



Meeting Minutes – Meeting 8

Northern Capacity Building Advisory Committee Sudbury Manitoulin District

Date: November 16, 2020

Location: Zoom Meeting

Present : Sara Kitlar-Pothier, Parent (Chair)
Shannon Lavoie, Parent
Kristen Norman, Parent
Julien Bonin, Parent
Michelle Bascom, Autism Ontario
Sylvie Grenier, Provider: Sylvie Grenier Consulting
Natalie Croteau, Provider: ABA Northern Services
Sherry Fournier, CCR (Co-Chair)

Regrets: Terri Barriault, Provider: Roots and Wings Psychology
Kim Morris, Provider: Own Practice: Behaviour Analysis North
Christa Morel, Parent

Item	
1.0	Welcome
	The meeting was called to order at 5:04 pm by the Chair.
2.0	Approval of the Agenda – November 16, 2020
	The Agenda was approved by all members with no amendments.
3.0	Approval of the Minutes – October 19, 2020
	The minutes were approved by all members with no amendments.
4.0	Updates-CCR
	<ul style="list-style-type: none"> • Due to Covid and the uncertainty related to the new OAP some of the goals are delayed. As a result, Sherry contacted MCCSS Regional Office to request an extension to June 30, 2021 and inquired if the Capacity Building Project would be funded for another year. Either option would provide the necessary flexibility to achieve the goals as designed and provide much needed stability to the system until the new OAP is implemented. • The Chair, Sara shared some information regarding an upcoming opportunity to apply for government funding. It was shared that certain agencies were made aware of the initiative and she wanted to ensure all members new about this opportunity. Also, the Chair shared that the call-out for proposal submission for the Independent Intake Agency for autism was released. Sherry advised that CCR had not yet received any information related to either announcement. When CCR receives official notification, the information will be shared with all committee members. • The Round Table discussions (to begin the work related to the two regional goals) are scheduled for December 1 & 2. Updates will be provided at the December committee meeting.

5.0	Progress Updates – District and Regional Goals
	<p>The main focus of the discussion was to brainstorm opportunities for the unused funds. A total of \$70,000 is available.</p> <p>To prevent the loss of these funds, an immediate strategy needs to be implemented; especially if an extension isn't granted by the Ministry. Preliminary suggestions to use funds:</p> <ul style="list-style-type: none"> • Funding Skills building weekend was shared which would be tied into a capacity building experience. • A request to review the goal tracker to determine if there is another goal that could be implemented with the remaining funds. Goal tracker will be sent to all members. See Appendix A • Suggestion to invest in more 1 : 1 opportunities with a BCBA for Goal setting. Michelle shared families are seeking these supports. • Commitment to contract individuals that are in the midst of completing their Master's program in the field. • Offer additional training course to parents and professionals (Sylvie Grenier has provided in the past and willing to provide again). • Hold some funds for families requiring extra support (crisis); however a reminder was shared that providers / therapists are already stretched therefore limited availability. <p>Once all members have received the goal tracker, they are invited to share their ideas via email to Sherry sfournier@ccrconnect.ca or with Nathalie at programsupport@ccrconnect.ca or with Sara at sara.kitlar@gmail.com .</p>
6.0	Next Steps
	<p>The Data Collection and Progress Updates Report was presented to the group. This report will be provided monthly to all committees for all goals (regional and district). Committee members were invited to review and provide feedback to Nathalie before the next committee meeting. See Appendix B</p> <p>The Chair of each advisory committee will meet together on November 25th. The purpose of the meeting is to review progress to date, discuss potential opportunities to share progress with MCCSS and discuss the goal related to Colleges and Universities. Updates and next steps will be shared at the December meeting.</p>
7.0	Adjournment
	<p>The meeting was adjourned at 6:04pm Next meeting will be December 14, 2020</p>

8.0	Committee Action Items Members are asked to provide the following:
	<ul style="list-style-type: none">• Feedback, amendments for minutes• \$70,000 remaining funds - Brainstorm and send ideas to: Sherry Fournier, Sara Kitlar-Pothier or Nathalie Poitras.• Review Data Collection and Project Updates Report and provide feedback to Nathalie Poitras npoitras@ccrconnect.ca

Sudbury-Manitoulin Northern Collaborative Advisory Committee: Goal Tracking

Goal	Activities / Tasks	Who / How?	Timeline	Cost (known or anticipated)	Notes
To provide Capacity-Building Grants to providers within the Sudbury-Manitoulin District, to enhance professional capacity and serve more children, youth and families with Autism Spectrum Disorder.	<p>Develop, review and finalize Capacity-Building Grant Request for Proposal.</p> <p>Determine method of communication, and participant group.</p> <p>Form stand-alone review committee to review Proposals and select providers who qualify for grants.</p> <p>Establish objective criteria to aid in selection of successful applicants.</p> <p>Support providers with communication and recruitment of qualified staff (CCR, in-kind) – as required.</p> <p>Evaluate success based on increase in number of qualified professionals, and subsequent children, youth and families served.</p>	<p>Sara Kitlar-Pothier Julien Bonin Shannon Lavoie Christa Morel Kristen Norman Sherry Fournier Trevor Bosse</p> <p>Child & Community Resources to support with recruitment (as requested, in-kind)</p>	Implementation in October 2020, ending March 2021.	\$130,000	<p>Increased professional capacity must result in additional children, youth and families being served.</p> <p>Providers will be responsible for providing sustainability plan. <i>Note:</i> Sustainability may be achieved through foundational services (i.e. Northern Collaborative).</p>
To increase accessibility to Autism services in rural or remote communities.	<p>Develop claim form and process to reimburse providers for costs associated with travel to remote or rural communities.</p> <p>Considerations include:</p> <ul style="list-style-type: none"> - Dependent upon hourly rate - Gas mileage (CCR rate is .54/km) - Economical and safe travel options (e.g. mileage versus rental – travel exceeding 200 kilometres) - Consider seasonal travel barriers and additional time to reach destination - May include overnight stays due to inclement weather - Meal allowance (CCR is \$60/day) <p>Identify families requiring support in rural communities.</p> <p>Evaluate success based on increase in number of children, youth and families served.</p>	<p>Michelle Bascom to support by identifying remote families whom have expressed barrier to service.</p> <p>Natalie Croteau to provide updates (if applicable) regarding ONTABA’s approach and process (see notes).</p>	Implementation in October 2020, ending March 2021.	\$20,000	<p><u>Existing Barriers:</u></p> <ul style="list-style-type: none"> - Sustainability - System capacity – trained professionals are required - ONTABA working on criteria for remote work (Natalie Croteau) - Autism Ontario identified this is a critical need for families as they’ve had to use their own money, or One-Time funding to cover costs - Practitioners need to go to the family <p><u>Considerations:</u></p> <ul style="list-style-type: none"> - Select families based on Michelle Bascom’s list, and identify which providers are able to travel – determine cost and provide appropriate funding

