

Sample ICAT Meeting and Case Review Minutes

ICAT Meeting And Case Review Minutes

November 12, 20**, 1:30 p.m.

ICAT Members Attendance			
LM - RCMP	✓	LR - MSDSI	✓
BMc - VWTSH	✓	AE - RCMP VA	✓
LP - MCFD	✓	DK - IH	
CH - SVAP	✓	LL - parole	✓
SD - Community Corrections		MM - transition house	✓
WH - Women's Outreach	✓	SK - forensic psychiatry	✓
ICAT Alternates' Attendance			
CP - RCMP		NC - MCFD	
SD - MSDSI	✓	SB - RCMP VA	
DG - Community Corrections		DH - VWTSH	
EC - SVAP		AB - transition house	
Guests			

Regular Meeting

1. Introductions and signing of Affirmations of Confidentiality for any new participants
 - ◆ No new participants.
2. Roundtable and agency updates
 - ◆ MSDSI: Office will be closed on November 21 for computer conversion. Clients should expect some delays in processing as staff get used to new system.
 - ◆ VWTSH: BMc is away tomorrow and Friday.
 - ◆ No other agency updates.
3. Case reviews
 - ◆ No new referrals.
 - ◆ IH is monitoring a case; no referral at this time.

4. Case updates and file closures
 - ◆ 20**-03 – updated; see notes.
 - ◆ 20**-05 – updated; see notes.
5. Closed files – information to bring forward
 - ◆ 20**-05 – updated; see notes.
6. ICAT training/information to share
 - ◆ Request for ICAT brochures – B to bring to the next meeting.
7. Next meeting: Wednesday November 26, 20**, at Vernon parole office

Holiday get together will be at LMc's house at 1 p.m. on December 10.
Group to order lunch.