



YOUTH JUSTICE ONTARIO: BOARD MINUTES 2020-01-28

Present: Keith Zehr (Chair), Diane Irwin, Kelly Henderson, Richard Doig, Sonja Sonnenberg, Susan Fragis, Mark Arnold, Karen Carr, Kent Taylor, Angela Girard, Gerry Watson, Sandy Inglis (Minutes)

Regrets: Chantal Maida

Guests: Information Management Unit Coordinator, Maria Buscemi, MCCSS ADM David Mitchell and mentee Stephen Noseworthy

Location: Chelsea Delta Hotel, Toronto (Walton Room, 25th floor) 33 Gerrard Street West, Toronto, ON

Time: 0900 hours

AGENDA ITEM	DECISION/DISCUSSION	PERSON RESPONSIBLE	TIMELINE	OUTCOME
Call to Order & Welcome	President Keith Zehr welcomed the Directors, and a Quorum was established.	Keith		QUORUM MET
Welcome and Dialogue with ADM David Mitchell	<p>MCCSS Assistant Deputy Minister David Mitchell, along with his mentee, Stephen Noseworthy and Information Management Unit Coordinator, Maria Buscemi came together with the YJO board on January 28, 2020.</p> <p>Dialogue makes successful collaboration possible as the board continues to advocate for our members.</p> <p>Although David was not in a position to give specific answers to the Board's questions regarding decisions affecting the Youth Justice landscape, it did not stop the board from asking the questions nor to reiterate that members are prepared to respond to current need through our existing work as well as our collective will and ability to</p>	All		Member advocacy

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	work together to provide necessary, cost effective, and successful programming in both community and custody settings. Additionally, the Board ensured affirmation of YJO members' ability and will to work collaboratively to redesign, repurpose, and reinvest in future programs in order to meet community and system need.			
Welcome and Dialogue with Information Management Unit (IMU)	The Board welcomed Information Unit Coordinator Maria Buscemi. She discussed IMU requirements for fulsome, detailed reporting and acknowledged some of the new system challenges. She invited members to email her with questions: maria.buscemi@ontario.ca . The IMU is looking at developing a tip sheet to help clarify information required in SOR reports.	All		Member Advocacy
Review & Approval of Agenda	Approved by consensus with two additions: Moved by; Mark and Seconded by; Sonja. Additions: 1. Invitation to YJO for consultation with Ministry of Health and MCCSS regarding oversight framework – envisioned behavioural clinicians be regulated through an existing regulatory college for behavioural clinicians. 2. New federal Indigenous Child and Family Services Legislation.	All		CARRIED
Review & Approval of Board Minutes November 19, 2019	Draft board meeting minutes of November 19, 2019 were reviewed. Motion to approve as final. Moved by; Diane, seconded by; Kelly; – Minutes were approved as final.	All		CARRIED
Financial Report 2019/2020 Review	Kent presented the financial report for the board's review to include, the Balance sheet as of December 2019 and the detailed Profit & Loss statement July 1, 2019 through to January 24, 2020. Motion to approve the Financial report. Moved by; Kent and Seconded by; Angela – Financial reports were approved.	Kent		CARRIED

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Financial Investment and Fund Management Policy – Review and Revisions	A working group was formed to revise the Financial policy to include the topics of electronic transfer of funds and credit cards. The draft policy was discussed and some revisions made. With the new revisions, there was a motion to approve the revised policy. First; Sonja, Second; Kelly. Policy approved as final. Sandy will complete the revisions and post on the YJO website.	Sandy		CARRIED Stewardship and accountability of YJO Association Funds
PMAB – Qualifications Process	<p>Prevention and Management of Aggressive Behaviour (PMAB) is one of a number of existing approved MCCSS behaviour management programs. 37 Ontario youth justice programs use PMAB. YJO worked to support the 37 programs presently using PMAB in order to ensure the submission of the program for review was submitted to the Ontario Tenders portal by the February deadline.</p> <p>Through the Request for Qualifications process, it was required, that the PMAB package be submitted for review to remain a viable option. YJO facilitated meetings with MCCSS Training branch, MCCSS ADM Mitchell and with the Ontario PMAB Focus group. The provincial PMAB Focus Group submitted the most recent PMAB training package with the hope the issue of ownership can be sorted out afterwards, via the Ontario Tenders Portal by the February deadline.</p> <p>Although verbally confirmed, Keith is waiting for a written document to state: notwithstanding the outcome of this process, the MCCSS sees PMAB as a sanctioned program.</p>	Keith	June 2020	PMAB continues to be an MCCSS approved option
Board Review	YJO continues to review their stewardship responsibilities for the association. Composition, size, format, meeting locations and succession planning were discussed to ensure most effect and financially responsible ways to conduct business. The board elected to conduct one of the	All	January 2021	Effective and responsible governance

