

HSJCC MEETING

Minutes

Date: June 11, 2019	Time: 1:00 pm – 2:00 pm	Location: Newmarket Courts 50 Eagle Street, Newmarket - Crown Boardroom
Present: Arpa Azmila, Ashley Dunn, Crystal Kukucska, Dafna Freisinger, His Worship Douglas Clark, Kelly Cetnarski, Melisa Montemurro (Chair), Michelle Charney, Norra Akhavan, Tricia Samaroo (Co-Chair), Vikki Harris, Vicky Simos, Vibhuti Mehra, Carol Lever, Marilyn Williams (Minute taker)		
Regrets: Betty Dykstra, Cathy Halovanic, Deanna Sun, Diana Filici, Jason McIlveen,		

AGENDA ITEM	DISCUSSION	ACTION/ FOLLOW UP
1. Review and approval of agenda	1.1 Motion to approve.	Kelly motion to approve agenda, seconded by Vikki H.
2. Review and approval of minutes from last meeting.	2.1 Motion to approve minutes from May 14, 2019.	Crystal motion to approve minutes of March 12, 2019 approved, seconded by Kelly.
3. Updating of website.	<p>3.1 Membership update – membership list has been updated since last meeting and has been circulated to the Committee and to Candace to update website.</p> <p>3.2 Terms of Reference - 2014 version is the most recent Terms of Reference. They were to be revised in 2016, but this did not occur.</p> <p>3.3 Sub-committee to meet July 23, 2019 The sub-committee (Tricia, Melisa and Kelly) are in the process of updating/revising the terms of reference in accordance with discussion at last meeting.</p>	<p>Minutes from Jan – June 2019 and Work Plan to be sent to Candace by Marilyn to upload to the Website.</p> <p>Sub-committee to email committee members with draft version of updated terms of reference in advance of next meeting so that they can be approved.</p>

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3. Update of website (cont'd)	3.4 Election for Chair/Co-Chair are set in the current term of reference to take place bi-annually, (every other year) this has not been happening.	Committee to discuss process for election of Chair and Co-Chair at next meeting including when to hold election and issue of who is to step in in an emergency.
4. HSJCC Budget 2019/20 update from last meeting. (Carol)	<p>4.1 No change in Budget since last month's meeting. Next update after lunch & learn mapped to work plan. \$2,000 set aside for four lunch & learns in this fiscal period (which runs until April 2020).</p> <p>4.2 No invoice has been received for property. There is still money allocated in the budget for this.</p>	
5. Update of funds from 2018 Conference since last meeting. (Carol/Crystal)	5.1 Carol was successful getting money back from Eventbrite. For future we can move to E-tapestry or use a debit/visa machine.	Committee to ask Betty about what her preference is for collecting fees from attendants at lunch and learns at next meeting.
6. Completion of Annual Report (Carol)	6.1 Annual report was due June 1 st , 2019. It was submitted on time.	
7. Lunch & Learn Update	<p>7.1 Lunch & Learn, set for June 1, 2019 on Hate Motivated Crime.</p> <p>7.2 Carol sent Vicky S. the draft evaluation form. The forms have been completed. They will be available for each attendee to rate the course.</p>	<p>Good to go – many have volunteered Marilyn to attend to help with registration and will also stay back for cleanup. Crystal to look after gift</p> <p>Marilyn to bring evaluation forms to Lunch and Learn and hand out. Later collect and give to Vicky S.</p>

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7. Lunch & Learn Update (cont'd)	7.3 Next Lunch & Learn, Oct. 16 or 17 th . Topic will be Developmental Disability and ABI. We need one more Lunch & Learn for 4 th topic, must be done before end of fiscal year.	Confirm with Cathy (speaker) and Betty to secure date on next lunch and learn for October 2019. Vicky S. to provide Bio.
8. Update on property retrieval in terms of additional locations mentioned at last meeting.	8.1 John Howard Society of York will use their Markham office in addition to the CMHA and ASYR offices currently getting property delivered to their locations.	Crystal, Vikki H and Tricia will be connecting to implement this.
9. Information on BMHS program (Jason)	9.1 We need an update from Jason.	To be discussed at next meeting given Jason was not able to attend this meeting.
10. Information on HSJCC Provincial meeting held on May 21, 2019 (Tricia)	<p>10.1 Tricia attended the May 21, 2019 meeting and updated the Committee on what transpired. Committee advised that Minutes are on Provincial Website for all to review.</p> <p>10.2 The Provincial HSJCC is looking for a new member to join their Communication and Exchange Committee. They take care of the website, newsletter etc.</p> <p>10.3 Conference hotel link is now on web. Tricia has the sponsorship exhibitor package. Next meeting Sept. 17th</p> <p>10.4 It was noted that Budget for HSJCC will not be touched.</p>	<p>If anyone wants to join they should let Tricia know.</p> <p>Tricia will attend next meeting as Melisa cannot attend.</p>

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<p>11.Other Items</p>	<p>11.1 CMHA is working with a consultant to develop groups for family/caregivers whose loved one is involved in the justice system. The groups will be delivered in the Fall. They will include information and self-care, and are open to anyone (not just family/caregivers of CMHA clients).</p> <p>11.2 Opioid response workgroup would like an update as how we handle Opioids in an effort to reduce the harm. We don't have anything to provide at this time.</p>	<p>Arpa to connect and bring back update.</p>
<p>12 Next Meeting - September 10, 2019 13 October 8, 2019 14 November 12, 2019 15 December 10, 2019</p> <p>16 Adjourn till Sept 10, 2019</p>	<p>16.1 Motion to adjourn by Vikki H. seconded Vicky S.</p>	