



## Ponoka Family & Community Support Services

### Board Meeting Minutes

### Virtual ZOOM Meeting

April 29, 2020

**Present:** Lynn Lawrence (Chairperson), Sandra Lyon (Town Rep), Debby Grant (Vice Chair), Gerry McCracken (Member at Large), Alana Cissell (Member at Large), Ed Seto (Member at Large), Sharon Koleyak (Member at Large), Mark Matejka (County of Ponoka Rep) and Shannon Boyce-Campbell (Executive Director) . All attendance was via ZOOM virtual meeting.

**Recording Secretary:** Shannon Epp (Office Manager)

The meeting was called to order by Lynn Lawrence, Chairperson at 4:45 p.m. virtually.

Note: March 2020 Board Meeting was cancelled due to COVID-19 restrictions.

#### 1.0 Approval of Agenda

Addition of J. On-Call RN Changes

**20-19 Motion:** Sharon Koleyak moved to approve the agenda with addition. **Carried.**

**Appointment of Board Evaluator – None**

#### 2.0 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

None to Declare

#### 3.0 Approval of Minutes – February 10, 2020

**20-20 Motion:** Mark Matejka moved to accept the February 10, 2020 minutes as presented. **Carried.**

#### 4.0 Business Arising

Nothing to address

#### 5.0 New Business

**A. Items purchased for Parent Link by FCSS – office furnishings:** Items were previously purchased by Ponoka FCSS for Parent Link via a granting process. With Parent Link Centers closing as of March 31<sup>st</sup>, 2020, Ponoka Parent Link approached FCSS to inquire as to what we would like done with the office equipment. As per our granting policy, if dissolved, the items purchased are to be given back to FCSS or donated to another non-profit. One desk was gifted to the Ponoka Gymnastics Club for use and the other desk to be used at FCSS.

**B. Read My Hips Youth Bursaries Donation:** Due to changes profits from the Read My Hips Fundraiser last year may be reallocated. ED will be in contact with organizer Andrea Ramage.

- C. Emergency Social Services Planning and Project:** For information only. This project has been completed and presented in association with the Regional Emergency Management Team and NAIT practicum students. It is essentially the plan for ESS for the Town and County of Ponoka, Town of Rimbey and Summer Village of Parkland Beach.
- D. New FCSS Funding Allocation in response to COVID-19:** These were funds that FCSS's as well as other groups/agencies could apply for. There were approximately 800 applications with a deadline for applications of April 20, 2020. We have not yet heard if our applications were successful.
- E. Home Care Supply Concern:** We have tried numerous leads to acquire the needed supplies for our Homecare staff and have now started to slowly receive some of our orders.
- F. FCSS Essential Services Vests:** We have purchased 15 vests that indicate our staff are working to provide essential services to clients in the community.

**20-21 Motion:** Sharon Koleyak moved that Ponoka FCSS purchase 15 vests in the amount of \$866.25.  
**Carried.**

- G. How Does Your Garden Grow:** This is a joint program being run with the Ponoka Ag Society. Currently, the program is of no cost to us, we are just managing administrative duties. The program will provide seeds and soil to community members.
- H. Lifeline Button Technology:** We had previously approved the purchase of Lifeline units, however we waited as they were working on new technology that is now ready for purchase.
- I. Current Staffing Hours of Care Changes:** We have lost approximately nine (09) employees due to staff only being able to work in one facility, as regulated by AHS. The staff we have remaining are limited to the hours they are available, for various reasons. Rimbey FCSS has not experienced the same staffing loss and therefore have been able to assist us with referring HCA's to us that are only working casual for them. This has made Ponoka FCSS aware of the need to review a retention strategy as it leaves us in a bit of a predicament. This includes but is not limited to wage scales, available hours, benefits etc. E.D. will be reporting back to the board along with the Financial Controller, for further research, discussion and recommendations.
- J. On-Call RN Changes:** Rimbey FCSS is now using a staff member for their On-Call RN position. We will continue to use Arlene Sommer and we will now be responsible for all fees for the contract, as well as the cell phone, where we previously shared these costs with Rimbey FCSS. This is effective May 1, 2020.

## **6.0 Correspondence**

- A. Thank You Card – Stepping Stones
- B. Alberta Community and Social Services – Preventative Community Services Letter Re: Covid-19
- C. Alberta Health – Single Site Staffing
- D. Minister of Community and Social Services – Food Security

## **7.0 Executive Director's Report – Attached**

**20-22 Motion:** Sandra Lyon moved to approve both March and April ED reports as presented. **Carried.**

**8.0 Program Coordinators Report** – Nothing submitted for April, March submitted

**9.0 Home Services Coordinator Report and Home Support Coordinator Report** – Nothing submitted for April, March submitted

**20-23 Motion:** Ed Seto moved to approve the March 2020 Home Services and Home Support reports as presented. **Carried.**

## **10.0 Committee Reports**

**10.1 Finance – Gerry McCracken - Chair** – Board members discussed the desire to spend some surplus dollars in relation to the pandemic and the unique needs. There is the possibility of subsidizing MOW (Meals on Wheels) and/or other agencies that have been providing meals due to the COVID-19 food security issues. We are recognizing that we have increased costs associated with PPE for Home Care.

Gerry McCracken did request a finance committee meeting to discuss possibly needing to amend the previously approved budget and address the COVID-19 complications to the budget.

Financial report presented – December 2019

**20-24 Motion:** Alana Cissell moved to approve the December 2019 financials as presented. **Carried.**

**10.1 Policy & Guidelines – Alana Cissell - Chair**

**10.2 Human Resources – Lynn Lawrence - Chair**

**10.3 OH&S – Shannon Boyce-Campbell – Chair**

**10.4 Quality Improvement – Mellissa Moench Chair**

**10.5 PR & Advertising – Mark – Chair**

**11.0 Family Therapist Report** – (Nothing submitted at this time as she submits every 2 months)

**12.0 Schedule Committee Meetings:**

**13.0 Next Meeting:**

The next regularly scheduled board meeting will be May 11th, 2020 at 4:30 p.m. at the Ponoka FCSS Board Room.

**20-25 Motion:** Ed Seto moved to adjourn the meeting at 5:56 p.m. **Carried.**

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Chairperson  
Lynn Lawrence

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Shannon Epp

Date Approved: \_\_\_\_\_

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