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**FINAL APPROVED**

**Provincial Network Meeting Minutes**

**All-Day Terms of Reference Review**

**July 20th, 2023**

**9:00am – 3:00pm via Zoom**

**PN ATTENDEES**

Michelle Brooks (Chair)

Ann-Marie Binetti (PNHR);

Brad Saunders (CL Toronto);

Bryan Keshen (TDSA);

Chris Beesley (CLO);

Dave Ferguson (OASIS) ;

Don Walker (Mary Centre);

Janet Noel-Annable (CH);

Jeanny Scantlebury (CNSC);

Jo-Anne Demick (CLO);

Kim Thorn (DSO);

Sherri Kroll (PEDG);

Sue Coke (Kerry’s Place/OADD)

Trish Sherwin (Admin Support/Recording Secretary)

**PN REGRETS**

Alison McLean (EDI)

Ann Bilodeau (PNHR);

Bob Walsh (OASIS);

Brian Swainson (GLS);

Brigid Fitzpatrick (Valor Solutions);

Carolynn Morrison (TDSA);

David Cohen (Faith, Culture & Inclusion);

Eugene Versteeg (CH);

Jason Young (OADD);

Shawn Pegg (CLOntario);

**MCCSS ATTENDEES**

Christine Kuepfer;

Diane Canzius Moura;

Hannah Grzegorczyk;

Jody Hendry;

Kelly Huntington;

Patrick Laughton;

Sandra Russell;

1. **Welcome** – Michelle Brooks, PN Chair welcomed all to the meeting at 10:11am
2. Review and Confirmation of Agenda for July 20th, 2023

The agenda for July 20th, 2023, was approved as circulated.

1. Review and Confirmation Draft Minutes for June 15th, 2023

Amendments: - item 3g – the information for PEDG should not be included here for the QAM update. Trish will move this out from this item.

The minutes of the meeting for June 15th, 2023, were approved as amended.

**2. Business Arising from Previous Meeting**

1. **Childrens Licensing Conversation–** *Michelle Brooks/Bob Walsh*

* Update and Outcomes from meeting with MCCSS Compliance Lead, Kelly Huntington. Kevin Lockwood also attended the meeting.
* QAM is provincial level where as Children’s Licensing is at the Regional Level.
* Next steps:
  + Are they “pocketed” concerns?
  + Were they escalated to the regional manager?
* Noted in the meeting that there has been a lot of turn-over in staff and Kevin will review the information and requirements shared with the newer hires.

b) Action Items from previous Meeting:

* **ACTION:** Michelle 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**.  
  July Update: ongoing**
* **ACTION:** Trish and Michelle will create a list of the working groups and who has agreed to participate in each and will circulate with members. **July Update: ongoing**
* **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 **July Update: Deferred to September meeting**

**3. Groups/Committee Updates**

1. **Labour Relations/ Union Discussions**- *Dave F.*

* Referred to Bob’s report for the OASIS update
* Hicks Morely – follow-up re: coordinated bargaining to determine status. There have been no meetings or calls over the summer

1. **Finance Update** – Ann Bilodeau

* Deferred to next meeting.

1. **Provincial Network Health Working Group**- *Bryan & Brian*

* Met with Laura Summers, Jody and Christine Kuepfer on Friday July 14th to discuss and review the white paper. 3 themes were developed: structural integration of pathways into health; investment into research and communications; and retention and sustainability in the research and initiatives that we do. (detailed below around each theme)
* 3 themes

1) Structurally Integrated approach with Health

* + Establish an MOH/MCCSS inter-ministerial position or entity/secretariat.
  + Mandate barrier-free DS voting representation at all Ontario Health Teams.
  + Health representation at local DS priority placement and planning tables.
  + Mandate DS consultation to achieve compliance with AODA Healthcare Standards.

2) Knowledge, data , research :

* + Establish a framework to identify, gather, analyze and embed existing best practices/processes, and act on past cross-sectoral recommendations to healthcare barriers and inequities encountered by persons with IDD.
  + Recognize and invest in the crucial need to build, strengthen and maintain cross-sectoral Health/DS analytics, resources, tools and systems to develop.

