



Ponoka Family & Community Support Services

Board Meeting Minutes

February 8, 2021

Present: Lynn Lawrence (Chairperson-Via Zoom), Gerry McCracken (Member at Large-Via Zoom), Alana Cissell (Member at Large-Via Zoom), Ed Seto (Member at Large-Via Zoom), Sharon Koleyak (Member at Large-Via Zoom), Debby Grant (Vice Chair-Via Zoom), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

Regrets: Mark Matejka (County of Ponoka Rep), Sandra Lyon (Town of Ponoka Rep)

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order Via Zoom by Lynn Lawrence, Chairperson at 5:44 pm.

1.0 Approval of Agenda

Additions – 6.1: Stepping Stones Email

5.9: Cheque Signing Process

21-15 Motion: Debby Grant moved to approve the agenda with additions. **Carried.**

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

Debby Grant – 4.1: 4H Grant Application

Alana Cissell – 4.4: Ponoka Library Grant Extension Request and 5.2: Family Counselling Contracted Services Contract and Client Experience Survey

3.0 Approval of Minutes – January 11, 2021

21-16 Motion: Debby Grant moved to approve the January 11, 2021 minutes as presented. **Carried.**

4.0 Business Arising

4.1 4H Grant Application: Executive Director, Shannon Boyce-Campbell has been in touch with the 4H group and they will continue to work on their application to bring forward to a later FCSS Board meeting.

4.2 Ponoka Bantam Broncs: At this point the football team is unsure of how their season will be structured or if they will even have a season, therefore the FCSS Board will revisit their request for sponsorship closer to the beginning of their season.

4.3 Covid-19 Costs Calculation March – December 2020: This is for information purposes only. Between March 2020 and December 2020, FCSS spent an average of \$6200.00 per month in COVID-19 related items and staffing.

4.4 Ponoka Library Grant Extension Request: For information only. The library provided a report on the programs and services that have been completed with their FCSS grant and further explained how the remaining funds will be allocated going forward.

- 4.5 FCSS Scholarships:** A second draft of the proposed FCSS scholarships was circulated for discussion. Executive Director will edit the proposed program to incorporate Board feedback. An FCSS Scholarship committee will be formed and will include Alana Cissell, Debby Grant, and Sharon Koleyak.
- 4.6 JJ Collett:** Executive Director, Shannon Boyce-Campbell met with the JJ Collett Board to present the concept of a wheelchair accessible trail and possible FCSS funding. The JJ Collett Board is interested in collaborating with FCSS and will continue discussions.
- 4.7 2021 Budget:** Wes Allan, Financial Controller spoke to the 2021 Budget presented to Board members and articulated a few key areas that were reduced to balance the budget.

21-17 Motion: Gerry McCracken moved to approve the 2021 FCSS Budget as presented. **Carried**

5.0 New Business

- 5.1 Food Security/Wellness Needs Assessment:** Executive Director spoke to the assessment and explained the research will assist in shaping programming over the next few years. The need for the information was brought forth from various groups in the community such as the Vulnerable Population Committee.
- 5.2 Family Counselling Contracted Services Contract and Client Experience:** With regard to our contract employees, we will require confirmation that they hold business accounts, otherwise we will be required to add them to the FCSS regular payroll where FCCS will submit source deductions for them to be compliant with the CRA.
- 5.3 Account Write-Off:** Despite numerous attempts to contact former clients we will be writing off two Home Support accounts for a total of \$69.00.

21-18 Motion: Gerry McCracken moved to approve that two Home Support accounts, one for \$24.00 and one for \$45.00 be written off. **Carried**

- 5.4 Canada Emergency Business Account - Updates:** Financial Controller, Wes Allan informed Board members that he had applied for the loan and FCSS has received funds in the amount of \$60,000.00. Financial Controller Wes Allan recommended that FCSS purchase a one-year GIC redeemable prior to the loan due date of December 31, 2022. At that time, we are required to repay \$40,000.00 and the remaining \$20,000.00 will be granted to us.

21-19 Motion: Alana Cissell moved to approve the purchase of a \$60,000 one-year GIC as presented. **Carried**

- 5.5 Canada Emergency Wage Subsidy - Updates:** We will not qualify for this subsidy as we only had one period out of the 13 where revenues decreased.
- 5.6 Temporary Wage Subsidy - Updates:** We did qualify for this subsidy, but we will not receive those funds until our 2020 T4's have been filed closer to the end of the month.

5.7 Medi Lend: FCSS has been informed that our local Health Unit is no longer able to lend equipment such as walkers and wheelchairs to the public. The service will only be available to emergent acute care discharges or local home care clients. Current options include Medi Lend which operates out of Wetaskiwin and The Lending Cupboard in Red Deer, however that may create barriers for residents as it requires travel to either location.

5.8 Mental Health First Aid: We have had some community interest in this course and have found a virtual format. The first module is self-directed and then the second and third modules are 3.5 hours of virtual participation. The cost for the program for non-profits is \$3000. There is a required minimum of eight participants and maximum of fifteen.

21-20 Motion: Sharon Koleyak moved to approve the Mental Health First Aid course to a maximum cost of \$3000.00 where participants would cover \$75.00 of the registration cost and Ponoka FCSS will cover the remaining costs to come from ineligible funds. **Carried**

5.9 Cheque Signing Process: Board members discussed the current cheque signing procedures that requires cheques be signed by one Board member and either Executive Director Shannon Boyce-Campbell or Financial Controller Wes Allan. A Board member asked for consideration that items such as utility bills be paid online or co-signed with other office staff and either the FCSS Executive Director or Financial Controller. In turn, Board members with signing authority could review these routine payments monthly. At this time, we will continue with the current protocols and consider changes in the future.

6.0 Correspondence

5.1 Stepping Stones Email: An email from Jerel Peters was read to the Board which requested a letter of support for the purchase of permanent building to continue to operate the Stepping Stones programs in Ponoka. The Board suggested that Jerel attend the next meeting to offer insight into their future programming plans.

7.0 Executive Director's Report – Submitted and discussed

8.0 Program Coordinators Report – Submitted and discussed

9.0 Home Services Coordinator Report and Home Support Coordinator Report – Submitted and discussed

10.0 Committee Reports –

10.1 Finance – Gerry McCracken - Chair

10.2 Policy & Guidelines – Alana Cissell – Chair

10.3 Human Resources – Lynn Lawrence – Chair

10.4 OH&S – Shannon Boyce-Campbell – Chair A new WCB claim was discussed.

10.5 Quality Improvement – Shannon Boyce-Campbell - Chair

10.6 PR & Advertising – Mark Matejka – Chair

11.0 Family Therapist/Play Therapists/Mediation Reports – Submitted and discussed.

12.0 Schedule Committee Meetings:

13.0 Next Meeting:

The next regularly scheduled Board meeting will be Monday March 8, 2021 in the Ponoka FCSS Boardroom at 4:30 pm or via ZOOM if necessary.

21-21 Motion: Sharon Koleyak moved to adjourn the meeting at 7:39 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

Minutes