

**Oxford County Community Drug and Alcohol Strategy
Steering Committee**

MINUTES

January 22, 2020

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

AGENDA ITEM

Present: Gemma Urban, Peter Heywood, Sue Tobin, Tony Hymers, Rachel Griffin, Randy Peltz, Brian Lester, Shannon Brynes, Michelle Worsfold, Doug Hook

Regrets: Pat Baigent, Marcia Shelton, Aaron Smith, Jitin Sondhi

1) Welcome and Introductions

- a. Doug Hook was welcomed as a new member (PWLE). Peter provided an overview of the Steering Committee role for Doug, and rationale for including PWLE.
 - b. Andre Rajna will be an ad hoc member of the committee
- 2) **Review of Action Items** – addressed on the Agenda for discussion today

3) Words to Action

a. PWLE Guiding Principles Document

- i. Created by SWPH – 4 guiding principles with explanation
- ii. Noted that this is an internal document – we can adapt it as required – needs to be shared with PWLE Advisory
- iii. SWPH has budgeted for stipends – funding on a year to year basis
- iv. Noted that Oxford is performing well with respect to inclusion of PWLE relative to other regions

b. Website and RFP Update

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- i.** An RFP for the development of our website is prepared
- ii.** The website is a “blank canvas” at present, noting that Windsor Essex web site is an excellent example for our development
- iii.** Brian will co-sign on financial responsibility
- iv.** Discussion:
 - 1.** do we place a value on the RFP regarding expected annual costs
 - 2.** OR consider “*reasonable market value*” caveat- leave it open without suggesting a cost
 - 3.** Originally Mamta and Linda were planning to review the RFP – Shannon offered to be part of this
 - 4.** Under deliverables – include “industry competitive cost breakdown”
 - 5.** Could we include an interactive component on the site – an opportunity to answer questions
 - 6.** Also include a testimonial / story page – the power of a story

c. Needle Disposal Management Strategy

- i.** SWPH relooking at strategic plan respecting e.g. waste management,

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- needle disposal, kiosks, public education campaign
- ii. ECS Cares was noted as an excellent medical disposal company
- d. Evaluation Framework**
 - i. What and how to evaluate our strategy, and associated funding to do so, is currently under discussion re: does evaluation fall within the mandate and scope of responsibility of the SWPH?
 - ii. 2 main streams of evaluation – (1) process evaluation, and (2) outcome evaluation, particularly in relation to the Situational Assessment
- e. Annual Report**
 - i. We are 18 months into the Strategy (1 year from implementation phase)
 - ii. Noted that an annual report is due, particularly in preparation for the public forums
 - iii. Recommended that an infographic be prepared
- f. PWLE Advisory Group**
 - i. The Advisory Group is working on promotional materials – the draft Brochure as presented will go forward to a March 18th meeting
 - ii. Noted that the intended audience is “general public”
 - iii. A poster will also be developed in a format similar to the Brochure

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Noted that media training for the PWLE Advisory Group can be coordinated with SWPH Media Relations staff

- 4) Public Forum – Brainstorming Session -** item deferred to a special focused meeting
- 5) Community Updates and Correspondence**
- a. Drug Treatment Court**
 - i.** SWPH has expressed support to participate in the Woodstock operations of the Drug Treatment Court
 - ii.** Dr. Lock to speak with Dr. Lee in London for further information
 - iii.** Peter will draft a briefing note to include costs, timing, supplies, and capacity
 - iv.** Noted to look to the National Association of Drug Treatment Court for background <https://cadtc.org/>
 - b. Oxford Ontario Health Team Development**
 - i.** A Progress Report was submitted to the Ministry of Health on January 20th by the Coordinating Committee
 - ii.** Noted that the Year One Population focus has expanded from the original OHT Self Assessment in May 2019
 - iii.** Year One Population is now defined as, and or broadened to include:
 - 1.** Those *at risk of* hospitalization 30 days after discharge due to a chronic disease (revised and broadened)

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- 2. Palliative Care (new)
- 3. Mental Health and Addictions (new)
- iv. The focus on Mental Health and Addictions is welcomed by many – implications will be to turn to the Oxford Mental Health and Addictions Network, AND Oxford County Community Drug & Alcohol Strategy Steering Committee as action teams for the Oxford Ontario Health Team. Request for affiliation with the aforementioned existing teams will be forthcoming.

ACTIONS:

- 1) PWLE GUIDING PRINCIPLES DOCUMENT: Looking for endorsement from the Steering Committee – **provide feedback even if there are no changes recommended on your part - ALL**
- 2) Explore whether or not stipends are taxable / non-taxable – what are the CRA criteria, or OW/ODSP criteria? If this is a barrier, can we distribute gift cards? - **GEMMA**
- 3) Distribute examples of Drug Strategy Evaluation Frameworks from e.g. Waterloo Region, the Provincial Framework – **GEMMA**
- 4) Create a letter from the Steering Committee to SWPH regarding our desire that the Evaluation of the Oxford Drug Strategy should fall within the purview of the SWPH – **PETER**

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- 5) Annual Report – begin preparations for an infographic in advance of the public forums – **PETER/GEMMA**
- 6) PWLE Brochure – provide any feedback before the Advisory Committee meeting on March 18, 2020. **GEMMA** will send the draft Brochure to the Working groups.
- 7) Public Forum Special Meeting – **GEMMA** to distribute doodle poll to determine date

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Draft