3) Retain, sustain health in sector

* + Annualized investments into DS to retain and strengthen critical Infection Prevention and Control (IPAC) learnings and expertise within the sector.
  + Cross-sectoral investments into DS to ensure sustained DS-embedded specialized services to meet the unique health and support needs of persons with IDD, enabling effective and timely prevention and treatment strategies while also alleviating healthcare system pressures.
* Requesting the PN partners to take the drafted document back to their respective groups to review intensely and provide feedback.
* Conversation with MCCSS
  + Who is the target audience?
  + Concerns re: over 30 recommendations in the White Paper
  + Suggested a summary review with noting the top 3 recommendations and pull out pieces for each target audience – what re the bare minimums to focus on?
  + Set up a community of practice? -> successes that are already out there we can build on?
* Suggested having feedback in by September
* This White Paper was meant for MCCSS and MOH -> how do we get this to the MOH?? – How do we get onto the OHT Tables?
* Suggestion->invite Sherry Parsley to an upcoming meeting to get her assistance or collaboration on this?
* Dr. Catherine Zhon -> met with Bryan K and may be a possible ally with MOH and getting our sector on the OHT Tables.
  + We currently have representation on 6 OHT tables (2 as primary and 4 are in working groups)
* There was an announcement earlier this year around mandating membership on the OHTs. Might be able to ask for DS Sector representation to be a mandated spot – this was brought about from inconsistencies among the tables in the province.

1. **PN-HR Committee** -Deferred
   * + - * **DS Workforce Initiative**– *Ann Bilodeau / Ann-Marie Binetti*
     + Working on building DSWI groups and a draft budget for Phase 2
     + Looking for reps from Northern Ontario area
       - * **Recruitment and Retention Strategy** *– Ann Bilodeau / Michelle Brooks*
     + Next steps
2. **Cultivating Community Wellness***– Jeanny Scantlebury*

We’ve been invited to provide a presentation at an upcoming MCCSS, Directors’ Dialogue session

This event is usually attended by over 100 directors

We’ve been asked to present at this event on July 25th, (same presentation as from the OADD conference)

1. **OnTrac –** *Janet Noel-Annable*

* Met last week with Michelle Brooks, Laura Summers and Christine Kuepfer
* The costing study is now complete
* Looking at how this will work with the J2B changes
* Ask – jointly led strategic group to help with rollout of the J2B reform
* Submit a proposal for funding for roles, events that PN can use.
* Will report back on next steps as they are defined.
* MCCSS acknowledged the need for capacity building, and co-lead collaborative reform

Discussion:

* Next steps around the proposal development for MCCSS funding:
  + What would it be funding specifically?
  + Is there opportunity for input?
  + Who/what are the existing working groups and other committees that could help to inform this proposal?
* Suggest we pull together a committee before the next meeting in October to discuss.
* Comment: need to ensure OnTrac is fully involved.
* Work needs to be as broad as peoples’ lives are:
  + Health
  + Housing
  + Community Engagement
* Support for previous comment about other committees across the province that would have information to share and could help inform the proposal development

**Next Steps:**

**1. identify buckets of work**

**2. put out a call for participation**

**3. look into funding so this is not done off the side of our desks (multi-year ask?)**

* MCCSS is having conversations and is very aware of the need to access/comment/collaborate with other ministries around health and housing.
* Q-How do we truly engage families and self advocates?   
  A-There will be voices of families and self advocates at the working groups
* Q-How do we engage communities?  
  A-Will need OnTrac’s help
* It is not OnTrac’s role to implement the J2B reform roll out but to partner with the government to help inform and shape the roll out for success.
* Ministry was surprised at the breadth of how service providers are involved in housing their clients
* Inter-ministerial conversations – need to be engaging with MCCSS around Children’s Services -> need to start planning for transitions to adult much sooner! – having alignment with other ministries, and within MCCSS.
* How do we get the Childrens and Adults sectors within DS together?

1. **QAM** – *Sherri Kroll/Janet Noel-Annable*

* No update
* Next meeting is scheduled for September 13th.

