



Ponoka Family & Community Support Services

Board Meeting Minutes

May 10, 2021

Present: Lynn Lawrence (Chairperson-Via Zoom), Gerry McCracken (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: Alana Cissell (Member at Large)

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order Via ZOOM by Lynn Lawrence, Chairperson at 5:22 pm.

1.0 Approval of Agenda

Additions to agenda; 4.6: Youth Unlimited, 5.6: Monthly Mentionables Grant Application, 5.7: Overtime Policy, 5.8: Working Remotely Policy

21-35 Motion: Mark Matejka moved to approve the agenda with additions as listed. **Carried.**

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

None to Declare.

3.0 Approval of Minutes – April 12, 2021

21-36 Motion: Ed Seto moved to approve the April 12, 2021; minutes as presented. **Carried.**

4.0 Business Arising

4.1 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, these options may be problematic for residents as it requires travel to either location. Currently, as patients are discharged from Red Deer hospital, they can access the Lending Cupboard prior to coming home. Further information will be brought forth to the Board as it is researched. The Executive Director, Shannon Boyce-Campbell, has sent a letter to Medi Lend in Wetaskiwin in hopes of establishing a partnership that will ensure access to equipment of area residents.

4.2 Ponoka Minor Ball Association Report: A report has been provided detailing what equipment was purchased utilizing the grant funds from FCSS.

4.3 Rimoka Housing Funding - Rapid Housing Supports Grant: We have received a letter explaining that Rimoka was not successful in their application and that they have chosen not to pursue any further applications at this time. The resident grant from FCSS has been utilized to install WiFi for residents and an iPad will be purchased for client use.

4.4 Board Retreat/Training: Due to current COVID restrictions the previously planned one day session on May 29th, 2021, will be put on hold and shall be revisited as restrictions change.

- 4.5 **Junior Golf Club Email** – The program has had to make some changes to operations due to the COVID-19 restrictions currently in place.
- 4.6 **Youth Unlimited:** As requested by the Board at a previous meeting, Jerel Peters has forwarded the information regarding area involvement in Youth Unlimited programs. Jerel shared that Ponoka and Ponoka County program participants were approximately 150 weekly, special event involvement at 190 and regular volunteers were 34.

5.0 New Business

- 5.1 **Elof and Thea Nelson Fund Update:** Each year we receive approximately 4% proceeds from the principal amount of the fund via the fund management of the Calgary Foundation. As the creator of the fund recently passed away, there has been approximately \$64,000.00 added to the principal amount from the estate.
- 5.2 **Changes to FCSS Regulation:** Changes to the regulations have been made and we will learn more at the regional meeting to be held on May 13th via ZOOM.
- 5.3 **West Central Regional Meeting:** The regional meeting is scheduled for May 13th at 9:30 a.m. and an invitation to join has been sent to Board members. This will be the second year in a row that Ponoka FCSS will host the meeting via ZOOM with anticipation that next year we will host an in-person meeting.
- 5.4 **DRAFT Ponoka and Area Financial and Food Security Survey:** A rough draft of the Ponoka and Area Financial and Food Security Assessment has been circulated to Board members. The report has implications for services and programs, as well as the challenges and barriers that the community faces.
- 5.5 **Scholarship Fund:** The deadline for applications is June 1, 2021 and we have not yet received any. We have had inquiries and emailed out copies of the application and anticipate receiving some completed applications soon. The Executive Director inquired if they would consider renaming the scholarship in memory of a community member. The Executive Director would speak to the family first and let Board members know of the decision.

21-37 Motion: Mark Matejka moved to permit the Executive Director to approach the family regarding the possible renaming of the scholarship. **Carried.**

- 5.6 **Monthly Mentionable Program Grant Application:** This grant application is for a pilot project providing feminine hygiene products for the Ponoka Secondary Campus. The Executive Director was able to provide information regarding other options such as the Food Bank or FCSS doing a public request for supplies. There is also a program in Edmonton the school may qualify for. The staff at the school will look further into these options, prior to a decision being made by the Board.

21-38 Motion: Debby Grant moved to request more information on how the program would be run and further research be done into other avenues for supplies, prior to Board funding decision. **Carried.**

- 5.7 **Overtime Policy and Agreement:** This policy was provided to the policy committee for review and discussion and now presented to the Board as a whole. Proposed changes were discussed.

21-39 Motion: Sharon Koleyak moved to approve the Overtime Policy and Agreement with amendments as discussed. **Carried.**

- 5.8 Working Remotely Agreement:** This policy was provided to the policy committee for review and discussion and now presented to the Board as a whole. This agreement was circulated to Board members for discussion.

21-40 Motion: Sharon Koleyak moved to approve the Working Remotely Agreement as presented. **Carried.**

6.0 Correspondence –

6.1 Donation Account Recipient – Read to Board

6.2 Retired Staff Member – Read to Board

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

A Finance Committee meeting will be scheduled for June prior to the regular Board meeting on June 14th.

10.2 Policy & Guidelines – Alana Cissell – Chair

Policies are currently being updated in preparation for Accreditation.

10.3 Human Resources – Lynn Lawrence – Chair

10.4 OH&S – Shannon Boyce-Campbell – Chair

Currently being updated for Accreditation

10.5 Quality Improvement – Shannon Boyce-Campbell - Chair

A meeting will be scheduled before next Board Meeting. Staff are updating quality improvements made during the last year through the COVID-19 pandemic.

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

Retreat/Accreditation meeting

13.0 Next Meeting:

The next regularly scheduled Board meeting will be Monday June 14, 2021 in the Ponoka FCSS Boardroom at 4:30 pm or via ZOOM if necessary. Debby Grant will be away for the June 14th meeting.

21-41 Motion: Sandra Lyon moved to adjourn the meeting at 6:27 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Minutes

Date Approved: _____

Minutes