



Provincial Human Services and Justice Coordinating Committee Minutes

Meeting Date: November 4th, 2010

Meeting Attendance:

	Regional HSJCC Reps (Voting Members)	Ministry Reps (Ex-Officio)	Other Members (Ex-Officio)
Present	Jim Cyr (Durham Region) Joan Dervin (Champlain Region) Mary Lou McDougall (Halton Region) Marion Quigley for Sandi Leith (North East Region) Steve Lurie (Toronto Region) Vicky Huehn – PHSJCC Co-chair (South East Region) Terri Soukup (Simcoe/Muskoka Region)	Chris Higgins (MOHLTC) Jennifer Gravelle (Correctional Services Canada) Marnie McDermott (Community Network of Specialized Care) Marie Fitzgerald (MCSCS) Sheri Weisberg (MOHLTC)	Sherry Sim (PHSJCC Administrator) Uppala Chandrasekera (CMHA ON) Ian Peer (OACP) Michelle Gold (CMHA Ontario) Brad Davey (Connex Ontario)
Regrets	Lisa Cameron – PHSJCC Co-chair (HKPR Region) George Kurzawa (Central South Region) Sharon Deally-Grzybowski (Waterloo-Wellington Region) Alice Bellavance (North West Region) Courtenay McGlashen (Peel Region) Carolyn Donaldson (York Region) Gerry Fucile (HKPR Region) Jonathan King (York/South Simcoe Region) Heather Perkins-McVey (Champlain Region)	Brian Smegal (MCYS) Curt Flanagan (MAG) Sue Khowessah (MCSCS) Thanusha Kayilasanta (MCYS) Linda Munro (MCSS) Carol Lang (MOHLTC) Maura Jette (MAG) Reshmi Majumder (MCSS)	
Guests	John McCullough , Vice Chair, Ontario Parole Board, Board of Director for the Mental Health Centre Penetanguishene and Forensic Advisory Committee Penetanguishene Member		

Meeting Minutes:

Item	Discussion	Action & Person Responsible	Motion
1. Welcome & Introductions	Vicky Huehn (Co-Chair) opened the meeting at 9:45am and welcomed those on the phone.		
2. Approval of Agenda	Meeting agenda was approved by Committee members.		
3. Approval of Minutes from May 20 th , 2010	Sept 30th, 2010 meeting minutes were reviewed: One change: Revise Regrets section – remove S. Lurie name		Motion made by Joan Dervin Seconded by Jim Cyr to approve the Sept 30th, 2010 meeting minutes. Carried.
4. Quorum Issue	At the beginning of the meeting, there were only 5 of the 14 Regional Reps present at the meeting. Voting and quorum issues were discussed. Steering committee will review and discuss quorum issues at next meeting.	Steering Committee to add quorum issues to the PHSJCC Terms of Reference.	
5. Steering Committee Updates	<ul style="list-style-type: none"> ▪ Steering Committee met and reviewed Provincial Committee Terms of Reference; A revised document has been distributed for approval by Committee ▪ Budget was reviewed; Budget monies to be designated for Provincial group activities. ▪ Suggestion made to develop a coordinator role for PHSJCC; Draft job description will be provided to the PHSJCC for approval possibly by email; Position will be posted; Invite interested people to apply. ▪ Consensus that the secretary role is critical to keep the work of PHSJCC moving forward. 	<ul style="list-style-type: none"> ▪ Draft job description for coordinator role to be completed by Steering Committee and sent to Provincial Committee for approval ▪ Sherry to organize next Steering committee meeting 	
6. Provincial Committee Terms of Reference – Revision and Approval	Terms of Reference Revisions <ul style="list-style-type: none"> ▪ Revision to # 4 (change to Co-Chair term and elections). ▪ Revision to # 6 (Steering Committee Description) 	Need to add to Terms of Reference <ul style="list-style-type: none"> ▪ Process for making decisions as a Committee (Quorum rule? Majority rules? etc.) ▪ Michelle Gold to work with Steering Committee on process-related issues 	Motion made by Terri Soukup Seconded by Jim Cyr to accept revisions to Terms of Reference Carried.

