APPROVED
Provincial Network Meeting Minutes
January 16th, 2025
10:00am – 1:00pm via Zoom

PN ATTENDEES

Michelle Brooks (PH)-*Chair*	Eugene Versteeg (Karis);
Alison McLean (Provincial CoP-EDI)	Jennifer Gleva (Karis)
Ann Bilodeau (PNHR);	Kim Thorn (DSO);
Bob Walsh (OASIS)	Lexi Deece-Cassidy (CNSC);
Chris Brillinger (OPAN);	Marnie McDermott (SCDSN)
Claudine Cousins (OASIS/CLO)	Sherri Kroll (PEDG);
David Cohen (FCN);	Sue Coke (Kerry's Place/OADD)
Don Walker (Mary Centre/FCI);	Trish Sherwin (Admin Support/Recording Secretary)

PN REGRETS

Ann-Marie Binetti (PNHR);	Jo-Anne Demick (CLO);
Bryan Keshen (TDSA);	Jonathan Bradshaw (OASIS)
Carolynn Morrison (TDSA);	Michelle Del Carmen, (OADD)
Chris Beesley (CLO);	Shawn Pegg (CLO);
Jason Young (OADD)	

MCCSS ATTENDEES

Christine Kuepfer	Danielle Jackson
Jody Hendry	Mike Bannon
Angela Allan	Julia Cho
Kril Lombardi	Amrit Sivia
Richard D'Iorio	

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1. **Welcome** – Michelle Brooks, Chair welcomed all to the meeting at 10:06am.

   a) Review and Confirmation of Agenda for January 16th, 2025
   Amendments: none
   The agenda for January 16th, 2025 was approved as circulated.

   b) Review and Confirmation Draft Minutes for November 21st, 2024
   Amendments: none
   The minutes of the meeting for November 21st, 2024 were approved as circulated.

2. **New Business**
   a) Correspondence
      - Drafting a letter to invite the new Deputy Minister to join one of our upcoming meetings

   b) Emerging Issues/Questions – All Members
      - none.

   c) Topics to discuss with MCCSS – All Members

None.

d) Provincial Alignment and Strategic Planning update
- Michelle reviewed the background on this initiative and next steps with MCCSS, PN and the Regional Tables
- Met with just the agency co-chairs of the regional tables to have them co-design the recommendations and take back to the Regional Tables
- Working on finalizing the next steps from Day 2
- **Recommendations of next steps from Day 2 currently being finalized:**
  1) Day 3 will be for just the agency representative co-chairs with People Minded Business as the facilitator to look at how they could start implementing a change management plan, items that should form an agenda, and recommendations on the items that should remain consistent between all the different planning tables
  2) To request funds from their corresponding Regional Tables (and possibly from their local tables) to invest in engaging a project manager to aid in implementing the change management plan, guide the tables to ensure alignment with the plan, and to create templates and other tools for them to use.
  3) Define meeting frequency of joint meetings for all 5 regions and elect 1 lead to sit at the PN Table to share information and help build more efficient communication pathways

Follow-up discussions
- Confusion around PN's role with the Regional Tables
- Communication pathways to all levels of groups throughout the province that broke down and resulted in the creation of room for duplication of work.
- The Regional Tables are the only groups where every TPA is mandated by the Ministry to sit at.
- Inconsistent way the agencies/organizations are organized across the province.
- The Opportunity to better organize as a sector
  o Organizational leaders that meet and grow together
  o The need for organizations to be engaged in some capacity in a meaningful way and coordinated way
  o PN has become the default sponsor of a reorganization and amplification of those tables – acknowledgement that change is needed
- Equity, Diversity and Inclusion Community of Practice offered to support and provide an EDI lens to the work and information

Action Item: **Michelle will share the 23/24 summary report with recommendation with the PN Members once all regional planning table agency co-chairs have approved it.**

e) Communications Requests through PN members – Ann-Marie Binetti/Ann Bilodeau
- Gentle reminder that the DSWI uses this committee to circulate communications through these members.

f) PN Chair Succession and Next Steps – Michelle Brooks
- Michelle advised the members of her intention to step down as Chair
- Discussed previous ideas around whether the Chair should be outside/separate from the other provincial groups or to keep it from within the PN Members; or do

a call out/EOI to the provincial sector for applications to be considered as the next chair?

- o Per the terms of reference it would preclude anyone already at this table unless they stepped down from that provincial committee's role and away from that group entirely to be chair of PN:
  - Are not representing a provincial group while in the capacity of chair;
  - Have participated for a minimum of one year on a working committee of the Provincial Network;
- o Discussed that we need to review and update the Terms of Reference already and this could be one part of that.
- o Committee members shared their comments and agreement to the idea of a call out/EOI in the sector for Chair applicants.
- o Need to define the criteria and list of competencies that would be required for this role of Chair. Michelle asked if anyone is able to participate in a task group to define the criteria, competencies/skills, matrix, expectations of the role
  - Members agreeing to be a part of the task group: Bob Walsh, Alison McLean, Marnie McDermott, Jennifer Gleva and Ann Bilodeau/Ann-Marie (requested to be a part of this task group to incorporate the Core Competencies into the process).

