

NORTHWEST REGIONAL CENTRE OF RESPONSIBILITY (COR) MEETING MINUTES

(Formerly known as the Northwest Regional HSJCC)

DATE: JANUARY 18 TH 2018	TIME: 1:30 PM – 3:30 PM EST	CHAIR: Sharon Pitawanakwat
MEETING CALLED TO ORDER: 1:30 PM	LOCATION: Thunder Bay CAS (1110 Jade Court)	
<p>ATTENDEES: Aimee Jaun (Thunder Bay Counselling), Alice Bellavance (BISNO), Brian McInnes (Consumer/Survivor), Cynthia Olsen (Thunder Bay Drug Strategy), Quinlyn Flanagan (Thunder Bay Drug Strategy), Deb Dika (Thunder Bay Sexual Abuse Centre), Deb Scharf (Lakehead University), Derek West (Thunder Bay Police Service), Jennifer Moore (Dilico Anishinabek), Joy Wakefield (Legal Aid Ontario), Kelly Tremblay (Ontario Addictions Treatment Centres), Lee-Ann Chevrette (Crime Prevention Council), Lisa Foster (Community Living Thunder Bay), Michael Maunula (Lutheran Community Care Centre), Nicole Spivak (Crossroads Centre), Nancy Chamberlain (Thunder Bay Counselling), Peter Voros (TBRHSC), Sara Dias (CMHA Kenora), Candace Davies (North of Superior Programs), Sharon Pitawanakwat (CMHA Thunder Bay), Julie Kivinen (CAMH), Janet Gobeil (Wilson Memorial General Hospital), Rhea Starkes (Marjory House), Shiela Shaw (CMHA Fort Frances), Tracy Stevenson (NWLHIN), Mariah Maddock (Coordinator), Steffanie Petroni (Regional Community Mobilizer)</p>		
<p>REGRETS: Jane Mackenzie, Bill Bradica, Pierre Guerard, Mary Ann Mountain, Mandy Tait-Martens, Anna-Marie Eckensweiler, Nancy Tulloch, John Dixon, Sylvie Hauth, Juanita Lawson, Rose Bakke, Stephen Wright, Darlene Niemi, Jeff Upton, Susan Tilson, Jim Graham, Noel Berlinquette, Rose Viel, Rob Barrett, Derek Johnson, Jack Cleverdon, Nicole LaTour</p>		

Topic	Action Item - Decision	Person Responsible	Timeline	Outcome
1. Welcome & Introductions	Sharon welcomed everyone. Introductions took place.			
2. Conflict of Interest	No Conflicts of Interest were declared.			
3. Consent Agenda				
3.1 COR Meeting Agenda – Jan. 18 th 2017 3.2 KRRD-HSJCC Minutes – Oct. 17 th 2017 3.3 COR Minutes & Outcomes Report – Nov. 9 th 2017 3.4 COR Meeting Evaluation Report – Nov. 9 th 2017	<p>Motion: To approve the items in the Consent Agenda Moved by: Derek West Seconded by: Brian McInnes Carried</p>			

4. New Business				
4.1 Situation Table Reports				
<p>4.1.1 Rapid Intervention Services Kenora Data Report</p>	<p>Sara Dias provided an update about the RISK Table Data from May 2016-May 2017.</p> <ul style="list-style-type: none"> It was noted that there have been 98 referrals to the RISK Situation Table to date. <p>Question: Why is the percentage of risk factors so high in other?</p> <ul style="list-style-type: none"> Older system used for data tracking, big difference in data and number of risk factors tracked now due to recent on-boarding to Risk-Driven Tracking Database 			
<p>4.1.2 Thunder Bay Situation Table Data Report</p>	<p>Mariah provided an update about the Thunder Bay Situation Table. Data was from September 12th 2017-January 2nd 2018.</p> <p>Comment: Kenora data has been seeing a high number of 14-17 year olds, similar to Thunder Bay. Thunder Bay appears to have a spike in 40-59 year olds.</p> <ul style="list-style-type: none"> Noted that data sample from Thunder Bay Situation Table is still relatively small but will be interesting to see what age group trends we see among the two Tables moving forward. <p>Question: No services available indicated on one slide – which services were these?</p> <ul style="list-style-type: none"> One report back indicated there were no sexual health services available. It was noted that Thunder Bay Sexual Abuse Centre and Centr’Elles are present at the Situation Table. It was also noted that these services may not have been available as intervention was taking place 			

