



## Ponoka Family & Community Support Services

### Board Meeting Minutes

July 20, 2020

**Present:** Lynn Lawrence (Chairperson), 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, Kevin Ferguson (alternate Town of Ponoka Rep), Wes Allan (Financial Controller) and Shannon Boyce-Campbell (Executive Director).

**Absent:** Debby Grant (Vice Chair)

**Recording Secretary:** Donna Davies (Executive Assistant)

This additional meeting was called to order in the Ponoka FCSS Boardroom by Lynn Lawrence, Chairperson at 1635h. Masks were provided for attendees to wear where a physical distance of 2 meters could not be maintained.

#### 1.0 Approval of Agenda

**20-35 Motion:** Lynn Lawrence moved to approve the agenda with no additions. **Carried.**

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

Conflict of interest was declared by Alana Cissell (Items 4G and 5B) and Shannon Boyce Campbell (Item 5B).

#### 3.0 Approval of Minutes – June 8, 2020 – to be approved at September meeting as this is a “special meeting”

#### 4.0 Business Arising

##### 4.1 COVID-19 Financial Assistance

**20-36 Motion:** Ed Seto moved to extend the COVID-19 Financial Assistance Plan for Employees as outlined in Motion 20-29 to 29 August 2020. **Carried.**

##### 4.2 Field Staff Pay Scale

**20-37 Motion:** Sharon Koleyak moved to adopt the wage scale for Home Care and Home Support Fieldstaff as presented effective with 05 September 2020 Biweekly payroll. **Carried.**

##### 4.3 Automated Debit System

**20-38 Motion:** Gerry McCracken moved to implement an electronic Payment system subject to confirmation of costs as presented with final decision of system to be implemented at discretion of management. **Carried.**

##### 4.4 Home Support Services

**20-39 Motion:** Alana Cissell moved to trial a six month period beginning August 1, 2020 to January 31, 2021 providing Home Support services at a rate of twenty dollars (\$20.00) per

hour to those clients who exceed the defined threshold and are willing to comply with stipulations as outlined in Policy 6.2.1. **Carried.**

**4.5 Board Retreat/Professional Development:** Discussion item only.

**4.6 FCSS iPad:** An iPad provided to a board member for board business use was stolen from their vehicle and is unlikely to be recovered. Due to the rapid obsolescence of electronics, the consensus of the Board and the Financial Controller was that restitution for the iPad from the Board member was unnecessary.

**4.7 Play Therapy:** The perceived need to provide play therapy to community members was discussed. The Executive Director will develop a proposal outlining the recommended program for review by board members later this summer.

## **5.0 New Business**

**5.1 New photocopier - discussion**

**5.2 Proposed Programs and Services related to COVID-19 Response Funding:**

**20-40 Motion:** Mark Matejka moved that the FCSSAA COVID grant money in the amount of thirteen thousand two hundred (\$13,200.00) dollars be used to provide programs and services for parenting and family mediation as presented. **Carried.**

**20-41 Motion:** Sharon Koleyak moved to approve proposed trained mediators for approved programs and services related to the COVID-19 funding received. **Carried.**

**5.3 Free Space Bingo:** Information item

## **6.0 Correspondence**

**6.1 Festival of Trees – thank you.**

**7.0 Executive Director's Report – not applicable**

**8.0 Program Coordinators Report – not applicable**

**9.0 Home Services Coordinator Report and Home Support Coordinator Report – not applicable**

**10.0 Committee Reports – not applicable**

**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**

**10.5 Quality Improvement –Mellissa Moench - Chair**

**10.6 PR & Advertising – Mark Matejka - Chair**

**11.0 Family Therapist Report** – not applicable

**12.0 Schedule Committee Meetings:** not applicable

**13.0 Next Meeting:**

The next regularly scheduled board meeting will be Sunday September 13, 2020 at Pigeon Lake Board Retreat; time to be determined.

**20-42 Motion:** Alana Cissell moved to adjourn the meeting at 1819h. **Carried.**

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Chairperson  
Lynn Lawrence

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Donna Davies

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

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