


**Oxford County Drug Strategy Implementation Steering Committee  
Minutes  
April 30, 2019**

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

TIME	AGENDA ITEM	LEAD
	<p><b>Present:</b> Pat Baigent, Shannon Byrnes, Mamta Chail, Rachael Griffin, Peter Heywood, Anthony Hymers, Sandy Jansen, Brian Lester, Randy Peltz, Marcia Shelton, Linda Sibley, Sue Tobin, Gemma Urbani</p> <p><b>Guest:</b></p> <p><b>Tentative:</b></p> <p><b>Regrets:</b> Patrick McMahon, Andre Rajna, Aaron Smith, Jitin Sondhi, Elizabeth Urbankte</p>	
10:00 am (5 mins)	<b>1. Welcome and Introductions</b>	Peter
10:05 am (10 mins)	<p><b>2. Finalizing and Approving the TOR</b> The TOR of reference were approved earlier via email. No further action required. The TOR can be accessed below.</p> <div style="text-align: center;">             Oxford County Community Drug and         </div>	Peter
10:15 am (20 mins)	<p><b>3. People with Lived Experience</b></p> <p>a. Engaging and Recruiting People with Lived Experience – Discussion</p> <p>It was determined via consensus that the each pillar group will include PWLE. PWLE will also participant as a member of the Advisory Group.</p> <p>Gemma will facilitate the recruitment of PWLE. A selection and recruitment committee consisting of Gemma, Peter, Rachel and Brian</p>	Gemma and Shannon Peter

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	<p>will be formed to recruit PWLE to participant on the Working Groups and Advisory Committee.</p> <p><b>ACTION:</b> Gemma to send committee an infographic type of document for distribution for recruitment.</p> <p>b. Recruitment of a New Steering Committee Member</p> <p><b>ACTION:</b> Peter to recruit a new member with lived experience to participant on the Steering Committee. This is due to a member with lived experience who has missed several meetings.</p>	
<p><b>10:35 am</b> (20 mins)</p>	<p><b>4. Communication and Dissemination Strategy</b></p> <p>a. Delegation to County Council</p> <p>Peter, Randy and Shannon will be presenting the Strategy to the Oxford County Council on May 8<sup>th</sup>.</p> <p><b>ACTION:</b> Peter to connect with Mayors of the area municipalities and ask if they want the Strategy presented to their local councils.</p> <p>b. Community Forum</p> <p>A Community Forum, café style, will be planned for this Fall.</p> <p><b>ACTION:</b> all to gather the negative messages received and craft key messages to address</p>	<p>Peter, Randy, Shannon Randy</p> <p>Gemma Gemma</p>

**Commented [PH1]:** What document are you referring to?

**Commented [GU2]:** It was decided that the group would like an infographic to use on their websites for recruitment to the pillars

**Commented [PH3]:** What does this mean? I recall you and I were going to draft a project charter.


**Commented [GU4]:** Linda and I both told stories of the negative msg that we re posted on FB pages, the ask was to collect them so we could create messages to rebut the incorrect info.

I am not sure what you are referring to - project charter??

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	<p>c. Webpage</p> <p>There was consensus from the Committee that a website is needed to promote the Strategy. The Windsor-Essex Strategy webpage was shared with the Committee. A discussion re: funding and support was held.</p> <p><b>ACTION:</b> Peter to contact Windsor-Essex to investigate for further information on the operation, maintenance and funding of their webpage.</p> <p><b>ACTION:</b> Mamta and Sue to reach out to their IT dept for further information on the building, cost and operation of a Strategy webpage.</p>	
<b>10:55 am</b> <i>(50 mins)</i>	<p><b>5. Words to Action</b></p> <p>a. Workshop – Summary and Recommendations</p> <p>The summary workshop summary and recommendations were presented to the Committee. The full report can be accessed below.</p> <p> Workshop Report Apr 23 2019- final .pd</p> <p>The Committee accepted the Chairs of the working groups as presented by Gemma. .</p> <p><b>ACTION:</b> Linda to contact Gemma regarding recruitment of Treatment pillar chair</p>	Gemma


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	<p>b. Strategy Coordinator Workplan</p> <p>There was no time to approve the workplan.</p> <p>All workplans will be reviewed and approved by members of the Steering Committee.</p> <p>The Committee decided that the decision-making model outlined in the presentation will be accepted as presented. The working groups will have the autonomy to make decisions unless there is a change in:</p> <ol style="list-style-type: none"> <li>1. Timelines</li> <li>2. budget</li> </ol> <p><b>ACTION:</b> Peter to present a motion to approve the workplan, as presented.</p>	Gemma
	<p>c. Anti-Stigma Workshop</p> <p>Peter informed the group that he has spoken to Nick Boyce from the Ontario Harm Reduction Network who is willing to facilitate an anti-stigma workshop in Fall 2019 in possible partnership with Middlesex-London, Elgin St. Thomas, and Oxford County. All members of the Steering Committee are in favour of this exercise.</p> <p><b>ACTION:</b> Peter to reach out to Nick for further details. Details to follow.</p>	Peter
	<p>d. RAAM Update</p>	Randy and Sue

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	Randy and Sue reported that the infrastructure is place. Permanent funding has not been secured at this time. A mentoring program has been established. The clinic will operate at the Woodstock CHC.	
<b>11:45 am</b> <i>(10 mins)</i>	<p><b>6. Community Updates and Correspondence</b></p> <p>a. Lbogaine</p> <p>b. The Weekend of March 30 – A Regional Crisis</p> <p>Shannon shared her thoughts on this tragic weekend in Oxford County and across Ontario.</p> <p>c. Advocacy letter from SMDHU</p> <p>Peter shared letter of advocacy from the Simcoe Muskoka District Health Unit.</p> <p align="center">             190417            AlcoholConsultationLe         </p>	<p>Shannon</p> <p>Shannon</p> <p>Peter</p>
<b>11:55 am</b> <i>(5 mins)</i>	<p><b>7. Review next steps and action items</b></p> <p>Next meeting: June 4 @ 10am NPLC Ingersoll</p>	Peter

**Commented [PH5]:** Gemma, do you have a digital copy of this? I want to attached it to the meeting minutes.

**Commented [GU6]:** I do not