



KFACC Membership Meeting

Thursday March 3, 2021, 9:00 AM – 10:30 AM

VIA ZOOM

MINUTES

Attendees:

Kim Irvine-Albano (Resolve), Theresa Metcalfe (KIH), Michele Arsenault (V/WAP), Maryam Pandi (SACK), Jane Lewis (KHSC), Leigh Martins (KIH), Rifaa Carter (KAVAC), Deirdre Reddick (KAVAC), Lisa Fox (KIH), Julie Langan (JHS), Sara Legace (City of Kingston), Debbie Klassen (Ontario Works), Jess Gilmore (SACK), Alicia Lambert (Supervised Access), A (SACK), Katie Sills (SLC), Andrea Grieves (CAT), Jennifer Knott, Caitlyn Norwich (PS - Resolve), Sophia (PS - KIH)

Regrets:

Lillian Murdock (KPF), Paula Laughlin (Victim Services), Barb Lotan (Queen's), Kim Graham (SACK), Jayne Graham (Purple Posse), Nicole Rego (KAVAC), K.C Gilbertson (FACSFLA), Emma Kuranowicz-Vyse (JHS), Kate Simpson (HARS), Michelle McCaugherty (Elizabeth Fry Society), Wendy Smith (Parole Board), Barb Landry (MCCSS), Laura Jantzi (ISKA), Kevin Raison (Resolve), Geanina Circei (SACK), Antonia Racz (SHRC), Susan Potvin (KFL&A Public Health), Jackie Smith (HARS), Tammy Wright (Youth Diversion), Sam Galati (KMFRC), Lisa Kirkby (CFT), Marg McDade (VWAP), Lisa Kirkby (CFT), Angela Watson (Kingston Home Based), Alicia Audet (Supervised Access Centre), Kathy Reid (KHSC), Kate Melendy (CFB Kingston), Kelly Rathwell (Justice), Colleen Fairholme (KMFRC), Kathy Cabral (Ontario Works), Kathy Thompson (Resolve), Alicia Dornan (FACSFLA), Amanda Lane (EFry), Anya Brooker (SLC), Mabel Delaney (KAVAC), Elizabeth Stevenson (ILCK), Rebecca McLaughlin (EFry), Tracey McCallum (ODSP), Laurie Rabbie (Ontario Works),

1. Welcome and Introductions:

2. Acknowledgement

"To begin, let us acknowledge that Kingston is situated on traditional Anishinaabe and Haudenosaunee territory. We are grateful to be able to be live, learn and play on these lands."

To acknowledge this traditional territory is to recognize its longer history, one predating the establishment of the earliest European colonies. It is also to acknowledge this territory's significance for the Indigenous peoples who lived, and continue to live, upon it – people whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

3. Approval of Agenda

- Approved with no changes

4. Approval of Minutes from January 13, 2021

- Approved with no changes

5. Call for Conflicts of Interest / Respectful Communication

- No conflicts announced

6. Training Topics Discussion

- The EAC Workgroup is looking for feedback from the Membership regarding what you would like to see for training in 2022/2023.
- There have been multiple requests for repeat training by the TEND Academy on vicarious trauma with Francois Mathieu; cost is projected at \$10,000.00. Other topic ideas brought forward are:
 - Moral distress
 - Brain injury and IPV
 - Impact of the pandemic on people and agencies
 - Renew and decompress
 - Address training gaps in access to information – refugee 613 in Ottawa
- See 9. Budget - ZOOM poll results: Vicarious Trauma with Francois Mathieu was chosen and the remaining \$4000 of MCCSS VAWCC Project funding will go as a down payment for this training in addition to the EAC Workgroup funding.

7. Action Items

7. A. Active Representation of Agencies in KFACC

- How can we get people to engage more consistently on both the Workgroups and attendance at the Membership meetings?
- Resend out the yearly planner so people can put the meeting dates into their agendas. Update and send out yearly in December/January
- We used to have a Membership committee that was responsible to oversee the orientation process and to follow up if agencies were not represented at the meetings and on the sub-committees. Perhaps we should look at restarting it
- Allow people to delegate and/or have an alternate to attend if they are unable to attend i.e. a designated alternate
- Have a update package to send to ED's to ensure a representative and updated contact info yearly
- Anna to look at the Agency Orientation Kit and the Community Member Application to see if they are up to date. Review the above info and put together a yearly update package to send out in the summer.