**4. Participant Updates**

1. **OASIS**

* Pay Equity ONN – only 2 employers applied for the intervenor status – noted that this was disappointing result as it will have an impact on the DS sector

F/up discussions:

* Health getting a 3% bump – fiscal this year but is planned to annualized.
* Mental Health sector is getting a 5% increase from the Ministry
* CL Toronto - noted that their negotiated contract this year had expired 3 years ago. They are spreading out the increases as much as possible -> 2million + pressures
  + Will be sending a letter to the Minister on this
* PN message should be identifying the potential risk to the system and referring to other groups like OASIS, OASS etc.
* Continued Gap creates more and more struggles with Recruitment and Retention
* Chris Beesley offered to help draft a coordinated letter with the Chair
  + Family Services Ontario -> possibility to coordinate with these “like” other groups in the province
* Q-what is the Ministry doing to help with the R&R concerns?  
  Table agreed to bring this up today during the Ministry update
* Inflation rates are not tied to our base budgets like they are with ODSP
* Our system is at risk – we need cash infusions to our base budgets to be tied to inflation to help cover increasing costs all around
* Increases needed for not only DSWs but all other sector staff.
* OASIS will be increasing their advocacy with their new CEO. Would like to see this to be more collaborative
* Add to agenda -> next steps (after the MCCSS update)
* Was there a press release around the ODSP increase? – Yes:  
  Re ODSP: <https://www.ontario.ca/page/ontario-disability-support-program>

1. **KPMG Costing Study –** Janet Noel-Annable

* Have gone back to the government if they would sit down to explain the results
* Has anyone else had success in receiving their individual costing studies?  
  A-some have received their individual ones. If your agency participated in the study then you would be able to receive an individual costing study. They have been sent out now per KPMG
* No one has met with them to get more information
* Will ask MCCSS about next steps and explanation of results.

1. **DSO**

* Families identifying issues with Recruitment & Retention (R&R) affecting respite for them.
* Families increased costs leading them to call DSO to ask for more funding
* More calls re: risk of homelessness for entire family – asking for DD person to be placed elsewhere due to the risk/unstable housing

1. **CNSC –** Jeanny Scantlebury

* Newness of staff
* Legacy knowledge keepers in the groups are diminishing
* Looking to see how we can keep the legacy information
* Paulette Thomass (MCCSS) attending meetings as well
  + Waiting on Ministry to clarify the framework after the refresh mandate has been active for 1 year.
  + Evaluation framework
* Q-should we recommend back to MCCSS that they should be leading these charges around legacy knowledge  
  A-agreed->the Ministry should be maintaining and updating their information/knowledge/database/websites around this legacy knowledge.
* Suggest connecting with DSO to look at data collected and see if there is a way to fine tune the data and/or collection methods

1. **CLO–** Chris Beesley

Canada Disability Benefit

* Connected with regional and provincial groups to define/identify priorities
* Will update as the work continues
* End of 2024 for 24/25 budget

1. **PEDG–** Sherri Kroll

* Onatrio ED Group-September 27th is the next meeting
* Will be hosting a fall forum – more details to come

1. **Christian Horizons**

* Last Tuesday we announced to staff and families that we are changing our name and rebranding
* A big event for the rebranding where the new name will be revealed to come soon.

1. **OADD –** Sue Coke

* Discussion around what our role is around professionalizing DSWs
* ONCA compliance -Continuing

1. **Faith, Culture and Inclusion –** Don Walker

* Taking the summer off for meetings
* Reaching out across the province to try to grow our membership

1. **OASIS –** Brad Saunders

* Bob the new CEO, has begun his summer road trip. His report was circulated with the agenda package.

1. **CL Toronto**

* I participated with Reena’s event/trip in collaboration with the Azraeli groups. It was very successful and would recommend everyone to participate if able and if it happens again.

**5. New Business**

1. **Health Strategy and Engagement WG – White Paper Draft – *Bryan Keshen***

See item 3 c) for more details



1. **Proposed New Agenda Format Review – *Michelle Brooks***

* Previewed the new proposed agenda with today’s meeting.
* Asked the Table to provide any feedback with the new format.

