HSJCC Network Reporting Template

Background

As per the Ministry of Health's reporting requirements, the Provincial, Regional and Local HSJCCs are required to report on their committee's activities twice a year through work planning and reporting.

Work planning assists HSJCCs in mapping out their planned activities for the year ahead. This keeps members well informed of what is happening at a Local, Regional and Provincial levels within the HSJCC Network. Annual reports demonstrate the key outcomes from the previous fiscal year and ensures transparency and accountability across the network. It is also a great way of highlighting the impact of our work and showcases the accomplishments of the HSJCC Network.

HSJCC Information

Name of Regional or Local HSJCC	**Windsor-Essex Local HSJCC**
Chair/Co-Chair Names & Contact Information	**Diane Quadros** **dquadros@cmha-wecb.on.ca** **519-255-9940 x 261** **Dan K. Topp** **dktopp@yahoo.com** **519-254-0500** **Please note that Mr Dan Topp changed positions. Jayme Lesperance has offered to replace him as co-chair.** **Jayme.Lesperance@ontario.ca** **519-253-1104** **Assistant Crown Attorney**
HSJCC Objectives	To provide a format for identification of needs and gaps in local services relating to mental health and justice issues and to provide an opportunity for discussion and active problem-solving across sectors. Local Committee members participate in targeted workgroups designed to problem solve and create service improvements to address identified gaps and local needs.
Name of Transfer Payment Agency & Contact Information	**CMHA-WECB** **1400 Windsor Ave.** **Windsor, ON N8X 3L9** **Diane Quadros, Local Chair**
Total # of Funds Received from Regional Health Office	

HSJCC
Human Services & Justice Coordinating Committee

List of Key Activities & Initiatives

I. **Lunch & Learn – 500$**
II. **Administrative – 1000$**
III. **Printing – 600$**
IV. **Member engagement – 1580$**
V. **Court Support and RFC – 1000$**
VI. **Down Town Mission – 2800$**
VII. **Homelessness Hub Windsor (H4)**
VIII. **Safe Beds – 2500$**
IX. **MOST – 2500$**

Total request: 14993.91

… Please add additional rows as needed.

General Information for Activity I.	
Description	**Focused Panel Discussions designed to provide education and increase knowledge of local justice service providers.**
Objectives and Key Deliverables	The Education Subcommittee will identify topics and arrange for 2 lunch and learn opportunities to advance the knowledge of our members. 30 to 60 people will attend each Lunch and Learn and benefit from these learning opportunities. Events will be onsite at the court office **Possible topics:** • **Lunch and learn subcommittee will meet to discuss and confirm sessions. Topics originate by the committee meetings regarding areas of interest.**
Budget Allocated (As of April 1, 2024)	**$500.00**
Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**September 11, 2024. Virtual Lunch & Learn on Domestic violence. 96 ppl registered and 81 participants logged on. 3 speakers attended from LAW (Claire Allsop), Hiatus House (Holly Haskell) and Welcome Center (Lady Laforet).** **Completed a rent smart education session – 11 ppl registered and 8 completed the program successfully. Invoice #10 - Total 170.05**

	Invoice #12 – 242.84 for a zoom account to be able to continue to run the HSJCC lunch and learn meetings on the online platform. **Feb. 27, 2025 lunch and learn event. 33 ppl registered and 23 ppl attended the event. The topic was Indigenous services for those involved in the justice system. (HDGH peer support person and Gladue Writer.)**
Key Outcomes	
Budget Used by March 31, 2025	**500.00 – 170.05 = 329.95** **329.95 – 242.84 = 87.11 outstanding** **87.11 was used towards other purchases. Please see spread sheet at the end of the workplan for specific details.**

General Information for Activity II.	
Description	**Administrative Support for Local HSJCC** **CMHA provides an Administrative support to attend all the HSJCC meetings to take mins as well as keep the master participation list of members of all the HSJCC committees for the Windsor Region.**
Objectives and Key Deliverables	**Ensure mins are collected and stored in a data base system that is easily accessible by the Chair.**
Budget Allocated (As of April 1, 2024)	**$1000.00**
Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**Completed 08/08/2024**
Key Outcomes	**Provided admins support to all the HSJCC meetings which include completing the mins, sending out reminders, sending out mins, zoom information, updating the committee lists.**
Budget Used by March 31, 2025	**Invoice # 1 total amount was used for admin assistance**

General Information for Activity III.	
Description	**Printing/Publications**
Objectives and Key Deliverables	Mental Health / Addiction /Justice Printing for Training and information purposes.

