HSJCC Network Reporting Template

2025-2026

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 HJCC**
Chair/Co-Chair Names & Contact Information	**Jayme Lesperance** **Assistant Crown Attorney** **Jayme.Lesperance@ontario.ca** **519-253-1104** **Diane Quadros (CMHA Chair)** **dquadros@cmha-wecb.on.ca** **519-255-7440 ext 261** **Transitioning to Dana St. Jean**
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, Previous Local Chair** **Dana St. Jean, Local Chair**
Total # of Funds Received from Regional Health Office	**$13,948.68**

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List of Key Activities & Initiatives

I. **I. Lunch & Learn – 500$**
II. **Administrative – 1000$**
III. **Printing $500**
IV. **Court Support and RFC – $800**
V. **Down Town Mission – 2500**
VI. **Homelessness Hub Windsor (H4) - 2568.68**
VII. **Safe Beds – 2500$**
VIII. **MOST – 2500$**
IX. **Member engagement – 1080$**

Total request: $13948.68

General Information for Activity I.	
Description	Focused Panel Discussions designed to provide education and increase knowledge of local justice service providers. We have been conducting 2 Lunch & learn sessions a year. We have been doing them virtually however our hope is to have at least 1 session via in person. We also require to purchase a zoom account. 2025 cost was 242.84. This account will expire in Feb. 2026 therefore we will need to renew another year at the end of this workplan.
Objectives and Key Deliverables	The Lunch & Learn 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. The goal is to have 1 virtual and 1 in person session at the Windsor court building.
Budget Allocated (As of April 1, 2025)	**Total: $500.00** $250.00 – Renew Zoom account for HSJCC Windsor-Essex Committee $250.00 – Conduct 2 Lunch and Learns for committee and community members
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	**Completed**
Key Outcomes	For the 2025/2026 work plan HSJCC Windsor was able to complete 4 virtual lunch and learn opportunities for our community meeting our benchmark with attendance. As we were unable to host 1 in person lunch and learn 1 additional virtual lunch and learn was hosted.

	February 27, 2025 - 46 Registrants *From Resilience to Restoration: Indigenous Insights for Mental Health and Justice* **July 16, 2025 - 50 Registrants** *Building Pathways to a Brighter Future: Youth, Justice and the Road to Prevention* **December 10, 2025 - 64 Registrants** *Supports Available to Individuals in Court and Community* **March 11, 2026 - 66 Registrants** *Unlocking Support: Your Guide to Court and Community Services*
Budget Used by March 31, 2026	Total: $500.00 -$205.08 – HSJCC Zoom Account - (Invoice #6: Feb 10, 2026) Remaining funds of this activity budget ($294.92) was reallocated to buy hygiene products and Walmart gift cards. **See Activity IV for details**. **Balance $0.00**

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. Admin keeps track of membership lists, sends out reminders and supports the chair with other duties as required.
Budget Allocated (As of April 1, 2025)	**Total: $1000.00** $1000.00 – Administrative Support
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	**Completed** Administrative Support was paid for their time and service. Total cost $1000.00
Key Outcomes	HSJCC Windsor Essex received admin support throughout the work plan.
Budget Used by March 31, 2026	**Total: $1000.00** -$1000.00 - Administration Support for Local HSJCC – (Invoice #1: Nov. 12, 2025) **Balance: $0.00**

General Information for Activity III.	
Description	Mental Health / Addiction /Justice Printing for Training and information purposes.
Objectives and Key Deliverables	2025-256 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, 2025	**Total: $500.00** $500.00 – Updating Criminal Justice System Booklet; Publish as a digital online resource.
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	**Delayed**
Key Outcomes	Continued work is required to complete this outlined activity. Further updating required to ensure all information utilized is up to date followed by the creation of the digital online format. Unable to complete review of documentation required to update current Justice System booklet in time for this workplan. Although this process has begun, additional updates are required to ensure the most up to date information is being utilized. We were not able to fully complete and have ready for launch prior to the end of this work plan.
Budget Used by March 31, 2026	Total: $500.00 500.00 of activity budget reallocated to purchase Transit Windsor Bus Cards, Walmart Gift Cards and cover overspend in activity IV. **See Activity IV for details.** **Balance $0.00**

General Information for Activity IV.	
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.
Budget Allocated (As of April 1, 2025)	**Total: $800.00** $400.00 – Transit Windsor Bus Passes $400.00 – Dollar Store Gift Cards
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	**Completed**
Key Outcomes	We were able to purchase gift cards that were used to support individuals accessing both court services and those released from custody who were and are currently reintegrating back into the Windsor-Essex County community. With the initial Activity Budget of $800.00 the following was purchased and utilized: • Transit Windsor Bus Cards (2 rides) - 53 units • Dollar store gift cards (10.00/card) - 40 units Due to the Court Support and Release from Custody teams' location and presence throughout the Windsor-Essex County community; Additional funds were received through the reallocation of other workplan activity budgets. Goal: To ensure we as a community maximize the number of people through HSJCC funding. Supporting community reintegration, transportation access for needed service appointments, clothing and hygiene items. Walmart and Value Village gift cards, additional bus cards, and hygiene items were purchased to be provided to those individuals who are connected to Court Support or RFC programs. Due the strong partnerships between community partners and programs, purchased items will also reach individuals who access the MOST Van and Shelter programs in the Windsor Essex area.
Budget Used by March 31, 2026	Total: $800.00 $400.15 - Bus Cards (Invoice #1 Nov. 12, 2025) $400.00 – Dollar Store Gift Cards - (Invoice #3 Dec. 5, 2025)

