

## NORTHWEST REGIONAL CENTRE OF RESPONSIBILITY (COR) MEETING MINUTES

*(Formerly known as the Northwest Regional HSJCC)*

<b>DATE:</b> March 15 <sup>th</sup> 2018	<b>TIME:</b> 1:30 PM – 3:30 PM EST	<b>CHAIR:</b> Sharon Pitawanakwat
<b>MEETING CALLED TO ORDER:</b> 1:30 PM	<b>LOCATION:</b> NorWest CHCs (525 Simpson Street)	
<p><b>ATTENDEES:</b> Deb Dika, Juanita Lawson, Cynthia Olsen, Quinlyn Flanagan (Student), Rose Viel, Sharon Pitawanakwat, Darlene Niemi, Peter Voros, Nicole LaTour, Nancy Chamberlain, Alice Bellavance, Jessica Tablowski (for Kelly Tremblay), Julie Kivinen, Sharon Komar, Jennifer Hyslop, Mark Beazley (for Anna-Marie Eckensweiler), Nicole Beaulieu (for Shannon Cormier), Al Gordon, Mary Ann Mountain, Michelle Jordon, Jeff Upton, Gord Ewald, Mandy Tait-Martens, Brian McInnes, Callie Berswick, Rose Viel, Deb Scharf, Anna Kone-Pefoyo, Ambili (Student), Mariah Maddock (Coordinator), Presenters: Nancy Black (St. Joseph's Care Group), Tannis Fletcher Stackhouse (NorWest CHC), Simon Magiskan (PACE)</p>		
<p><b>REGRETS:</b> Jane McKenzie, Derek Johnson, Nancy Tulloch, Anna-Marie Eckensweiler, Shannon Cormier, Robert Bernie, Shaun Crabbe, Josh Broadhagen, John Dixon, Noel Berlinquette, Jim Graham, Joy Wakefield, Melissa Bianco, Alice Bellavance, Jack Cleverdon, Rose Bakke, Evelyne LeBlanc, Pierre Guerard, Stephen Wright, Michael Maunula, Lee-Ann Chevrette, Sara Dias</p>		

Topic	Action Item - Decision	Person Responsible	Timeline	Outcome/ Documents
1. Welcome & Introductions	<p>Welcome&amp; Introductions took place.</p> <p>There are 7 new COR members from the District of Thunder Bay and District of Kenora:</p> <ul style="list-style-type: none"> <li>• Superior Greenstone District School Board: Charlier Bishop, Melissa Bianco, George Draezenovich</li> <li>• MTW Employment Services: Carol Mercier</li> <li>• Keewaytinook Okimakanak: Francine McKenzie</li> <li>• OPP – Greenstone: S/Sgt. Al Gordan</li> <li>• OPP – Red Lake/Ear Falls: Sgt. Gord</li> </ul>			

	Ewald			
2. Conflict of Interest	No Conflicts of Interest were declared.			
3. Consent Agenda				
3.1 COR Meeting Agenda – March 15 <sup>th</sup> 2018 3.2 COR Minutes & Outcomes Report – Jan. 18 <sup>th</sup> 2018 3.3 COR Think Tank/Working Group/Task Force Updates 3.3.1 Issues Management Task Force Minutes – Jan. 26 <sup>th</sup> 3.3.2 Think Tank Minutes – Feb. 22 <sup>nd</sup> 3.3.2 Evaluation Force Minutes – Feb. 27 <sup>th</sup> 3.3.4 Evaluation Work Plan (until March 31 <sup>st</sup> ) 3.4 COR Terms of Reference 3.5 2018-2019 HSJCC Work Plan 3.6 Visioning Day Feedback Report	<b>Motion: To approve the items in the Consent  Agenda</b>  Moved by: Deb Dika Seconded by: Jeff Upton <i>Carried</i>			
4.0 Rapid Access Addiction Medicine (RAAM) Presentation & Consultation	Presenters shared information about the Rapid Access Addiction Medicine (RAAM) clinic, its role and function within the context of	Tannice Fletcher Stackhouse, Nurse		<i>Presentation Slides Attached</i>

	<p>community based mental health and addiction services.</p> <ul style="list-style-type: none"> <li>- A survey will follow to gather COR members input and regional perspectives on RAAM Clinics.</li> </ul> <p><b>Action Item:</b> COR members to complete survey that is circulated.</p> <p><b>Survey Link (RAAM Feedback):</b> <a href="https://www.surveymonkey.com/r/X8LT7VM">https://www.surveymonkey.com/r/X8LT7VM</a></p>	<p>Practitioner-NorWest CHCs</p> <p>Simon Magiskan, Peer Support Worker, PACE</p> <p>Nancy Black, Clinical Director , St Joseph's Care Group</p>		<p><i>Completed – Survey Circulated</i></p>
<b>5. New Business</b>				
<p>5.1 Situation Table Data Report Analysis: Trends &amp; Analysis</p>	<ul style="list-style-type: none"> <li>• Noted that referrals from Thunder Bay Situation Table have come predominately from the justice sector (TBPS) but also child welfare and the mental health/health sector. In contrast, 90 out of 102 RISK discussions have originated from the justice sector (OPP). It was discussed that agencies are currently building capacity and communicating the process for making a referral to the Situation Table internally. Known that agencies are struggling with capacity, communicating this internally is important to increase staff awareness about how they can make a referral.</li> </ul>			<p><i>RISK Data Report attached</i></p> <p><i>Thunder Bay Situation Table Data Report attached</i></p>