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	<p>four required meetings via video conference vs. in-person. It was decided the January meeting will be conducted via video/teleconference. Sandy will work on the format and roll out details.</p>			
<p>Workplan Accomplishments</p>	<p>During November and December, the Board contributed their time and resources on the member developed action plan to accomplish the following:</p> <p>Dec 11 - collaboration with MCCSS Training branch to expand Residential Service Worker Foundations program.</p> <p>Dec 15 – Working group updated Finance Policy to include ETF and credit card usage.</p> <p>Nov & Dec - Each Zone held a Fall Member Meeting</p> <p>Dec & January – Zone 2 Conference Committee meetings to establish location, venue and dates for the 2020 Annual Conference with the theme of Trauma and Resiliency.</p> <p>Nov - Each Zone discussed a plan for their annual Spring training</p> <p>Nov and Dec meetings – A number of meetings with the Provincial PMAB Focus group and different branches of MCCSS to ensure PMAB continues to be an approved behavioural management option for members.</p> <p>Dec 18 – Participation in teleconference regarding updates to the YJSM specifically, Management of Suicide Behaviour Standard</p> <p>Nov & Dec Invitations accepted by MCCSS ADM David Mitchell and IMU coordinator Maria Buscemi to attend the January 28, 2020 board meeting</p>	<p>Board reps</p>		<p>YJO goals are achieved as identified by the membership</p>

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	Nov & Dec - YJO represented the membership in Ministry lead review of Licensed Residential Services across the Children's Service sector.			
2020 Conference Agenda and AGM Planning, budget review	The conference has been confirmed for September 22-24, 2020 at the Marriott hotel in Ottawa. YJO committed to contributing 40% of the costs of the conference to ensure registration costs remain manageable for members. Keith will invite ADM David Mitchell and Associate Minister Jill Dunlop to the conference.	Mark, Diane, Karen	June 3, 2020	Continuing Professional Education and Training.
Provincial Landscape and Communications	<p>Police Records Check Reference Group - Susan reported – the first meeting was gathering of information from the different sectors. She noted procedural differences and disparity across sectors and geographical regions. This group will look at streamlining screening practices at future meetings.</p> <p>Youth Justice Services Manual – Management of Suicide Standard – YJO board members participated in a teleconference providing feedback and suggestions on the draft standard.</p> <p>Youth Justice Training Committee and YJO involvement – contributed ideas to the Residential Youth Worker Foundations Re-design Project Discussion. Advocated for members with community programs to have access to the training as well.</p> <p>MCCSS Review & Reform of Licensed Residential Services Meetings – To inform the reform of licensed child and youth residential services, MCCSS invited YJO to provide strategic advice and guidance on the</p>			Best/promising and innovative practices for youth justice services

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	<p>implementation of initiatives for reforming licensed residential services. Keith is the YJO representative. Meetings will continue in the new year.</p> <p>EJS/EJM Community of Practices update – Karen reported the meeting in the East on Dec 17 reflected ongoing interest in community of practice. They were exploring the reasons for the recent decrease in referrals. Another meeting was planned for the end of February, date yet to be confirmed.</p> <p>National Youth Justice Network, Strategic Plan updates Mark reported NYJN’s desire to increase the upper age range in order to provide service to youth beyond 18 years continues to be a priority. NYJN/YJO will look for ways to better support this initiative. Membership is expanding across the country. There is a teleconference on Friday, January 31, 2020.</p> <p>Additions to the Agenda</p> <p>1.Oversight Framework for Behavioural Clinicians – Kelly Henderson will represent YJO at this consultation meeting and ask questions about the definition of “behavioural clinician” and how this may impact front line worker ability to perform their support roles . YJO’s concern relates to human resources and financial impact to have behaviour clinicians registered with a professional college. It is envisioned by MOH and MCCSS behaviour clinicians are regulated through an existing regulatory college.</p> <p>2. New Federal Indigenous Child and Family Services Legislation. In response to a question from the membership, ADM David Mitchell explained that there will be no impacts to the administration of provincial youth justice services.</p>			

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New Member Requests	<p>Ottawa Youturn requested to join Youth Justice Ontario. The Board reviewed their website, confirmed it met YJO membership criteria - Youturn provides intensive services and supports to youth in conflict with the law, and their families.</p> <p>There was a motion to approve Ottawa Youturn Youth Services as a member of Youth Justice Ontario: First by: Mark, Seconded by: Sonja. Carried</p>	All	July 1, 2020	<p>CARRIED</p> <p>Approved Ottawa Youturn Youth Services as a member of Youth Justice Ontario</p>
Zone Updates	<p>Zone 2 – The priority is conference planning. There are a number of meetings planned.</p> <p>Zone 3 & 4 are working together on Spring professional development opportunities and have tentatively booked the space and have narrowed it down to two options for workshops. AYSP and Turning Point are working on this.</p> <p>Zone 1 – confirmed their spring training will be done via webinar. Angela is taking the lead on planning this.</p> <p>Retirement</p> <p>Diane Irwin will be retiring in June. The board expressed their appreciation and gratitude for her contributions and commitment to Youth Justice Ontario. At the upcoming Zone 2 meeting, a new regional representative will be elected.</p>		June 2020	All Zones will discuss common topics in addition to their own unique agenda items
Next Meeting & Adjournment	<p>The Next Board Meeting will be on Wednesday June 3, 2020</p> <p>Chelsea Delta Hotel, Toronto (Walton Room, 25th floor) 33 Gerrard Street West, Toronto, ON</p> <p>Time: 8:00 am (breakfast) Meeting start: 9:00am</p> <p>Motion to adjourn: Kent 2:30 pm</p>		June 3, 2020	



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Signatures indicating finalization of minutes:

Keith Zehr, President

Date

Karen Carr, Secretary

Date