4.2 Issues Management

<p>4.2.1 Funding for Youth Transportation for s.34 Assessments</p>	<p>A briefing note and discussion question about this issue was included in the meeting package.</p> <p>Possible Option(s) for resolving issue presented were discussed:</p> <ul style="list-style-type: none"> • COR could include funds for capacity assessments in future grants • It was noted that many grants do not allow funding requests for direct service provision • It was recommended to write a formal letter to the Provincial HSJCC requesting the Secretariat do further policy work on this issue • It was noted that these grants are not covered by Northern Health Travel grants and are not insured even if they are youth • A question was asked regarding the amounts that would be needed to cover travel to assess these assessments and the volume of these assessments <p>Motion: To make a formal request to the Provincial HSJCC Secretariat to do a thorough policy and system review relating to this matter.</p> <p>Moved by: Sara Dias Seconded by: Lisa Foster <i>Carried</i></p> <p>Action Item: Follow up with community partners in Kenora RE: Travel Costs/Volume for s.34 assessments</p> <p>Action Item: Prepare briefing note with added information and retable issue at March COR meeting</p>	<p>Sara Dias</p> <p>Mariah</p>	<p>Before next COR meeting</p> <p>Before next COR meeting</p>	<p><i>Briefing Note Attached</i></p> <p><i>In progress - Sara has requested supplementary info.</i></p> <p><i>In progress- Mariah has followed dup with</i></p>
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				<i>community partners in Kenora to get info.</i>
4.2.2 Homelessness & Hospital Usage	<ul style="list-style-type: none"> ○ It was noted Marathon is currently in the process of putting together a proposal for homelessness in the area <p>Question: How are shelters funded in the area?</p> <ul style="list-style-type: none"> ● Women’s shelters are funded by MCSS ● In Thunder Bay, Shelter House and Salvation Army are funded partially by DSSAB <p>Question: Will Marathon be included in the Point In time Homelessness Count?</p> <ul style="list-style-type: none"> ● Marathon will be taking part in the PiT Homelessness Count ● Community partners felt they were on the right track in addressing the issue tabled. ● The issue was closed. 			
4.2.3 Operational Issue (Motion)	<p>A briefing note was included in meeting package for review. There were no questions/comments related to the briefing note.</p> <p>Motion: To accept the recommendations about the COR Task Force/Working Group/Think Tank model as listed in the briefing note and modify, as needed</p> <p>Moved by: Alice Bellavance Seconded by: Brian McInnes <i>Carried</i></p>			
4.3 COR Task Force Updates, Recommendations & Next Steps				

<p>4.3.1 Indigenous Engagement (Motion)</p>	<p>Task Force minutes were included in the meeting package.</p> <p>In response to the COR Indigenous Engagement Survey that was distributed, A Day of Learning with Maya Chacaby has been planned</p> <ul style="list-style-type: none"> • March 28th 2018, 8:30 am – 4:30 pm • Travel Subsidies are available for regional community partners • Due to anticipated interest, limit of 4 people per agency. • Priority consideration will be given to Network members. Registration will be open to other organizations following Feb. 9th 2018 • Registration details on poster <p>Action Item: Relay registration and travel subsidy details to North West Community Mobilization Network members.</p> <p>COR Indigenous Engagement Recommendations</p> <ol style="list-style-type: none"> 1) To track the number of people who self-identify as Indigenous at the local Thunder Bay Situation Table; 2) To coordinate A Day of Learning for all Network members and develop supplementary training resources for Situation Table members; 3) To continue to engage and form partnerships with Indigenous service sectors; and 4) To develop a protocol for involving Elders in Situation Table models. <ul style="list-style-type: none"> • Was noted that a letter could be submitted to MCSCS formally requesting they update the Risk-Driven Tracking Database to add a feature to track if a person self-identifies as Indigenous 	<p>Steffanie/Mariah</p>	<p>ASAP</p>	<p>Completed</p>
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	<p>Motion: To accept the COR Indigenous Engagement Task Force Recommendations and prepare a letter on behalf of the North West Community Mobilization Network to the Ministry of Community Safety and Correctional Services requesting they add a function to the Risk-Driven Tracking Database to track if a person self-identifies as Indigenous</p> <p>Moved by: Lisa Foster Seconded by: Derek West <i>Carried</i></p> <p>Action Item: Prepare a letter to MCSCS requesting they add a function to the Risk-Driven Tracking Database to track if a person self-identifies as Indigenous</p>	Mariah	Before next COR meeting	In progress
4.3.2 Evaluation Recommendations	<p>Minutes from this meeting and the Evaluation Plan that was prepared by Dr. Scharf were included in the meeting package.</p> <ul style="list-style-type: none"> • Last COR meeting, there was a consultation about what is it that we want to evaluate • Based on these findings and other research, Dr. Scharf prepared a (draft) evaluation plan • All of the options applied to what we want to evaluate • It was discussed to begin with the first options and implement as funding becomes available • The first options will focus on a Continuous Quality Improvement Plan for Situation Tables and an Independent Process Evaluation • Sara Dias noted she would like to RISK Steering Committee to approve the evaluation plan <p>Action Item: Mariah to connect Dr. Scharf and Sara Dias.</p>	Mariah	ASAP	Completed