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	Balance -$0.15
	This activity received additional budget of 2205.78
	$294.92 Reallocated from Activity I
	$500.00 Reallocated from Activity III
	$1.05 Reallocated from Activity V
	$10.50 Reallocated from Activity VI
	$1.27 Reallocated from Activity VII
	$318.04 - Reallocated from Activity VIII
	$1080.00 - Reallocated from IX
	
	Reallocation Purchase Breakdown
	
	291.29 (Activity I) - Hygiene Products (Invoice #8 Feb 22/26)
	• Bar Soap (4pk) – 4 units
	• Feminine Hygiene Products
	  ○ Tampons (1 box) – 7 units
	  ○ Sanitary Napkins (1pkg) – 8 units
	• Toothpaste (1box) – 26 units
	• Toothbrush (2pack) – 28 units
	• Antiperspirant – Women's - 12 units
	• Antiperspirant – Men's – 15 units
	• Shampoo & Conditioner – 20 units
	
	335.00 – Walmart Gift Cards (Invoice #15 March 2, 2026)
	• 1 card @ $15.00
	• 16cards @ $20.00
	
	Activity Budget breakdown for Walmart purchase
	$3.63 (Activity I)
	$0.51 (Activity III)
	$1.05 (Activity V)
	$10.50 (Activity VI)
	$1.27 (Activity VII)
	$318.04 (Activity VIII)
	
	1080.00 (Activity IX) -Value Village Cards (Invoice #16 Mar. 5/26)
	• 54 Value Village gift cards @ 20.00
	
	499.20 (Activity III) - Bus Cards (Invoice #12 – March 2, 2026)
	• 85 Transit Windsor Bus Cards (2 rides each)
	
	0.15 (Activity III) - Cover overspend of budget in activity IV
	
	Balance: $0.14

General Information for Activity V.	
Description	**DTM**
Objectives and Key Deliverables	The United Church Downtown Mission of Windsor (The Downtown Mission or DTM) 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.
Budget Allocated (As of April 1, 2025)	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. • 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. • Bus Passes to allow Clients to go to medical/legal appointments. • Mattresses to have enough on hand to provide shelter to the increasing number of individuals coming to the Mission each day and night.
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	**Completed**
Key Outcomes	With support of HSJCC funds the Downtown Mission was able to purchase the following items for community members experiencing homelessness who are accessing shelter and services at their location. • Dormitory Foam Mattresses – 10 units • Men's Underwear (50 pack) - Boxer Briefs Multipack – 1 unit • Women's Underwear (50 pack) - Briefs Multipack – 1 unit
Budget Used by March 31, 2026	Total: $2500.00 $2016.95 Mattresses (x10) – (Invoice #5: Feb 10/26) $482.00 Under garments male and female – (Invoice #10: Feb 24/26) Remaining funds of this activity budget ($1.05) was reallocated to purchase Walmart gift cards. **See Activity IV for details.** **Balance = 0.00**

General Information for Activity VI.	
Description	The Homelessness and Housing Help Hub known as the H4 Day Program, is a wrap-around social service that supports individuals experiencing 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; fourteen (14) Community partners in total. 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 John Howard Society, as well as Release from Custody staff from CMHA. The core of the program is addressing individuals' basic needs while the appropriate supports are provided and/or put into place. New to the program this year is the provision of Shower Services and a recent extension to the operational hours to include a midnight shift, offering services around the clock, 7 days/week. This extension to the service hours has once again coincided with a consistent surge in attendance, with H4 now accommodating an average of 255 visits per day. Among the crucial services provided is access to clothing and toiletries, however, the clothing program and provision of toiletries relies solely on donations from the community which at times leads to shortages of basic clothing/toiletries such as underwear, socks, deodorant, shampoo, body wash, razors, etc., for our program participants. Given these shortages, the H4 Program is seeking a grant of $2,568.68 from the HSJCC to enhance the availability of clothing & toiletry items to those actively involved in our program. Below is a detailed breakdown of how these funds would be allocated.
Objectives and Key Deliverables	To purchase women and men's undergarments, socks, deodorant, shampoo/conditioner kits, refillable bottles, and razors. These hygiene products will be used to support those connected to the justice system who are experiencing homeless that are accessing services at H4.
Budget Allocated (As of April 1, 2025)	**Total: $2568.68** $1200.00 - Clothing Items $1368.68 - Hygiene items
Status Update as of March 31, 2026	**Completed**

