

FINAL ADOPTED
Provincial Network Meeting Minutes
All-Day Terms of Reference Review
June 15th, 2023
9:00am – 3:00pm via Zoom

PN ATTENDEES

Michelle Brooks (Chair)	Janet Noel-Annable (CH);
Ann Bilodeau (PNHR);	Jason Young (OADD);
Ann-Marie Binetti (PNHR);	Jeanny Scantlebury (CNSC);
Bob Walsh (OASIS);	Kim Thorn (DSO);
Brian Swainson (GLS);	Sherri Kroll (PEDG);
Chris Beesley (CLO);	Sue Coke (Kerry's Place/OADD)
David Cohen (Faith, Culture & Inclusion);	Alison McLean (EDI)
Don Walker (Mary Centre);	Trish Sherwin (Admin Support/Recording Secretary)

PN REGRETS

Brigid Fitzpatrick (Valor Solutions);	Jo-Anne Demick (CLO);
Bryan Keshen (TDSA);	Carolynn Morrison (TDSA);
Dave Ferguson (OASIS) ;	Shawn Pegg (CLOntario);
Eugene Versteeg (CH);	

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- 1. Welcome** – Michelle Brooks, PN Chair welcomed all to the meeting at 10:11am
 - a) Review and Confirmation of Agenda for June 15th, 2023**

The agenda for June 15th, 2023, was approved as circulated.
 - b) Review and Confirmation Draft Minutes for All Day Meeting May 9th, and Regular Meeting May 18th, 2023**

The minutes of the All Day Meeting May 9th, and the Regular Meeting May 18th, 2023, were approved as circulated.
 - 2. Business Arising from Previous Meeting**
 - a) Childrens Licensing Conversation– Michelle Brooks**
 - **Update**
 - Michelle will be meeting tomorrow -Friday June 16th with Kelly Huntington, QAM Compliance Lead, MCCSS and one of the leads from the working group around the challenges with the changes to the Children's Licensing Requirements
 - Comments:
 - Suggesting we will probably need some intervention at the political level. All of us would like to support the children and adults in a holistic lifelong approach
 - There has been a shift when it comes to serving children. The children on the wait list are generally those with higher complex needs
 - Different rules across the province – no consistency
 - Increased paperwork and bureaucracy
 - Brian Swainson offering to have Sunbeam join the working group on this matter
 - Compliance requiring frontline staff to quote policy verbatim is unrealistic

- Many agencies are contemplating whether or not to leave the children's services completely
- Michelle asked the table for their guidance/input on what next steps should be
 - Agree with reaching out to Karen Glass ADM as well and trying to find a way to work with them, if not then letting them know that they are willing and ready to reach out politically beyond them.
 - Children's sector is a touchy subject – political risk and with media
 - Risk for children with this and OPRs not needing the same rules
 - Staff risk with insufficient tools/resources permitted to use with more aggressive children
 - Need to go at both the internal bureaucratic piece and the political piece
 - Aligns with union concerns that they are demonstrating about on Monday June 19th.
 - Agencies being told by Ministry when asking for flexibility “our hands are tied”
 - Red tape burden is taking away control and creating a big risk of loss of capacity
 - Agree a parallel path to get any change to happen soon is what's needed
 - Discussed ways to approach the ADM with concerns and asking for guidance.
 - Key Messages:
 - Delays in time frame and staff turnover
 - Health & safety risks to staff and supported persons with lack or safe restraints permitted
 - Increased administrative work
 - Drop-in investigations not looking at background information
- Q-is there a clear guide of what would work in terms of licensing and QAM from a children's services perspective; or is it too contextually sensitive?
A-how do we create a QAM approach that services everybody? Need a collaborative approach re-instituted as this fell away over the pandemic. Now going to more of a policing approach and away from a collaborative partnership
- Compliance table within QAM
- Ontario Non Profit Network -> where are they on these issues? (ONN) Should we have someone reach out to them as well?
- What about the education system? Are these changes stemming from that sector? Have heard that many in the school boards are finding it more difficult with all the limitations being implemented as well. Should we contact them too?
- There is an education component on each of these concerns for the ministry and for us
- Suggestion: to go political we need more cohesion and have people speak/share their experiences – still feels very exploratory
- How can we get more data within our sector to use in our approach?
- Suggest that Michelle ask in meeting tomorrow “what does it mean when they say ‘our hands are tied’?”
- Is there a small subgroup that would be willing to help with preparation for meetings in collecting data and recommendations, concerns and next steps?
Volunteers: Bob Walsh, OASIS and Brian Swainson, Sunbeam agreed to co-lead, KWHAB, OCAPPS and CLO offered to put forward staff from their agencies to work on this group.