	2024-25 plan is to update the document navigating the Criminal Justice System booklet that was created back in 2008. The Booklet will also be created in digital format so that community partners can access it online.
Budget Allocated (As of April 1, 2024)	**$600.00**
Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**We were not able to complete the documentation update in time for this workplan.** **Although we began working on updating the information booklet we were not able to get if fully completed and ready for print prior to the end of this work plan.**
Key Outcomes	
Budget Used by March 31, 2025	**Please see section describing where funds were reallocated to. Full details listed below.**

General Information for Activity IV.	
Description	**Member engagement**
Objectives and Key Deliverables	**The committee would like to engage 4 members of the community to sit on our large HSJCC committee meeting as well as potentially 1 sub committee to offer insight and support from the lens of an individual with a lived experience.** **We are proposing to pay the individual 35$ per hr.** **4 meetings per calendar year totals 140$ per person** **Subcommittee attendance – 6 meetings per year 210$** **Monies for potential education opportunities or time to research. Estimate 200$ per participant**
Budget Allocated (As of April 1, 2024)	**4 participants attending the HSJCC larger meetings 560.00** **2 members attending subcommittee 420.00** **Estimate 100 each for training or research time** **For each participant 6 * 100 600.00** **Total request 1580.00**
Status Update as of March 31, 2025	**Despite attempts to engage individuals in participating in the HSJCC meetings were not successful in obtaining any applicates.**

(Completed, Delayed, On Hold)	**The member engagement team will reconvene and look at other potential strategies to engage for this next fiscal year.**
Key Outcomes	
Budget Used by March 31, 2025	**Please see section describing where funds were reallocated to. Full details listed below.**

General Information for Activity V.	
Description	Court support services and Release from custody services work with individuals who have a mental illness and are involved in the criminal justice system. RFC team works with many individuals who leave institution back into the community homeless and with a gap in service from the time they are released to the time that they receive income. Court support workers find that at times clients are at court for many hrs without food and to be able to provide a gift card to purchase something while waiting improves emotions and can lead to reducing any escalations.
Objectives and Key Deliverables	**HSJCC Committee is requesting funds to purchase food gift cards for individuals upon release from custody.** **Gift cards will be distributed amongst both court support workers and Release from Custody workers.** **100 5$ Tims gift cards = 500$** **50 10$ Dollarama gift cards = 500$**
Budget Allocated (As of April 1, 2024)	**1000.00**
Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**Invoice 6 – 100 $5 Tim Gift cards were purchased for clients to be able to purchase something to eat when attending all day court when they have no access to food.** **Invoice 12 – 33 goodwill 5$ gift cards total 165.00 to use for those individuals who are being released from custody into the community with no personal items.** **34 dollarama 10$ gift cards total 340.00 to be used for those being released from custody into the Windsor Essex county location. These gift cards are used for purchase of basic items such as gloves, undergarments, snacks upon release.**
Key Outcomes	**We were able to purchase gift cards that were used to support individuals both accessing court services as well as those being released from custody.**

	Tims cards were used to hand out to those individuals who spend large amounts of time at the court office who may not have had a chance to eat or had any funds to eat. These cards were used to be able to offer some light food while at the court building. **The gift cards used for RFC went to support those individuals released from custody with no funds. Gift cards were used to purchase snacks, basic clothing as many individuals so not have any clothing upon release and other basic items required such as hats, gloves for the winter.**
Budget Used by March 31, 2025	**Over $5.00**

