



Ponoka Family & Community Support Services

Board Meeting Minutes

September 13, 2021

Present: Lynn Lawrence (Chairperson-Via Zoom), Gerry McCracken (Member at Large), Ed Seto (Member at Large), Alana Cissell (Member at Large), Debby Grant (Vice Chair), Mark Matejka (County of Ponoka Rep) Shannon Boyce-Campbell (Executive Director) and Wes Allan (Financial Controller).
Regrets: Sharon Koleyak (Member at Large), Sandra Lyon (Town of Ponoka Rep)
Recording Secretary: Shannon Epp (Office Manager)
Guest: Laine Van Blyderveen

This meeting was called to order by Lynn Lawrence, Chairperson at 5:22 pm. Potential new Board member, Laine Van Blyderveen was welcomed and introduced to the Board members.

1.0 Approval of Agenda

21-42 Motion: Ed Seto 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 – May 10, 2021

21-43 Motion: Mark Matejka moved to approve the May 10, 2021; minutes as presented. **Carried.**

4.0 Business Arising

- 4.1 Medi Lend:** Executive Director, Shannon Boyce-Campbell, had sent a letter to Medi Lend in Wetaskiwin in anticipation of establishing a partnership which would ensure access to equipment for Ponoka area residents. At this time Medi Lend does provide equipment to Ponoka residents, provided they have the equipment needed in stock. Medi Lend will track usage of Ponoka and area residents and touch base in a year to see if any further partnership is needed.
- 4.2 Levi Busat Scholarships:** There were five successful applicants for the scholarship and those cheques have been processed. Arlene Henkelman (Sommer) and/or FCSS staff or Board, will be presenting the cheques at their school ceremonies or in person.
- 4.3 Rimoka Housing Funding:** We have received a letter explaining that Rimoka was not successful in their application and that they have chosen not to pursue any further applications at this time. The grant money had been allocated to larger communities and no rural communities were successful.
- 4.4 Board Accreditation Preparation:** We have booked September 27th at the Ponoka Community Golf Club to begin preparing the Board for the Accreditation survey scheduled for October 24-27, 2021.

5.0 New Business

- 5.1 Quality Improvement (QI) Minutes:** the QI committee has had the opportunity to meet in person over the last few months and the minutes were attached to the June package.

- 5.2 Personal Funding Accounts Finance Committee vs Appointed:** Currently, two appointed Board members review the personal funding accounts once during the year and to improve efficiencies and to further ensure confidentiality (less members knowing personal information) it is recommended the Finance Committee complete this task.
- 5.3 JJ Collett:** The Executive Director, Financial Controller and a representation of Board members were invited to tour JJ Collet in June and discuss the proposed wheelchair accessible project. We anticipate hearing back from the JJ Collett Board members this fall.
- 5.4 Ratify motion to approve the Sick/Family Care/Medical Appointment leave policies:**
- 21-44 Motion:** Alana Cissell moved to ratify the motion made via email vote for the Sick/Family care/Medical Appointment Leave policies as presented. **Carried.**
- 5.5 Ratify motion to approve the 3rd funding application for Cancer Fund:**
- 21-45 Motion:** Ed Seto moved to ratify the motion made via email vote to approve the 3rd Cancer Fund application from an individual in 2021. **Carried.**
- 5.6 Ratify motion to approve sponsorship of Wild West Chuckwagon Championship Sept 02-05 for \$5000.00 plus GST:**
- 21-46 Motion:** Debby Grant moved to ratify the motion made via email to approve the sponsorship for the Wild West Chuckwagon Championship in the amount of five thousand dollars (\$5000.00) to come from non-eligible funds **Carried.**
- 5.7 Ratify motion to approve “Music in the Park”:**
- 21-47 Motion:** Mark Matejka moved to ratify the motion made via email vote to approve the “Music in the Park” request for funding in the amount of two thousand five hundred (\$2500.00) to come from non-eligible funds. **Carried.**
- 5.8 Ratify motion to approve Job Protected Leaves Policy:**
- 21-48 Motion:** Alana Cissell moved to ratify the email vote to approve the Job Protected Leave Policy as presented. **Carried.**
- 5.9 Moving HAFLA funds (specified for Youth Arts, Cultural and Leadership Bursaries) from deferred income to the trust account:**
- 21-49 Motion:** Alana Cissell moved to approve the Youth Arts Cultural Leadership Bursaries program, previously monitored on the balance sheet as deferred income, be transferred to a trust account category, effective December 31, 2020. **Carried.**
- 5.10 Indigenous Canada Online Course U of A:** Board member Gerry McCracken suggested that FCSS circulate information regarding the online course to staff and gauge interest in participation. There is no cost to take the course but if a participant requires the certificate, there is a \$60 charge. Administrative staff will report back to the Board at the October meeting.

