



## Ponoka Family & Community Support Services

### Board Meeting Minutes

November 21, 2022

**Present:** Lynn Lawrence (Chairperson), Gerry McCracken (Member at Large), Mark Matejka (County of Ponoka Rep), Shannon Boyce-Campbell (Executive Director), Sandra Lyon (Town of Ponoka Rep), Marvin Beier (Member at Large) Dennie Hycha (Member at Large) and Wes Allan (Financial Controller)

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

**Regrets:** Ed Seto (Member at Large) Audrey Velie (Member at Large)

**Guests:** None Present

This meeting was called to order by Lynn Lawrence, Chairperson at 5:38 pm at the Ponoka FCSS Boardroom.

**Note:** Mark Matejka had a prior engagement and had to leave the meeting at 7:10 p.m. Dennie Hycha also had a prior engagement and had to leave the meeting at 7:20p.m. All motions were completed prior to their absence.

#### 1.0 Approval of Agenda

**22-59 Motion:** Sandra Lyon moved to approve the agenda with additions. **Carried.**

##### **Business Arising**

**4.11. Chamber Awards Ticket Costs**

**4.12 Food Bank or Similar Food Security Program Donation**

**4.13 Metro Studio of Building Design Blueprint design expense**

**4.14 CEBA Loan Repayment**

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

None to Declare

Evaluator – Not assigned

#### 3.0 Approval of Minutes – October 17, 2022

**22-60 Motion:** Dennie Hycha moved to approve the October 17, 2022 minutes with amendment to the October 17 Motion # 22-56 as follows; to remove Debby Grant from any signing authority as her term has been completed. **Carried.**

#### 4.0 Business Arising

**4.1. Budget and Projections for 2022:** The board discussed the financial projections for 2022, and the associated budget. The forecast and budget for 2022 is a projected deficit of \$81,853.00 (FCSS \$38,451, HC \$43,402). Expenditures contributing to this deficit were highlighted by the Financial Controller noting that Eligible Community Development to external organizations exceeded 2021 by

some \$56,000.00. Additional comments were brought forth in relation to the presentation of the financial statements and a desire to foster awareness of our internal programs. (Lifeline, Family Therapy, Home Support etc.) To be further discussed at finance committee level.

**22-61 Motion:** Gerry McCracken moved to approve the 2022 overage of financial payments to Ponoka BB/BS and Ponoka Youth Centre, that exceeded the previously approved contributions by three thousand dollars (\$3000.00) each, totaling six thousand dollars (\$6000.00) in 2022. **Carried.**

**22-62 Motion:** Gerry McCracken moved to approve the 2022 FCSS Employment Bonus (enhanced) for staff to a maximum of nine hundred dollars (\$900.00) and a minimum of one-hundred and fifty dollars (\$150.00) based on the same criteria as in prior years. **Carried.**

**22-63 Motion:** Gerry McCracken moved to approve the 2022 Staff Wellness Initiative of one-hundred and fifty dollars (\$150.00) maximum per employee and contract staff based on the same criteria as in prior years. **Carried.**

**22-64 Motion:** Marvin Beier moved that in lieu of board recognition, each member will inform Administration as to what charity they would like a one hundred dollar (\$100.00) contribution made on their behalf. **Carried.**

**22-65 Motion:** Mark Matejka moved to approve the 2022 Forecast/Budget as presented. **Carried.**

**4.2. Budget 2023 and Projected Budgets 2024, 2025:** Wes Allan, Financial Controller presented a 3-year funding model of 2023 budget and estimated 2024 and 2025 budgets. The focus was on a balanced FCSS budget and consideration for the uncertainty of an AHS contract after March 2023.

**22-66 Motion:** Gerry McCracken moved to approve the 2023 budget and the projected budgets of 2024 and 2025 as presented. **Carried.**

**22-67 Motion:** Gerry McCracken moved to approve a 3.5% COLA increase for FCSS Admin and Field staff effective the first bi-weekly pay period of 2023. **Carried.**

**22-68 Motion:** Gerry McCracken moved to approve an increase in rate of pay for the Executive Director, effective with the first bi-weekly pay period of 2023 as presented in the 2023 Budget. **Carried.**

**22-69 Motion:** Mark Matejka moved to approve an increase in rate of pay for the Financial Controller, effective January 01, 2023, as presented in the 2023 budget. **Carried.**

**22-70 Motion:** Dennie Hycha moved to approve an increase in rate of pay for the Supervising Therapist, effective January 01, 2023, as presented in the 2023 Budget. **Carried.**

**22-71 Motion:** Dennie Hycha moved to approve an increase in rate of pay for the Child Counsellor, effective January 01, 2023 as presented in the 2023 Budget. **Carried.**

- 4.3 Ponoka News Readers Choice Awards:** Ponoka FCSS was the recipient of the “Gold” award through the Ponoka News Readers Choice Awards in the category of Favorite Service Club. We were honoured to be considered among the Rising Sun Clubhouse (Silver). We were also the recipient of “Silver” for favorite Local Non-Profit and honoured to be considered among Old McDonalds Kennels (Gold) and Ponoka Legion (Bronze)
- 4.4 FCSS Funding Agreement:** The Executive Director reported that the FCSS Funding agreement with the Province, Town of Ponoka and Ponoka County was finalized on Tuesday November 07, 2022. The agreement was a 3-year funding arrangement for 2023-2025.
- 4.5 AHS Home Care Contract:** The Executive Director reported that there has been no significant news regarding the AHS contract, other than they continue to review the applications and are reviewing the detailed information contained in the RFEIOQ from applicants.
- 4.6 Lease Negotiation to end of March 2023:** The Financial Controller reported he had collaborated with our landlord and negotiated an extension to our lease at our current rate to end of March 2023, in anticipation of AHS contract insight.
- 4.7 Employment Bonus:** As the budget was discussed as a whole earlier in the meeting, please reference Motion 22-62 above.
- 4.8. Staff Learning and Wellness:** As the budget was discussed as a whole earlier in the meeting, please reference Motion 22-63 above.
- 4.9. Signing Resolution:**

