HSJCC Network Reporting Template

2026-2027

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	**Melissa Bachalo** **Assistant Crown Attorney** **melissa.bachalo@ontario.ca** **519-253-1104** **Jessica Grbevski** **Criminal Defence Lawyer** **jessica@grbevskilaw.com** **519 818 8012** **Dana St Jean (CMHA Chair)** **dstjean@cmha-wecb.on.ca** **519-255-9940 x 113**
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** **Dana St. Jean, Local Chair**
Total # of Funds Received from Regional Health Office	**$13,948.68**

HSJCC
Human Services & Justice Coordinating Committee

List of Key Activities & Initiatives

I. Lunch & Learn – $300

II. Administrative – $1000

III. Printing - $500

IV. Court Support and Release From Custody – $1000

V. Downtown Mission – $2500

VI. Homelessness Hub Windsor (H4) $2568.68

VII. Safe Beds – $2500

VIII. MOST Van– $2500

VIIII. Member engagement – $1080

General Information for Activity I.	
Description	***Education and Training*** Focused Panel Discussions designed to provide education and increase knowledge of local justice service providers. We were able to conduct 4 virtual Lunch & Learn sessions within our last workplan. Our local plans to conduct at least 3 Lunch & Learns for our community again, with our hope being to conduct at least 1 session via in person. We also require the purchase of a zoom account for this fiscal year. 2025 cost was 242.84, 2026 cost 205.08. Our current account will expire in Feb. 2027 therefore we will need to renew for another year at the end of this workplan.
Objectives and Key Deliverables	The Lunch & Learn Subcommittee will identify topics and arrange for 3 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. Lunch and Learn Planning Session 1 • Mode: TBD • Theme – to be determined Session 2 • Mode – Virtual • Theme: I-EDIAA • Tittle: **"Building Bridges, Not Barriers**: Fostering Cultural Humility in Community Outreach and Justice Work" Session 3 • Mode: TBD • Theme – to be determined

Budget Allocated (As of April 1, 2026)	**Total: 300.00**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity II.	
Description	***Administrative*** Administrative Support for Local HSJCC CMHA-WECB provides an Administrative Support staff to the local committee. The administrator attends all the HSJCC committee and sub committee meetings. The administrative support will continue to take minutes, send communication to members and keep the master participation list of members of all the HSJCC committees for the Windsor Region.
Objectives and Key Deliverables	Ensure meeting minutes are collected and stored in a data base system that is easily accessible by the Chair. Admin keeps track of and updates membership lists, sends out reminders and supports the chair with other duties as required. Administration will also reach out individuals on current HSJCC membership list, confirming membership, current position and program/service.
Budget Allocated (As of April 1, 2026)	**Total: 1000.00**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity III.	
Description	***Education & Training*** "Navigating the Criminal Justice System" printed and online resource This public resource will be updated and disseminated to support the understanding of Mental Health, Addiction and Justice programing for those working with those connected to or have recent contact with the justice system. This resource will be used for training and information sharing purposes.
Objectives and Key Deliverables	2026-2027 plan is to update the booklet "Navigating the Criminal Justice System" which was created in 2008. This Booklet will be reprinted with up-to-date information and also created in digital format so community partners and members can access as an online resource.
Budget Allocated (As of April 1, 2026	**Total: 500.00**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity IV. Client Services	
Description	***Client Services – Court Support & Release From Custody*** 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 provincial detention centers back into the community homeless. Additionally, these individuals often experience a gap in service between the time they are released to the time they have established income supports. During this gap individuals are at risk of food scarcity and decreased physical and/or mental health concerns.

	Court support workers find that at times clients are at court for many hours 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, basic need item and transportation gift cards to provide individuals upon release from custody. Gift cards will be distributed amongst both court support workers and Release from Custody workers. • Transit Windsor Bus Cards – 400.00 • Tim Hortons Gift Cards – 300.00 • Dollar Store/Value Village or Goodwill Store - 300.00
Budget Allocated (As of April 1, 2026)	**Total: 1000.00**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity V.	
Description	***Client Services - Downtown Mission*** 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 need items, connect them to community support services when applicable in the community. Services include those with focus on physical and mental health, legal support, housing etc. Additionally, they provide in-person support through rapport building to and connection to any individual who presents. In addition to supports listed above Staff and Volunteers at the DTM work to meet an individual's current needs in the moment, supporting survival 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. - $500.00 • 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. $500.00 • Bus Passes to allow Clients to go to medical/legal appointments. - $500.00 • Mattresses to have enough on hand to provide shelter to the increasing number of individuals coming to the Mission each day and night. – $1000.00
Budget Allocated (As of April 1, 2026)	**Total: 2500.00**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity VI.	
Description	***Client Services - Homelessness and Housing Hub (H4)*** 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 from the HSJCC to enhance the availability of clothing & toiletry items to those actively involved in our program.
Objectives and Key Deliverables	Below is a detailed breakdown of how funds will be allocated. These products will be used to support those experiencing homelessness who are accessing services at H4. who had or having contact with justice system/police, those experiencing homeless and accessing services at H4. • Women and Men's undergarments and socks - $1000.00 • Refillable bottles – $284.34 • Hygiene products including deodorant, shampoo/conditioner kits, razors – $1000.00 • Dental hygiene products – $284.34
Budget Allocated (As of April 1, 2026)	**Total $2568.68**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity VII.	
Description	***Client Services – Safe Beds*** 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: • Underwear, socks, and warm weather clothing items - $1500 • Personal need items - $500 • Transit Windsor Bus Passes - $500
Budget Allocated (As of April 1, 2026)	**$2000.00**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity VIII.	
Description	***Client Services – MOST Van*** Homelessness in Windsor Essex is a significant and growing problem. The HSJCC local is requesting funding to purchase care backpacks and gift cards for emergency meals and transportation for those who access 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 scarce 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 The MOST Van encounters are of the most in need in our community.
Objectives and Key Deliverables	To assist us with our mission the following resources would be welcomed by the team and those who are in need: Tim Horton gift cards – $500.00 Transit Windsor Bus Cards – $700.00 Care Backpacks: $1200.00
Budget Allocated (As of April 1, 2026)	**Total: $2500.00**
Status Update as of March 31, 2027 **(Completed, Delayed, On Hold)**	
Key Outcomes	
Budget Used by March 31, 2027	

General Information for Activity VIIII.	
Description	***Member Engagement*** 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 meetings as well potentially 1 of our local's sub committees to offer insight and support from the lens of an individual with a lived experience. We are proposing to pay the individual $35.00/ hr. • HSJCC committee meeting - 4 per year = $140/person • HSJCC subcommittee meeting – 6 per year = $210/person • Education opportunities and/or Time to research. 100.00/participant (estimate)
Budget Allocated (As of April 1, 2026)	**Total: 1080.00** 4 participants attending HSJCC larger meetings. 560.00 2 members attending subcommittee meetings – 420.00 1 member completing training or research - $100.00
Status Update as of March 31, 2027	

(Completed, Delayed, On Hold)	
Key Outcomes	
Budget Used by March 31, 2027	

…Add additional charts as need.