.</p>	<p>Steffanie</p>	<p>Before next COR meeting</p>	<p>Completed</p>
<p>8. Other</p>	<p>Meeting Evaluations will be available through survey monkey link: https://www.surveymonkey.com/r/NDLYYWC</p> <p>Action Item: Meeting Evaluation findings report to be created and shared with members.</p> <p><u>2017 LHIN Leadership Award Nomination</u></p>	<p>Mariah</p>	<p>Before next COR meeting</p>	<p>Completed</p>

	<p>In September 2017, NWR-HSJCC members (now known as the Northwest COR) were nominated for the 2017 LHIN Leadership Award for commendable approach to partnership and collaboration. We have been notified that the 2017 LHIN Leadership Award Nomination was received and all COR members are invited to an upcoming Open House where successful recipients will receive Leadership Awards. All COR members are invited to this (invitations were circulated to members in attendance). This will take place on December 11th 2017 4 – 6 pm at the Victoria Inn.</p> <p>Action Item: Circulate Open House invitation electronically.</p> <p><u>Provincial HSJCC Update</u> Sharon notified everyone know that there is some reform happening at the Provincial HSJCC Table. Other HSJCCs across the province are really interested in what we're doing and how we're making this successful. This is informing the provincial table.</p> <p>Mariah and Sharon are preparing a briefing package and Sharon will be involved in the review committee. You will get a copy of the briefing we are submitting. We will be giving input on our structure and how the Provincial Table can better support our efforts locally and regionally (recommending a "bottom up" approach).</p> <p>Mariah will share this document with all members. If you have any questions or comments, let her know. This document will be presented as a draft for discussion purposes only.</p> <p>Action Item: Share briefing note on P-HSJCC with COR members.</p>	Mariah	ASAP	<i>LHIN 2017 Open House invitation attached</i>
		Mariah	Before Nov. 20th	Completed
9. Date/Time of Next Meeting – Thursday, January 18 th 2017	The next COR meeting is scheduled for Thursday, January 18 th 2017 at 1:30 – 2:30 pm. This will take place at Thunder Bay CAS.			
10. Adjournment	Meeting adjourned at 3:38 pm.			