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**

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: $15748.68

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)	**500.00**
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2026	

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)	**1000.00**
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2026	

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	**$500**
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	

Budget Used by March 31, 2026	

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)	**$800**
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2026	

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)**	**Total request: $2,500**
Key Outcomes	
Budget Used by March 31, 2026	

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 purchased women and men's undergarments, socks, deodorant, shampoo/conditioner kits, refillable bottles, and razors. These hygiene products will be used to support those justice and homeless that are accessing services at H4.
Budget Allocated (As of April 1, 2025)	**2568.68**
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2026	

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 - $500
Budget Allocated (As of April 1, 2025)	Total Request – 2500$
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2026	

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- $500
Budget Allocated (As of April 1, 2025)	Total Request – 2500$
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2026	

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)	**4 participants attending the HSJCC larger meetings 560.00** **2 members attending subcommittee 420.00**

	Estimate 100 each for training or research time **100.00** **Total request 1080.00**
Status Update as of March 31, 2026 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2026	

…Add additional charts as need.