



Ponoka Family & Community Support Services

Board Meeting Minutes

November 8, 2021

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

Regrets: Alana Cissell

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order by Lynn Lawrence, Chairperson at 5:27 pm at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda

21-62 Motion: Sandra Lyon moved to approve the agenda with addition of 4.9: Meals on Wheels.
Carried.

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

Debby Grant will sit out of agenda item 5.3: identifying conflict of interest.

3.0 Approval of Minutes – October 18, 2021

21-63 Motion: Kalea Gougoulas moved to approve the October 18, 2021 minutes as presented with necessary corrections. **Carried.**

4.0 Business Arising

4.1 Vaccination Requirement Update: We will have one staff member choosing not to vaccinate and one staff working remotely.

4.2 Additional Office Space: The Executive Director will continue discussions with our landlord as well as have local contractors provide preliminary pricing for renovations.

4.3 Non-Profit Business of the Year Chamber of Commerce: The award was circulated for Board members and congratulations were shared.

4.4 Ratify online motion to accept revisions to policy 3.1.8 Termination/Resignation/Re-employment (Original motion online October 25, 2021):

21-64 Motion: Gerry McCracken moved to ratify the October 25, 2021, online vote to accept the revisions to Policy 3.1.8 (Termination/Resignation/Re-employment) as presented.
Carried.

4.5 Ratify online motion that staff be required to be fully vaccinated as required by AHS. This includes administration, health care aids, home support staff, and FCSS Board members. (Original motion online September 16, 2021):

21-65 Motion: Debby Grant moved to ratify the September 16, 2021, online vote that all staff including administration, HCA's, home support, and FCSS Board members be vaccinated as required by AHS. **Carried.**

4.6 Ratify motion to accept AHS Policy #1189 Immunization of Workers for Covid-19 (Original motion online Sept 16, 2021):

21-66 Motion: Sandra Lyon moved to ratify the September 16, 2021, online vote to accept the AHS Policy # 1189 Immunization of Workers for Covid-19. **Carried.**

4.7 Motion to support the Levi Busat FCSS Human Services Scholarships as per outlined scholarship criteria to a maximum of \$10,000.00 per year:

21-67 Motion: Ed Seto moved to approve the Levi Busat Human Services Scholarships to a maximum of \$10, 000.00 per year. **Carried.**

4.8 Covid Can't Keep Us Down – Library Grant Report: Circulated to Board members as information.

4.9 Meals on Wheels (MOW): Sandra Lyon volunteered for MOW delivery for November 29th to December 3rd and Kalea Gougoulas will deliver for December 27th to December 31st. All of the month of January except for the second week will still require volunteers.

5.0 New Business

5.1 PYC Grant Application: The Ponoka Youth Centre submitted their annual grant application for 2022 with a request of \$30, 000.00. In 2021 the Board approved funds of \$25,000.00. Board members discussed the application.

21-66 Motion: Ed Seto moved that Ponoka FCSS approve the 2022 grant application from Ponoka Youth Centre for the amount of twenty seven thousand dollars (\$27,000.00) to come from eligible funds. **Carried.**

5.2 BB/BS 2022 Grant Application: The Ponoka Big Brother / Big Sisters submitted their annual grant application for 2022 with a request of \$25,000.00. In 2021 the Board approved funds of \$20,000.00. Board members discussed the application.

21-69 Motion: Debby Grant moved that Ponoka FCSS approve the grant application from Big Sisters/Big Brothers for the amount of twenty-two thousand dollars (\$22,000.00) to come from eligible funds. **Carried.**

5.3 Ponoka Ag Events Centre Society Grant Application: Board members discussed this grant application that requested support of \$3000.00. The Board has supported the application in previous years.

21-70 Motion: Sandra Lyon moved to approve the grant application from the Ponoka Ag Events Centre Society in the amount of three thousand dollars (\$3,000.00) to come from ineligible funds. **Carried.**

- 5.4 COLA – Cost of Living Allowance:** Wes Allan, Financial Controller spoke to the Board members and suggested a 1% COLA increase would be acceptable.

21-71 Motion: Mark Matejka moved to approve a one percent (1%) Cost of Living Allowance increase to be effective January 1, 2022, pending approval of the 2022 FCSS Budget. **Carried.**

- 5.5 Performance Bonus:** Wes Allan, Financial Controller spoke to Board members, regarding Performance Bonuses.

21-72 Motion: Gerry McCracken moved that Ponoka FCSS approve both the regular and enhanced employment bonus consistent with the 2020 budget calculations. **Carried.**

- 5.6 Staff Wellness:**

21-73 Motion: Ed Seto moved to approve the staff wellness amount on the same basis as 2020, being one hundred and fifty dollars (\$150.00) per staff and contract worker. **Carried.**

- 5.7 Account Write Off:** Financial Controller, Wes Allan recommended to the Board to write off a Meals on Wheels account in the amount of \$126.00.

21-74 Motion: Debby Grant moved that Ponoka FCSS write off the Meals on Wheels account discussed in the amount of one hundred and twenty-six dollars (\$126.00). **Carried.**

- 5.8 Board Recognition Gifts:** We would like to give each Board member the opportunity to provide a \$100.00 donation to the charity of their choice; to show appreciation for their efforts in lieu of Board member Christmas gifts and as a thank you for their volunteer roles on the Board.

21-75 Motion: Gerry McCracken moved to approve that Ponoka FCSS provide a one hundred dollars (\$100.00) donation the charity of each Board members choice. **Carried.**

6.0 Correspondence

6.1 County of Ponoka

6.2 Town of Ponoka

6.3 Ron Orr – MLA

6.4 Blaine Calkins

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

The finance committee discussed setting a meeting in the next few weeks to start discussing the 2022 budget. The September 2021 financials were presented.

21-76 Motion: Gerry McCracken moved to approve the September 2021 Ponoka FCSS 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

Currently being updated for Accreditation

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.

Teri, Leanne

12.0 Schedule Committee Meetings:

Finance Committee meeting to be determined.

13.0 Next Meeting: January 10, 2022, at 4:30 p.m. at the Ponoka FCSS Boardroom

21-77 Motion: Kalea Gougoulas moved to adjourn the meeting at 6:57 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____