



Ponoka Family & Community Support Services

Board Meeting Minutes

January 10, 2022

Present: Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Sandra Lyon (Town of Ponoka Rep), Alana Cissell (Member at Large), Mark Matejka (County of Ponoka Rep), Kalea Gougoulas (Member at Large), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

Regrets: Ed Seto (Member at Large), Debby Grant (Vice-Chair)

Recording Secretary: Melissa Cooper (Office Assistant)

This meeting was called to order by Lynn Lawrence, Chairperson at 5:36 pm at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda

22-01 Motion: Alana Cissell moved to approve the agenda. **Carried.**

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

Alana Cissell will sit out of agenda item 5A, identifying conflict of interest.

3.0 Approval of Minutes – November 08, 2021

22-02 Motion: Sandra Lyon moved to approve the November 8, 2021; minutes as presented. **Carried.**

4.0 Business Arising

4.1 Additional Office Space: Still in communication with landlord. Third estimate not required; they are accepting of the lowest quote and will be providing the board with future financial and lease options.

4.2 BB/BS 2022 Budget A: Provided for Board information as requested.

4.3 PYC 2022 Budget A: Provided for Board information as requested.

4.4 Ratify online motion to contribute \$3000 to the Community Christmas Dinner. (Original online motion passed December 22, 2021)

22-03 Motion: Mark Matejka moved to ratify the December 22, 2021, online motion to contribute \$3000.00 (three thousand dollars) to the Community Christmas Dinner from eligible funds. **Carried.**

4.5 Ratify online motion to approve a third personal funding application from an individual. (Original online motion passed December 22, 2021).

22-04 Motion: Alana Cissell moved to ratify the online motion to approve a third personal funding application from an individual. **Carried.**

4.6 Updates to Immunization Policy – AHS/ Government of Alberta. Confirmation received from AHS that we are permitted to have two staff return to work if they follow the rapid testing protocols outlined in AHS's immunization policy.

4.7 Youth Centre Tour January 20, 2022. All available Board members will be attending.

4.8 COLA – Cost of Living Allowance. Wes Allan, Financial Controller gave confirmation of a 1.5% COLA increase to be effective the first bi-weekly payroll in January 2022. **Carried.**

22-05 Motion: Alana Cissell moved to approve 1.5% COLA increase to be effective the first bi-weekly payroll in January 2022.

4.9 One of the Counselling Members requested a \$1.00/hour increase to contract position.

22-06 Motion: Mark Matejka moved to approve one dollar per hour (\$1.00/hour) increase for Counselling member. **Carried.**

In-Camera: Executive Director Shannon Boyce-Campbell excused herself.

4.10 COLA – Cost of Living Allowance. Wes Allan, Financial Controller suggested a rate increase to be effective January 1, 2022, to Executive Director, Shannon Boyce-Campbell.

22-07 Motion: Alana Cissell moved to approve a rate increase to be effective January 1, 2022, to Executive Director, Shannon Boyce-Campbell. **Carried.**

4.11 COLA – Cost of Living Allowance. Wes Allan, Financial Controller gave confirmation of a rate increase to be effective January 1, 2022, to Wes Allan, Financial Controller.

22-08 Motion: Sandra Lyon moved to approve a rate increase to be effective January 1, 2022. **Carried.**

Out of Camera: Executive Director Shannon Boyce-Campbell was invited back to the meeting

5.0 New Business

5.1 Ponoka Jubilee Library Grant Application Request: \$22,360.00.

22-09 Motion: Kalea Gougoulas moved to approve Ponoka Jubilee Library Grant Application for the amount of twenty-two thousand, three hundred and sixty dollars (\$22,360.00) from eligible funds. **Carried.**

5.2 Committee Openings: Policy Committee requires one person – Sandra Lyon has accepted; QI Committee requires one person – Sandra Lyon accepted.

5.3 Personal Funding Annual Review by Finance Committee: Concern regarding Cancer & Donation accounts being accessed more frequently & lack of donations; Discussions regarding client

applications that have met maximum allocations & have made additional applications. The Board requested the Policy Committee review current guidelines for the funds and bring forth recommendations to the Board as soon as possible.

22-10 Motion: Mark Matejka moved to approve the fourth client application to the Donation fund. **Opposed & denied.**

22-11 Motion: Alana Cissell moved to approve third client application to the Cancer fund. **Carried.**

5.4 Meals on Wheels Program: The Iron Horse Restaurant is closing as of January 14, 2022. Shelly Van Eaton, Program Coordinator, is advising all clients of change & other options in Ponoka for meal delivery.

5.5 Milage Rate: The following comparisons have been received; Town of Ponoka is \$.59 cents & uses CRA as a guideline; Rocky Mountain House HC is \$.51 cents; AHS is \$.505 cents; Rimbey FCSS is \$.52 cents; Ponoka FCSS is \$.55 cents.

22-12 Motion: Sandra Lyon moved to maintain Ponoka FCSS milage rate at \$.55 cents. **Carried.**

6.0 Correspondence

6.1 Blaine Calkins - MLA

6.2 Accreditation Canada – Accreditation is now in April 2022.

6.3 Various Thank-you' s & Christmas cards

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 Wes Allan, Financial Controller & Gerry McCracken, Chair, will meet.

22-13 Motion: Mark Matejka moved to approve the October 2021 Ponoka FCSS Financials as presented. **Carried.**

10.2 Policy & Guidelines – Alana Cissell – Chair

10.3 Human Resources – Lynn Lawrence – Chair

10.4 OH&S – Shannon Boyce-Campbell – Chair

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:

Finance Committee meeting to be determined.

13.0 Next Meeting: March 14, at 4:30 p.m. at the Ponoka FCSS Boardroom

Minutes

22-14 Motion: Alana Cissell moved to adjourn the meeting at 7:03 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Melissa Cooper

Date Approved: _____

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