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		<ul style="list-style-type: none"> ▪ Sherry to update the Provincial Terms of Reference with new date, remove italics, etc. and send with minutes. 	
7. 2011 Conference Update	<ul style="list-style-type: none"> ▪ Chris Higgins provided assistance to Jim to identify possible 2011 conference venues through Carol (a coordinator); 6 GTA locations were suggested. ▪ Suggested Date: End of October/Early-Mid November ▪ Jim, Carol and Sheri Weisberg will visit the sites ▪ A proposal for location with range of costs, room rates, meeting room costs will be sent to the committee ▪ RFP for conference coordinator will be created, 	<ul style="list-style-type: none"> • Site visits (Jim Cyr, Sheri Weisberg & Carol) • Jim to email a proposal and available dates to PHSJCC 	
8. Police/Mental Health Collaboration Report Update	<p>Committee discussed several issues regarding P/MH report:</p> <ul style="list-style-type: none"> ▪ 1) Clarification/Questions about report, 2) Distribution of report, 3) Proposed action items ▪ Change wording on Page 12 - 32% Percentage of police/mental health collaborations that are “supported” by HSJCC’s rather than funded. ▪ Executive Summary to be developed ▪ Final report to be edited and prepped for distribution <p>Committee discussed that distribution/dissemination will occur in 3 phases:</p> <p>Phase 1 - report to be sent to:</p> <ul style="list-style-type: none"> • All Regional and Local HSJCCs • All key informants and respondents • Posted to HSJCC Website ▪ Send report and cover letter tailored to audience: Forensic Directors Group, Minister’s Advisory Group, Susan Paetkau at MOHLTC, Ontario Human Rights Commission and Creating Together Committee <p>Phase 2 – products from report</p> <ul style="list-style-type: none"> • Repackage the report (appendices and embedded resources reformatted as stand-alone resources) • Develop power-point presentation with report findings • Upload resources on HSJCC website 	<ul style="list-style-type: none"> • Uppala will write Executive Summary and Cover Letter sample for target audiences and update current PPT presentation for distribution • Uppala will package the resources and send the summary, cover letter, ppt and resources to the Steering Committee for approval • Vicky to provide list of links to “other resources” to include in distribution 	

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	<ul style="list-style-type: none"> • Share report and appendices in PHSJCC quarterly newsletter <p>Phase 3 – long-term utilization</p> <ul style="list-style-type: none"> • Document and various products be used to support work of the HSJCC and its policy positions <p>Committee members in attendance approved the suggested dissemination process.</p>		
<p>9. Police/Mental Health Collaboration Report Discussion</p>	<p>Committee discussed opportunities for the PHSJCC to respond to Police/Mental Health Collaboration report findings:</p> <ul style="list-style-type: none"> ▪ Committee split into 2 breakout groups to rank/choose top priorities / opportunities for responding to report <p>Discussion from Group 1 (proposed action items 1 – 3):</p> <ul style="list-style-type: none"> ▪ 1a) Standard provincial protocol for collaboration, not doable ▪ 1b) Protocols for pre and post diversion: protocols exist for post diversion (AG); More research required on pre-charge enablers ▪ 1c) Program standards for MCITs and CIT (letter) ▪ 1d) Standard protocols for MOUs between hospitals and police services (build on work being done at Toronto Police Services Board MH Subcommittee) ▪ 1e) Confirm protocol for sharing PHIPA information with police (may be part of follow up to Select Committee recommendation regarding conducting PHIPA review) ▪ 1f) Protocol for disclosure of mental health police records: OHRC, OACP, MHRCC working on this (letter) ▪ 1g) Protocol for transportation and personal belongings (Chris to check with MCSS working group); Possible project on this issue ▪ 2) review composition of HSJCC; When new PHSJCC Coordinator is hired, they and Connex can assist with this but primarily a regional/local committee responsibility ▪ 3) Advocate for dedicated funding for P/MH initiatives (letter to MOHLTC and other ministries of the HSJCCs) <p>Discussion from Group 2 (proposed action items 4 – 8):</p> <ul style="list-style-type: none"> ▪ 4) Strike working group of PHSJCC to work on 	<ul style="list-style-type: none"> ▪ Uppala and Sherry to put together Action List/List of Priorities for the committee members ▪ Michelle Gold to facilitate a priority setting exercise at January meeting to develop a new PHSJCC workplan for 2011 	

