



Ponoka Family & Community Support Services

Board Meeting Minutes

March 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), Mark Matejka (County of Ponoka Rep), Sandra Lyon (Town of Ponoka Rep), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

Regrets:

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order Via ZOOM by Lynn Lawrence, Chairperson at 4:58 pm. Jerel Peters with Central Alberta Youth Unlimited joined via ZOOM at 5:00 pm to discuss their proposed purchase of a permanent building in Ponoka.

1.0 Approval of Agenda

21-22 Motion: Sharon Koleyak moved to approve the agenda as presented. **Carried.**

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

Debby Grant – 4.1: 4H Grant Application

3.0 Approval of Minutes – February 8, 2021

21-23 Motion: Ed Seto moved to approve the February 8, 2021 minutes as presented. **Carried.**

Jerel Peters of Central Alberta Youth Unlimited (CAYU) was welcomed to the Ponoka FCSS meeting to provide insight into their organization and explain current initiatives.

CAYU has been in operation for over 30 years and Jerel began with the organization in 2003. CAYU serves 7 communities, has 32 staff, and offers many programs. Programs and services include but are not limited to a housing program, 2 youth centers, a coffee shop, and skate park, pregnant and parenting teens programs in Ponoka and Lacombe as well as staff in schools that offer clubs and mentoring programs. In Ponoka they currently have 6 staff and are wishing to have a larger presence in our community by purchasing a building. The intention of the purchase is not to duplicate services in town but to expand opportunities for youth through employment supports, workplace training and life skills. The target age of the programs being 10- 24. They are working with the town in anticipation of the eventual purchase of the previous tourism building.

21-24 Motion: Alana Cissell moved that Ponoka FCSS submit a letter to the Town of Ponoka, recognizing CAYU as an asset to youth in Ponoka and that the programs and services they offer are valuable. **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 however until COVID restrictions are changed, the event will not be able to take place. We will add the application back to the agenda when possible.
- 4.2 FCSS Scholarships:** A second draft of the proposed FCSS scholarships was circulated for discussion. The Executive Director will edit the proposed program to incorporate Board feedback. An FCSS Scholarship committee has been formed and will include Alana Cissell, Debby Grant, and Sharon Koleyak. Once the adjustments are made, the scholarship and application form will be promoted within the community.
- 4.3 Mental Health First Aid:** There has been community interest in this course and the program is now offered in a virtual format. The first module is self-directed and then the second and third modules are each 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. We currently have three registrants.

21-25 Motion: Alana Cissell moved to ratify the email vote in support of FCSS staff, attend the virtual Mental Health First Aid course free of charge. **Carried.**

- 4.4 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. If patients leave the Red Deer hospital, currently they can access the Lending Cupboard prior to coming home. Further information will be brought forth to the Board as it is researched.

5.0 New Business

- 5.1 Mat Program Statistics – 2019:** Verbal Discussion
- 5.2 AHS Homecare Contract:** We have signed an extension to the AHS Home Care Contract until September 2022.

6.0 Correspondence

- 6.1 COVID – FCSS Grant:** Final reporting for monies received due soon, however, an additional fund allocation has been granted to Ponoka FCSS and details with follow.
- 6.2 2020 Best of Ponoka Award Recipient –** Blaine Calkins
- 6.3 Donation Letter –** a family member of a longtime client donated \$500 to Ponoka FCSS.
- 6.4 Two Thank you 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**
November 2020 Financials

21-26 Motion: Mark Matejka moved to approve the November 2020 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** 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 April 12, 2021 in the Ponoka FCSS Boardroom at 4:30 pm or via ZOOM if necessary.

21-27 Motion: Sandra Lyon moved to adjourn the meeting at 6:08 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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