



## **Meeting Minutes – Meeting 1**

### **Northern Capacity Building Advisory Committee Sudbury Manitoulin District**

**Date:** June 8, 2020

**Location:** Zoom Meeting

**Present :** Sara Kitlar- Pothier, Parent  
Julien Bonin, Parent  
Shannon Lavoie, Parent  
Christa Morel, Parent  
Kristen Norman, Parent  
Kim Morris, Behaviour Analyst, Own Practice: Behaviour Analysis North  
Natalie Croteau, M.A., BCBA, Own Practice : ABA Northern Services ,  
Michelle Bascom, Service Navigator for the North, Autism Ontario  
Terri Barriault, Psychologist, Own Practice: Roots and Wings Psychology  
Sherry Fournier, Executive Director, Child & Community Resources  
Nathalie Poitras (Recorder)

**Regrets:** Sylvie Grenier, BCaBA, Own Practice : Sylvie Grenier Consulting  
Kristen Norman, Parent

#### **Item**

<b>1.0</b>	<b>Welcome</b> The meeting was called to order at 5:04pm by Sherry Fournier All members who were present and were welcomed by Sherry. Everyone present took a moment to introduce themselves to the group.
<b>2.0</b>	<b>Approval of the Agenda – June 8, 2020</b> The Agenda was approved as presented by all members.

**Item**

**3.0 Presentation – How did we get here?**

A recap of the last 2 years was presented by Sherry Fournier in form of a power point presentation which will be shared with committee members following the meeting.

A question period was granted following the presentation and a few points were addressed for further clarification:

A clarification was provided by the Chair regarding the total funding allocation for each Northern Capacity Building Advisory Committee (Thunder Bay, Algoma, Sudbury Manitoulin, and Kenora Rainy River Districts). Each district will have the responsibility to select priorities and provide advice to CCR how best to allocate the available funding. The funding (\$150,000 per district) is available for one year and must be utilized by March 31, 2021.

1. Q. Does the Advisory Committee have a specific goal? Does the committee have a mandate?

A. The Chair explained that the Advisory committee's role is to identify the areas of need and select priorities that can be achieved between June and March 31, 2021. The mandate was intentionally designed to be broad as the system and the needs continue to change. It is for this reason CCR chose to establish Advisory Committees to help inform this work as there are many needs and limited funds. The goal is to utilize this short term experience to inform future planning and to demonstrate to MCCSS the need for a long term sustainable capacity building and retention strategy. Each priority will include the establishment of measurable goals that will inform effectiveness of the approach and impact to the family experience and system.

2. Q. Is the possibility to share information and share feedback with the other Northern Capacity Building Advisory Committee tables?

A. The Chair welcomes an open communication approach with other Northern Capacity Building Advisory tables from the other 3 districts. If there are innovative ideas that will benefit one or more districts this information will be shared.

**Item**

	<p><b>Presentation – How did we get here? (cont'd)</b></p> <p>3. Q. What is the current children capacity with professionals who offer services for children with autism. Numbers of available if any spots is requested.</p> <p>A. Professionals around the table working in the field explained that numbers cannot be consistent due to the needs of each child. e.g. a child that requires 4 hrs of treatment may use 2 available spots.</p> <p>It was also explained that with COVID occurring, this has impacted capacity.</p> <p>As for other agencies that are providing services such as JASPER, ABA, since their list aren't specific to autism they are unable to provide specific numbers of children on the waitlist.</p> <p>Agencies are also experiencing a shortage of front line staff such as Therapists therefore children capacity is non-existing.</p> <p>For some professionals who independently and directly work with families, are struggling as they do not have therapists especially in French.</p> <p>With the constant fluctuation in recruiting and sustaining certified, experienced front line staff such as therapists, the capacity also experiences instability.</p>
<p><b>5.0</b></p>	<p><b>Review Draft Terms of References (TOR)</b></p> <p>The committee reviewed the TOR and approved the content with clarification of the following points:</p> <ul style="list-style-type: none"><li>• Sherry Fournier will be the appointed Chair of the committee</li><li>• A Co-Chair is required to work in collaboration with the Chair and Sherry welcomes parents to this opportunity. This will be determined by next meeting. To submit your interest please contact Nathalie Poitras at <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> by June 15<sup>th</sup> 4:00 p.m.</li><li>• For the review of the meeting minutes, members are asked to review and provide feedback or amendments to Nathalie Poitras following an email which will have the minutes and the deadline to review. The minutes will be posted on Child &amp; Community Resources website following the members review. If no feedback is received by the provided deadline regarding the minutes, the Chair will assume that there are no amendments to them.</li></ul>