**6. MCCSS Updates**

**COVID Update -** Jody Hendry

* MOH provided an update on June 23rd, 2023 – COVID Guidance on congregate living
* Masking requirements -> recommended but no longer required
* Provincial winding down of Rapid Antigen Testing
  + DS has continued access to free test kits July 1st through to December 31st, 2023 as we are identified as higher risk.
* Serious Occurrence Reporting has reverted back to pre-COVID procedures.
* No longer contributing to COVID Dashboard

IPAC Champioins:

* + Those funded bye the Ministry will be winding down
  + Will be working with MOH on IPAC Hubs
  + MOH has asked PHO to lead this collaboration
    - Will be a survey coming out next week from PHO. MCCSS strongly encourages participation and specificity in your answers
  + Stats Canada also sent out a survey re: Long COVID

**KPMG Costing Study**

* Individual unit cost results have been share out with those that provided their information as part of the study
* Continuing to look at costing and way to implement

**Recruitment & Retention**

* 4 test groups
* Collecting data
* Creating a dedicated communications team

**Follow-up Discussion to MCCSS Update**

* KPMG Costing Study Question-what are the next steps? what are the key takeaways MCCSS gets from the study?  
  A-worth a bigger conversation and to share the trends again from the workshop.
* DSWI – concerns re: investments into the organizations’ recruitment and retention challenges. Investments are happening inconsistently throughout the province and ministries
* MCCSS is aware of these inconsistencies in funding and the destabilization it affects
* Increase in MH included in the budget – MH did not have access to the $3/hour that others did previously
* Comment from Kim Thorn, DSO – we are also an MH agency so we received a 5% increase for a portion of our staff. The remaining also did not qualify for the $3/hr wage enhancement, so now they feel doubly hit by this and without a consistent approach to compensation, we risk R&R problems within my own agency.
* Question from Bryan Keshen, REENA – what format would help the Ministry to understand the concerns or issues?  
  A – provide details on how salary dollars are spent to fill the gaps due to understaffing (ie Over time, 3rd party staffing). Reporting on vacancies and how it impacts providing services. Summarized: Need to report the concern or issue and how it affects the people you support.

Christine Kuepfer thanked everyone for all their hard work, MCCSS is looking to the next steps in reform through Journey to Belonging (J2B). Thanked everyone for the leadership in all their spheres of work.

Comment from Jo-Anne to MCCSS – when having conversations inter-ministerially we are finding a need for closer alignment and collaboration between childrens and adults services. Helping to build capacity, inform families and planning for their transitions.

MCCSS response – thank you for flagging that for us.

**Follow-up Discussion after MCCSS Updates**

* Should we challenge their comments around the $3/hour WE on being equal to the 5% and other increases in other sectors? Perhaps a combined letter? How do we collect the staff vacancies data?   
  **A –** Suggest we create one coordinated letter. We could use data from the agencies on the PN Table around vacancies instead of another provincially shared survey.
* Comments:
  + They are asking for data so let’s try to get this from as many as we can
  + Agreement with using a small sampling of PN Table agencies to compile data from
* Call for 3 or 4 people to create survey questions, a group sampling list of agencies, data collection and summary
* The following agreed to participate on the working group:

Sue Coke – Lead  
Kim Thorn  
Don Walker  
Brad Saunders  
Janet Noel-Annable  
Jo-Anne Demick

* Table agreed to be cautious to not create a lot of work with this and keep it as a small sampling
* Report back on Stats and Data collected to be added to the agenda in October.

**7. Other**

a) Correspondence

* Golden Horseshoe Executive Director Group Request – *Michelle Brooks*
  + Discussed if we should respond to them directly or not
  + Michelle advised the table that she has already responded back to Bob Butella with current information.
  + Response to Golden Horseshoe directly : will advise them.

**ACTION: Michelle Brooks as PN Chair, will respond back to Bob Butella on this letter and with an ask for a representative from their table to provide survey data from their region.**

**8. Emerging Issues/Questions –** *All Members*

* Respite Funding Cuts
  + Our budget was cut to zero – did this happen to anyone else?
  + Sue will check with her finance department and respond back to Bryan directly
  + Don and Kim also had issues with their budget templates

1. **Adjournment:** 12:52pm
2. **Next PN ‘Meeting’** the 3rd Thursday of each month for 2023   
   **TBC** - Thursday August 17th, 2023, 10am – 1pm virtual via zoom  
   Thursday September 21st, 2023, 10am – 1pm virtual via zoom

**The Table agreed to cancel the August 17th Provincial Network meeting, and will use this meeting time for the working group on the survey instead.**

**The next regular meeting of the Provincial Network is scheduled for**

**Thursday September 21st, 2023, 10am – 1pm virtual via zoom.**