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	<p>developing/implementing common curriculum</p> <ul style="list-style-type: none"> ▪ Survey HSJCCs to see what education programs exist ▪ Generate list of programs, resources, trainers, etc. ▪ Generate list of common guiding principles/common messages that should be incorporated into all HSJCC sponsored P/MH education/training <ul style="list-style-type: none"> ▪ 5) Send letter to Creating Together Committee with report attached; Help to inform their provincial research agenda ▪ 6) Utilize website, newsletter and conference to facilitate knowledge transfer <ul style="list-style-type: none"> ▪ Highlight at least one new research study/article in each newsletter (indicate key messages from research and how to use research) – Defer to Communications Committee ▪ Give to all conference participants a memory stick that lists all of the research studies from the conference – Defer to Conference Committee ▪ 7) Write letters to relevant Ministries recommending follow-up and implementation of recommendations of CTO review, ACTT review and safe beds review ▪ 8) Send letter to Ontario Human Rights Commission with report; Help inform provincial human rights and mental health strategy <p>Moving forward, Committee discussed adding the new action items to the existing list of PHSJCC project priorities (that were developed in November 2009):</p> <ul style="list-style-type: none"> ▪ Michelle Gold to facilitate a priority setting exercise at January meeting to develop a new PHSJCC workplan for 2011 		
10. Succession Planning	<ul style="list-style-type: none"> ▪ Every fall, a nomination will take place to fill a co-chair position for a 2 year term. Provides the opportunity for mentorship/training for a year with co-chair. ▪ Sharon and Steve Lurie nominated Vicky Huehn as co-chair for 2011 - 2013 ▪ 3 calls for nomination conducted by Jim Cyr ▪ Vicky will continue as co-chair 		<ul style="list-style-type: none"> ▪ By acclamation – Vicky Huehn will continue as the co-chair of the Prov. HSJCC for 2010-2012

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11. Legal Aid System Change Letter	<ul style="list-style-type: none"> ▪ Discussion / Approval of Draft letter for Legal Aid System created by Uppala and Lisa Cameron deferred to January meeting. 	<ul style="list-style-type: none"> • Uppala, Lisa and Joan to create draft letter for approval by Committee 	
12. Guest Speaker	<p>John McCullough, Vice Chair, Ontario Parole Board, Board of Director for the Mental Health Centre – Penetanguishene and Forensic Advisory Committee Penetanguishene Member.</p> <p>Description of the Ontario Parole Board.</p> <p>The Ontario Parole Board as part of the Canadian criminal justice system has legislated authority to grant supervised conditional release to adult offenders sentenced to Ontario provincial correctional institutions. The Board, which has representatives from the community, welcomes input from all sources, including victims of crime, in making independent, fair and objective decisions. It pursues its primary goal of protecting the public by releasing only those offenders considered to be a manageable risk</p> <p>John provided information on 2 release from custody programs to the committee. There are opportunities to use these underutilized programs. He is hoping to network with the HSJCC network to make change.</p> <p><u>PAROLE:</u> Every offender who is serving a sentence of six months or longer is <u>entitled</u> to a parole hearing when he/she has served one third of his/her sentence. An offender who is serving a sentence of less than six months may <u>request</u> a parole hearing.</p> <p><u>Temporary Absence:</u> Under the Ministry of Correctional Services Act, an inmate may be granted a temporary absence (TA) by the Ontario Parole Board to facilitate the inmate's rehabilitation and successful reintegration into the community or for medical or humanitarian reasons. This program allows the inmate to be absent from the institution, without an escort, for a defined period of time. Each temporary absence is regulated by a set of terms and</p>	<ul style="list-style-type: none"> • Discussion and information sharing re: Early Release and Engagement in Community Options. • Jim Cyr to follow-up with John regarding a workshop / presentation at HSJCC Prov. Conference 	

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	<p>conditions with which the inmate must comply. Temporary Absence may be granted at any time during the custody period. Absence is granted for a period of up to 60 days, and the term may be renewed at the discretion of the Board.</p> <p>Contact Information:</p> <p>John A. McCullough, Vice Chair Ontario Parole Board – Central North Regional Office 478 Bay Street, Midland, ON L4R 1K9 Telephone: 705-526-2500-305 / Mobile: 705-543-1151</p> <p>Kim O’Connell, Special Advisor to the Chair Ontario Parole Board – Office of the Chair 415 Yonge Street, Suite 1803, Toronto, Ontario, M5B 2E7 Phone: (416) 325-4480 / Fax: (416) 325-4485</p> <p>Terry Franklin, Vice Chair Ontario Parole Board – Central East Regional Office 541 Highway #36, Lindsay, Ontario, K9V 6H2 Phone: (705) 324-8295 / Fax: (705) 324-8439</p> <p>Sergio Della Fortuna, Acting Vice Chair Ontario Parole Board – South West Regional Office 491 Steeles Avenue, 1st Floor, Milton, Ontario, L9T 1Y7 Phone: 905-693-3096</p> <p>Suggestion: Have John offer a workshop at the Provincial HSJCC Conference.</p> <ul style="list-style-type: none"> ▪ John also offered to utilize OTN service and have meetings, discussions with regional/local committees and provide documents for uploading to HSJCC website to provide information to members. 		
13. Regional Updates	<p>Updates from Regional HSJCCs and Ministries:</p> <ul style="list-style-type: none"> ▪ Regional HSJCCs ▪ MAG ▪ MCSC 	<ul style="list-style-type: none"> ▪ Vicky or Lisa will inquire if Curt or Mora could present at the next meeting about “Justice on Target” program 	