General Information for Activity VI.	
Description	The United Church Downtown Mission of Windsor (The Downtown Mission or DTM) The Downtown Mission is located at 875 Ouellette Ave and provides basic services like food and shelter to individuals experiencing homelessness or at-risk of homelessness. Staff and Volunteers provide individuals coming to the DTM with basic needs, connect them to community support services when applicable to services in the community including physical and mental health, legal, housing, etc and whatever else is required for each individual to survive today and hopefully thrive one day soon.
Objectives and Key Deliverables	HSJCC Committee would like to put forward a request to support The Downtown Mission Programs & Services (Adult homeless or at-risk-of homelessness population) by purchasing winter gear such as gloves, toques and hand warmers for the winter next season. The Mission would like to purchase hygiene products and men's/women's underwear and socks to be able to provide to individuals as they come in to use the services for hygiene purposes and when they leave so they are safer. They would also like to purchase Bus Passes to allow Clients to go to medical/legal appointments. Request - Hygiene supplies, Toques, gloves and handwarmers, Men's/Women's underwear and socks, Bus Passes
Budget Allocated (As of April 1, 2024)	**Total request: $2800**

Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**The DTM was able to use these funds to purchase basic needs for the homeless population that access DTM services. They purchased all items identified in their original proposal.**
Key Outcomes	Support individuals attending The Downtown Mission for support. The DTM provides supports to many of our homeless population, many of which are also involved with the law.
Budget Used by March 31, 2025	**Invoice 9 list all items purchased. Total spent was 2798.73** **Remainder was added to the other items used section. Please see below for further details.**

General Information for Activity VII.	
Description	The H4 Day Program, situated in the downtown core of Windsor, is a wrap-around social service endeavoring to support individuals grappling with homelessness, mental health issues, and addictions by providing a comprehensive array of community resources under one roof. These resources include housing assistance, income support, addiction counseling, primary healthcare services, and Justice Services. Recognizing the direct correlation between homelessness and involvement with the criminal justice system, the H4 program has been instrumental in bridging this gap, owing to its collaborative efforts with Ontario Probation and Parole and the John Howard Society. A central tenet of the program is addressing individuals' basic needs. Notably, the H4 Program has recently extended its operational hours to include an afternoon shift, thereby offering assistance from 8:00 AM to 12:00 AM daily. This extension has coincided with a notable surge in attendance, with H4 now accommodating an average of 275 visits per day. Among the crucial services provided is access to clothing. However, the clothing program relies solely on donations from the community, which at times leads to shortages of specific clothing items for program participants. In light of these considerations, the H4 Program is seeking a grant of $2513.91 from the Windsor HSJCC to enhance the availability of clothing items within our program. Below is a detailed breakdown of how these funds will be allocated.
Objectives and Key Deliverables	**<u>Allocation of Funds Breakdown</u>** ● Women's Underwear- 25 Packs of 6 at $14.97/ pk. Total- $422.90.

	• Men's Underwear- 25 Packs of 10 at $30.70/ pk. Total- $862.27. • Men's Underwear- 25 Packs of 7 at $29.10/ pk. Total- 822.08 • Women's Underwear- 12 Packs of 12 at $29.99/ pk. Total- 406.66 •
Budget Allocated (As of April 1, 2024)	• **Grand Total- $2513.91**
Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**08/09/2024 submitted invoice #2 for 615.47 (mens socks 220.34, underwear 237.00 and woman's socks 158.13)** **09/16/2024 Submitted invoice 3# for 627.36** **01/18/2025 submitted invoice #11 for 1276.19**
Key Outcomes	
Budget Used by March 31, 2025	**Total spent – 2519.02** **Over 5.11**

General Information for Activity VIII.	
Description	The Safe Beds Program provides short-term accommodation and crisis support to unhoused individuals experiencing a mental health and/or addiction crisis while having direct contact with police. The intended purpose of the Safe Beds Program is to divert individuals from the justice system, incarceration, and unnecessary hospitalization. Individuals accessing services will work with the team to stabilize the initial crisis, develop goals regarding mental health, addiction, and housing, and connect to community supports to ensure continued care after Safe Beds.
Objectives and Key Deliverables	Many of the individuals accessing services enter the program with little to no belongings and without means to transport themselves to appointments in the community. Providing basic necessities allows for the first steps of crisis stabilization to occur. The most needed and requested items by those accessing care are as follows: 1. Underwear, socks, and warm weather clothing items - $1500 2. Personal need items (toothpaste, toothbrushes, deodorant, etc.) - $500 3. Transit Windsor Bus Passes - $500 Total Request – 2500$