(Completed, Delayed, On Hold)	
Key Outcomes	With the support of HSJCC funds The Homelessness and Housing Help Hub was to purchase those items assessed as high need/most required to support individuals who utilize/access services provided within the program. • Men's 4 pack Boxer Briefs, Size Large - 25 units • Men' s 4 pack Boxer Briefs, Medium – 25 units • Nix Multi Pack (2 treatments) Creme Rinse with Nit Removal Comb - Lice Treatment – 80 units
Budget Used by March 31, 2026	$1185.00 – Men's undergarments - (Invoice #1: Nov.12/26) $ 1373.18 - Lice shampoo treatments x80 units - (Invoice #7: Feb.13/26) Remaining funds of this activity budget ($10.50) was reallocated to purchase Walmart gift cards. **See Activity IV for details.** **Balance: $0.00**

General Information for Activity VII.	
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
Budget Allocated (As of April 1, 2025)	Total: $2500.00 $1500.00 - Underwear, socks, and warm weather clothing items $500.00 - Personal items (toothpaste, toothbrushes, deodorant, etc.) $500.00 – Transit Windsor Bus Passes
Status Update as of March 31, 2026	**Completed**

(Completed, Delayed, On Hold)	
Key Outcomes	While providing short term accommodation to unhoused individuals experiencing a mental health and/or addiction crisis connected to the justice system or who have come into contact with the police. The safe beds program was able to provide: • Transportation (through bus cards) for social service, medical and probation and parole appointments. (85 Transit Cards – 2 rides each) • Thermal socks (48 packs of 3) • Winter gloves (72 pairs) • Hand warmers (8 packages of 10) • Rain Ponchos (72) • Slippers (24 pairs) • Hygiene products (mini Vaseline- 48, Toothbrush-48, Razors 36 pkgs of 10)
Budget Used by March 31, 2026	$1954.73 – Winter & Rain gear, slippers and hygiene products (Invoice #1: Dec.30/25) $544.00 – Transit Windsor Bus Cards (Invoice #11: Mar. 2/26) Remaining funds of this activity budget ($1.27) was reallocated to purchase Walmart gift cards. **See Activity IV for details.** **Budget: 0.00**

General Information for Activity VIII.	
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, 2025)	Total: 2500.00 $1000.00 – Reusable grocery bags $1000.00 – Transit Windsor bus passes $500.00 – Tim Hortons gift cards
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	**Completed**
Key Outcomes	The MOST van continues to be deployed Monday-Friday 5pm-9pm connecting with individuals experiencing homelessness in the Windsor Essex area. As of Feb 2025, the MOST van was able to increase their hours to include Sat and Sun outreach services through to the end of the fiscal year. The MOST Van outreach team has been activity providing reusable bags to individuals with personal care items, providing bus card to support access to medical and mental health services as needed. Additionally, to address food insecurity the team distributes purchased Tim Horton cards consistently. The MOST Van was able to provide 420 – Reusable bags 80 Transit Windsor Bus Cards (2 rides each) 100 Tim Hortons gift cards @ $5.00 each
Budget Used by March 31, 2026	Total: $2500.00 $1181.96 – Reusable giftbags (Invoice #9 February 24, 2025) $500.00 – Transit Windsor Bus Passes (invoice #13 March 2, 2026) $500.00 – Tim Horton's Gift Cards (Invoice#14 March 2, 2026) Remaining funds of this activity budget ($318.04) was reallocated to purchase Walmart gift cards. **See Activity IV for details.** **Budget: 0.00**

General Information for Activity IX.	
Description	The goal is to encourage and obtain individuals with lived experience to attend and add feedback to the Windsor HSJCC meetings. The membership committee will continue to work with its members to reach out and encourage membership by those with lived experience.
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, 2025)	**Total request: 1580.00** **Total (approved): 1080.00** 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 1 @ 100 100.00
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	**Delayed** Despite attempts to engage individuals in participating in the HSJCC meetings were not successful in obtaining any applicates.
Key Outcomes	Windsor-Essex local HSJCC committee was unable to engage individuals with lived experience to join the committee for the 2025-2026 work plan. The member engagement team will reconvene and look at other potential strategies to engage for this next fiscal year.
Budget Used by March 31, 2026	Total: $1080.00 1080.00 of activity budget reallocated to purchase Value Village gift cards. **See Activity IV for details.** **Balance $0.00**

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Additional Chart Below:

Program	Approved Funds	Amount spent	Remaining	Amount spent	Amount Spent	Amount Spent	Remaining
Lunch and Learns	500.00	205.08	294.92	291.29 (Hyg. RFC/Court)	3.63 Walmart		0.00
MOST	2500.00	1181.96	1318.04	500.00 (Tims) 500.00 (bus)	318.04 Walmart		0.00
DTM	2500.00	2016.95	483.05	482.00	1.05 Walmart		0.00
Safe Beds	2500.00	1954.73	545.27	544.00 (Bus)	1.27 Walmart		0.00
Member Engagement	1080.00	1080.00 Value village					0.00
H4	2568.68	1185.00	1383.68	-1373.18 (lice)	10.50 Walmart		0.00
Printing Publications	500.00			499.20 (RFC Bus)	.51 Walmart	.15 CS/RFC	.14
Admin Support	1000.00	1000.00	0.00				0.00
Court /RFC	800.00	800.15	-.15	+0.15 (printing)			0.00