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	<ul style="list-style-type: none"> ▪ MCSS ▪ MCYS ▪ MOHLTC ▪ OPP ▪ Corrections Canada ▪ CMHA Ontario 	<ul style="list-style-type: none"> ▪ A query to be created by Chris Higgins for Regional members regarding changes in case loads for Diversion Workers ▪ How can the Provincial HSJCC help improve accountability and data quality across the sector 	
14. Next Meeting Agenda	<ul style="list-style-type: none"> ▪ Have a round table conversation in the morning <ul style="list-style-type: none"> ▪ Discussion on MH offenders and parole versus offenders without a MH diagnosis. ▪ Discussions on strategies to contain pressures on the justice/mental health system ▪ Discuss emerging issues in the environment across the province ▪ Revisit PHSJCC project list – review additional projects and reprioritize the list ▪ Priority setting exercise to be conducted by Michelle ▪ Set future meeting dates for booking space with Brian Smegal ▪ Rescheduled presentation: Using Simulations to Engage Police in Learning About Mental Illness with Marjory Whitehouse and Dr. Wendy Stanyon Forensic Program, Ontario Shores Centre for Mental Health Sciences 	<ul style="list-style-type: none"> • Need laptop/projector for ppt presentation with Marjory Whitehouse & Wendy Stanyon – Rescheduled 	
15. Court Support Survey Results	<p>Ministry of Health requested data for the Court Support System/Workers.</p> <ul style="list-style-type: none"> ▪ A small working group was formed with Vicky, Michelle, Courtney and Uppala with Sherry's admin support. ▪ A survey was done for the local and regional HSJCC's. ▪ We contacted each person to follow-up and ensure they received the survey on the Connex court support program list, but found it was not accurate and was quite challenging. ▪ There were several limitations of the survey: <ul style="list-style-type: none"> • Received 77 surveys and had to exclude 27 that were not complete • Although all court support programs across the province were contacted, not all programs were able 	<ul style="list-style-type: none"> • Uppala to send final court support report to PHSJCC 	

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	<p>to participate in this survey due to the short timelines.</p> <ul style="list-style-type: none"> • A standardized mechanism for specifically collecting court support data is lacking. As a result, some of the survey responses may be best estimates based on the information and data available at the program. • Court support programs operate differently across the province. Various programs offer multiple types of services including a combination of court diversion, court support, release from custody, probation, parole and other support services. Some programs provide services to adults (18 years and older), youth (17 years and younger), and some programs provide specific services to youth 16 – 18 years. <ul style="list-style-type: none"> ▪ How can PHSJCC be a catalyst to cause change in other systems and data collection development? ▪ Possible workshop at Conference – Data Collection / System Development for Court Support Workers 		
16. Future Discussion Items	<p>Ongoing list of discussion items:</p> <ul style="list-style-type: none"> • Youth leaving Children’s Aid Society to adult care and issues involved and lack of services/resources in adult system • Need for increased supports for clients with developmental delay and Acquired Brain Injury • MIS reporting (Courtenay McGlashen) • Structured discussion on medication as a stipulation for court diversion; MAG has practice memorandum re: diversion and Justice on Target program (Maura Jette/Curt Flanagan) • Promising Practices in Court 		
17. Meeting Adjournment	<p>Next meeting will be held on Thursday, January 13th, 2010 from 9:30am – 3:30pm at 101 Bloor Street West, 2nd Floor.</p> <p>Future meeting dates:</p> <ul style="list-style-type: none"> • Mar 24th – 101 Bloor St W, 2nd FI – 9:30 to 3:30pm • May 26th – 101 Bloor St W, 2nd FI – 9:30 to 3:30pm 		

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