	<p>Action Item: Sara to bring forward a motion by email to COR members following meeting with RISK Steering Committee about Evaluation Plan.</p>	Sara Dias	Before next COR meeting	Completed
4.3.3 Visioning Day Update	<p>The COR Visioning Day Task Force has planned a full-day Visioning Day which will take place on March 7th 2018. Outlook invitations have been circulated.</p> <p>The purpose of the Visioning Day is to establish:</p> <ul style="list-style-type: none"> • A collective vision, mission and values • 3-5 key priorities for the coming year <p>Action Item: Circulate more details about Visioning Day via Outlook invitation</p>	Mariah	As details become available	Completed
4.3.4 Issues Management– Capacity Assessments	<p>The Issues Management: Capacity Assessments Task Force is scheduled to meet Friday, January 26th 2018 from 2:00 pm – 3:00 pm. An update will be given at next COR meeting.</p>			
4.3.5 Regional Engagement– Mobilization Plan	<p>Steffanie, Regional Community Mobilizer provided an update about the work she has done engaging service providers in the region.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> • Two educational sessions were held in Marathon and 16 service providers were in attendance. • Two educational sessions were held in Greenstone and 23 service providers were in attendance. • OPP training has been scheduled and will be held at the end of February in Geraldton and Marathon. 			
4.4 New Task Force Assembly				
4.4.1 Think Tank	3-5 COR Members were requested for a Think Tank:			

	<ul style="list-style-type: none"> • Purpose is to help tweak model accordingly, clarify positions, lines of accountability, key priorities etc. • Will be important as regional presence is becoming more prominent • ½ day retreat, Ian McCormack will facilitate, Travel Subsidies can be arranged. • Recommendations/Ideas emerging will be presented at Visioning Day on March 7th <p>Members: Sharon Pitawanakwat, Sara Dias, Derek West, Lee-Ann Chevrette, Steffanie Petroni, Mariah Maddock</p> <p>Action Item: Mariah to send out a Doodle Poll and set a date for February.</p> <p>Action Item: Think Tank members to report to COR members at Visioning Day.</p>	Mariah	ASAP	Completed
		Think Tank Members	March 7 th Visioning Day	Completed
4.5 Financial Planning & Quarterly Budget Update	<p>Sharon provided a quarterly budget update:</p> <ul style="list-style-type: none"> • NOIP grant ends in June 2018 • \$18,600 received from community partners deferred until 2018/2019 • LU will contribute \$3000 towards evaluation • Proceeds of Crime grant can be allocated towards other budgetary expenses 			
5 Standing Items				
5.1 Next Meeting Agenda Priorities	<ul style="list-style-type: none"> • Issues for Issues Management and/or presentation topic requests can be forwarded to Mariah for next meeting 			

<p>5.2 Other</p>	<p>Ministry of Health and Long-Term Care – Health and Well-being Grant Program</p> <ul style="list-style-type: none"> • A Statement of Interest was submitted in December under the Community Development Stream • Funding is available for a 2-year period, (Funding Amounts: Year 1 – 0.5 mil; Year 2 – 0.1 mil) • We have been invited to submit a full proposal for our project <p>Youth Wellness Hubs (Nancy Chamberlain/Sara Dias)</p> <ul style="list-style-type: none"> • Kenora and Thunder Bay had a first interview, both are waiting for a second interview • Sara has requested to see a draft of the model, more to come <p>Community Justice Centres Update (Sara Dias)</p> <ul style="list-style-type: none"> • Needs assessment took place in Kenora • Sara has requested a copy, has not heard back <p>P-HSJCC Update (Mariah Maddock)</p> <ul style="list-style-type: none"> • A Provincial HSJCC meeting took place on January 16th. There was a preliminary issues management discussion about aging populations and the justice system. This discussion will continue at the next meeting. • Our regional table submitted a briefing note in November to members of the Task Force, outlining recommendations/opportunities to strengthen our connection to the Provincial Table • A Steering Committee Task Force has been assembled to review their structures and processes. There are many strengths of the Table and several opportunities of this Table 			
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	<ul style="list-style-type: none"> We will continue participating in these discussions <p>Update from Thunder Bay Drug Strategy (Cynthia Olsen)</p> <ul style="list-style-type: none"> Carfentanil has been detected in Thunder Bay <p>Action Item: Cynthia to send resources to Mariah for distribution to the Network.</p> <p>Derek West requested further action be taken in regards to FASD & the Justice System presentation provided to the COR at previous meeting</p> <ul style="list-style-type: none"> Suggested to assemble a Task Force to address this Members: Alice Bellavance, Cynthia Olsen, Derek West, Lisa Foster, Maureen Parkes (Suggested), TBDHU Member (Suggested) Alice to take the lead <p>Action Item: Mariah to reach out to members suggested and coordinate a Task Force date.</p>	Cynthia/ Mariah	ASAP	Completed
5.3 Date/Time of Next Meeting – Thurs., Mar. 15 th 2018 1:30 – 3:30 pm	The next COR meeting will take place on March 15 th 2018 from 1:30 – 3:30 pm. Venues are currently being explored and an update will follow via email.	Mariah/Alice Bellavance	Before next COR meeting	In progress
5.4 Adjournment	Meeting adjourned at 3:05 PM.			