



Provincial Human Services and Justice Coordinating Committee Minutes

Meeting Date: September 20, 2012

Meeting Attendance:

	Regional HSJCC Reps (Voting Members)	Ministry Reps (Ex-Officio)	Other Members (Ex-Officio)
Present	Katie Almond – Co-chair (Toronto Region) Vicky Huehn – Co-chair (South East Region) Courtenay McGlashen (Peel Region) George Kurzawa (Central South Region) Heather Callender (South West Region) Lloyd Bowers (Halton Region) Rob Adams (Durham Region) Trevor Tymchuk (North East Region) Steve Lurie (Toronto Region) Joan Dervin (Champlain Region) Liisa Leskowski (North West Region) Carolyn Donaldson (York-South Simcoe Region) Renée Rerup (York-South Simcoe Region) Sharon Deally-Grzybowski (Waterloo-Wellington Region) Sandie Leith (North East Region)	Brian Smegal (MCYS) Chris Higgins (MOHLTC) Sheri Weisberg (MOHLTC) Maura Jette (MAG) Nila Sinnatamby (MOHLTC)	Marnie McDermott (Community Network of Specialized Care) Michelle Gold (CMHA Ontario) Uppala Chandrasekera (CMHA Ontario) Kelly Downs (CMHA Ontario) Brad Davy (ConnexOntario)
Regrets	Martina Piccinin (HKPR Region) Michael Dunn (Simcoe County Region)	Mandeep Flora (MCSS) Sue Khowessah (MCSCS) Reshmi Majumder (MCSS) Jennifer Gravelle (Corrections Canada) Marie Fitzgerald (MCSCS)	John Pare (OACP) Judy Alton (OPP)
Guests	N/A		

Meeting Minutes:

Item	Discussion	Action & Person Responsible
1. Welcome and Introductions	All attendees were introduced.	
2. Review and approval of May 14, 2012 minutes	<p>Changes to the minutes are as follows:</p> <ul style="list-style-type: none"> • Norkfolk Hamilton was changed to Simcoe County. • "COSE" was changed to "COAST." • North East "website" now reads "TOR." • South East "lead" is an acronym: "LEAD." • The South East fair was hosted by the Frontenac HSJCC, not the Provincial HSJCC. • In regard to Champlain, "at the Regional Detention Centre" was added. • In the MOHLTC update section: "four justice collaboratives" was added and the word "responses" was changed to "recommendations." 	<p>Motion made by Steve Lurie and seconded by Joan Dervin to approve minutes of the May 14, 2012 meeting with amendments. Carried.</p>
<p>3. Provincial HSJCC business:</p> <p>a) Funds have been approved for unfunded Local HSJCCs</p> <p>b) EENet Community of Interest grant application has been approved</p>	<p>We have received funding from the Ministry of Health and Long-Term Care to support previously un-funded Local HSJCCs in the Champlain region and the Haliburton-Kawartha-Pine Ridge region, including Renfrew County Local HSJCC, Stormont/Dundas/Glengarry Local HSJCC, Haliburton Highlands Local HSJCC, City of Kawartha Lakes Local HSJCC, Northumberland Local HSJCC and Peterborough Local HSJCC. We want to thank MOHLTC for their continued support of the work of the HSJCC Network, and especially thank Chris, Sheri, Nila and Carol for their efforts in supporting the funding request.</p> <p>The Steering Committee applied for and received a grant through the Evidence Exchange Network (EENet) for the amount of \$4,500 to establish a Community of Interest (CoI) for the HSJCC Network. The main goal of the HSJCC CoI is to increase awareness about the issues relevant for individuals with human services and justice needs and share knowledge, information, resources, promising and best practices across the criminal justice, mental health, addictions and human services sectors. More information about the HSJCC CoI will be made available at upcoming meetings.</p>	

c) Update on meeting attendance	A summary of attendance by Regional HSJCCs was distributed prior to the meeting. Overall, there is a lot of engagement. Regional Chairs/Co-Chairs are requested to send a designate if they are unable to attend a meeting.	
d) HSJCC Annual Report	The Provincial HSJCC Annual Report has been submitted to the MOHLTC. Accountability from the MOHLTC is steadily increasing, and will be increasing for the Regional and Local committees as well. There is increasing need for systematic accounting of projects/ initiatives that can be used by government to describe the value of the HSJCCs and its ability to contribute or lead new projects. MOHLTC has noted that some updates are still required to complete the Annual Report.	
e) Update from Conference Committee	The focus of this year's conference will be "From Youth to Seniors," with particular emphasis on transitional services and best practices. Material review work is complete. The Conference Committee asked that the Provincial table take on the responsibility of sponsorship as there are currently no guidelines on sponsorship (i.e. identifying and securing funding support for the conference). A budget will be presented shortly.	<p>The Steering Committee will look at the issue of sponsorship.</p> <p>A flyer will be created by the Conference Committee and distributed by Connex to estimate conference attendance.</p>
f) Update from Communications & Knowledge Transfer Committee	CKT Committee will be posting approved committee minutes from all HSJCCs, which should be emailed to CKT_committee@hsjcc.on.ca . The CKT committee is looking for new members. CKT Committee is also putting together a glossary of acronyms.	Regional and Local HSJCCs are asked to add the CKT Committee email address to their distribution list when distributing approved minutes.
g) Update on HSJCC Membership Database project	A template for collecting membership information has been established. Connex needs to obtain approval for funding to expand access to the Sharepoint website that will host the database. There was discussion about the Sharepoint software and its manifold uses for the HSJCCs, including hosting web meetings thereby reducing travel expenses. Brad will identify the costs for expanding the use of the Sharepoint site and Steering Committee will inquire whether the PHSJCC is able to contribute some funds for the Sharepoint site.	Any existing lists of acronyms should be emailed to Trevor.

