



Ponoka Family & Community Support Services

Board Meeting Minutes

June 13, 2022

Present: Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Ed Seto (Member at Large), Debby Grant (Vice-Chair), Mark Matejka (County of Ponoka Rep), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller)

Regrets: Alana Cissell (Member at Large), Sandra Lyon (Town of Ponoka Rep),

Other: Kalea Gougoulas (Member at Large resigned at meeting)

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order by Lynn Lawrence, Chairperson at 5:50 pm at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda

22-36 Motion: Debby Grant moved to approve the agenda with additions of 4.6: Renovation Updates and 5.10: Volunteer Opportunity with Shoppers Drug Mart. **Carried.**

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

None to Declare

3.0 Approval of Minutes – May 9, 2021

22-37 Motion: Ed Seto moved to approve the May 9, 2022; minutes as presented. **Carried.**

4.0 Business Arising

4.1 Wellness Committee Proposal Updates: The Wellness Committee requested clarification regarding their proposed responsibilities, which the Executive Director discussed with the group. The group has asked to table the discussion on the larger proposal until the next fiscal year when they will be more prepared. At this time, they are asking the board to consider their original two thousand dollar (\$2000.00) request to accommodate plans for the remainder of 2022.

22-38 Motion: Ed Seto moved to approve the Wellness Committee's request for funds in the amount of two thousand dollars (\$2,000.00). **Carried.**

4.2 Levi Busat/FCSS Scholarships: There were 14 applications for the Levi Busat/FCSS scholarship this year. Board members involved in this process had some concerns regarding student's place of residence and/or school attended. For example a student may live outside of the Ponoka FCSS geographical area and yet attend school in Ponoka or vice versa. (Living in Ponoka but attending school elsewhere) Board members decided to table the discussion and review prior to next year's application process, as it does not have an impact on this year's applicants.

4.3 FCSSAA Provincial Conference November 16-18, 2022, West Edmonton Mall: Rooms have been booked so if any members are interested in attending, they can let the Executive Director know as soon as possible. Lynn, Mark, Gerry, and Wes have confirmed so far.

4.4 Meals on Wheels Discontinued: Due to the closing of the Old Iron Horse restaurant in January our Meals on Wheels program has been put on hold and a local business and a service agency have offered comparable programs. Previous Meals on Wheels recipients have expressed satisfaction with these programs.

22-39 Motion: Mark Matejka moved to approve formally ending the Ponoka FCSS Meals on Wheels Program. **Carried.**

4.5 Website Update: Work on this continues as Wes, Donna and Shannon explore options for the prospective new Ponoka FCSS website.

4.6 Renovation Update: Preliminary blueprints have been drawn and we have responded to all questions from the architect. We are currently waiting to hear back from our landlord. The Executive Director will try contacting again, however the uncertainty of the Home Care Contract may impact the decision to expand and renovate the additional space.

5.0 New Business

5.1 Home Care Contract Update: The work on the Request for Expression of Interest and Qualification continues as the deadline to apply is July 28th, 2022. The Executive Director along with other staff will organize, create, and upload all required documents to the new portal, which will demonstrate that we are able to provide the care involved.

5.2 Ponoka Mat Program Stats 2021-22: Circulated to Board members for information only.

5.3 Tenets of Ponoka FCSS updates in compliance with Accreditation Canada:

22-40 Motion: Mark Matejka moved to approve the change to the Ponoka FCSS tenets as presented. **Carried.**

5.4 Calgary Foundation – Elof and Thea Nelson Fund: We have received the yearly grant funds in the amount of five thousand one hundred and eighty-six dollars (\$5,186.00). This fund is used to support and /or sustain elderly or palliative individuals in their home who have been verified as needing financial support.

5.5 Crestomere Youth Engagement: This is a grant request in the amount of three thousand dollars (\$3,000.00).

22-41 Motion: Debby Grant moved to approve funds in the amount of one thousand eight hundred dollars (\$1,800.00). **Carried.**

5.6 Fall Board Retreat: Dates and location to be determined.

22-42 Motion: Ed Seto moved to approve the Fall Board Retreat event to be held in September 2022 with location to be determined. **Carried.**

5.7 Board Recruitment: Board members discussed recruitment as three members will be leaving in September, and we currently have positions open as well. If anyone has thoughts on new members, please let the Executive Director know as soon as possible.

5.8 Mileage Rate: The ongoing increase to fuel costs were discussed and their impact on staff travel. The Board chose to review the mileage rate every three months going forward.

22-43 Motion: Mark Matejka moved to approve a Ponoka FCSS mileage rate increase to \$0.61/km from the current \$0.55 to be effective on the June 25, 2022, biweekly pay period and that the rate be reviewed every three (3) months. **Carried.**

5.9 Benefits Review: We have approximately 20 staff enrolled in the Ponoka FCSS Benefit Plan. Wes Allan, Financial Controller has been doing an in-depth review of the current program and will bring back information for the board to discuss.

5.10 Volunteers for Shoppers Stampede Fundraiser: Ed Seto explained Shoppers Drug Mart will be holding a fundraiser during the Ponoka Stampede Parade with some proceeds coming to FCSS. Shoppers would appreciate any volunteers that may be able to help as they are experiencing staff shortages.

6.0 Correspondence – Staff member card of thanks

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

10.5 Quality Improvement – Amy MacCallum/Mellissa Moench – Co-Chairs

10.6 PR & Advertising – Mark Matejka – Chair

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

12.0 Schedule Committee Meetings: Nothing currently scheduled

13.0 Next Meeting: TBD: September at the Board Retreat or Ponoka FCSS Boardroom

22-44 Motion: Mark Matejka moved to adjourn the meeting at 7:42 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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