

HSJCC MEETING

Date: September 10, 2019	Time: 1:00 pm – 2:00 pm	Location: Newmarket Courts 50 Eagle Street, Newmarket, ON – Crown Boardroom
Present: Tricia Samaroo (Co Chair), Melisa Montemurro (Chair) (Telephone) Dafna Freisinger(Telephone), Kelly Cetnarski ,Carol Lever, Jason McIlveen, His Worship Douglas Clark, Vicky Simos, Ashley Dunn, Cathy Halovanic, Deanna Sun, Marilyn Williams, Pam Andrews, Vicky Harris, Vibhuti Mehra, Sarah Cesaroni, Nicole DeAgazio (Minute Taker)		
Regrets: Michele Charney, Arpa Azmila, Jun Maranan, Crystal Kukucska, Noora Akhavan, Betty Dyksrtra, Diana Filici, Gordon Evans		

AGENDA ITEM	DISCUSSION	ACTION/ FOLLOW UP
1. Review and approval of agenda	1.1 Motion to approve.	Kelly motion to approve agenda, seconded by Ashley. All in favour.
2. Review and approval of minutes from June 11, 2019 meeting	2.1 Motion to approve minutes from June 11, 2019.	Kelly motion to approve minutes of June 11, 2019 approved, seconded by Cathy. All in favour.
3. Terms of Reference	3.1 Draft Terms of Reference prepared by sub-committee and emailed to committee.	<ul style="list-style-type: none"> • Unanimous agreement to two-year term for Chair/Co-Chair positions. • Unanimous agreement to hold election at the end of the fiscal year. • Unanimous agreement to forward to the committee any ToR revisions for consideration three months prior to the review period. • All changes will be made to the draft ToR. • Unanimous approval of ToR with amendments.
4. Elections	4.1 Date for election to replace Interim Chair/Co-Chair.	Date to replace Chair/ Co-Chair to coincide with next fiscal year April 1, 2020. Carol moves to hold an election to elect new chair/co-chair to April 2020. All members agreed.

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5. Collection of Fees	5.1 Collection of fees for lunch and learns (with input from Betty)	CMHA Finance suggests that we limit number of people handling money, to minimize risk and facilitate reconciliation. If possible, register online and or in person cash to CMHA Finance person. Carol to discuss with Betty over the phone and send out recommendations to committee. CMHA to set up e-tapestry for on-line registrations.
6. Lunch and Learn Update 6. Lunch and Learn Update – cont’d.	<p>6.1 Results from June 1st lunch and learn evaluation form from Vicky S.</p> <p>6.2 Discussion whether to continue using evaluation forms given results from last session.</p> <p>6.3 Organization of October lunch and learn.</p> <p>6.4 Fourth lunch and learn to be organized prior to end of fiscal year – need topic, speaker(s), date etc.</p>	<p>Evaluation results from June 1st were shared by Vicky S.</p> <p>Evaluation will continue since they have to be reported to the Provincial HSJCC at year end. Raw data to be shredded post-analysis.</p> <p>Developmental Disability and ABI next topic of lunch and learn. Have checklist available for next meeting. Cathy and Vicky S. to send material to Betty prior to lunch and learn.</p> <p>Feedback from last set up: lots of help; difficult to set up chairs for actual presentation since it's more of a drop-in type of experience. Too much food last time, difficult to gauge because of last minute drop-ins.</p> <p>Topic for last lunch and learn of this fiscal year: Opioid Action plan from York Region Public Health. Vibhuti to connect with York Region Public Health to see if someone would be available to present. February or March possible dates. If York Region not available decision can be made at next meeting for another topic.</p>

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7. Property Retrieval	7.1 Update from Crystal, Vikki H. and Tricia.	Defer to October 2019 meeting. Trish & Vicki will meet to discuss. Bail Program will continue to support their clients with property retrieval.
8. BMHS Program	8.1 Update from Jason	Brief Mental Health Screener is used by YRP. 2000 encounters since introduction; showing some success but still have not reduced wait time in hospital. Jason has been working with Provincial HJSCC on transfer of care agreement. The goal is to have one standard agreement for the province. Jason has also been tasked with development of Community Safety Plan by January 2020. Will identify gaps in services for people in crisis.
9. Opioid Response Workgroup	9.1 Update from Arpa	Defer to October 2019 meeting.
10. August 14th Webinar	10.1 Update from Tricia	Anyone interested in viewing webinar to contact Tricia, she will send link. Webinar included highlights of HJSCC activities in the last few years. Best practices i.e.) revising vision statement, rotating co-chairs. Some of the past presentations have been shared via provincial website. For consideration in our 2020/2021 workplan.

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<p>11. Kerry's Place Autism Services</p> <p>12. Membership Update</p>	<p>11.1 Goals/projects – Dafna</p> <p>12.1 Newest member Jun Maranan, Director of Services, CMHA</p> <p>12.2 Kinark Child and Family Services and South Simcoe Police</p>	<p>Dafna working on project to identify gap in adult autism level one and legal system. Would like to partner with other agencies to provide support for these individuals. Anyone interested in assisting contact Dafna via email. Dafna to send out details of project. Jason to share an article about Police in the US interacting with individuals with autism.</p> <p>Jun Maranan, newest Director of Services at CMHA. Jun has a wide portfolio including Youth, Court and Clinical Therapy. Carol provided information about the Family Group beginning in November at CMHA. Carol to send out soft copy to group.</p> <p>South Simcoe Police want to join with rotation staff. Agreement to allow.</p> <p>Noora, Duty Counsel from Bradford Courthouse is joining</p>
<p>13. Subsidies Available for PWLE to attend 2019 HSJCC Conference</p>	<p>13.1 Nominations for Subsidy to attend the Provincial HSJCC</p>	<p>We do not have a designated spot for person with lived experience on committee. It's something committee should consider. We would have to include it in the Terms of Reference. At this point we only have agency members. For further discussion. Trish will connect with Candace.</p>

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		<p>Subsidy for Provincial HSJCC conference for our members is included in the workplan & budget for this year. Maximum \$2000 available.</p> <p>At this point the Committee has approved registration for Kelly, Trish, & Michelle. Surplus may be used for travel & accommodation. Please advise Carol Lever of any needs including approximate cost.</p> <p>Once approved, member to pay directly and submit receipts to Carol Lever for payment.</p>
14. Other Items	Cathy V Going to Provincial meeting about representation of brain injury on committee. Goal to make it consistent across the Province.	
15. Next Meeting – October 8, 2019	15.1 Motion to adjourn by Kelly, seconded by Vibhuti. All in favour.	