



Ponoka Family & Community Support Services

Board Meeting Minutes

November 18, 2019

Present: Lynn Lawrence (Chairperson), Sandra Lyon (Town Rep), Debby Grant (Vice Chair), Sharon Koleyak (Member at Large), Alana Cissell (Member at Large), Mark Matejka (County of Ponoka Rep), Shannon Boyce-Campbell (Executive Director), Wes Allan (Financial Controller)

Regrets: Brandi Rausch (Member at Large) Ed Seto (Member at Large), Gerry McCracken (Member at Large),

Recording Secretary: Shannon Epp (Office Manager)

The meeting was called to order by Lynn Lawrence, Chairperson at 4:43 p.m. at the Ponoka FCSS Board room.

1.0 Approval of Agenda

19-87 Motion: Mark Matejka moved to approve the agenda as presented. **Carried.**

Appointment of Board Evaluator – Alana Cissell

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

None to Declare

3.0 Approval of Minutes – October 21, 2019

19-88 Motion: Debby Grant moved to accept the October 21, 2019 minutes as presented. **Carried.**

4.0 Business Arising

A. 2019 Santa's Anonymous Program FCSS Involvement Request: This program was initiated today November 18th, 2019 with volunteer training and the "hotline" receiving calls and inquires. Application forms are available at our FCSS office, the schools, the medical clinic, the youth centre, the library as well as on our FCSS website.

B. Lifeline Review (in reflection of LL fee changes in 2019): This information was circulated to board members and Wes Allan, FCSS Financial Controller, spoke to members regarding the program and budget details. We will continue to review this program every year.

C. Correction to motion 19-63 FCSSAA Conference Silent Auction – eligible vs ineligible:

19-89 Motion: Lynn Lawrence moved to amend Motion 19-63 to read "from eligible funds." **Carried.**

5.0 New Business

- A. Mileage Rate:** The FCSS mileage rate is reviewed each year and compared to other agencies including Rimbey FCSS, Ponoka County, Town of Ponoka and AHS.

19-90 Motion: Alana Cissell moved that we continue with the current mileage rate of \$.55 per km. **Carried.**

- B. Bob Hepp Community Christmas Event December 25th, 2019:** This event is held each year from the help of donations, financial support and volunteer time from various community members. The organizers of the program expect that this year's budget will have a shortfall. The Board discussed having Bob Hepp fill out a grant application. The ED will contact Bob for further information.

- C. Ratify the Renewal of a \$25,000.00 GIC, maturing November 7th, for a further 2-year term to November 7th, 2021:** T

The Financial Controller will be looking into this further with the ATB bank and will bring back the information to the next meeting.

- D. Town of Ponoka Sponsored Swim Nights Statistics:** Information circulated to board.

- E. Central Alberta Youth Unlimited – Stepping Stones, Psycho-Education:** Board members discussed this application and would like the ED to contact the group for more information of curriculum being taught and who is facilitating the program.

- F. Local Contracts Ending – Parent Link, Healthy Families, Early Childhood Coalition:** The ED shared information regarding the proposed changes that these groups will be facing in the coming months. As directed by the board, the ED will continue to attend meetings with other involved parties.

- G. Rent Subsidy Ending:** This program will be ending and will affect up to 60 families/individuals in community.

- H. COLA Staff:** The Cost of Living Allowance was presented by the Financial Controller and discussion arose from the board.

19-91 Motion: Mark Matejka moved to approve that Ponoka FCSS provide a 1.3% COLA increase for all staff to be effective the first bi-weekly pay period in January 2020. **Carried.**

- I. Staff Wellness:** The approved 2019 budget included the staff wellness program however it remains at the discretion of the board. This program would provide wellness dollars for each staff member up to a maximum of \$150.00.

19-92 Motion: Alana Cissell moved that Ponoka FCSS approve the 2019 staff wellness program up to a maximum of \$150.00 per staff or contract employee, with the expectation that the Executive Director and Financial Controller collaborate to ensure consistency and fairness in relation to eligibility. **Carried.**

- J. Performance Bonus:** The Financial Controller presented the Employment Bonus information and explained it would be a similar format of previous years. This program was included in the 2019 FCSS budget. The Financial Controller expressed he would like to review the program for the 2020 Budget. The Board discussed encouraging the ED and Financial Controller to review eligibility.

19-93 Motion: Alana Cissell moved to approve the 2019 FCSS Employment Bonus as explained by the Financial Controller, with the expectation that the Executive Director and Financial Controller collaborate to ensure consistency and fairness in relation to eligibility
Carried

K. Signing Resolution:

Signing Officer Resolution:

19-94 Motion: Sharon Koleyak made the motion to rescind prior resolution dated November 20, 2017 **Carried.**

19-95 Motion: Mark Matejka made the motion to accept the Signing Officers of the Association which is annexed hereto as **Schedule A** is hereby approved.
Carried.

Execution of Documents Resolution:

19-96 Motion: Alana Cissell made the motion to rescind prior resolutions dated November 20, 2017. **Carried.**

19-97 Motion: Sharon Koleyak made the motion that deeds, transfers, assignments, contracts, obligations, certification and other instruments may be signed on behalf of the Association by any two directors from Group A as per the Signing Officers listed and annexed hereto as **Schedule A** is hereby approved. **Carried.**

Banking Resolution:

19-98 Motion: Sandra Lyon made the motion to rescind prior resolutions dated November 20, 2017. **Carried.**

19-99 Motion: Mark Matejka made the motion that for purposes of transacting business at the Association's bank, ATB Financial, the following shall apply with reference to **Schedule A** of the Signing Officer Resolution and is hereby approved:

Borrow (including Overdraft):

Two signatures from Group A.

Withdrawals:

Two signatures from Group A; or

One signature from Group A and one signature from Group B.

Deposits:

One signature from Group B or C.

Other:
OnLine Administrator(s):
Both/All of Group B.

Contact(s):
Either/Any of Group B.

Messengers:
Multiple - Any of Group B or Group C. **Carried.**

19-100 Motion: Mark Matejka moved to recess at 6:00 for the Handivan Meeting. **Carried.**

6.0 Correspondence

- A. Town of Ponoka
- B. Ponoka County
- C. Thank You Cards-Variou

7.0 Executive Director's Report

Attached

8.0 Program Coordinators Report

Attached

9.0 Home Services Coordinator Report and Home Support Coordinator Report

Attached

10.0 Committee Reports

10.1 Finance – Chair TBA

Financial report presented – September 2019

19-101 Motion: Mark Matejka moved to approve the September 2019 financials as presented.
Carried.

10.2 Policy & Guidelines –

10.3 Human Resources -

10.4 OH&S – Shannon Boyce-Campbell – Chair

10.5 Quality Improvement – Shannon Boyce-Campbell – Chair

10.6 PR & Advertising – Mark – Chair

11.0 Family Therapist Report

Report attached

12.0 Schedule Committee Meetings:

Sharon Koleyak and Debby Grant requested to be absent from the January and February 2020 board meetings.

19-102 Motion: Sandra Lyon moved to approve the requested absences as presented. **Carried.**

13.0 Next Meeting:

The next regularly scheduled board meeting will be tentatively scheduled for December 9th, 2019 at 4:30 p.m. at the Ponoka FCSS Board Room.

19-103 Motion: Alana Cissell moved to adjourn the meeting at 7:21 p.m. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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