

Short-Term Emergency Shelter Task Team

Date: January 29, 2021 @ 10:00 via Zoom (see details below)

Facilitator: Diane Arsenijevic/Barry Fellingner

Recorder: Recorded through Zoom – Scribed by Sara Knight

Regrets:

Present: Diane A, Ken B, Matthew W, Stephanie S, Kelsey M, Delia, Taraesa T, Lisa G, Nick W, Doug B, Michaela L, Barry F, Tracy G, Yvonne B, Sue F

	Item Description	Action		
			Who	Due Date
1.	Welcome and Introductions		Diane	
2.	Designate Chair/Co-Chair	Kelsey McConnell and Sara Knight as co-chairs	Diane/Barry	
3.	Grace Anglican Church a) Update b) Public Health Inspection update c) Shelter Name d) Operations Issues- start date, overnight vs 24 hours, every night vs as needed, COVID Cleaning, Rules/Policies, meals, supplies e) Memorandum of Understanding f) Volunteers	a) Nick- Grace can offer the church for the winter for a test run as there are previous commitments to community groups. Grace is willing to offer a shelter on the front lot, as well. Barry- What is the next solution following the winter month? These are things that we need to be thinking about. b) Diane- Stacey Thompson from SWPH conducted an inspection, where she indicated that the volunteers should have food handler's certification if food is going to be supplied for guests. COVID-19 presents a barrier to obtaining this certification; Stacey offered to go over basics via zoom. Stacey surveyed the kitchen with no concerns and made recommendations of hand sanitizer in certain locations. It was suggested to have a microwave accessible for guests to use. Barry- there was a discussion regarding vouchers for food, or non-perishables. Taraesa- Grace Café in St Thomas provides to go meals when going out the door. Delia- recently took the food handlers course through the Thunder Bay Health Unit.	a)Nick b)Diane c) all d)all e)Barry f)Barry/Shelly	

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		<p>c) Team to think on this.</p> <p>d) Start Date: As early as possible; there is no identified immediate need from WECHC's caseload, however, it's difficult to assess breakdowns in relationship or folks couch surfing. Belongings: Resources in the community to put things in storage while guests secure permanent/stable housing. Tracy- does the municipality have warming/cooling centres or plans to support families and individuals that experience a fire/flood? Stephanie- WECHC is a warming/cooling centre when SWPH puts an extreme weather warning- limited to WECHC's hours of operation. Operations: minimum two volunteers, on-call basis. Ken- there is logistical things to figure out to prevent burn out. Should there be a cut off time? No. Ken- looking at other shelters, they have a good relationship with local police, that if a guest is trying to access the space, they can go through OPP/city police. Taraesa- Medical professionals will now be working with OPP, however, it's important to keep in mind that there is only 4-5 OPP in the entire county of Elgin at any time. Volunteers: Nick has a meeting today with Dutton/Dunwich Ministerial and would like to encourage volunteers to connect with WECHC. Ken will obtain intake procedures to review. Dalia- can we provide 211 the information? Ken- a discussion around systems navigation for our guest would be important to provide wrap around services for folks that are higher acuity. Diane- is there anybody interested in creating rules/policies for the shelter? Ken/doug is interested in doing this. Michaela- concerns around folks accessing the space. Dalia- can we have a paid security guard? Ken- this is expensive and the person needs to be informed and professional. Doug- is there a safe room? It was also discussed to perform a risk assessment and do potential referrals for guests accessing the space. Lisa- SWPH has COVID-19 screening process for volunteers? Taraesa- What about documents to screen volunteers? (Ken/Doug will also look at this- what would you recommend as included in</p>		

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		<p>trainings?). Ken- where will folks do other daily needs eg. Shower and laundry. Diane- WECHC has a shower and laundry within laundry services as a temporary solution until the shelter had a permanent location. There is a donation from Rodney for linens and there was a mention for disposable bedding. Ken- in the early years they did the laundry. Barry- Mens Mission in London used to bag and keep linens for the next day.</p> <p>e) WECHC and Church met to discuss roles/responsibilities as a partnership and will meet in the future regarding Shelly's role with volunteers and funding.</p> <p>f) Volunteers: breaking the time up into chunks to make the shifts. Future safety concern conversations regarding operations. Kelsey- request a copy of intake questions for screening guests- Ken will obtain this. Barry- who is looking to volunteer? Yvonne is interested with concerns around shift length. Diane has an on-going volunteer list with about 5 people on the list thus far. Barry- Shelly is going to do recruitment for volunteers and reviewing the qualifications for volunteers. Lisa- can we get some lessons from EEHI as they are fully volunteer supported? Sara and Shelly has started the process of a guidebook, will need code of contact, references, confidentiality, coordinator, orientation and interview. Ken will provide additional documents for volunteers. Tracy is interested in supporting volunteer work as well as Michaela.</p>		
4.	Alternative Emergency Short Term Solutions for winter 2021/2022	We have a current location for this winter and we need to think about the community connections we have for a potential location for next winter. Nick mentioned the front of the property for a pop-up shelter for the following winter. Dalia- is there a group doing fundraising? This may be a focus for the steering committee.	All	
5.	Work plan	<p>Diane- should we focus on operations first and then purchases/supplies next?</p> <p>Barry- can there be a working group on supplies?</p> <p>Doug and Ken to work on policies.</p>	a)Barry	

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		Sara, Shelly, Tracy and Kelsey to connect for volunteer descriptions. Sara and Kelsey to connect as co-chairs. Diane to send out a doodle poll for date for next meeting.		
6.	Next Meeting Date	Diane to send out doodle poll.		

Diane Arsenijevic is inviting you to a scheduled Zoom meeting.

Topic: Short-term Emergency Shelter Task Team Meeting
Time: Jan 29, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
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