



## Ponoka Family & Community Support Services

### Board Meeting Minutes

November 16, 2020

**Present:** Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Alana Cissell (Member at Large-Via ZOOM), Ed Seto (Member at Large), Sharon Koleyak (Member at Large-Via ZOOM), Mark Matejka (County of Ponoka Rep), Sandra Lyon (Town of Ponoka Rep – Via ZOOM), Debby Grant (Vice Chair), Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).

**Recording Secretary:** Shannon Epp (Office Manager)

This meeting was called to order in the Board Room at the Ponoka FCSS office by Lynn Lawrence, Chairperson at 5:52 pm.

#### 1.0 Approval of Agenda

Additions to agenda; 5.15: Write off HS Account, 6.3: Correspondence – Festival of Trees Letter and 11.0 Therapist report - Leanne

**20-61 Motion:** Ed Seto moved to approve the agenda with additions. **Carried.**

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

None

#### 3.0 Approval of Minutes – October 19, 2020

**20-62 Motion:** Debby Grant moved to approve the October 19, 2020 minutes as presented. **Carried.**

#### 4.0 Business Arising

**4.1 Home Support – Yard Services RFP Discussion:** The Executive Director presented/discussed options of moving forward with proposed new FCSS services of snow removal and yard care. The board suggested developing a Request for Proposals (RFP) format with ample opportunity for applicants to add/define services as they see fit. The request has been sent out via newspaper, website and on social media, board members were asked to share as well as there has been no interest so far.

**4.2 Rimoka Housing Foundation:** The Executive Director has been in discussions with Jonathan Weir with Rimoka regarding their proposed grant application, to be submitted prior to yearend.

**4.3 Santa's Anonymous Program Discussion:** The 2020 program started today, November 16<sup>th</sup>. Forms are available at our FCSS office as well as at the library, medical centre and the schools. Board discussed providing a donation to the program if needed. Executive Director will discuss with Ponoka Secondary Campus Program Coordinators further.

#### 5.0 New Business

##### 5.1 Ponoka Proud Granting Opportunities:

**20-63 Motion:** Mark Matejka moved to approve the Ponoka Proud Granting opportunities as presented. **Carried**

## 5.2 COLA (Cost of Living Allowance):

**20-64 Motion:** Ed Seto moved to approve a 1.5% COLA increase to be effective the first pay period in January 2021. **Carried**

## 5.3 Staff attendance at FCSS Events and Trips: Board members discussed the optics of staff attending/participating in FCSS sponsored events and programs. The matter will be discussed further at next meeting, once the Executive Director provides additional information.

**20-65 Motion:** Mark Matejka moved to table discussion to next meeting. **Carried**

## 5.4 Door-Bell System:

**20-66 Motion:** Ed Seto moved to approve the installation of the doorbell system on the west end doors for staff entry. **Carried**

## 5.5 Calendars for 2021: A one-page version of our agency calendar was created and has arrived for distribution. Program Coordinator is designing other calendar options for future consideration.

## 5.6 Mileage Rate: Mileage rate for Ponoka FCSS is currently \$.55/km with County at \$.60/km, Rimbey FCSS \$.52/km and Town \$.55/km.

**20-67 Motion:** Ed Seto moved to leave the Ponoka FCSS mileage rate the same at \$.55/km. **Carried**

## 5.7 Wolf Creek Youth Foundation: The Foundation is hosting an on-line auction as a fundraiser for 2020. Agencies, businesses and individuals are invited to participate by donating to the cause and/or bidding on items. The event was created to address the decreased funds received this year due to COVID. Executive Director will bring back more info for the next meeting.

## 5.8 Nelson Fund: The Executive Director and Financial Controller along with family members involved in the fund, have drafted the fund guidelines and will add recognition of the founder to the forms along with info on why the fund was established. The Executive Director will send off final draft to the family as well as the Calgary Foundation who administers it.

**20-68 Motion:** Mark Matejka moved to approve the changes as discussed. **Carried.**

## 5.9 COVID Backpack Food Program – Youth Centre:

**20-69 Motion:** Alana Cissell moved to ratify the vote taken by email Aug 14-17, 2020 whereby a donation of \$15,000.00 was approved. **Carried**

## 5.10 Board Member Appreciation Gifts: It was suggested that in lieu of Board member appreciation gifts Ponoka FCSS will provide a donation of \$100.00 to the charity of each board members choice.

**20-70 Motion:** Gerry McCracken moved to approve a \$100.00 donation to the charity of each Board members choice. **Carried**

**5.11 Scholarships:** The Executive Director discussed with the principal at Ponoka Secondary Campus local scholarship opportunities and how they are distributed. Board members discussed areas that they felt would align with FCSS and Home Care. It was agreed that students entering any program in Human Services would be an acceptable field for FCSS to contribute scholarships to. The Executive Director will bring forward more info at the next meeting.

**5.12 2019 FCSS Annual Report – Govt of Alberta:** Attached for information purposes.

**5.13 Library Wreath Program:** Staff member, Shelley Dedio will create an FCSS wreath for display at the library.

**5.14 AHS Interim Financials Report:** Attached for information purposes.

**5.15 Write off HS Account:**

**20-71 Motion:** Gerry McCracken moved to approve the write off, of a \$498.00 Home Support account as discussed. **Carried.**

## **6.0 Correspondence**

**6.1** County of Ponoka

**6.2** Town of Ponoka

**6.3** Festival of Trees

**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** – No report due to staff shortages.

## **10.0 Committee Reports –**

**10.1 Finance – Gerry McCracken - Chair**

Next meeting TBD

July 2020 – September 2020 Financials attached for Board approval

**20-72 Motion:** Mark Matejka moved to approve the July 2020 – September 2020 Financials as presented. **Carried.**

**10.2 Policy & Guidelines – Alana Cissell – Chair**

Donna Davies has been reviewing the FCSS policies and will meet with the Executive Director for presentation to Policy Committee with recommended changes. In-turn, the policies will be presented to the Board for approval.

**10.3 Human Resources – Lynn Lawrence – Chair**

**10.4 OH&S – Shannon Boyce-Campbell – Chair** Nothing to report

**10.5 Quality Improvement – Shannon Boyce-Campbell - Chair**

We have not had any formal meetings since COVID but will need to start soon as Accreditation is scheduled for October 2021

**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 January 11, 2021 in the Ponoka FCSS Boardroom at 4:30 pm. (Possible December 14, 2020 meeting if required)

**20-73 Motion:** Sandra Lyon moved to adjourn the meeting at 6:52 pm. **Carried.**

\_\_\_\_\_  
Chairperson  
Lynn Lawrence

\_\_\_\_\_  
Executive Director  
Shannon Boyce-Campbell

\_\_\_\_\_  
Recording Secretary  
Shannon Epp

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

P:\Executive Director\Board Business\Board Minutes-FCSS\2020\Board Minutes - November 16, 2020.doc