



Ponoka Family & Community Support Services

Board Meeting Minutes

September 13, 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) and Shannon Boyce-Campbell (Executive Director).

Regrets: Debby Grant (Vice Chair)

Recording Secretary: Shannon Epp (Office Manager)

This meeting was called to order in the Spruce Room at the Village Inn at Pigeon Lake by Lynn Lawrence, Chairperson at 4:50 pm.

1.0 Approval of Agenda

Additions to Agenda; HR – ED Absence and Home Support Coordinator

20-43 Motion: Sharon Koleyak moved to approve the agenda with above additions. **Carried.**

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

None to Declare

3.0 Approval of Minutes – June 8, 2020 and July 20, 2020

20-44 Motion: Mark Matejka moved to approve the June 8, 2020 minutes as presented. **Carried.**

20-45 Motion: Mark Matejka moved to approve the July 20, 2020 minutes as presented. **Carried.**

4.0 Business Arising

4.1 Field Staff Pay Scales: The new wage scales have been rolled out to field staff and have been very well received. Staff were all scheduled to meet with both the Executive Director and the Home Services Coordinator in order to discuss changes and expectations going forward. Currently casual staff are expected to work 10 hours per bi-weekly if the hours are available however this is not always happening staff were made aware that if hours were not picked up shifts would be assigned.

4.2 Automated Debit System-updates: The debit system has only been up and running for a short time however both staff and clients are happy to have the option available and staff expect use to increase as clients become more aware of the system.

5.0 New Business

- 5.1 AGM October 19, 2020:** We will be advertising the upcoming AGM to the public. Board discussed offering a ZOOM link as an option for attendance to the public. The AGM will be held Monday October 19, 202 at the Ponoka FCSS Boardroom.
- 5.2 Board Member Recruitment:** We currently have space for 2 and another 2 will complete their terms in 2022 and 2 in 2023. Board discussed how they could help with recruitment and the ED will have applications ready for board members to circulate as needed.
- 5.3 Nelson Fund:** This fund had previously been very limited in how funds could be used but recently the mandate had been expanded with the help of the founder along with her family to open up the fund as it had not been utilized in quite some time. We did have verbal approval to go ahead with changes, but a more formal document will be created similar to our Personal Funding applications.
- 5.4 Home Support – Yard Care:** The FCSS mandate allows us to fund our Home Support program however we have discovered that Yard care is also an area that is an approved item like Home Support. Board members discussed how we could possibly hire a contractor that would provide these services to our clients and we would invoice our clients the same way that we invoice our home support clients. The Program Coordinator will continue looking into how we can get this service up and running.
- 5.5 Ponoka Stampede Kiddie Day:** With the Ponoka Stampede being cancelled for the 2020 season we had a motion previously that read if we had already paid for this sponsorship we would leave it the way it is and the Stampede Board could use the funds for the next year. The sponsorship funds had not been paid for the 2020 season at the time, so it was discussed what to do now. Board decided to leave it and pay sponsorship funds in 2021 if event takes place.
- 20-46 Motion:** Alana Cissell moved to pay sponsorship funds to the Ponoka Stampede for the 2021 Kiddie Day if event takes place. **Carried.**
- 5.6 Contributions to Groups, Organizations and Non-profits:** Approximately \$17,000.00 has been spent in 2020 as we have had very little opportunity to fund events/groups since March. Board was encouraged to find purposeful items to grant funds to. The Financial Controller and Executive Director have discussed possibly giving funds back to our municipal funders.
- 6.0 Correspondence**
- 6.1** Various cards of Thanks
- 6.2** Ponoka Ag Society 2020 Newsletter
- 7.0 Executive Director's Report** – not applicable
- 8.0 Program Coordinators Report** – not applicable
- 9.0 Home Services Coordinator Report and Home Support Coordinator Report** – not applicable
- 10.0 Committee Reports** – not applicable

10.1 Finance – Gerry McCracken - Chair

Gerry McCracken expressed his concern with how far behind our financials are at this time. January and February 2020 Financials were presented but a motion was overlooked due to Board discussion and rationale explaining lack of more current financials being available. January and February 2020 financials will be presented again at the October board meeting. Gerry will also be scheduling a Finance meeting in the near future and would like to have regularly scheduled committee meetings going forward.

10.2 Policy & Guidelines – Alana Cissell – Chair

Donna Davies has been working on updating the FCSS policies in preparation of our 2021 Accreditation. Once completed policies will come to the Board for approval.

10.3 Human Resources – Lynn Lawrence – Chair

ED Absence – The ED has been managing hours both working remotely and, in the office, when able but due to family care commitments would like to request unpaid leave when needed instead of using vacation time. Board discussed the hours committed to FCSS during the COVID pandemic.

20-47 Motion: Alana Cissell moved to allow Shannon Boyce-Campbell, FCSS ED, to monitor family care time needed currently and allow her to utilize future banked time at the end of family care situation. **Carried.**

Home Support Assistant – The ED has accepted the resignation of Mellissa Moench, Home Services Assistant effective October 16, 2020 and will assist in training new hire.

10.4 OH&S – Shannon Boyce-Campbell – Chair

10.5 Quality Improvement –Mellissa Moench - 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

Staff have identified the need for some promo/office items for purchase such as bags for Lifeline units and binders for staff to store confidential client info.

20-48 Motion: Mark Matejka approved a budget amount of \$2500.00 to be used to purchase promo items needed such as binders, bags, etc. **Carried. 1 Abstained**

11.0 Family Therapist Report – April and May attached.

12.0 Schedule Committee Meetings: Gerry will schedule a finance committee meeting.

13.0 Next Meeting:

The next regularly scheduled board meeting will be Monday October 19, 2020 in the Ponoka FCSS Boardroom at 4:30 pm.

20-49 Motion: Sandra Lyon moved to adjourn the meeting at 6:14 pm. **Carried.**

Minutes

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____

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