	<p><b>Action Item:</b> COR Members to send Internal Agency Policies/Processes for making a Situation Table referral to Mariah to be compiled into a resource document and shared widely with the Network.</p> <p>Question: Can we access Situation Table reports from other areas close in population size to Thunder Bay?</p> <ul style="list-style-type: none"> <li>• We are able to access annual reports from other Situation Tables in the province if they have produced and shared these publically</li> <li>• Noted no one has been brought forward with truancy as a risk factor</li> <li>• Jeff Upton (Lakehead Public Schools) shared that he is a part of a Working Group for Educators from the Ontario Situation Table Community of Practice where they are discussing truancy and how this is often Acutely Elevated Risk, although it may be not be perceived in that way</li> </ul> <p>Jeff to continue to update group about his participation in this Working Group</p> <ul style="list-style-type: none"> <li>• Suggested to include Discussion Questions in future Situation Table Reports</li> </ul>	<p>Mariah Maddock</p>	<p>By Friday, March 23<sup>rd</sup></p>	<p><i>Completed</i></p>
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5.2 Regional Issues Management				
5.2.1 Virtual Meeting Spaces	<p>A briefing note about this issue was included in the meeting package.</p> <p>A discussion about Virtual Meeting Spaces took place:</p> <ul style="list-style-type: none"> <li>• Important that all participant are muted when coming on the line and Chair is familiar with all the functions of virtual meeting space</li> <li>• All participants must have a headset to participate in the meeting, not via a cellphone</li> <li>• Adobe Connect has worked well for partners in Nipigon</li> </ul> <p><b>Action Item:</b> Create protocol for Chair for navigating Virtual Meeting Space/Ensure Chair is familiar with the virtual meeting space</p> <ul style="list-style-type: none"> <li>• CAMH may have access to Adobe Connect</li> <li>• St. Joseph’s Care Group (Mary Ann Mountain can offer Zoom as an in-kind contribution)</li> </ul> <p><b>Action Item:</b> Coordinate COR meeting to take place using virtual meeting platform</p>			<i>Briefing Note on Virtual Meeting Spaces attached</i>
		Mariah	By next COR meeting	<i>Completed</i>
		Mariah	By next COR meeting	<i>Completed</i>
5.2.2 Access to Transportation Funds for s.34 Assessments – Next	This item was deferred to next COR meeting.			

Steps/Recommended Action	<b>Action Item:</b> Follow-up with community partners in Kenora RE: costs/volume for s.34 assessments and update briefing notes accordingly	Sara Dias/ Mariah Maddock	By next COR meeting	<i>Completed</i>
5.4 Review of 2018-2019 North West Community Mobilization Network Budget	<p>Sharon to provide an overview of next fiscal year's 2018-2019 budget</p> <ul style="list-style-type: none"> <li>• 2018-2019 Invoices will go out to community partners in April 2018</li> <li>• Regional Community Mobilizer contract has been extended until September 30<sup>th</sup> 2018</li> <li>• Proceeds of Crime not shown as funding period has ended</li> <li>• CMHA Thunder Bay is <b>not</b> taking an admin fee. Supervision, Finance, Office Space, etc. has been provided in-kind</li> <li>• CMHA Thunder Bay will be doing a review to reveal "hidden"/in-kind costs to reveal true cost of project to inform future funding proposals and ensure we are obtaining true amount to sustain project</li> </ul>			<p><i>2018-2019 Budget Attached</i></p> <p><i>Statement of Financial Position Attached</i></p>
5.3 COR Visioning Day Findings & Next Steps	<p>The COR Visioning Day took place on March 7<sup>th</sup>, the feedback received (which was included in the consent agenda) indicates that the day was a good use of everyone's time and there appears to be a commitment to moving forward and working collaboratively towards our vision.</p> <p>Mariah provided an overview of action items related to the Visioning Day on March 7<sup>th</sup>.</p> <ul style="list-style-type: none"> <li>• Next Steps:</li> </ul>			<p><i>Presentation Slides attached</i></p> <p><i>Visioning Day Report Attached</i></p>



	<p>meeting, survey helps to inform future meeting structure and content</p> <p><b>Evaluation Survey</b>  <b>Link:</b> <a href="https://www.surveymonkey.com/r/WNZT3NX">https://www.surveymonkey.com/r/WNZT3NX</a></p> <p>Cynthia Olsen (Thunder Bay Drug Strategy) shared information about an upcoming Northwest Region Opioid Strategy Event.</p> <p><b>Action Item:</b> Cynthia to forward information to Mariah for distribution.</p>	Cynthia Olsen	ASAP	Completed
6.3 Date/Time of Next Meeting – Thurs., Mar. 15 <sup>th</sup> 2018 1:30 – 3:30 pm	The next COR meeting will take place on May 17 <sup>th</sup> from 1:30 – 3:30 pm on a virtual platform. More information will follow.			
6.4 Adjournment	Meeting adjourned at 3:05 PM.			