

**Oxford County Community Drug and Alcohol Strategy
Steering Committee**

MINUTES

September 24, 2019

Ingersoll Nurse Practitioner-Led Clinic
Pharmasave Board Room
3rd Floor
19 King Street East
Ingersoll, Ontario N5C 1G3

| TIME | AGENDA ITEM | LEAD |
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| <p>Present: Shannon Byrnes, Mamta Chail, Rachael Griffin, Peter Heywood, Linda Sibley, Gemma Urbani, Sandy Jansen, Andre Rajna, Sue Tobin, Michelle Worsfold</p> <p>Guests: Chairs of the working groups: Jacqueline Deroo- Prevention Lisa Gillespie- Harm Reduction Stacey Smith – Treatment Kristin Toushan- Community Justice and Safety</p> <p>Regrets: Pat Baigent, Anthony Hymers, Brian Lester, Randy Peltz, Marcia Shelton, Aaron Smith, Jitin Sondhi</p> | | |
| <p>10:00 am (10 mins)</p> | <p>1. Welcome and Introductions Peter introduced and welcomed Michelle Worsfold to the Steering Committee.</p> <p>2. Review of Action Items</p> <p>Outstanding: Peter reported that SWPH is working on a PWLE engagement framework. It will be presented at a future Steering Committee meeting.</p> <p>Outstanding: Gemma to reassess our existing inventory of community groups and map how these community groups interact and align with the Strategy.</p> <p>Outstanding: Peter to create a project charter (Public Forum) for the Steering Committee’s review.</p> | <p>Peter</p> <p>Peter</p> |
| <p>10:10 am (30 mins)</p> | <p>3. Communication and Dissemination Strategy</p> <p style="padding-left: 20px;">a. Webpage Update</p> | <p>Mamta and Sue</p> |

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| | <p>Mamta and Sue shared with the members their experiences and processes developing a new webpage.</p> <p>It is estimated a new webpage will cost up to \$3000 to design.</p> <p>A discussion was held on the purpose of the webpage. Members agreed that this a website to support the implementation of the Strategy and is not a provider website. The site would direct members of the public to a vault of programs and services. It would also serve as a repository for the Steering Committee and Working group to store copies of their workplans, the Strategy and other documents related to activities of the Steering Committee and Working Groups.</p> <p>The members agreed that a social media platform is required.</p> <p>Facebook may be used as a fundraising tool.</p> <p>The site needs to be financially and operationally Sustainable.</p> <p>An RFP will be developed and circulated to prospective service providers.</p> <p>Action: Committee members to send examples of RFPs to Gemma.</p> <p>Action: Gemma, Mamta and Linda will prepare an RFP for the Committee's review and approval. First draft is expected by the first week of November</p> | |

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| | <p>Action: The Selection Committee that includes Shannon, Randy, and Rachael will review the RFPs and make a recommendation to Steering Committee. Target is by the end of November.</p> | |
| 10:40 am (60 mins) | <p>4. Words to Action</p> <p>a. Strategy Coordinator Update</p> <p>i. PWLE Recruitment Update Fifteen people recruited. The group includes a wide range of ages, family and personal experience. It includes two youth. The selection process included getting to know the individuals and their passion.</p> <p>Gemma suggested that the working group members be allowed to bring on ad-hoc members for a short period of time. The members agreed.</p> <p>ii. Compensation of PWLE \$50 per meeting for PWLE as honourarium is budgeted (SWPH) through the 2019 period. With support from Regional HIV/AIDS and SWPH this will be maintained in 2020.</p> <p>iii. PWLE Guidance Document To be completed by the November meeting.</p> <p>iv. PWLE on the Steering Committee A discussion was held about the idea of having a third representative with lived experience participate on the Steering Committee on a rotating basis. This was supported by the members.</p> | Gemma |

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| | <p>Action: Gemma to circulate the Steering Committee meeting agenda to the Chairs of the working groups who in turn will share it with their working group members for their review and response.</p> <p>In order to accommodate the youth members of our working groups, it was discussed that the time of the meeting be changed to later in the afternoon. This will be considered for future meetings.</p> <p>v. PWLE – Ad hoc Membership Members supported the request to have ad hoc members attend as needed for specific topics.</p> <p>b. Working Group Updates</p> <p>i. Prevention</p> <ul style="list-style-type: none">• Met twice over the summer• Captured ideas in a GANTT chart• Developed TOR and 2019/2020 workplans• See the document below for details. <p> 2019 GANTT Chart _Prevention_Sept.18. 2</p> <ul style="list-style-type: none">• May go to parent council meeting to recruit parent member• Recruited two youth; however, they will be graduating in 2020, so the Working | |
| | | Chairs of Working Groups |

