



**Regional Planning Table
February 1, 2018
Minutes**

Present:

Mel Thompson, community member
Erin Flemming, Family Services Ottawa
Laurie Rektor, Family Services Ottawa
Fae Johnstone, community member
Kaeden Seburn, community member
Karen Luyendyk, community member
Simone Thibault, Centretown Community Health Centre
Katelyn Lepinskie, Royal Ottawa Hospital
Jane Fjeld, Youth Services Bureau
Darlene Rose, Champlain LHIN
Tammy DeGiovanni, CHEO (by teleconference had to leave part way through the meeting),
Jaina Tinker, community member (by teleconference – had to leave part way through the meeting).
Lynne Tyler, Catalyst Research and Communications, facilitator.

1. Welcome, acknowledgement of Algonquin territory, introductions.

We started with an acknowledgement that the Champlain LHIN is in the territory of the Algonquin Nation. This is to remind us that many of us are guests here and to act, as much as possible, in accordance with local protocols.

Everyone introduced themselves.

2. Minutes of December 14 2017 Meeting

Consistent with our emerging Terms of Reference and as discussed at the retreat, it was agreed that future minutes would highlight action items.

There have been no further developments about the discussion with Donna Lyons.

ACTION: Simone will check in with Benny about Donna.
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3. Update from Transfer Payment Agency

Laurie report on behalf of Family Services Ottawa that FSO will carry the transfer payment agency responsibilities through until March 31, 2018, and committed to working with the LHIN and others to ensure that another arrangement will be in place by that time.

ACTION: FSO to report back by March 31st with new administrative arrangements going forward.

4. Terms of Reference

There was a discussion of the revised Terms of Reference and further comments and revisions were made (see attached revised Terms of Reference).

Areas that require further discussion:

- a) **Quorum:** It would be important to not make major decisions if only a few members are present, or if no community members or no service providers are present. At the same time, we do not want to tie the hands of the RPT so that people go to the effort of making time for the meetings and getting to the meetings, only to find that they cannot make any decisions.
- b) **Contracts:** Contracts are different from the honoraria that community members will receive for attending RPT meetings and certain work directly related to preparing for the meetings. Distinct from this are pieces of work (preparing documents, writing funding submissions, delivering training, creating resource materials, etc.) that the RPT might wish to undertake and would contract with people with appropriate expertise. In many cases, this would be community members, whether members of the RPT or others in the community. The RPT needs to develop a fair and reasonable process to hire and compensate these contractors. Also, there needs to be a conflict of interest policy to address situations where members of the RPT may wish to apply for a contract.

5. Budget to March 31, 2019

Laurie indicated there may be challenges in meeting the financial commitment to RPT community members for honoraria to cover their participations at RPT meetings and other related tasks. Jane offered that YSB would be able to contribute resources to assist in meeting this requirement. Jane and Laurie will discuss the details, and between the remaining budget amount and the YSB contribution, the honoraria will be paid to the end of March. The work plan and budget discussion will develop a plan to address this matter for the next two years of current funding.

ACTION: Jane and Laurie will figure out the funds needed to cover honoraria for RPT members until March 31, 2018 and Jane will find resources from YSB to cover the shortfall as needed.

6. Next Meeting

Laurie suggested that, given the usefulness of the January 20th retreat and the significant work needed on the work plan and budget, as well as finishing the Terms of Reference, it would be useful to have another retreat before the end of March. She suggested March 10 or 17 as the RA Centre is available and Lynne would be available to facilitate either of those dates.

The meeting agreed to proceed with another retreat to

- a) complete the revisions to the Terms of Reference,
- b) develop the work plan to the end of the current funding (March 2020),
- c) finalize the budget to the end of the current funding (March 2020),
- d) finalize job descriptions so the hiring process can proceed.

ACTION: Erin will send a Doodle poll to determine a date that is convenient for the most number of RPT members.

ACTION: RPT members who are available will attend the retreat, either March 10th or 17th.

7. Two-Spirit Resource and Training

This item was postponed as Benny was not presented. The funds available for this work between now and the end of the fiscal year may be quite modest anyway, as the LHIN will not allow funds designated for the system planner to be used for other activities.

8. Job Descriptions

Draft job descriptions have been circulated and it was agreed that it would be helpful to have a preparatory teleconference to present the background and answer questions, as it may not be obvious why the committee drafting the job descriptions took the approach they did. This will help save some time at the retreat.

ACTION: Jane will set up a teleconference to provide background on the draft job descriptions and answer questions.

9. Summary of Action Items

- 1) Simone will check in with Benny about discussion with Donna Lyons.
- 2) FSO will report back by March 31st (or sooner, if possible) with new administrative arrangements going forward.
- 3) Jane and Laurie will figure out the funds needed to cover honoraria for RPT members until March 31, 2018 and Jane will find resources from YSB to cover the shortfall as needed.
- 4) Erin will send a Doodle poll to select a date for the retreat that is convenient for the most number of RPT members.
- 5) RPT members who are available will attend the retreat, either March 10th or 17th.
- 6) Jane will set up a teleconference to provide background on the draft job descriptions and answer questions.