**ED REPORT TO THE BOARD**

**AUGUST 26TH , 2020**

Submitted by: Joellen McHard

1. **PROGRAM UPDATES:**
2. **Diversion:**

Youth and Adult Diversion continued to be slow in June and July but August has brought us 10 new referrals. Accordingly, Sheri is busy and I have approved some banked hours (Note: Sheri was asked not to accumulate banked hours at the start of COVID-19). We have provided 4 on-line forum facilitations.

Sheri has completed her on-line Restorative Coaching Series Restorative Justice on The Rise and her Restorative Justice as a response to Sexual Assault training.

**MCCSS**:

* Aisha Toor is our registered representative for the SOR-RL – **Serious Occurrence Reporting and Residential Licensing** – is the system used to report serious incidents occurring in relation to youth programs, and we were asked to register a senior director of the program and ED
* Training: Joellen and Sheri registered to take Infection Prevention & Control in Community MHA Settings and All Behaviours Have Meaning: Understanding Responsive Behaviours, Their Functions and Corresponding Strategies.
* Training: Community Learning HUB training August 19th taken by Joellen and to be taken by Sheri. HUB is a digital learning platform designed to increase the health, resilience, leadership, and inclusion of marginalized populations. The training is required in order to obtain access and login-in credentials to the HUB. The HUB will be an asset to LCCJ in providing on-line education opportunities to staff, facilitators, and clients through MCCSS.
* Training: Youth Criminal Justice Act & Bill C-75 Training Session taken by both Sheri and Joellen
* Attended MCCSS Regional Meetings

**Police**:

Aisha Toor and I met with the Interim Detachment Commander Karuna Padiachi to discuss a restorative response to the Black Lives Matter movement in Lanark County and discuss our experiences/observations of racism in Lanark County and how we could partner and respond in the future. Further discussion to follow.

I have reached out to Karuna Padiachi to do additional platoon visits to reach the individuals we missed the last time and check-in regarding our new snapsets.

**Crown & Ontario Superior Court of Justice**:

The Ontario Superior Court of Justice has again extended the automatic adjournment of criminal court appearances for accused persons who are not in custody, described in section 4.3a of the [COVID-19: Notice to Counsel and the Public re: Criminal Matters in the Ontario Court of Justice](https://www.ontariocourts.ca/ocj/covid-19/covid-19-criminal-matters/), will be extended to August 21, 2020, at court locations across Ontario except Ottawa and Kitchener. An update has been released by the Ontario Court of Justice detailing the use of virtual criminal case management. Province-wide implementation of virtual criminal case management courts will occur in stages over the next several weeks.

Please see more details at the following links:

<https://www.ontariocourts.ca/ocj/covid-19/>

<https://www.ontariocourts.ca/ocj/covid-19/virtual-case-management/>

Sheri continues to report to the crown by fax or phone and provides regular updates for open case progress.

1. **FUNDER UPDATES**

**United Way:**

1. We received $12,500 from United Way East OntarioCOVID-19 EMERGENCY COMMUNITY SUPPORT FUND for training, devices, and data to provide access to on-line forums and the restorative parenting sessions. I am in the process of assessing the purchase of devices.
2. Fraser Scantlebury is retiring as the Regional Director and he has been replaced with Jane Torrance as the interim Regional Director (Jane is a long-time CJ facilitator).

**Red Cross:**

Training: Please complete the Red Cross PPE training and let me know you have done so by forwarding me your certificate. Six months of PPE has been received. Please come to the office if you need PPE

**Canada Summer Jobs**:

Our student, Rayna Critchley’s 9-week placement ended on August 21st, 2020. Rayna was a great asset to the organization including, entering the client data base information, coordinating the golf tournament, updating the Web-Site, facilitating and organizing our social media, tech support for the Polar Bear Plunge and numerous other administrative tasks. Rayna is not returning to school next year.

**Proposal**: That we keep Rayna Critchley on as office administration assistant (or hire another temporary office administrator, if not available).