- 5.11 Ponoka Ag Society “How Does Your Garden Grow” Seed Program:** This program was very successful in its second year and exceeded the budget of the Agriculture Society’s one thousand five hundred (\$1500.00) allocation. They requested FCSS cover the overage of four hundred fifty two dollars and fifteen cents (\$452.15).

21-50 Motion: Mark Matejka moved to approve the overage of four hundred fifty two dollars and fifteen cents (\$452.15) as well as approve up to one thousand dollars (\$1000.00) for future years programming to come from eligible funds. **Carried.**

- 5.12 September 30 Federal Stat Truth and Reconciliation Day:** Board members discussed options regarding the new federal holiday and remained undecided as to how FCSS would recognize the day. The Executive Director will pursue options and discuss further with the Board for final decision.
- 5.13 Vaccination Requirement Update:** Currently we are waiting to hear if AHS contract agencies will be required to comply with the Covid-19 staff immunization requirement. More information should be made available soon, as AHS finalizes its policies and protocols.
- 5.14 Executive Director Education:** Executive Director, Shannon Boyce-Campbell, has completed the first five courses of her master’s program, which the Board had previously approved to cover the fees of, as well as seven hours per week were allocated for studies. A request to approve the fees of the remaining six courses at \$1750.00/course was brought forth.

21-51 Motion: Ed Seto moved to approve the cost of the six remaining courses at one thousand seven hundred fifty dollars (\$1750.00) each as well as up to seven hours per week to be allocated for course work. **Carried.**

- 5.15 Cancer Fund:** Currently we have two different cancer funds, the general cancer fund, and the breast cancer fund. Administration recommends combining the funds to improve efficiencies and access for all cancer treatment applications. The General Donation account will remain separate.

21-52 Motion: Gerry McCracken moved that Ponoka FCSS sub account of Breast Cancer be discontinued in favour of a fund known only as the Cancer Fund. **Carried.**

- 5.16 Additional Office Space:** The Executive Director discussed the additional space next door with Board members. Administration explained the rationale for requiring additional space such as Home Care files, the expansion of the counselling team and our staffing compliment approaching 60 people. The Executive Director will continue discussing with our landlord and bring any information to the Board.

6.0 Correspondence

- 6.1** Elof and Thea Nelson Fund - Circulated
- 6.2** Scholarship Recipient Thank You Card – Read to Board
- 6.3** Prostate Cancer Centre Annual Report – Circulated

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 January to June 2021 financials were presented.

21-53 Motion: Gerry McCracken moved to approve the January to June 2021 Ponoka FCSS financial as presented. **Carried.**

10.2 Policy & Guidelines – Alana Cissell – Chair

Policies are currently being updated in preparation for Accreditation.

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.

Koreen, Teri and Leanne

12.0 Schedule Committee Meetings:

Finance Committee

Retreat/Accreditation meeting

13.0 Next Meeting:

Monday September 27, 2021, Board Professional Development Retreat at the Community Golf Course

Monday October 18, 2021, 4:30 pm. in the Ponoka FCSS Boardroom or ZOOM if necessary.

AGM October 18th, 2021, prior to the regular October Board meeting.

21-54 Motion: Debby Grant moved to adjourn the meeting at 7:11 pm. **Carried.**

Chairperson
Lynn Lawrence

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Shannon Epp

Date Approved: _____