8. New Business

8. A. Common Consent Form Development Discussion

- It will need to encompass privacy, legalities and how to negotiate the system
- In regards to a one stop shop development, no matter what agency is the initial contact point they will need to share contact information with other agencies i.e. sign one consent form that will cover legal repercussions for service providers setting up next steps, as well as on behalf of clients with limited resources and equity issues.

- Is there a lawyer involved with KFACC that can review the work after a draft is developed?
- Deborah Klassen:
 - Sara Legace is sitting on a group connecting people directly to resources. We could potentially develop a draft and have it go through the city legal department. The best document concept would be one where you can just change the agency name and have a statement along the lines of “would you like us to contact _____ on your behalf?”
 - Deborah will find out the information and forward it to KFACC
- Although we are network partners we are all separate agencies. We should have a list that the client can approve which agencies they wish to have information shared with and a method to add additional agencies to the list at a later date if requested.
- Logistical question – where will the documents reside and how will they move between the agencies?
- Some agencies will take time for approval of any new documents as several already have their own; we will need to work through channels to move forward with this.
- The document will need to encompass:
 - “informed” consent
 - Time sensitive and specific to purpose
 - Focus on confidentiality – even having consent to call them would be beneficial
 - Have a drop down menu
 - Add to high risk review

9. Budget Update

- Consolidated to the ledger as of January 31, 2022
 After approval of the website banner there is \$4090.21 left in the budget YTD with the VAWCC Project funding included and an estimate of the March admin invoice of \$1500.00 based on 2021 numbers
 MCCSS VAWCC Project funding of \$4000.00 to go to either training or the website which leaves estimated \$90.21 left in the budget YTD
- MCCSS VAWCC Project funding \$4000.00 to go to either training or the website Phase 2 or 3. ZOOM poll results:
 - 81% Vicarious Trauma with Francois Mathieu
 - 6% Website
 - 13% Other
- KCCU account has \$11,380.00 as of 01/31/2022
- Workgroup Budgets for 2022/2023; Administrative Group has approved:
 - KAVAC \$3000.00
 - EAC Workgroup \$4000.00
 - Protocol Workgroup \$2000.00
 - Strategic Plan Workgroup \$2000.00

- Diversity Workgroup \$2000.00
- Any funds not utilised by the Workgroup's will be put towards the website

10. KFACC Equity Update

- No update

11. Workgroup Updates

- **KAVAC**
 - ⇒ In process of having representation on all KFACC committees
 - ⇒ Presenting at the November 3rd KFACC Membership meeting
 - ⇒ Looking at presenting other presentations on GBV from a survivor perspective
- **Diversity Workgroup**
 - ⇒ Kate has sent out a request for availability for meetings and is waiting to hear back
- **Education Advocacy & Communication (EAC) Workgroup**
 - ⇒ Looking at training sessions for 2022/2023
 - ⇒ Still running social media campaign "Still Here For You"; will be updated for Spring 2022
 - ⇒ Have booked Carizon (Kitchener One Stop) to speak at the May 5th Membership meeting
- **Protocol Workgroup**
 - ⇒ Working on the budget/timeline
- **Strategic Plan Workgroup**
 - ⇒ Working on the budget/timeline
 - ⇒ Work done to identify necessary representation on KFACC to move forward with the strategic plan and the one stop shop
 - ⇒ Looking to get a grant for an outreach project manager to reach out to the community and develop materials such as a common consent form and updated risk assessment forms
- **Administrative Workgroup**
 - ⇒ Working on year end financials, representation from Agencies in the Membership and the website update

12. Community Updates

13. Next Meeting

Thursday May 5th, 2022 @ 9:00AM - 10:30AM

Via ZOOM