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| | <p>Group will need to recruit two new members.</p> <p>ii. Harm Reduction</p> <ul style="list-style-type: none">• Three meetings since June• Completed TOR and 2019 workplan. See below. <p> GANTT CHART HR working group.docx</p> <ul style="list-style-type: none">• Members of the working group felt very strongly about removing the word “problematic” from the Strategy.• Clinic 461 was a hot topic about privacy and confidentiality. Lisa has reached out to the clinic to see they would join the group.• Need to normalize discussion about drug use, but not normalize drug use itself.• We need to break down barriers in order to complete this work in a very conservative environment. <p>1. Anti-Stigma Workshop</p> <p>The workshop will take place on November 14 from 9 to 4 at the Southgate Centre. It will be facilitated by Nick Boyce of the Ontario Harm Reduction Network.</p> | |

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| | <p>Maximum attendees are hundred (100) and five (5) per organization.</p> <p>A toolkit will be developed and shared with providers across Oxford County.</p> <p>E-learning modules will also be considered.</p> | |
| | <p>iii. Justice and Community Safety</p> <ul style="list-style-type: none">• Met in September• Lots of work going on with MHART and at the Situation Table• Recruitment continues to be a challenge• Drug Treatment Court continues to be an area of focus. Urine drug testing cost is a barrier.• See workplan below. | |
| | <p> Workplan 2019 - Justice.docx</p> | |
| | <p>iv. Treatment</p> <ul style="list-style-type: none">• Had two meetings thus far. Did TOR with the group and created a work plan• Provide training session for first 20 mins of each meeting to get people on the same page.• Stacey will be going on mat leave in November, and her replacement will | |
| | <p> GANNT CHART TEMPLATE (002) PH (I take over this role.</p> | |

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| | <p>b. PWLE Advisory Group</p> <ul style="list-style-type: none"> • Four members on the advisory group • First meeting was held on September 30th • Completed TOR and workplan • Want to focus on education for the public on disease addiction | Peter |
| | <div style="text-align: center;">  GANTT CHART TEMPLATE.odt </div> | Linda |
| | <p>c. Needle Disposal Strategy</p> <p>Peter shared the context of the report that was presented to the SWPH Board of Health. The goal is to have a Sharps Management Engagement Strategy in place by Q2 of 2020.</p> | Peter |
| | <p>d. Grant Opportunities</p> <p>Linda would like to have a discussion at a future meeting of the Steering Committee regarding the management and administration of grants.</p> <p>Action: Peter to include this item on the November agenda for discussion.</p> | |
| | <p>e. Community Forum</p> <p>Deferred.</p> | |
| <p>11:40 am (5 mins)</p> | <p>5. November Meeting</p> <p>The meeting date has changed to November 28th from 10 - 2pm and will take place at County Council Chambers. The agenda will include our regular business and a keynote presentation from a Drug Strategy Coordinator of a different jurisdiction. All members of the working groups and advisory group will be invited to this meeting.</p> | Peter |

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| 11:45am (10 mins) | 6. Community Updates and Correspondence a. Roundtable <ul style="list-style-type: none">• RAAM Update Deferred.• Delegation to Municipalities Peter reported that the presentation to Zorra Township Council was well received.• Fundamentals of Treatment Courts Andre reported that the workshop was well attended. This triggered a discussion about the role of community partners to support the need the of a Drug Treatment Court for Oxford County. Andre will reach out to the members to see if there is an opportunity for an agency or agencies to support the urine testing of the drug treatment court process.• Stage for Change See attached.  <small>StageForChange20 19_Poster_Oxford.pr</small> | All |
| 11:55 am (5 mins) | 7. Review next steps and action items | Peter |

Teleconference Details

Parking Instructions

Special instructions: Parking is available on King Street East and off from Water Street. Please DO NOT park directly behind Pharmasave as these parking spots are reserved for Pharmasave customers. The two adjacent lots are available for free.

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