



Ponoka Family & Community Support Services

Board Meeting Minutes

October 18, 2021

Present: Lynn Lawrence (Chairperson), Gerry McCracken (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: Ed Seto (Member at Large),

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order by Lynn Lawrence, Chairperson at 6:15 pm at the Old Iron Horse Restaurant.

1.0 Approval of Agenda

21-55 Motion: Sandra Lyon moved to approve the agenda as presented. **Carried.**

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

None to Declare.

3.0 Approval of Minutes – September 13, 2021

Corrections to minutes as follows; Motion 21-46 from non-eligible added to motion, 21-47 from non-eligible added to motion, 21-49 changed to indicate December 31, 2020, 21-50 from eligible added to motion.

21-56 Motion: Mark Matejka moved to approve the September 13, 2021; minutes as presented with corrections. **Carried.**

4.0 Business Arising

4.1 Accreditation Survey Postponement: A letter to Accreditation Canada requesting a postponement due to current provincial state of emergency as well as the vaccination requirement currently in place, was issued in September from both Ponoka and Rimbey FCSS. Accreditation Canada approved the postponement and the Executive Director will update the Board as more information is received.

4.2 JJ Collett - Update: Construction is scheduled to begin this fall, but a delay may be necessary until spring. The JJ Collett Board will contact us when they are ready to begin expanding the trails to incorporate wheelchair accessibility, using grant funds from Ponoka FCSS.

5.0 New Business

5.1 PYC Grant Application (under \$3000): The grant application requested funds for replacement lighting due to vandalism, upgrading front entry lighting for safety purposes as well as upgrading the circulation system and lighting in the gymnasium.

21-57 Motion: Mark Matejka moved to approve the PYC Small grant application in the amount of three thousand dollars (\$3000.00) to come from ineligible funds. **Carried.**

- 5.2 **NEW Inclement Weather Policy:** Presented to Board for approval
- 5.3 **NEW Workplace Accommodation Policy:** Presented to Board for approval
- 5.4 **NEW Workplace Accommodation Process Guide:** All proposed policies were sent to the policy committee for review and revision, then to the Board as a whole for their approval.

21-55 Motion: Mark Matejka moved to approve the Inclement Weather Policy, the Workplace Accommodation Policy and the Workplace Accommodation Process Guide as presented. **Carried.**

- 5.5 **REMOTE WORK – Interim Admin:** The Board discussed a possible shortage of admin staff beginning November 1, 2021. Exemptions were also discussed, and the Board gave direction to the Executive Director to have further discussion with the Town of Ponoka Human Resources department as well as legal counsel.
- 5.6 **Indigenous Canada Online Course U of A:** Currently there was little interest in this course however we can revisit in the months ahead.
- 5.7 **Vaccination Requirement Update:** The Executive Director updated the Board on the upcoming deadline and members discussed the various situations that may arise. The Board advised the Executive Director as above, to have further discussions with Town of Ponoka Human Resources Department and to seek legal advice.
- 5.8 **Additional Office Space:** The Executive Director will continue to look into this with the landlord.
- 5.9 **Non-Profit Nomination – Chamber of Commerce Oct 22 virtual event:** The online event will be held Friday October 22, 2021, and Lynn Lawrence will join as the FCSS representative.

6.0 Correspondence

- 6.1 **Alberta Health Services**
- 6.2 **Community and Social Services**
- 6.3 **Thank you care – Barrel Series**

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 July and August 2021 financials were presented.

21-59 Motion: Kalea Gougoulas moved to approve the July and August 2021 Ponoka FCSS financials as presented. **Carried.**

10.2 Policy & Guidelines – Alana Cissell – Chair

Policies are currently being updated in preparation for Accreditation. The following revised policies were presented; 3.1.7, 3.2.1, 3.2.2, and 3.5.4 for adoption. Board members discussed the

Minutes

policies and chose to add the same wording in policy 3.1.7 for Executive Director regarding Retirement to remain consistent.

21-60 Motion: Alana Cissell moved to approve the revised policies: 3.1.7, 3.2.1, 3.2.2, and 3.5.4 along with edits to Executive Director retirement policy as discussed. **Carried.**

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

HCA Appreciation Day Items

Truth and Reconciliation Day Journals

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

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12.0 Schedule Committee Meetings:

Possibly a Finance Committee October 28, 2021 at 4:30 pm to coincide with Van Replacement Committee Meeting

13.0 Next Meeting: November 8, 2021 at 4:30 p.m. at the Ponoka FCSS Boardroom

21-61 Motion: Gerry McCracken moved to adjourn the meeting at 7:30 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____