Sudbury-Manitoulin Northern Collaborative Advisory Committee: Goal Tracking

Regional Goals – updates to be provided as necessary

Goal	Activities / Tasks	Who / How?	Timeline	Cost <i>(known or anticipated)</i>	Notes
To partner with Colleges, University's and the Ministry of Education to align learning curriculum with professional requirements and offer additional programming in the North.	<p>Gather list of post secondary institutions and determine if they are offering programs</p> <p>Meet with institutions in the North to advocate for programs (determine which programs based on review of institutions currently offering)</p>	Sherry Fournier			Connect with Ross Romano, Minister of Colleges and Universities.
To enhance capacity and knowledge of Autism Spectrum Disorder and available service options within First Nations Communities.	<p>Establish linkage with Elders, families and professionals (e.g. educational leads) in First Nations Community to pilot capacity-building project.</p> <p>Develop culturally appropriate training based on current capacity and needs in community.</p> <p>Deliver training in preferred modality.</p> <p>Evaluate and reflect on successes and barriers to implement in additional first nations communities.</p>	<p>Sherry Fournier in partnership with representatives from First Nations Communities:</p> <ul style="list-style-type: none"> - Identify pilot community - Establish linkage with Elder(s) to provide insight and support of training session(s) - Support with development of culturally appropriate training 	TBD	Regional Funding	<p>Leverage Autism Toolkit (currently in development)</p> <p>Training(s) to be delivered in-person in manner that respects the traditions and languages of First Nations Community.</p>
To establish and provide training to a parent advocacy group.	Establish linkage between parent advocacy groups, and Child & Community Resources' System Navigator.				<p>Barriers:</p> <ul style="list-style-type: none"> - Caregivers require access to a parent group - Child Care, activities, etc. are required while parents meet

The following information has been collated to provide the Northern Capacity Building Advisory Committees with updates relevant to each of the opportunities and goals developed to support capacity building across the North Region. The information included in this report is not intended to be exhaustive, as it is anticipated that additional data will be made available as the project progresses.

The information below is gathered and reported upon as per the *Progress Monitoring and Evaluation Matrix* included in the Northern Capacity Building Project overview.

Regional Opportunities (1)

To enhance capacity and knowledge of Autism Spectrum Disorder and available service options within a First Nations Community.

Updates

Metric	Updates
First Nations' Participant Feedback Survey collects feedback from community Elders and caregivers (collected by facilitators), indicates enhanced knowledge and access to resources within the First Nations' Community	TBD - Community (Survey(s) to be developed in collaboration with Nishnawbe Aski Nation based on intended outcomes of training – once selected).

Regional Opportunities (2)

To work with the Minister of Children Community and Social Services (Todd Smith), the Minister of Colleges, Training and Universities (Ross Romano), and representatives from northern colleges and universities to develop a northern strategy to attract new professionals and support existing professionals in the field.

To engage academic institutions throughout the province to inform the strategy, partner and mentor where possible.

Updates

First meeting with Chairs scheduled for November 10. No funding attached to this goal.

Metric	Updates
Progress towards achievement of individual activities and timelines is tracked regularly using the Goal Tracking Worksheet.	TBD
Commitment from the Ministry to re-establish the Northern Grant for Professionals.	TBD – Anecdotal
Commitment from one college and/or one university to develop/deliver curriculum.	TBD – Anecdotal

Regional Opportunities (3)

To increase accessibility to Autism services in rural or remote communities.

Updates

A callout to Northern Collaborative partners regarding Access Funds was sent October 16th, 2020. Since that time, there have been two inquiries, and one approved proposal.

A total of \$130,000 is available to support providers with the following travel-related costs:

- Mileage (at \$0.54/km) – minimum of 50 km return trip
- Travel expenses such as:
 - o Car rental
 - o Fuel costs (if renting a vehicle)
 - o Airfare (e.g. for fly-in communities)
- Accommodations
- Meals (maximum of \$60/day)
- Staffing costs for travel only (i.e. costs associated with the time the staff is travelling to / from the rural community)

Metric	Updates
Remote Communities Access Funds, Data Collection and Reporting Template captures evidence to support enhanced capacity in rural or remote communities, such as: <i>Note: data reflects projections</i>	
Number of 'new' children, youth, or families served	Creative Therapy Associates – 5
Number of direct/indirect hours of service delivery	Creative Therapy Associates – 4
Cost to deliver service in rural or remote community	Creative Therapy Associates – \$523.61 (\$129,476.39 remaining)
Describe the barriers and successes associated with travelling to remote / rural communities	TBD – Anecdotal – to be provided near end of initiative