## **Signing Officer Resolution:**

**22- 72 Motion:** Gerry McCracken made the motion to rescind all prior signing officer resolutions of Ponoka Family and Community Support Services Association. **Carried.**

**22- 73 Motion:** Gerry McCracken made the motion that be it resolved that the Signing Officers of the Association which is annexed hereto as **Schedule A** is hereby approved and becomes effective November 21, 2022. **Carried.**

## **Execution of Documents Resolution:**

**22-74 Motion:** Gerry McCracken made the motion to rescind all prior execution of documents resolutions of Ponoka Family and Community Support Services Association. **Carried.**

**22- 75 Motion:** Gerry McCracken made the motion that resolved 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 annexed hereto as **Schedule A** is hereby approved and effective on November 21, 2022. **Carried.**

## **Banking Resolution:**

**22- 76 Motion:** Gerry McCracken made the motion to rescind all prior banking resolutions of Ponoka Family and Community Support Services Association. **Carried.**

**22- 77 Motion:** Gerry McCracken made the motion that resolved 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 and becomes effective November 21, 2022:

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:  
On-line Administrator(s):  
Both/All of Group B.

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

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

**4.10. Reception Centre:** The Executive Director reported on the success of the reception centre during the storm and subsequent accidents of Hwy 2. The event went well and received much recognition, with 77 individuals registering and staying in Ponoka during the storm. Many FCSS staff and volunteers were involved.

#### **4.11 Chamber Awards Ticket Costs:**

**22- 78 Motion:** Mark Matejka moved to ratify the motion made via online voting to purchase a table of 8 tickets to the Chamber Awards to a maximum of four hundred and fifty dollars (\$450.00). **Carried.**

#### **4.12 Food Bank or Similar Food Security Program Donation:**

**22- 79 Motion:** Sandra Lyon moved to approve a donation of two thousand seven hundred dollars (\$2700.00) to local Food Security Programs to come from ineligible funds. **Carried.**

#### **4.13 Metro Studio of Building Design Blueprint Expense:**

**22- 80 Motion:** Dennie Hycha moved to approve one thousand seven hundred and eighty-eight dollars (\$1788.00) cost over and above the previously approved amount of three thousand dollars (\$3000.00) for the lease renovation project. **Carried.**

- 4.14 CEBA Loan Repayment:** Board members discussed the repayment of the CEBA loan that is due December 31, 2023. No decision was made at this time and will be discussed later in the new year.

## **5.0 New Business**

- 5.1 Committee Member Appointments:** The committee requirements and the available positions were circulated, and board members will determine their interest and availability and report back to the Executive Director.
- 5.2 Ponoka Elementary School Lunch Program:** Discussion tabled until further information is gathered, however it was noted that FCSS eligible funding is not permitted to be spent directly on food security programs. In the past any funds from FCSS to food security programs was taken from ineligible home care surplus dollars.
- 5.3 PYC/BGC 2023 Grant Application:** As the 2023 budget was discussed and approved earlier in the meeting, the total allocation of funds to the PYC was determined to be seven thousand five hundred dollars (\$7500.00) for 2023.
- 5.4 BB/BS 2023 Grant Application:** As the 2023 budget was discussed and approved earlier in the meeting, the total allocation of funds to BB/BS was determined to be five thousand five hundred dollars (\$5500.00) for 2023.
- 5.5 Letter to MLA Lacombe- Ponoka Ron Orr:** The Board discussed drafting a letter to the MLA following concerns brought forth from the recent FCSSAA Conference. The Board agreed with the concerns and directed the Executive Director to finalize the draft created by the Board.

## **6.0 Correspondence**

- 6.1** County of Ponoka - Appointment of Mark Matejka to the Ponoka FCSS Board
- 6.2** County of Ponoka- FCSS funding/grant support for 2023 fiscal year in the amount of \$40,109.
- 6.3** Town of Ponoka – Appointment of Sandra Lyon and Kevin Ferguson (Alternate) to the Ponoka FCSS Board
- 6.4** University of Alberta-Alberta Centre for Sustainable Rural Communities- Study details of which Ponoka FCSS Executive Director has participated.
- 6.5** AHS Annual Service Retroactive Letter – A contract increase of 1.5% for all rates in the model in recognition of inflation impacts on operational costs as well as an addition 0.6% increase for the National Truth and Reconciliation Statutory Holiday for direct care delivery positions.

## **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**
- 10.2 Policy & Guidelines — Chair**

- 10.3 Human Resources — Chair
- 10.4 OH&S – Shannon Boyce-Campbell – Chair
- 10.5 Quality Improvement/OH&S/Ethics – Amy Mabley/Mellissa Moench – Co-Chairs
- 10.6 PR & Advertising–

11.0 Family Therapist/Play Therapists/Mediation Reports – Submitted and discussed.

12.0 Schedule Committee Meetings: No scheduled meetings at this time.

13.0 Next Meeting: January 09, 2023, at the Ponoka FCSS Boardroom

**22-81 Motion:** Gerry McCracken moved to adjourn the meeting at 7:35 pm. **Carried.**

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Chairperson  
Lynn Lawrence

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Executive Director  
Shannon Boyce-Campbell

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Recording Secretary  
Shannon Epp

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

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