

Oxford County Drug Strategy Project Steering Committee

MINUTES

January 15, 2019

Ingersoll Nurse Practitioner-Led Clinic
Pharmasave Board Room
3rd Floor
19 King Street East
Ingersoll, Ontario N5C 1G3

TIME	AGENDA ITEM	LEAD
	<p>Present: Pat Baigent, Shannon Byrnes, Mamta Chail, Peter Heywood, Anthony Hymers, Sandy Jansen, Randy Peltz, Marci Shelton (Designate to William Renton), Sue Tobin</p> <p>Guest: Laura Gibbs</p> <p>Regrets: Erica Arnett, Lynn Hinds, Brian Lester, Patrick McMahon, William Renton, Linda Sibley, Aaron Smith Liz Urbantke,</p>	
10:00 am (5 mins)	1. Welcome and Introductions	Peter
10:05 am (40 mins)	2. Committee Membership and Governance Model a. Appointment and Reappointment Members at the meeting reaffirmed their membership to the Oxford County Community Drug and Alcohol Strategy Action: Peter to send an email to the remaining members to reaffirm their intention to maintain their membership on the Oxford County Drug and Alcohol Strategy. There was discussion regarding additional representation on the committee. Mamta brought forward the idea of inviting Children's Aid Society to the Steering Committee. It was decided CAS would be best represented on one of the working groups. Anthony and Pat brought forward the idea of inviting the Crown to the Steering	Peter

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	<p>Committee. This was supported by the members.</p> <p>Action: Peter to invite Adrian Rajna to the Steering Committee. Peter to obtain Adrian's contact information from Laura.</p> <p>b. Review Terms of Reference</p> <p>The TOR was reviewed by members of the Steering Committee. Notes and edits were made directly to the TOR.</p> <p>Action: Peter to circulate the TOR to the Steering Committee and request edits are submitted by January 29.</p> <p>c. Selection of Co-chair</p> <p>A motion was presented to nominate Peter Heywood and Randy Peltz as co-chairs of the Oxford County Community Drug and Alcohol Strategy for a period of 1-year commencing January 15, 2019 to January 15, 2020.</p> <p>Motion was carried.</p> <p>Action: Steering Committee members will share the responsibility of recording the meeting minutes via the support of their administrative assistant. Some consideration was given to the Coordinator recording the meeting minutes. Further</p>	

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	<p>discussion will be held to consider this option.</p> <p>d. Governance Model</p> <p>The members agreed that the governance model proposed in the Implementation section of the Oxford County Community Drug and Alcohol Strategy will be the model to move the Strategy forward over the next couple of years.</p> <ul style="list-style-type: none">• Formation of Working Groups <p>Action: Recruitment of members to participate on the following working groups (Community Safety and Social Justice, Harm Reduction, Prevention, Treatment, People with Lived Experience) will be discussed at the next Steering Committee meeting. Peter to include this item on the agenda for further discussion.</p>	
	<p>e. Strategy Coordinator Discussion</p> <p>Peter provided an update on the appointment of a Strategy Coordinator. Public Health is proposing the Coordinator position is funded using existing base funding allocated within the Mandatory Programs, pending the approval of the 2019 budget by the Board of Health.</p> <p>A discussion was held re: the sustainability of the position and the role the Steering</p>	

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	<p>Committee will have in identifying funding opportunities to maintain this position.</p> <p>Action: Peter to inform the Steering Committee members once the budget is approved, most likely in February.</p>	
<p>10:45 am (10 mins)</p>	<p>3. Oxford RAAM Clinic</p> <p>Sue and Randy reported that the proposal submitted to the SWLIHN for a RAAM clinic serving Oxford County has been approved.</p> <p>Funding is available until March 31 and will be used to lift this project off the ground. It is believed additional funding will be available to operationalize the Clinic in 2019 and beyond.</p>	Sue and Randy
<p>10:55 am (10 mins)</p>	<p>4. Communication and Dissemination Strategy</p> <p>a. Communication Plan – Critical Path</p> <p>Action: Randy and Peter to prepare a delegation request to Oxford County Council for the Council meeting on February 27th or the meeting on March 13th. Randy and Peter to submit the delegation request to the Steering Committee for their review and comments. It will used as an opportunity to seek future financial support for initiatives identified in the Strategy. Alignment to key Oxford County strategies (e.g. FutureOxford) will be a key component of the presentation.</p> <p>Action: A Public Forum is being proposed for the end of February or early March to</p>	Peter

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	release the Oxford County Community Drug and Alcohol Strategy. Peter to draft a proposal for the Steering Committee's review and comment.	
11:05 am <i>(45 mins)</i>	5. Workshop Laura presented the workshop format. See attached presentation. Forty-one (41) people are registered. Action: A Steering Committee member is required to present how the Strategy evolved, and for closing remarks.	Laura
11:50 am <i>(10 mins)</i>	6. Review next steps and action items	Peter

Teleconference Details

Parking Instructions

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