3. **Standing Committees:**
   a) **OnTrac –*Sherri Kroll and Kim Thorn***
      - Met in November to look at the key themes in the SPARC report and reached out to the ministry to request a meeting to discuss the themes and recommendations within the report. We are waiting for their response to this request.

   b) **HR Committee – *Jennifer Gleeva/Ann Bilodeau***
      i. HR Network
         - Planned an in-person all day planning meeting in February
            - o Looking to set a new focus on how to leverage our HR networks differently
            - o How we can integrate the DSWI initiatives
            - o HR Forum planning – new venue will be the Hilton by the airport. Continuing to partner with CLO and looking at a possible other partner to add on to the conference

      ii. Workforce Initiative Updates – Ann Bilodeau
         - Communication circulated previously on the Emerging Leaders Training for DSPs.
         - Steering Committee meeting next week
         - OLT continuing
         - Encourage organizations to look at Highschool students for volunteers
         - Looking at workplans moving forward
         - Alignment with J2B
         - DSWI is a collaboration with MCCSS
         - More to come on future initiatives
         - Ann shared with PN members her intent to step down as co-chair and the availability for new members from agencies for the various DSWI committees

      iii. Nano/MicroCredentials updates – Michelle Brooks

- Shared the history of the funding from MCCSS in relation to the training costs and stipends in previous phases of this pilot project
- MCCSS has stated that agencies should be using the training dollars in their budgets so they are only funding partial registration costs in this phase.
- Asked that PN members share the course information and email with their networks
- Noted that the feedback on the Dual Diagnosis course has been very positive.

c. **Health Strategy & Engagement Working Group**- *Bryan Keshen/Brian Swainson*
- No report.

d. **QAM**- *Sherri Kroll/Eugene*
- Met on Dec 9th with next meeting scheduled for March 3rd
- Items discussed:
  - Feedback from the webinars MCCSS hosted around the QAM Reference group
    - Is there some way within the sector that we could begin to create community of practices or some sort of a more clear method for organizations.
    - Leveraging the RealXchange website and QAMtraining.net and/or moving to a new website to navigate resources [Quality Assurance Measures Training](#)
  - Inspired by our Grass Roots – committee of the PEDCC, has a subcommittee that's looking at quality disability supports that respect the person
    - Looking at alignment between what's happening through the QAM Reference Group (Ministry driven and focused on QAM) and this subcommittee (looking at quality from a service user's perspective).
    - Opportunities to partner on initiatives

4. **Finance/Budget**
   a) 2nd and 3rd Quarter Financial Report
   - $134000 remaining in our PN account (separate from the DSWI funds)
   - These funds are flowed through a TPA's budget by the Minsitry.

5. **Business Arising from Previous Meeting**
   a) Zoning By-Law – *Michelle Brooks/Jonathan Bradshaw*
   - Michelle provided a brief history of this item.
   - Recommendation from task group on this was to refer this to the OASIS Government Relations Committee with Michelle being put forward to be a member of this committee so she can report back to PN.
   - Bob noted that they will be looking at aligning the definition of Group Home within all levels of governing legislation

   b) DSW Program Challenges re: Student Immigration Changes – Update – *Ann Bilodeau*
   - Thanked everyone for all their work to help resolve this issue
   - HR Committee was able to create and complete a survey around international students in our sector within a week's time to help with this.
   - The DSW program has been put back on the list for international students.

6. **Current Initiatives/Working Groups:**

    a) PN coalition Sector Pressures and Strategy working group – *Chris Beesley/Claudine Cousins/Jonathan Bradshaw/Bob Walsh/Jo-Anne Demick*
        i. New Campaign - #WaitingToBelong
- deferred.

7. MCCSS Updates- Jacklyn Cureton, Jody Hendry and Chris Kuepfer
External Meeting Notes
Provincial Network Updates: January 16, 2025

Ministry Presenters: Christine Kuepfer, Jody Hendry, Mike Bannon, Angela Allan

Ministry Updates

Update on IRCC including DSW

- As of December 17th, 2024, the IRCC has included Developmental Services Worker under the Education category of eligible fields of study for PGWPs, recognizing the critical role of international students in these programs and the broader labor market needs. The DS sector has been informed about this positive change.

Update on Microboards

- The launch of a Microboards pilot project this month through Microboards Ontario will be announced. This project aims to support 40 families in incorporating a Microboard for their family members and will implement a train-the-trainer approach for existing Facilitators across the province to support effective knowledge transfer and sustainability.