Budget Allocated (As of April 1, 2024)	
Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**1465.27 invoice 4 – purchased warm gear and assort personal hygiene products for the safe bed program.** **Invoice 5 – 108.48 and 280.24 = 388.72 – undergarments for the safe bed programs for those individuals coming into the program with no clothing.** **Invoice 11 – 99.37 for shipping from last order** **Invoice 13 – 498.00 spent on bus pass cards**
Key Outcomes	
Budget Used by March 31, 2025	**Total spent = 2451.36** **Remainder was moved to the remainder amount. Information attached indicating what the funds were used for.**

General Information for Activity IX.	
Description	**Homelessness in Windsor Essex is a significant and growing problem.** **The HSJCC is requesting funding to purchase outerwear and gift cards for emergency meals for the MOST van.** *The MOST Outreach Program supports street involved and homeless individuals on a nightly basis Mon-Fri from 5 pm to 9pm through a partnership of community agencies lead by CMHA. The mission of the program is to connect with individuals experiencing homelessness, assess their needs and direct them to service and supports.* *Through engagement, and hopefully connection to housing, addiction and mental health supports, the team intervenes in a crisis and or desperation that could lead to involvement with law enforcement, be that crimes of poverty etc. In this way the MOST Team plays a role in avoiding that Police interaction, reserving those scare resources for more urgent and appropriate calls.* *The first step in that process is trust building and engagement which often happens in the form of comfort supplies, acknowledging the people we encounter are of the most in need in our community. To assist us with our mission the following resources would be welcomed by the team and those who in need.*
Objectives and Key Deliverables	Pursuant to our conversation last week, I have touched base with the team and the follow items would be assistive and appreciated in this years ask:

	• Re-useable grocery bags to carry item when distributed to clients. We would like to have these branded with MOST and contact info on them- $1000 • Bus vouchers to assist MOST clients with transportation- $1000 • Tim's cards- $500
Budget Allocated (As of April 1, 2024)	**Total ask – 2500.00**
Status Update as of March 31, 2025 **(Completed, Delayed, On Hold)**	**166 Bus tickets purchased – 996.00 invoice 7** **999.68 – invoice 8 sigma promotions for 371 tote bags** **Invoice 12 – 100 Tims gift cards at 5$ total of 500.00. These gift cards are to be given to the homeless population at attend the MOST vehicle.**
Key Outcomes	
Budget Used by March 31, 2025	**Remaining $4.02**

…Add additional charts as need.

General Information explaining use of remainder of funds	
Description	**Remainder funds**
Objectives and Key Deliverables	**There were a couple of areas where we were unable to use some funds. All remainder funds were added together and used towards the following areas to support those programs that are working with the most vulnerable justice and mental health population.**
Budget Allocated (As of April 1, 2024)	
Status Update as of March 31, 2025	**452.90 - Monies were used to purchase lice kits. 30 kits were sent to the downtown mission in Windsor for homeless population as they are not able to access services when they**

(Completed, Delayed, On Hold)	**have been found to have lice. 10 kits were sent to Youth hub who has opened up a shower program for homeless youth.** **600.00 – Ready meals were purchased for the safe beds program. These meals are used to feed those individuals who come into the safe beds program who have had interactions with police and are homeless. Individuals are brought to the safe beds program in an attempt to divert from jail and/or hospital.** **825.77 – used to purchase additional mattresses for the Downtown mission. The DTM has been supporting homeless in our community at increased rates. These matts are used for individuals to sleep on while at the DTM.** **432.00 – Walmart gift cards were purchased with the remainder of the funds. These gift cards will be used to provide additional support to the Release from Custody team. That team supports those with mental illness reintegrate into community. Gift cards are used to purchase basic needs and basic food until financial supports can be put into place. Many times it can take a few days for individuals to receive their OW or ODSP monies and these cards and used to provide that interim support.**
Key Outcomes	
Budget Used by March 31, 2025	**2310.67 monies spent for the above noted items.**

Spread sheet attached outlining this workplan.