

## HSJCC MEETING

<b>Date:</b> October 8, 2019	<b>Time:</b> 1:00 pm – 2:00 pm	<b>Location:</b> Newmarket Court 50 Eagle Street, Newmarket, ON
<b>Present:</b> Melisa Montemurro (Chair), Tricia Samaroo (Co -Chair), Kyle Adams, Jun Maranan, Jason McIlveen, Dafna Freisinger, Cathy Halovanic, Vikki Harris, Pam Andrews, Michele Charney, Arpa Azmila, Crystal Kukucska, His Worship Douglas Clark, Kelly Cetnarski, Vicky Simos, Vibhuti Mehra, Nicole DeAgazio (Minute taker)		
<b>Regrets:</b> Ashley Dunn, Betty Dykstra, Brad Reynolds, Deanna Sun, Diana Filici, Ian Mason, Jennifer Clayson, Noora Akhavan, Sarah Cesaroni, Courtney Toner		

AGENDA ITEM	DISCUSSION	ACTION/ FOLLOW UP
1. Review and approval of agenda	<b>1.1 Motion to approve.</b>	Vikki motion to approve agenda. Seconded by Kelly. All in favour.
2. Review and approval of minutes from last meeting – September 20, 2019	<b>2.1 Motion to approve minutes from September 10, 2019.</b>	Kelly motion to approve minutes of September 10, 2019 approved. Seconded by Crystal. All in favour.
3. Collection of Fees	<b>3.1 Update on E-Tapestry led by Jun:</b> Jun discussed change in registration process using E-Tapestry.	Jun to follow up re: use of E-tapestry for future Lunch and Learn registration.
4. Provincial Conference	<b>4.1 P-HSJCC Fund Allocation for overage charges led by Jun -</b> Budget for conference will cover registration for participants. Extra funds still available.	Jun to confirm if we can carry over to next fiscal year.  Extend the invite for conference registration to other committee members for registration only. Tricia to send communication to committee on first come first served basis for selection.
5. Vision Statement	<b>5.1 Discussion led by Tricia -</b> Summary of Vision Statement was presented to committee.	Committee decided unanimously not to have a vision statement.

AGENDA ITEM	DISCUSSION	ACTION/ FOLLOW UP
6. P-HSJCC Meeting Update	<b>6.1 Discussion led by Tricia</b> - Developing forum to improve communication for chairs, co-chairs and admin.	Tricia to provide more updates on forum when obtained.
7. Property Retrieval	<b>7.1 Update from Crystal, Vikki H. and Tricia</b> - New form for property retrieval has been created with the addition of John Howard Society of York Region as a confirmed property retrieval agency. Form now includes a consent form.	Time limit for holding property to be added to form.  Form will be shared in Google Documents to share communication with different agencies.
8. Lunch and Learn	<p><b>8.1 Discussion re: October 16<sup>th</sup> lunch and learn</b> – Miscommunication re: 3<sup>rd</sup> Lunch and Learn and as a result, it will not be happening on planned date of October 16<sup>th</sup>.</p> <p><b>8.2 Collection of fees</b> – Use E Tapestry.</p> <p><b>8.3 Lunch and Learn # 4</b> – Discussion re: topic for the 4<sup>th</sup> lunch and learn for this fiscal period.</p>	<p>Vicky Simos to email Betty to try to reschedule for December 2019.</p> <p>Jun to set up E-Tapestry.</p> <p>All in favour of YR Opioid Action Plan topic for 4<sup>th</sup> lunch and learn. Action Plan team happy to come in to cover topic in lunch and learn. Melisa to reach out to Betty to arrange a date for this fourth lunch and learn which must take place before the end of the fiscal year (March 31, 2020).</p>
9. Opioid Response Workgroup	<b>9.1 Update from Arpa</b> - Brief update was provided.	Arpa to update committee again at next meeting.

AGENDA ITEM	DISCUSSION	ACTION/ FOLLOW UP
10. PWLE	<p><b>10.1 Update from Tricia since last meeting</b>            - Consulted with Provincial committee, never fully got a chance to discuss PWLE with other committees. PWLE criteria not in P-HSJCC's TOR. Action items from last P-HSJCC meeting included discussion of PWLE.</p>	Tricia to provide an update after next P-HSJCC meeting.
11. Other Items	<p><b>11.1 Conference</b> – Committee will need to start planning our HSJCC conference for 2020. We may be able to use extra funds from 2019 committee budget for the 2020 Conference.</p> <p>Possible topics discussed for conference:            Alcohol/Cannabis use in York Region.</p> <p>Conference planning sub-committee formed:            Kelly, Jason, Vikki, Dafna, Jun, Kyle, Michele</p>	<p>To pick date and location for conference and to confirm theme and then determine who speakers will be.</p> <p>First sub-committee meeting scheduled for Nov 14<sup>th</sup> and they will update committee at next committee meeting thereafter.</p>
12. Next Meeting – November 12, 2019	<p><b>12.1</b> Motion to Adjourn by: Kelly  <b>12.2</b> Seconded by: Crystal  <b>12.3</b>All in favour.</p>	