**Item**

	<p><b>Review Draft Terms of References (TOR) (cont'd)</b></p> <ul style="list-style-type: none"><li>Confidentiality/Communication is part of the TOR to meet our commitment in being transparent to the public and especially to our families. “Confidentiality” will be removed from the title to prevent confusion.</li></ul> <p>The TORs have been approved in principle by the committee members however committee members are invited to send additional amendments to Nathalie feedback by June 15<sup>th</sup> 4:00 p.m. to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a></p> <p>The final version will be presented at the next meeting for final approval.</p>
<p><b>6.0</b></p>	<p><b>Proposed Timelines (Calendar)</b></p> <p>The Chair explained that the draft timeline developed is to provide an overview of the action items. This is not an exhaustive list and will be updated as the committee completes the work. The members are asked to review the calendar and bring forth any feedback by June 15<sup>th</sup> 4:00 p.m. to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a></p>
<p><b>7.0</b></p>	<p><b>Proposed Meeting Dates</b></p> <p>Future meeting dates proposed at the meeting were drafted by following today’s date and time. Members are welcome to provide feedback and the Chair asked to reach out to Nathalie Poitras at <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> if there are any concerns or questions regarding future dates. If there are no replies by June 15<sup>th</sup> 4:00 p.m. the Chair will assume there are no conflicts with the proposed dates.</p>
<p><b>8.0</b></p>	<p><b>Discussion – Expectations and Potential Priorities</b></p> <p>Time was granted for the committee members to voice and discuss their expectations or feedback around today’s meeting or to bring point of views. Discussion was mainly around the current state of how parents are assisting, supporting and teaching their own children. Parents are sharing that they require more in depth training and that some parents are taking courses at colleges to be able to gain the skills they need to work with their child.</p> <p>The providers and parents of the committee shared some parents’ feedback and suggestions:</p> <ul style="list-style-type: none"><li>Parents’ in need of more training for themselves and resources.</li><li>Some parents are using their funding to get trained.</li><li>Training such as Crisis Intervention and Prevention aren’t readily accessible or are simply not advertised publicly.</li><li>Opportunity to work along professionals and learn the skill at the same time.</li></ul>

**Item**

	<p><b>Discussion – Expectations and Potential Priorities (cont'd)</b></p> <p>Another discussion took place around the sustainability of Therapists. The Chair confirmed with the members that the recruitment and instability of retaining therapists is not northern specific but province wide. The scope of work may need to focus on training professionals as well as training parents. Parents might have no other venue or option other than to be trained.</p> <p>It was also suggested that the Advisory committee would have to define what it wants to attain and sustain. There is interest in designing a strategy that would support parents and their education as well as a strategy for professionals. Both strategies are important however the committee inquired if the parent training could be funded by OAP reserving the \$150,000 for professional capacity building. Sherry will explore this option and report back to the committee at the next meeting.</p> <p>The Chair thanked the committee for the discussion and invited members to come prepared to the next meeting to discuss potential priorities. Members were also encouraged to connect with their own networks to contribute to the list.</p>
<p><b>9.0</b></p>	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 6:30.</p> <p>The next meeting is scheduled for June 22<sup>nd</sup> 2020</p>
<p><b>10.0</b></p>	<p><b>Committee Action Items</b></p> <p><b>Members are asked to provide the following by June 15 at 4p.m. to <a href="mailto:npoitras@ccrconnect.ca">npoitras@ccrconnect.ca</a> :</b></p> <ul style="list-style-type: none"><li>• Co-Chair interest</li><li>• Provide feedback or address concerns regarding Calendar and Meeting Dates</li><li>• Review Minutes and submit edits</li><li>• Review Terms of Reference and submit edits</li></ul>