



Ponoka Family & Community Support Services

Board Meeting Minutes
May 12, 2025

- Present:** Dennie Hycha (Member at Large - Chairperson), Mark Matejka (Ponoka County Representative), Marvin Beier (Member at Large), Karin Star (Member at Large), Audrey Velie (Member at Large – Vice Chairperson), Shelly Brake (Member at Large), Shannon Boyce-Campbell (Executive Director), Wes Allan (Financial Controller), Mellissa Moench (Executive Assistant)
- Regrets:** Sandra Lyon (Town of Ponoka Representative), Hannah Barrett (Member at Large), Adam Smith (Member at Large)

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:13 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda:

25-37 Motion: Moved by Karin Star, seconded by Marvin Beier, that the agenda for the May 12, 2025, meeting be adopted as circulated. **Carried.**

2.0 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived): None to Declare

3.0 Approval of Meeting Minutes – April 14th, 2025

25-38 Motion: Moved by Audrey Velie, seconded by Shelly Brake, that the minutes of the April 14, 2025, meeting be approved as presented. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 Finance Committee Report: Finance Committee Chair Marvin Beier raised concerns about the delays in financial reporting. The Board emphasized the importance of timely reporting to ensure accountability and to meet accreditation standards. Executive Director Shannon Boyce-Campbell explained that external reporting deadlines and a high volume of payroll and data entry tasks have contributed to the delays. To help address these challenges, an accounting clerk position has been posted, with the goal of reducing the burden on current staff.

The Board requested that this position be filled by May 31, 2025, and that confirmation of the hiring be reported back. Additionally, the Finance Committee will meet before the end of May to review the financial reports for the first quarter of 2025 (January through

March). The Board also requested an updated or newly developed finance succession plan.

4.2 Financial Decision Making:

A. Ponoka Jubilee Library Grant Application: The Ponoka Library has requested a grant amount of seven thousand and seventy dollars and four cents (\$7,070.04) to cover expenses related to programming for all ages. The board reviewed and discussed the application.

25-39 Motion: Moved by Marvin Beier, seconded by Shelly Brake, that Ponoka FCSS commit seven thousand and seventy dollars (\$7,070.00) of eligible funds to the Ponoka Jubilee Library in support of its grant application. **Carried.**

B. CPP Discussion: This item, raised by financial staff, was deferred to the next meeting due to the absence of appropriate representation and information required for discussion.

5.0 Business Arising and Recurring Updates:

A. Renovation Discussion: The Board was reminded that the architect will meet with FCSS representatives on May 22, 2025, to review potential changes to previous designs. These updates are necessary due to the addition of new personnel, which has increased the space requirements since the original designs were completed.

B. FCSSAA Conference & West Central Regional Meeting: The FCSSAA Conference will be held in Edmonton from November 26 to 28, 2025. Rooms have been booked, and there is space for ten Board members and administrative staff to attend. The West Central Regional Meeting will take place in Lacombe on May 21, 2025, for those who have registered.

C. Rising Sun Clubhouse: The Board was informed that the Rising Sun Clubhouse has successfully secured funding for a one-year period. However, the sources of this funding were not disclosed.

6.0 New Business:

A. Executive Directors Report: Presented by Shannon Boyce-Campbell.

B. Alberta Health Audit – Review Results: The Board was provided with the results of a surprise Alberta Health audit conducted on April 30 and May 1, 2025. The findings were positive, and Shannon Boyce-Campbell credited the strong results to the collective efforts of the entire team.

C. Accreditation Canada – Self Assessment Standards & Understanding the AC Process: A document for the board was created to allow members to understand Accreditation and the priority processes used during an in-person assessment. An online self-assessment tool will also be distributed to the board allowing them to review standards related to ‘Governance’, ‘Leadership’, and ‘Service Excellence.’

D. ESS (Emergency Social Services): Shannon Boyce-Campbell informed the board that she and Mellissa Moench met with representatives from the Town of Ponoka and the Ponoka Stampede Association to discuss emergency planning ahead of the upcoming stampede. FCSS is responsible for operating a reception center during emergencies, and while it is well-equipped to manage smaller-scale events—such as sheltering stranded motorists during winter storms—the anticipated scale of an emergency during the stampede would

exceed FCSS's capacity. It was agreed that additional resources should be identified and secured in advance. A follow-up meeting with Town emergency personnel will be scheduled to plan accordingly.

The board also discussed the recent condominium fire in Ponoka, which displaced residents from six units. The incident saw a rapid response from local businesses and individuals on social media, who offered support to those affected. While the community's generosity was commendable, the absence of a coordinated communication strategy led to some confusion. The board noted that a centralized communication effort—led by the Town's emergency management team or designated spokesperson—would have enhanced public awareness and streamlined support efforts. Although the Red Cross was engaged to assist, this information was not widely known.

Indira, FCSS's Community Navigator, prepared resource packages and it has been arranged for FCSS to serve as a collection point for cash and gift card donations to distribute to those affected based on individual needs, current resources accessed, etc.

- E. Request for Board Consideration – Home Care Assistant Managers: The Board received a formal request from the Home Care Assistant Managers to increase the on-call pay for weekends and statutory holidays from \$50 to \$100 per day. The rationale provided noted that on-call staff during weekends and holidays manage calls throughout the entire day and night, as opposed to weekday staff who handle calls only overnight. The request also included a stipulation that employees should not be assigned on-call duties while working a regular field shift, due to challenges in managing both responsibilities simultaneously.

25-40 Motion: Moved by Mark Matejka, seconded by Audrey Velie, that the home care on-call rate for Ponoka and Wetaskiwin be increased to one hundred dollars (\$100.00) per day on weekends and statutory holidays, effective June 1, 2025. **Carried.**

- 7.0 **Consent Agenda:** The Board reviewed the information contained within the consent agenda. During discussion, members emphasized the importance of ensuring that all reports include adequate and comprehensive information. The Board also expressed appreciation for those who incorporate visual elements, such as graphics, to enhance the clarity and comparability of data presented in the reports.

7.1 Administrative Reports & Information:

- A. Program Coordinator Report
- B. Family Counselling Report
- C. Home Care Assistant Managers Report
- D. Executive Assistant Report – Quality Improvement
- E. Silver Lining/Community Navigator Report – statistical and annual report
- F. Assisted Living Alberta Public Survey Analysis

7.2 General Correspondence:

- A. Thank-you card: Youth Centre Bowl for Kids

8.0 Board Committee Business

- 8.1 **Policy & Guidelines:** No updates. Committee meeting to be scheduled.
- 8.2 **Human Resources:** No updates. Committee meeting to be scheduled.

Minutes

8.3 Quality Improvement/OH&S/Ethics: Committee's next meeting scheduled for Monday May 26th, 2025, at 12:00pm.

8.4 PR & Advertising: No updates to report.

8.5 Scholarship Committee: Committee has not met in 2025. Mellissa Moench reported that a reminder was sent to previous applicants who qualify for funds in 2025, and that posters and applications were sent to the schools at the beginning of March. Currently no applications have been received.

9.0 Next Meeting: The next board meeting will be on Monday June 9th, 2025, in the Ponoka FCSS Boardroom.

25-41 Motion: Moved by Karin Star to adjourn the regular FCSS board meeting at 6:49 p.m.

Carried.

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____

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