Updates on the DSCIS Release 8.3

- The Ministry is enhancing the Developmental Services Consolidated Information System (DSCIS) to support DSOs and Service Agencies by improving data quality for timely and effective service planning decisions, building capacity in the system, and enhancing the client experience through more timely and accurate matching and linking.
- DSCIS Release 8.3 was implemented on December 9th, 2024 and regular supports were made available to Service Agencies.

Awareness Building re SIS-A 2nd Ed Implementation

- At the October PN meeting, it was shared that the ministry and DSOs will transition to using the 2nd Edition of the SIS-A as part of the Application Package for Adult DS in late January 2025.
- Since then, the ministry issued to your agencies an information package outlining exactly what changes you will see in the SIS-A 2nd Ed, as well as small changes to other ministry tools, was issued to your organizations in December through the MCCSS regional offices. If you don't recall receiving it, please reach out to your program supervisor.
- Deployment of the DSCIS updates is starting tomorrow, and the ministry anticipates the formal transition to the updated package to occur next week.
- DSCIS release roll-out instructions were provided to all DSCIS users, including your agencies. The instructions included notice of an outage period for DSCIS, starting January 16 (today)until January 21st. As with previous releases, DSCIS users will receive a confirmation email once access has resumed.
- Questions about the changes can be emailed to sisa2implementation@ontario.ca.

Bill 238 (Emergency Authorities)

- Bill 238, the Emergency Management Modernization Act, 2024, proposes amendments to the Ministry of Community and Social Services Act (MCSSA) to improve the government's ability to provide uniform, timely, and responsive direction to MCCSS-funded organizations during extraordinary situations.

- Amendments would give the Minister authority to issue binding direction to MCCSS-funded entities in emergencies, extraordinary situations, and other matters of public interest.

- Other sectors supporting vulnerable populations have developed more nimble, comprehensive, and coordinated emergency management approaches. The proposed amendments align with these approaches.

- Stakeholders will be able to provide feedback when draft regulations are posted to the Ontario Regulatory Registry (ORR) and participate as Bill 238 proceeds through the legislative process.

TPR Risk Assessment Updates

- Concerns from the last meeting regarding the Risk Assessment process, particularly discrepancies observed in its rollout, will be addressed.

  o Q1: Process for challenging risk assessment action plans if boards do not agree with them?
  o TPR RA action plans address specific issues identified within the TPR RA Questionnaire that resulted in a medium to high-risk rating. Action plans are created based on the ministry risk assessor (MRA) assessment and scoring. MRAs can engage with boards to address concerns related to risk assessment scoring. The ministry assesses TPR's risk based on provided information and their knowledge of the TPR.

  o Q2: Who receives the information, and how is it used/shared?
  o TPR RA Questionnaire responses are entered into TPON and used/shared in accordance with provincial transfer payment directives. These directives require ministries to complete and document risk assessments and prepare risk management plans.
  o A TPR's risk rating informs a proportional approach to oversight, tailoring the level of monitoring and reporting in transfer payment agreements.
  o MCCSS does not share TPR-specific data or risk assessments with other parties except as noted. In this initial risk cycle, MCCSS risk data is shared with the Ministry of Health (MOH) for Children and Youth Mental Health (CYMH) on a pilot basis to test the feasibility of using a single questionnaire for both ministries. Work is underway to standardize the risk assessment process to reduce duplicative processes and administrative burden. The CYMH pilot will inform risk data sharing practices and support greater consistency in the next risk assessment cycle.

  o Q3: Addressing discrepancies in risk assessment rollout and aligning the risk assessment tool with existing risk mitigation strategies used by TPRs?
  o TPRs can leverage existing risk mitigation strategies to develop action plans and work collaboratively with MRAs to address medium-high and high risks identified in their assessment.
  o The ministry seeks continuous improvement and will gather feedback from TPRs and ministry staff to improve and refine the risk assessment process and tools. This includes addressing

discrepancies and alignment issues and assessing new factors impacting risks to organizational health and service delivery.

- o Q4: Gathering feedback on the effectiveness and usability of the risk assessment tool?
- o The ministry will release a TPR and ministry staff survey to gather feedback on the risk assessment process in advance of the next risk assessment cycle.

- o Q5: Supplementary resources explaining the derivation of risk rankings, their purpose, and mitigation strategies?
- o Information about risk ratings, methodology, and mitigation/action plans were part of recent TPR Risk Assessment Information Sessions. Recordings and presentation materials are available in both English and French through ministry contacts.

