

**HSJCC MEETING  
DRAFT**

<b>Date:</b> May 14, 2019	<b>Time:</b> 1:00 pm – 2:00 pm	<b>Location:</b> Newmarket Courts 50 Eagle Street, Newmarket, ON
<b>Present:</b> Melisa Montemurro (Co-Chair), Tricia Samaroo (Co-Chair), Carol Lever, Cathy Halovanic, Crystal Kukucska, Diana Filici, Kelly Cetnarski, Marilyn Williams (Minute Taker) Michele Charney, Pam Andrews, Vikki Harris, Vicky Simos (Dial In)		
<b>Regrets:</b> Ashley Dunn, Betty Dykstra, Dafna Freisinger, Deanna Sun, Gordon Evans, Jason McIlveen, Jennifer Clayson, Courtney Toner (Mat. Leave)		

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION/ FOLLOW UP</b>
<b>1.</b> Review and approval of agenda	<b>1.1</b> Motion to approve.	Kelly motion to approve agenda seconded by Vikki H.
<b>2.</b> Review and approval of minutes from last meeting	<b>2.1</b> Discuss upcoming meeting dates, may not be suitable.  <b>2.2</b> Motion to approve minutes from March 12, 2019 meeting.	Will re-visit upcoming meeting dates.  Crystal motion to approve minutes of Mach 12, 2019 meeting. Seconded by Kelly.
<b>3.</b> Intro/Role Identification by all Members	<b>3.1</b> Distribution list of members and their agencies.  <b>3.2</b> Dafna Freisinger, Kerry's Place and Pam Andrews, Bail Program are newest members.	Marilyn to prepare and distribute list to members.  Marilyn to add new members to list.
<b>4.</b> Membership/Meeting logistics	<b>4.1</b> As membership is growing current space is becoming too small. We should look into booking the Crown Boardroom downstairs.	Melisa will book future meetings in the Crown Boardroom, located downstairs at the Court House.
<b>5.</b> Updating of Website	<b>5.1</b> Membership and Terms of Reference. 2014 Terms of Reference still outstanding.	Carol will ask Candice how to update website. Carol to send out 2014 Terms of Reference. Kelly to look for 2016 Terms of Reference and send out if they are located.

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5. Updating of Website cont'd	<p><b>5.2</b> Sub-committee has been set up, volunteers are Tricia, Melisa and Kelly.</p> <p><b>5.3</b> JP Representation on the Committee. His Worship Doug Clark will be joining.</p>	Tricia, Melisa and Kelly to review and update Terms of Reference to send to Board. Deadline date September 1, 2019.
6. HSJCC Budget 2019/20	<b>6.1</b> Carol reviewed Budget with Committee.	Carol will provide a copy of budget to group. All Invoices to come directly to CMHA for payment.
7. Update on funds from 2018 Conference	<p><b>7.1</b> We need to know how much money is still outstanding from Eventbrite. In future we will use eTrapestry, much more reliable.</p>	Crystal to show Carol how to log into Eventbrite and see what is outstanding. Going forward Marilyn to learn from CMHA staff how to use eTrapestry.
8. Completion of Annual Report	<p><b>8.1</b> Report for the past 2018/19 Fiscal Year</p> <p><b>8.2</b> April 2, 2018 – March 31, 2019 Annual report due June 1<sup>st</sup> of each year.</p>	<p>Carol to ask Candice about annual report.</p> <p>Kelly to share last year's Annual Report/Work Plan. Carol and Crystal to work on past work plan/annual report.</p>

AGENDA ITEM	DISCUSSION	ACTION/ FOLLOW UP
<p><b>9.</b> Lunch and Learn updates</p>	<p><b>9.1</b> Feedback from Last Session – all positive</p> <p><b>9.2</b> Upcoming Sessions to be Organized June 19<sup>th</sup> – Hate Crime Mark Topping is presenting. Betty needs all information one month prior to Lunch and Learn.</p> <p><b>9.3</b> October Development Disability and ABI</p> <p><b>9.4</b> A “to do” List for Lunch and Learns</p> <p><b>9.5</b> Evaluation Forms – Carol and Vicki each have evaluation forms.</p>	<p>Melisa will give information to Betty soon. Marilyn will be there at registration Trish to introduce Mark.</p> <p>Vicky S. to discuss at the next meeting.</p> <p>List prepared by Betty and amended by Kelly to be followed for each lunch and learn.</p> <p>Carol and Vikki to work on Evaluation Forms CMHA will provide forms and Marilyn to bring Evaluation forms to all Lunch and Learns to be handed out at registration.</p>
<p><b>10.</b> 2019 Conference – Search for Sponsors/Exhibits</p>	<p><b>10.1</b> Conference November 4,5 &amp; 6 Participating members have first dibs who go. We have funds to send up to four people.</p> <p><b>10.2</b> Candice sent email to Melissa about sponsors and exhibitors.</p>	<p>Kelly Vikki H, Melisa and Michelle will attend. Vicky S. will also attend, her agency will cover costs.</p> <p>Individual agencies can sponsor.</p>
<p><b>11.</b> Update on Property Retrieval</p>	<p><b>11.1</b> Currently property sits at CMHA, Aurora location for pick up. Change forms to read pick up in CMHA Newmarket office, large space to store. Should look at other locations in the GTA as well.</p>	<p>Crystal to change form from CMHA Aurora location to Newmarket. Tricia to check for Markham location.</p>
<p><b>12.</b> Update on Bail Court Issues</p>	<p><b>12.1</b> Hard time to get contact info for purposes of bail. It has improved and for the most part all has been going well.</p>	

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<p><b>13.</b> Information on Community Diversion Program for First Nations, Inuit and Metis Individuals</p>	<p><b>13.1</b> Community Diversion is a pilot project. Developed by the Metis Nation of Ontario's Restorative Justice Services. Being offered in Newmarket, Durham, and Peel region courthouses.</p>	<p>Diana will be reaching out - Re: respective programs.</p>
<p><b>14.</b> Information on BMHS Program</p>	<p><b>14.1</b> April 29 pilot project screening tool for mental health issues. Assessment to be disclosable.</p>	<p>Jason to update as to the progress at next meeting</p>
<p><b>15.</b> Other Items</p>	<p><b>15.1</b> Motion to adjourn by Kelly, seconded by Vikki H.</p>	
<p><b>16.</b> Next Meeting – June 11, 2019</p>		