<p>h) New project request from the Interministerial Justice & Mental Health Directors Group re: police-emergency room protocols</p> <p>i) Update on discussions with CAMH re: justice service collaboratives</p>	<p>The Interministerial Justice & Mental Health Directors Group has requested that the PHSJCC lead a project searching for best practices of police handoffs in the ER, specifically the genesis of such protocols and their application. The PHSJCC is also asked to identify a few key locations (both urban and rural communities) that have effective protocols in place. Police and hospital members, as well as individuals with content knowledge, should be part of the advisory committee for this project.</p> <p>Michelle, on behalf of the Steering Committee, has been in discussions with Rob Moore, Executive Director, Provincial System Support Program at the Centre for Addiction & Mental Health. He would like to host a web-based meeting with the HSJCCs to provide information and answer questions about the service collaboratives. He will also be establishing a Justice Collaboratives Coordinator position that can work closely with the Provincial HSJCC.</p> <p>A survey will be sent out to the Regional HSJCCs to help inform the justice collaboratives. The final decisions about the location of the justice collaboratives will be made by the government, not PHSJCC or CAMH.</p>	<p>Katie and Uppala will Co-Chair the Advisory Committee for this project. Rob Adams, Lloyd Bowers and Sharon Deally-Grzybowski joined the group. Joan Dervin will find a participant from Ottawa.</p> <p>A workshop on this project will be added to the 2013 Conference agenda.</p> <p>Uppala will send the survey tomorrow morning. Each Regional HSJCC chair is encouraged to respond.</p>
<p>4. Provincial HSJCC Restructuring discussion</p>	<p>Uppala and Vicky presented the draft Terms of Reference that was developed by a Working Group of the Steering Committee. Committee reviewed the document and extensive discussion followed.</p> <p>Committee recommended the following changes to the document:</p> <ul style="list-style-type: none"> •In 1.3, Regular Members are the committees. •In 1.5, the term "individual" should be changed to "designate." •In 1.6, add iii) if the members fail to meet the accountability requirements and removed by the authority of a third-thirds majority. •In 3.5, x) replace the term "formal relationship" with "linkage." •In 3.5, ix) will be reworded to reflect an interactive discussion between the HSJCC membership and the Council rather than a presentation by the Council to the HSJCC membership. The term "web-based meeting" will replace "webinar." 	<p>Uppala will amend the Terms of Reference as discussed.</p> <p>Heather will work with Uppala to clarify the boundaries of the Local & Regional HSJCCs in the Zone Map.</p>

	<ul style="list-style-type: none"> •In 3.5, ii) will be removed for the TOR. •Quorum will be changed to "50% + 1 of not less than 14 Regional HSJCCs" in regard to the quarterly meetings. Quorum as currently defined remains in place for the AGM. •The Council can vote on items consistent to the objectives. •In 5.2, i) will be removed and the wording will be changed in ii) to reflect a desire to strive for the inclusion of a member from the justice sector and the human services sector. •6.1 will now read: "Working Groups will be established as necessary." And the words "Types of" will be removed from the heading. •"Regular Standing Groups" are CKT and the Conference Committee. •Section 8 will be removed entirely. <p>•The feasibility of subsidizing travel to membership meetings for Local as well as Regional HSJCCs was discussed. MOHLTC expressed a concern that any additions to travel subsidies must be approved by MOHLTC.</p> <p>Review draft Secretariat structure:</p> <p>Katie introduced the draft functions of the Secretariat:</p> <ul style="list-style-type: none"> •Steering Committee will be requesting \$200,000 for staffing the Secretariat •Steering Committee (without the Ministry representatives) will write a funding request letter to appropriate Ministries <p>Changes in the Secretariat:</p> <ul style="list-style-type: none"> •In 7.1, reduce to simply read "To support the Provincial HSJCC in its mandate." 	<p>Sheri will follow-up with MOHLTC finance advisers on the issue.</p>
<p>5. Northern Shores HSJCC restructuring</p>	<p>Trevor shared that the Northern Shores HSJCC has restructured the composition of its Local HSJCCs.</p>	

<p>6. Brief Updates from Regional HSJCCs and Ministries:</p> <ul style="list-style-type: none"> • Regional HSJCCs • MAG, MCSCS, MCSS, MOHLTC • OPP, Corrections Canada, CMHA Ontario, FDG 	<p>Members shared several updates:</p> <ul style="list-style-type: none"> • In Ottawa, some buildings are becoming "crime-free" buildings, asking prospective tenants for police checks. Apparently, this form of discrimination has been in practice in Toronto for some time now. • Under new budgets, C7 - the section that gives people on Social Assistance "start-up costs" like first and last months' rent - has been cancelled. • Ontario Human Rights Commission released a policy paper on mental health, and they are looking for feedback. 	<p>Katie will send out a template for providing updates.</p> <p>Uppala will distribute the OHRC consultation report.</p>
<p>7. In Camera Session for Provincial HSJCC voting membership</p>	<p>Members decided that an in camera session was not necessary at this meeting.</p>	
<p>8. Confirmation of next meeting date</p>	<p>Next Meeting Dates are confirmed as: November 13, 2012 January 16, 2013</p>	
<p>9. Meeting Adjournment</p>		<p>The meeting adjourned at 2:39pm.</p>