8. **Participant Updates**
   a) CLO – *Chris Beesley*
      - deferred.

   b) CNSC –*Lexi Deece-Cassidy*
      - meets monthly
      - Working on review of the definition of eligibility with MCCSS
      - Looking at alignment of data in TPON and DISCUS amongst all agencies to ensure consistency of information/data being collected.
         - o Requested a presentation on the data collected once this review is complete.

   c) DSO – *Kim Thorn*
      - Working through the changes and updates from MCCSS over the past couple months
      - DISCUS is being updated as of today
         - o Traditionally users had read only access while this type of update was happening, however this time the database is locked down intermittently until January 22nd.

   d) EDI-Community of Practice – *Alison McLean*
      - Will be meeting later this month
      - Looking at putting out their EDI report
      - Looking at launching an EDI learnings series through the RealXchange
      - Joining with Bob's research to obtain data throughout the sector.

   e) FCI (Faith and Culture Network) – *Don Walker*
      - FCN has created a small survey about the importance of faith and culture in the sector that they are hoping can be shared by the PN.
      - Don will share with Trish for circulation to the PN members to share with their networks.

   f) SCDSN – *MarnieMcDermott*
      - Upcoming clinical conference day at the OASIS conference in Windsor – flyer will be sent to Trish to share with PN members.
      - Registration is open.

- Held a strategic planning session on Sept 10th facilitated by consultants from MAGE…report back on information obtained was on January 7th with the following key themes:
  - Elevating our voice
  - Elevating our value
  - Elevating our impact

g) Karis – *Eugene Versteeg*
- MoF prebudget consultations – preparing out prebudget submission and spoke at various dates.

h) OADD – *Sue Coke for Michelle DelCarmen*
- OADD Conference (with SCDSN) them this year is "navigating life transition".
  - March 26 and 27 (SCDSN on March 25)
- Publication of DD Journal chief editor, Dr. Maria Percy, is retiring and we are looking for a chief editor – there will be a small stipend for this role
- Textbook – 4th edition – we will no longer be involved in the updates – new publisher for the 5th edition
- DS Professional Association – collecting data on this within the surveys through the DSWI-Research and Data Indicators Committee chaired by Rob Hickey. Waiting for the data from these surveys before developing next steps.
- RSIG – a group of students interested in presenting their research – will be moving away from the OADD conference and will be hosting their own research RSIG Group day on May 8th.

i) OASIS **–** *Jonathan Bradshaw*
- Working with PN Coalition on the #waiting2belong campaign
  - Marketing – bus shelter campaign
  - Preparation of information for leading up to the election
    - Civic engagement
    - Best practices for people supported
  - 2025 Salary Survey to follow this year off the 2024 survey as a benchmark
    - Survey will launch in early February and will be open until the end of April
  - OASIS conference coming up in Collingwood at Blue Mountain April 30th to May 2nd.
  - Housing Committee
    - PFR survey branching more into ways people are providing housing supports
    - Looking into the information around Capital degradation when Ministry is on title with an organization
  - Will be participating with Karis on pre-budget consultations on January 27th.

j) OPAN – *Chris Brillinger*
- No update

k) PEDCC – *Sherri Kroll*
- **PEDCC Meeting – January 14**
- Teresa Kruze, Media Specialist working with CLO and OASIS on #WaitingToBelong attended the meeting

- #Waiting2Belong is a Provincial campaign to raise the awareness and address the growing waitlist for adult DS services
- This is a long-term strategy
- Have accelerated the timetable in anticipation of an early provincial election – wanting to get our message across to politicians and the public before the election comes and temporarily shuts down the Provincial Parliament
- Last week Global TV featured a story about a family that have been waiting for developmental services for 14 years.
- There a press conference today - Chris Beesley and Johnathan Bradshaw will speak to the media.

Inspired by our Grassroots Steering Committee Updates
- There is a lot of interest expressed by PEDG members around employment supports with a dozen or more interested in participating in a working group. There will be a COP on January 28th on this topic – use this as a jumping board to get working group started
- The Quality Disability Supports working group is looking at how their work might alignment with the Ministry QAM Reference Group
- This working group also wants to establish as communications mechanism, perhaps a listserv, to facilitate sharing of best practices and ideas about quality definitions and improvement
- The Resources and Capabilities working group is looking at accountability tools (outside of QAM) for families with individual funding that it can recommend to the Ministry
- The Working Group on Transition-Aged Youth (TAY) plans to host a five-part Community of Practice series starting in February.
- The working group on J2B Readiness is stepping back while the Ministry reference group does its work. There is considerable overlap of membership between the two, and members of the Ministry group have signed a non-disclosure agreement that prevents them from discussing their activities.
  l) TDSA – *Bryan Keshan*
    - Deferred

Reminder to register for Day 2 Webinar on Data – link to recording of Day 1 was included in the flyer for Day 2.

9. Closing Comments and Adjournment
> **Adjourned at: 12:41pm**
>
> **Next PN 'Meeting'**
> **Next PN Meeting - Thursday February 20th, 2025 virtual via zoom**