3. Groups/Committee Updates

- a) **Labour Relations/ Union Discussions-** *Dave F.*

- Deferred
- b) **Finance Update** – Ann Bilodeau
- No further updates
FYI – about \$320,000 that will be received – feels this money may be moved to the Recruitment and Retention pillar
- c) Provincial Network Health Working Group- *Bryan & Brian*
- Consultant is helping to draft their White Paper
 - Timeline for circulation as end of June will be delayed into July
 - Final paper will be shared with the PN as a final draft with a request for feedback and help with distributing to the desired audience.
- d) PN-HR Committee
- **DS Workforce Initiative**– *Ann Bilodeau / Ann-Marie Binetti*
 - Winding over to Phase 2
 - EOI circulated – looking for new participants for the different committees and working groups. We have extended the deadline to June 23rd as we did not get much of a response to date.
 - Presented at the DSW Coordinators across the province trying to encourage the program standards be updated ASAP
 - Outcomes:
 - modernizations of the core competencies; data shows that if there is a clear career path staff is more likely to stay longer
 - The Cafes are very popular with 250+ registered each month with approx. 150+ attending. Will continue them in the fall
 - Operational Leadership Training – just completed the pilot in Waterloo region
 - Feedback: concerns around lack of knowledge on financial literacy. Will need to look at further education especially with more individualized funding coming; the networking with the training is a success
 - Opening registration on Monday June 19th at the forum for the PN HR forum in October
 - PN Executive summary will be circulated on Friday with the Spring Forum agenda. Registration will be kept open for individuals to Monday morning.
- e) **Cultivating Community Wellness** – *Jeanny Scantlebury*
- Organizational trauma presentation from OADD conference in April -> have been able to secure them to do monthly 1 hour sessions for 6 months for senior leaders and HR representatives
- f) OnTrac – *Janet Noel-Annable*
- Sub committee –met yesterday
 - Current work trying to keep the government on track with the J2B reform

- Yesterday Ministry brought an offer to the committee
- Consider maybe ontrac being utilized to connect with government around issues and concerns with the network of contacts they have built

g) QAM – *Sherri Kroll/Janet Noel-Annable*

- QAM Reference group met this week
- Vulnerable screening checks – changing the way it's done now through a 3rd party. This will provide more consistency but also some problems in getting them done, especially for non frontline workers such as board members and admin staff – suggesting using a template
- Committee is attempting to set up more regular meetings
- We did put forward agenda items:
 - ✓ Infection control – moving away from pandemic
 - ✓ Fee for service and increased privatization
- Next meeting being planned for September
- With changeover in QAM Reference Group, perhaps we should revisit historical issues and practices

PEDG Update:

- PEDG has reviewed and updated their TOR and will take forward for approval of the membership at the AGM on Sept 27 as part of CLO Conference
- also revisited and updated the Work Plan which guides the work of the Inspired by our Grassroots Committee (the working Committee of the PEDG)
- the Work Plan identifies working groups responsible to advance the ideas contained in the plan
- there are five working groups, and an expression of interest was recently circulated to invite new members
- working groups include a) Partnering with Family Networks and building child-friendly communities, b) Transitional Aged Youth with Complex Special Needs, c) Quality Disability Supports that Respect the Person, d) Resources and Capabilities and e) Sector Readiness for J2B
- providing an Orientation for Senior Leadership Orientation on October 27

Chris B.

1. CC Month (May) was great
 - ✓ Day at the Legislature
 - ✓ Advocate group arranged a meeting with the Minister
2. Met with Ombudsman last week around capacity issues and transitioning from aCC to LTC, J2B
3. Management team and board had a field trip up to Timmins and spent time discussing their concerns needs and recommendations

4. New Business

a) Updated Terms of Reference

- As we refresh the terms of reference -> and the multi-year strategic priorities -> suggest that we pause over the summer and return in September
- Need to look at all of the work
 1. Are we at the stage where we need to pull out all of the working groups? Concerns around multi-year contracts and such
 2. Need to look at how we're going to manage the financial pieces
 3. Exploring a multi-year investment with MCCSS for financial and admin supports for the initiatives
 4. Looking at inviting Jennifer Churchill to a future meeting to present on readiness for the sector
 5. Clarified the current practice of managing the finances for the different initiatives and the reporting – looking at bringing it all together
- **Membership Representation**

Michelle asked the table for clarification on their understanding of the final decision on the number of representatives from the all day meeting.

The table agreed to the representation as outlined in the draft terms of reference and captured below.

2023-24 Participating organizations at the PN table:

Community Living Ontario	(CLO)	2 reps
Provincial Executive Directors Group	(PEDG)	1 rep
Ontario Agencies Supporting Individuals with Special Needs	(OASIS)	2 reps
Ontario Association for Developmental Disabilities	(OADD)	1 rep
Provincial Developmental Services Ontario	(P-DSO)	1 rep
Ontario Passports Agency Network	(P-PAN)	1 rep
Faith, Culture, and Inclusion Network		2 reps
Toronto Developmental Services Alliance	(TDSA)	2 reps
Diversity, Equity, and Inclusion Community of Practice	(DEIA)	1 rep
Multi-Regional large organization – Christian Horizons	(CH)	2 reps
Great Lakes Society	(GLS)	1 rep
Community Networks of Specialized Care	(CNSC)	1 rep

***based on the completion of the matrix and the workplan annually we may consider an expansion of this membership to under represented groups and through the application process**

- Reviewed the next steps from the circulated interoffice memo of June 6th:

Next Steps:

Task	Timing	Person(s) Responsible
Participating organizations to review the Terms of Reference with their group and refer any concerns with the shift in mandate to the Provincial Network Meeting	July 2023	ALL
Create parameters for new financial administrative infrastructure.	July-August	Ad-Hoc committee TBD
Propose the mandates for financial flow of funding via MCCSS		
Establish and document processes for an RFPs and engagement of contractors	Fall 2023	TBD
Compose a conflict resolution – positions (dissolution clause)	Fall 2023	TBD
Establishing strategic priorities, data gathering and identify working groups	Fall-Winter 2023-24	TBD

- Discussed concerns and the need for further discussion around creating a PN process for RFPs and contracts – length of contracts vs term of agency with signing authority

ACTION: Michelle Brooks will connect with PMB around clarification of the request for a conflict resolution/dissolution clause at the May 9th meeting – requesting background around the request for context.

ACTION: Trish and Michelle Brooks will create a list of the working groups and who has agreed to participate in each and will circulate with members.

b) PN Spring Forum

- Reviewed the draft agenda for the PN forum.
- Have requested the Ministry to subsidize or pay for it entirely so the costs are more affordable if not free for information sharing forums.
- Comments:
 - We have not done a good job on sharing the work and information around the DSO – is 10 minutes going to be enough? Should it be moved closer to the J2B presentation??

c) DSO 2022-2023 Stats

- DSO & Passport have information to help people with planning
- Will be posing 3 questions at the forum:
 1. The provincial DSO and Passport data set is informative and can support sector planning.
Strongly agree, agree, neutral, disagree, strongly disagree
 2. Sharing the same type of data sets, broken down by individual DSO and Passport agency, would be valuable information that supports regional and local planning.
Strongly agree, agree, neutral, disagree, strongly disagree
 3. Given the Passport information shared, has your agency considered acting as a broker of Passport funding?
We are currently a broker
We would consider becoming a broker
Unsure/don't know
We would not consider becoming a broker
- Is there an assumption that can be made between the age groups and what is being requested?
- Will we ever be able to reduce the number?
A-in 2018 is when the Passport allocation came into effect; it is my thought (Kim T) that this has affected the numbers and yes in some areas there probably could be assumptions made.
- Q-wondering about breaking down the open and eligible cases by age and region
A-Kim will ask that this be added to the report
- Trish will share the pdf of the stats reviewed today with the PN table.
- Q-with the uneven distribution of services across the province is there any kind of map to show this with the data?
A-I agree there is a real uneven distribution of services. We will need to have discussion with local levels up through to the Ministry around these gaps and trends
- Opportunity to leverage - Ombudsman investigation into ALC
- DSO has information and data groups to look at ways to collect, analyze, and report on data
- It'd be great to do some qualitative analysis on how those types of support services have shifted over time and how those shifts have flowed organizationally and regionally
- This level of insight could also help highlight the areas/agencies where they are more successful to share their learnings with the entire sector
- While useful, how many organizations have the capacity/ability to analyze and understand the data and how to use it?

d) Public consultation on the Next Edition of the Ontario Fire Code

- Trish recirculated the new release to the PN Table
- Q-should we ask the fire marshal to present on this at a future PN meeting?

ACTION: Michelle Brooks will extend an invitation to the Fire Chief to attend and present at a future PN meeting around the next edition of the Ontario Fire Code

5. MCCSS Updates- ADM Karen Glass and Christine Kuepfer

*MCCSS was not able to attend the meeting but have provided the following update that will be included in the minutes for your information.

Provincial Rapid Antigen Screening Program (reminder)

- June 8, 2023, Ministry memo update on the access to rapid antigen test (RAT) kits.
- MCCSS service providers enrolled in the Provincial Antigen Screening Program (PASP) will continue to be able to access free RATs for an extended period (July 1, 2023, to December 31, 2023).
- RAT orders can continue to be placed using existing systems and processes.

KPMG Costing Study (summary)

- Costing Study is now completed. Thank you to all of the agencies who put in the time, effort and resources into completing the data collection tool.
- The Costing Study was a critical step towards understanding the current costs of delivering developmental services in Ontario and will help inform how the ministry moves forward in developing a future person-centred funding approach.
- Approximately 306 people representing DS agencies attended the townhalls at the end of May where results of the Costing Study data collection survey were shared.
- A total of 168 agencies were represented at the townhall sessions. Of those, 128 agencies submitted data to the KPMG Costing Study survey.
- In addition to KPMG's presentation of survey results, the Ministry provided an overview of the steps to developing a future person-centred funding approach.
- The Ministry reiterated that no decisions had been made yet regarding the future funding approach and is committed to continuing engagement with our sector partners and stakeholders as we work through the current Design and Build phase.
- The ministry will be sharing individual-level results with agencies who participated in the survey, so that each agency can compare their costs with the average costs across the sector.

6. Other

- a) Correspondence
none

7. Emerging Issues/Questions – All Members

none

8. Adjournment: 12:52pm

- **Next PN 'Meeting':**
 - Spring Forum – June 19th, 2023
 - Regular PN Meeting – July 20th, 2023