



## Ponoka Family & Community Support Services

### Board Meeting Minutes

October 19, 2020

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

**Guest:** Doug Gill

**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

**20-50 Motion:** Sharon Koleyak moved to approve the agenda as presented. **Carried.**

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

Alana Cissell 5 C and Debby Grant 5 A

#### 3.0 Approval of Minutes – September 13, 2020

**20-51 Motion:** Ed Seto moved to approve the September 13, 2020 minutes as presented. **Carried.**

#### 4.0 Business Arising

**4.1 Home Support – Yard Services Discussion:** E.D, 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.

**4.2 Motion 20-41-** A clerical error omitted this motion from the previously approved minutes. For transparency reasons, administration wanted it documented that the previously carried motion – **Motion 20-41 Sharon Koleyak moved to approve the proposed trained mediators and social workers. Carried** - be included in the July 2020 minutes and therefore would require re-signing.

#### 4.3 Correction to Motion 20-6

**Motion 20-6A** Alana Cissell moved an amendment be made to Motion 20-6, indicating that Ponoka FCSS provide Silver sponsorship funds to the Bowl for Kids Sake Fundraiser in the amount of \$250 to come from eligible funds (rather than previously indicated ineligible) **Carried.**

## 5.0 New Business

### 5.1 Winter Barrel Series Grant Application:

**20-52 Motion:** Sharon Koleyak moved to approve the \$3000 grant application as requested. 5 in favor, 1 opposed, 1 abstained **Carried**

### 5.2 Un-Festival of Trees – Ponoka Health Foundation Grant Application:

**20-53 Motion:** Mark Matejka moved to approve grant funds in the amount of \$10,000. **Carried**

The board discussed further contributions, pending end of year projections.

### 5.3 COVID Can't Keep Us Down – Ponoka Jubilee Library Grant Application:

**20-54 Motion:** Mark Matejka moved to approve grant funds in the amount of \$24, 107 to come from eligible funds. **Carried**

### 5.4 Rimoka Housing Foundation – proposed application for discussion:

E.D. discussed possible option of grant funding in lieu of annual Christmas event and gift programs at the lodge, to connect seniors to community via wi-fi and technology-based entertainment. Further information to follow at next meeting.

### 5.5 Additional 2 security cameras and labour for installation request:

**20-55 Motion:** Mark Matejka moved to approve up to \$1500 for additional security cameras, equipment and installation. 1 Abstained. **Carried**

### 5.6 Santa's Anonymous Program:

E.D. presented information regarding proposed changes to the Ponoka Secondary Campus program. FCSS assisted with intake and registrations in 2019 and would be willing to do this again in 2020. Further details will be brought forth to the board at the November meeting.

### 5.7 Staff Wellness Initiative 2020:

**20-56 Motion:** Ed Seto moved to approve the Staff Wellness initiative to a maximum of \$150 per staff and contract worker. 1 Abstained **Carried**

### 5.8 Staff Performance Bonus Initiative 2020:

**20-57 Motion:** Alana Cissell moved to approve the enhanced performance bonus initiative, utilizing maximum and minimum rates as per 2019. E.D. and F.C. will evaluate eligibility based on staff member in good standing expectations and Policy 3.2.3 **Carried.**

### 5.9 Youth Arts and Cultural Bursary Amendments:

**20-58 Motion:** Mark Matejka moved to make amendments to the to the bursary regulation/application as presented. **Carried.**

**6.0 Correspondence**

None

**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**

January 2020 – June 2020 attached for Board approval

**20-59 Motion:** Gerry McCracken moved to approve the January 2020 – June 2020 Financials as presented. **Carried.**

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

Donna Davies has been reviewing the FCSS policies and will meet with E.D. 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**

Currently actively recruiting for both HCA's and Home Support worker.

**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**

Reusable shopping bags have been ordered as well as the portfolios for Home Services field staff.

**11.0 Family Therapist Report** – June/July/August and Play Therapist September report discussed.

**12.0 Schedule Committee Meetings:** Gerry will schedule a finance committee meeting prior to the FCSS November board meeting.

**13.0 Next Meeting:**

The next regularly scheduled board meeting will be Monday November 9, 2020 in the Ponoka FCSS Boardroom at 4:30 pm.

**20-60 Motion:** Debby Grant moved to adjourn the meeting at 7:21 pm. **Carried.**

---

Chairperson  
Lynn Lawrence

---

Executive Director  
Shannon Boyce-Campbell

---

Recording Secretary  
Shannon Epp

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