

# MINUTES

## MEETING DETAILS

<b>Committee/Work Group</b>	Coordination & Planning Committee
<b>Chair(s)</b>	Lorena Crosbie & Kimberley Gavan
<b>Date</b>	January 25, 2023
<b>Time</b>	1:30 – 3:00
<b>Location</b>	Zoom
<b>Attendees</b>	Lorena Crosbie, Kimberley Gavan, Marcie Bruyere; Karynn von Cramon

## AGENDA ITEMS

<b>Item</b>	<b>Owner</b>	<b>Date</b>
<p><b>Website Administration:</b> We discussed the role of the Coordinator, Lead Table members, and volunteer in administering our website. We agreed that EKIOC has had the benefit from many years of volunteer support for the website through the work of Keith McPhee. It was agreed that primary responsibility for website administration, posts, etc. should sit with the coordinator, but that another member of Lead Table (Planning &amp; Coordinating Committee) should also have administrator privileges as a back up and safe guard. Marci offered to play this role and to further assist with the website, as she has experience with WordPress. We discussed security and privacy concerns, which may require the input of an IT expert. Lorena will explore options for this within CMH. Finally, we agreed that our contract with True Speed should be in EKIOCs name if it is not already. Karynn will follow up with Keith McPhee in this regard and have further discussion about ongoing administration of the website.</p>		
<p><b>Action:</b></p> <ol style="list-style-type: none"><li><b>1. Marci to partner with Karynn on website administration</b></li><li><b>2. Lorena to seek input on website security etc. from IT expert at CMH</b></li><li><b>3. Karynn to communicate with Keith re. adding Marci as an administrator; TrueSpeed contract etc.</b></li></ol>	<b>Lorena, Marci, &amp; Karynn</b>	<b>March 29, 2023</b>

<p><b>Work Groups:</b> There has been limited uptake on volunteers for either new or existing work groups, except for the Data work group. It was agreed that our Lead Table members have a great deal on their plates already. We decided to seek out Terms of Reference for existing or renewed work groups to share with Lead Table at our meeting on February 1 so that members better understand both the purpose and the level of commitment. In addition, we will discuss the merits of inviting front line staff to participate in work groups.</p> <p>We also agreed that work group reports will be a standing item on our Lead Table Agenda. There may be no report; a sharing of Minutes; or a verbal report from a work group member, as appropriate. This will allow for better communication and a focus on EKIOCs identified priorities.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Karynn to amend Lead Table Agenda</li> <li>2. Karynn to locate TORs &amp; send to Lead Table</li> </ol>	<p>Karynn</p>	<p>January 26, 2023</p>
<p><b>Community Services Recovery Fund:</b> The renewed Data Work Group is meeting for the first time January 26, 2023. We have \$16,000 remaining in the Court Fund and have received a 2020 dated estimate from Robert Fulton on an updated report with a cost of \$6000. The P &amp; C Committee would support approaching Robert Fulton about completing a report for EKIOC and perhaps expanding the report to include predictive elements for planning purposes, paid for out of the remaining court fund. Given this, is a data analyst and application through the CSRF necessary? Karynn to contact Jane Hess for clarification on her suggestion. Both the Fulton report and CSRF to be discussed at the data work group meeting January 26. If data work group agrees with Fulton report, to bring back to lead table for final decision on use of criminal court funds for this purpose.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Karynn to follow up with Jane Hess</li> <li>2. Data Group to discuss and make recommendations on both Fulton report and CSRF for Lead Table</li> </ol>	<p>Karynn &amp; Data Work Group</p>	<p>January 26, 2023</p>

<p><b>Attendance for Lead Table February 1, 2023:</b> As always, our response rate to our invitation is rather low (16 confirmations). This has been the norm and we typically have over 20 partners in attendance, which is approximately half of our Lead Table partners. It was decided that in the coming months Karynn will reach out to partners who are not regularly attending to find out what the barriers may be to attendance, whether EKIOC continues to be valuable to their organization, and whether we still have the right people at the table.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li><b>Karynn to reach out to Lead Table members who are not regularly attending meetings.</b></li> </ol>	<p>Karynn</p>	<p>April 5, 2023</p>
<p><b>Draft Agenda for Lead Table meeting February 1, 2023:</b> Agenda finalized and approved with changes as noted above.</p> <p><b>Action:</b></p> <ol style="list-style-type: none"> <li><b>Karynn to amend Agenda &amp; send to Lead Table Partners.</b></li> </ol>	<p>Karynn</p>	<p>January 26, 2023</p>
<p><b>Next Meeting: February 22 1:30 – 3:00 Zoom</b></p>		