22.5 hours a week ($16/hr), $6,739 + $500 remittances = $6,220 for the following tasks September 1, 2020 to Jan 1, 2020 (13 weeks):

1. Polar Bear Plunge Organization and Social Media Lead
2. Web-site Update and Management
3. Board Manual Update
4. General Social Media Lead
5. Data Base Management and Analysis
6. On-Line Trainer for Delivery of Forums on ZOOM
7. Updating Volunteer Files
8. Updating the Constituents List
9. Investigate files in Attic for ones that need to be destroyed
10. Administrative Support to ED

**Action/Decision:** Request decision to keep Rayna Critchley on as administrative assistant 22.5 hours a week until December 24th, 2020, with the revenues form UWEO Canadian Emergency Response Benefit for salaries $3000 and $3000 from the contract services in our 2020-21 budget. With the understanding that some of Rayna’s wages are likely to be eligible for the wage subsidy.

1. **COVID-19:**

Cleaning: Due to COVID-19 the office needs to be cleaned more regularly. Decision: I will hire a cleaning person at $16/hr, 3 hours a week ($48/wk, for 8 months to end of fiscal year, $1,728+ $225HST = $1,952).

Client Database: The information we have on youth and adult diversion clients has been entered into a database from 2013 to present. There is a significant amount of information missing in many of the files and we will need to decide how to best deal with missing information. Going forward, all client files will have a cover page that will be filled out to ensure we have documentation of our data needs within the client files.

Health and Safety Policy for COVID-19:

I continue to work on a policy for COVID-19. The process is slow going as the information changes regularly. I will have a draft policy for approval at the next board meeting.

Reminder: You must wear a mask and disinfect your hands if entering the office for any reason. You are asked to continue communicate with the use of technology. In person meetings are discouraged unless absolutely necessary, and subject to approval by the executive director in consultation with the board chair, until further notice.

Trillium COVID-19 Funding

The Ontario Trillium Foundation has introduced the one-time Resilient Communities Fund to invest in the recovery and rebuilding efforts of the non-profit sector impacted by COVID-19. Due to the impact on capacity, increased demand, as well as the anticipated community needs for organizations to recover from the impacts of COVID-19, the Ontario Trillium Foundation is redirecting funds from the Grow grant and Capital grant cycles for 2020 into this new fund.

Non-profit organizations are struggling to operate and deliver their programs and services and meet community needs. The Resilient Communities Fund will respond to the recovery needs non-profits and communities are challenged with, as a result of the impacts of COVID -19 and will support them as they return to building healthy and vibrant communities. With this one-time fund, OTF is supporting a flexible range of capital and non-capital activities to aid in the medium to longer-term recovery efforts of organizations to help with their stabilization and build their capacity and resiliency.

Request amount: From $5,000 to $150,000
Grant term: up to 1 year, Beginning January 2020.
 OTF is offering two application deadlines:

* September 2, 2020 at 5 pm ET.
* December 2, 2020 at 5 pm ET.

LCCJ’s Trillium Resilient Communities Fund Application:

With funding LCCJ will rebuild and recover from the impact of COVID-19 by addressing the following 3 priorities:

1. Adapt delivery of programs and services to address an increase in intimate partner violence due to COVID-19 for youth and adult diversion
2. Identify new health and safety processes and train staff, current and new volunteers to deliver virtual services for youth and adult diversion
3. Develop a fundraising plan including new sources of fundraising to replace in person events and purchase fundraising technology resources.
4. **Other**

Capstone Research Project**:** Carleton University

Our Capstone project on the Social Return on Investment (SROI), of LCCJ’s diversion services was a popular choice with the students and the following students are assigned to work as a Capstone team: Jack Showers, (Team lead) Dexter Fennell

Lisa Zappio and Jessica McAdam. Anna Riethman, M.A., is the Graduate Administrator and Community Coordinator, Philanthropy and Nonprofit Leadership School of Public Policy and Administration.

Dave Burkett as the board lead, and Scott Fergusson have agreed to provide assistance to the ED in supporting the research project on the Social Return on Investment of LCCJ’s diversion services.

Other Administrative Work:

1. Finance Meetings and work
2. Completed working with Auditor
3. Fundraising Meetings and Annual Nine and Dine Support
4. Attended Governance Committee Meetings and worked on Strategic Plan and Annual Report
5. Attended Facilitator Meetings
6. Attended on-line meetings, MCCSS, Child and Youth Service Collaborative, Lanark County Community COVID-19 response meetings.
7. Provided information for Web-Site update
8. Submitted all the necessary forms for Canada Summer Jobs program
9. Researched Restorative Parenting Programs and Restorative Responses to Racism