



## Meeting Minutes

### Northern Capacity Building Advisory Committee Sudbury Manitoulin District

**Date:** May 17, 2021

**Location:** Zoom Meeting

**Present :** Sara Kitlar-Pothier, Parent (Chair)  
Shannon Lavoie, Parent  
Kristen Norman, Parent  
Julien Bonin, Parent  
Michelle Bascom, Autism Ontario  
Sylvie Grenier, Sylvie Grenier Consulting  
Terri Barriault, Roots and Wings Psychology  
Kim Morris, Behaviour Analysis North  
Natalie Croteau, ABA Northern Services  
Sherry Fournier, CCR (Co-Chair)  
Nathalie Poitras (Recorder)

#### Regrets:

Item	
<b>1.0</b>	<b>Welcome</b>
	The meeting was called to order at 5:04 pm by Sherry. Sara has accepted the chair's position for the year 2021-2022.
<b>2.0</b>	<b>Reviewed revised Terms of Reference</b>
	The revised TORs are shorter in length and focus specifically on the Northern Capacity Building Advisory Committee's role.
<b>3.0</b>	<b>Committee Membership</b>
	The members agreed to amend the number of members to 8-10. No recruitment necessary at this time.  Meeting dates and calendar invitations have been sent to all; 2021-2022 consists of quarterly meetings.
<b>4.0</b>	<b>Updates-CCR</b>
	<u>Final Capacity Building Report</u>  Due to some unforeseen circumstances the completion of the final report is delayed. It is expected to be ready by the end of May. It will be distributed to all Advisory Committee members first for final review prior to posting on CCR's website.
	<u>Funds from last fiscal</u>  Sherry confirmed that all funding was utilized.

	<p><u>Funding this fiscal directed to grants</u></p> <p>The funding allocation for 2021-20222 is \$1,375 000.00. The majority of the funding (\$1,200,000) was shared equally amongst the 4 districts and will be directed to capacity buidling grants. The remaining \$137,500.00 will focus on regional projects.</p> <p>Some providers shared their plans and their goals were found to be similar.</p>
	<p><u>Goals from last year that will continue (Parent mentor Program, Pre &amp; Post Diagnosis, working with Colleges and Universities etc.)</u></p> <p>The work related to the implementaiton of a parent mentoring program is still underway. Updates on the progress of this goal will be provided at future meetings.</p> <p>Laurentian University in partnership with Kim Morris, Behaviour Analysis North will be offering micro credentials similar to Registered Behaviour Technician training. Once the course and fees are finalized it is recommended that some of the remaining capacity funds be allocated to participants to subsidize the costs, especially for participants in rural and remote areas.</p>
	<p><u>OAP Updates</u></p> <ul style="list-style-type: none"> <li>• <u>Caregiver Mediated</u> : Eligible families will receive a letter of invitation from MCCSS to participate in the program. Families can participate in any program offered throughout the province. Future updates will be shared by email when received.</li> <li>• <u>Entry to School</u> : The North was designated as “early adopters” by MCCSS due to low cases of COVID. Shortly after this process began the number of Covid cases increased considerably. Although this was the case work continued on the development of the proposal led by One Kid’s Place in collaboration with CCR and HANDS the Family Help Network. The proposal grew to include multiple partners and all school boards throughout the north. Although every effort was made to be inclusive there were challenges with the process and many partners requested the process in the north be revisited. MCCSS is currently reviewing the process and Sherry will share the outcome of their decision with all members when available.</li> <li>• <u>Determination of Needs</u>: MCCSS confirmed invitations have gone out. Committee members shared that they have yet to hear if anyone in the north had received the invitation to participate in the process. Committee members continue to be concerend for families as they are juggling a lot and managing the various elements and communication related to the OAP.</li> <li>• <u>Caregiver Mediated</u> : Eligible families will receive a letter of invitation from MCCSS to participate in the program. Families can participate in any program offered throughout the province. Future updates will be shared by email when received.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Entry to School</u> : The North was designated as “early adopters” by MCCSS due to low cases of COVID. Shortly after this process began the number of Covid cases increased considerably. Although this was the case, work continued on the development of the proposal led by One Kid’s Place in collaboration with CCR and HANDS the Family Help Network. The proposal grew to include multiple partners and all school boards throughout the north. Although every effort was made to be inclusive there were challenges with the process and many partners requested the process in the north be revisited. MCCSS is currently reviewing the process and Sherry will share the outcome of their decision with all members when available.</li> <li>• <u>Urgent Response</u>: There are no updates at the moment, as soon as updates are delivered Sherry will share with all Advisory committees.</li> <li>• <u>Independent Intake Organization (IIO)</u>: There are no new updates. Sherry will share with all Advisory Committee members as they become available.</li> </ul> <p>It is suspected that public and private sector will be interested in this program and if any providers are interested please connect with Sherry.</p>
	<p><b>Family Foundational Services</b></p> <p>The registrations are going well, and feedback from families and providers has been critical to the ongoing improvements to the website and the registration process.</p>
	<p><b>CCR Website</b></p> <p>Website continues to evolve. All feedback is welcome and implemented to improve families’ experience.</p>

<b>5.0</b>	<b>Quarterly Meetings Proposed Agenda</b>
	<p>All members have agreed to follow the agenda format presented.</p> <p style="text-align: center;"><b>Agenda Items:</b></p> <ul style="list-style-type: none"> <li>a) <b>Progress updates regarding the grants and goals</b></li> <li>b) <b>OAP updates</b></li> <li>c) <b>Committee feedback and discussion</b></li> <li>d) <b>Additional Items</b></li> </ul>
<b>6.0</b>	<b>Committee Chair Meetings</b>
	The Chairs have agreed to meet throughout the year on an as needed basis.
<b>7.0</b>	<b>Meeting Schedule</b>
	All calendar invitations have been sent to confirmed members. New members will be added as they come in.
<b>8.0</b>	<p><b>Adjournment</b></p> <p>The meeting was adjourned at 6:07pm</p> <p>To all members:</p> <ul style="list-style-type: none"> <li>• Capacity Building information should be shared with both Sherry and Sara so they are both aware.</li> </ul>