**ED Report May 27th, 2020**

1. Insurance: Documents were submitted and approved. Cowan Insurance proposed total renewal for the 2020-2021 policy term is $3,048 prior to applicable 8% tax. I was able to show them a projected loss in revenue for this year and got a $246 reduction to a total of 2,802 with tax = $3,026.16 paid in 3 installments.

Action: Insurance indicated that we need to update our Abuse Policy. Ross has taken a pass at revising it and I will look at it again and then it needs to go to HR. Who is on HR besides Margo and Aisha?

1. Diversion: Sheri is taking a bi-weekly 10 session ZOOM training on providing restorative circles on-line: Applying Restorative Justice Principles & Practices Online With Restorative Justice on The Rise's Molly Rowan Leach, Eric Butler of CIRCLES and other honored guest presenters exploring the application of RJ principles online, and complete with a practice circle.

We developed an on-line information and consent procedure and revised the script for on-line forums. Sheri has run one on-line youth forum. She continues to connect with clients and case manage by phone with cases that are open.

Sheri and I participated in a regional ZOOM YJC Coordinators meeting to discuss opportunities and challenges. I attended an on-line ZOOM meeting with Jane Rumeleski, Program Manager YJC, MCCSS regarding the transfer to MCCSS. Everything is expected to remain the same. We learned that diversion is low across the province and other YJC programs are getting very few referrals. We have reminded police and crown on two occasions by email and once by phone that we are still accepting referrals. All cases have been adjourned to July 6th by the Crown.

1. YJC:

* Submitted Final Report 2019-20
* Submitted List of Staff and Directors 2020-21
* Submitted Signature Page of Agreement for 2020-21
* April 2020 monthly stats

1. On-Line Teen Parenting Sessions: The On-Line Teen Parenting Sessions will start on June 16th, 2020 for 9 weeks 5:30 to 7:30pm in partnership with Family and Children Services of Lanark, Leeds & Grenville. The program will be delivered by Sheri Halliday (LCCJ) and Andrea Halladay, Child Protection Support Worker. Anik White is the Service Manager from FCSLLG. Aisha Toor will also deliver the restorative parenting class with Sheri.
2. United Way East Ontario/ Red Cross/ Perth and District Community Foundation: The Emergency Community Support Fund (ECSF) is a $350 million emergency funding program from the Government of Canada.

The Canadian Red Cross and United Way Centraide Canada, Community Foundations Canada are allocation of funding. The fund is designed to help Canada’s most vulnerable populations during the COVID-19 crisis. The global pandemic has left no community untouched, and it is having a disproportionate impact on vulnerable Canadians who are less equipped to deal with its health, social and economic impacts.

ECSF will provide a much-needed boost to organizations on the frontlines, while we also continue our efforts to secure the funding and support required for the stabilization and recovery phases ahead.

1. United Way: We will apply for 14 devices, money for data, transportation, a new computer for Sheri, Volunteer and Staff technology training, rental of large meeting spaces for forums
2. Red Cross: We will apply for funding for PPE and PPE training
3. PDCF: Undetermined if we are eligible. This will be discussed at the Program Committee Meeting.
4. Perth and District Community Foundation: Submitted Final Report for 2019-20
5. Bookkeeper: Our new bookkeeper is Katie Pomaroy from KP Bookkeeping. She was interviewed and 3 references were checked. Theresa is no longer with us. Theresa met with Katie to go over everything before she left. Katie attended our last finance meeting. I met with Katie again and I feel she will workout very well for LCCJ. Katie is not an employee of LCCJ.
6. ZOOM: We have 3 Zoom Licences. With TechSoup discount it costs approximately $100 a licence. Ownership of the licence can change. Currently Joellen, Sheri and Margo have the Zoom licence.

Action: Everyone should update their Zoom account.

1. Admin Highlights:

* Working on a policy and procedure for health and safety of staff, clients, facilitators, and board members for COVID-19. Barbara Secker is helping with developing this policy.
* I attended the Lanark County Child and Youth Service Collaborative
* I attended the COVID-19 Collaborative Meetings (opted out of 2)
* I attended the L,L & G Health Unit Moving Beyond Essential Service Provision
* Working on a policy and procedure for working from home
* Microsoft was $50/mo. It is now $4/mo.
* Updated Microsoft software on Joellen’s, Sheri’s and Bookkeeper computer
* Completed all financial reports
* Attended fundraising meeting
* Sent our letter to constituents for finance committee updating on current status of LCCJ and thanking them for their contributions.
* Attended Governance Meeting

1. Canada Summer Jobs: We were approved for a student for 9 weeks.