



Ponoka Family & Community Support Services

Board Meeting Minutes

March 9, 2026

Present: Marvin **Beier** (Member at Large), **Shelly Brake** (Member at Large), **Dennie Hycha** (Member at Large - Chairperson), **Sandra Lyon** (Town of Ponoka Representative), **Mark Matejka** (Ponoka County Representative), **Adam Smith** (Member at Large), Shannon Boyce-Campbell (Executive Director), Mellissa Moench (Executive Assistant)

Regrets: Karin Star (Member at Large), Audrey Velie (Member at Large – Vice Chairperson)

Absent: Hannah Barrett (Member at Large)

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:30 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda:

26-15 Motion: Moved by Sandra Lyon, seconded by Shelly Brake, that the agenda be approved as circulated. **Carried.**

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

3.0 Approval of Meeting Minutes – February 9th, 2026

26-16 Motion: Sandra Lyon moved that the minutes of February 9, 2026, Board meeting be approved as presented. Second by Adam Smith. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 Finance Committee Report:

A. Updates MNP Verbal: Shannon Boyce-Campbell provided the Board with updates related to the new financial systems being implemented in the administrative office, including QuickBooks Online, Dext, and Payworks. These systems are expected to create several efficiencies and are close to being fully implemented. The Board also discussed the possibility of holding finance meetings prior to Board meetings and providing quarterly financial statements with comparative data to support improved financial decision-making.

B. FCSS DRAFT Statement of Revenues and Expenditures – December 31, 2025: The Board received a draft Statement of Revenues and Expenditures to December 31, 2025. As additional time is required for review, the statement will be brought forward to the next meeting for consideration.

- C. **DRAFT FCSS Year to date Summary Dec 31, 2025:** A draft Year-to-Date Financial Summary to December 31, 2025, was provided. The document will be reviewed further at the next meeting.

4.2 Financial Decision Making:

- A. **Ratify online motion:** Ratify online motion made March 4, 2026, for added security features for the Ponoka Administrative Office which included an additional camera in the Community Navigator's office and four (4) additional duress buttons to be added throughout the building.

26-17 Motion: Sandra Lyon moved to ratify the motion made on March 4, 2026, to increase security features in the Ponoka Administrative Office. Second by Adam Smith. **Carried.**

- B. **BGC Grant Request:** A request was received from Ponoka Youth Centre / BGC Wolf Creek for their Mentoring and Youth Programs. The board reviewed and discussed the application.

26-18 Motion: Mark Matejka moved that the funding request be approved from FCSS eligible funds to support the Ponoka Youth Centre/BGC Wolf Creek's *Mentorship Program*. A **friendly amendment** was made by Sandra Lyon to approve the request in the amount of seventeen thousand dollars (\$17,000.00) matching the amount provided in the previous year. Seconded by Adam Smith. **Carried.**

- C. **Ag Event Centre Summer Barrel Series:** A sponsorship request was received from the Ag Event Centre for the Kimes Ranch Runaway Slot Race, taking place July 16–19, 2026. The sponsorship package was reviewed.

26-19 Motion: Mark Matejka moved that FCSS sponsor the event by purchasing the Youth Title Sponsorship Package in the amount of one thousand, five hundred dollars (\$1,500.00) from ineligible funds. Seconded by Shelly Brake. **Carried.**

- D. **Admin Staff Knowledge and Skills Development Application:** The Board reviewed an employee education support request and supporting documentation, including previously approved funding amounts.

26-20 Motion: Adam Smith moved to approve the employee knowledge and skills development application. Second by Sandra. 1 in favor, all others apposed. **Motion Defeated.**

26-21 Motion: Adam Smith moved to approve funding for one (1) term of employee education in the amount of two thousand dollars (\$2000.00). Second by Marvin Beier. **Carried.**

- E. **Ponoka Football Sponsorship:** A sponsorship request letter was received from the Ponoka Area Minor Football Association for the Broncs Football 2026 Team Sponsorship. Several sponsorship options were reviewed.

26-22 Motion: Marvin Beier moved to approve nine hundred dollars (\$900.00) from ineligible funds, to purchase the *Touchdown Sponsorship Package* to support the Ponoka Area Minor Football Association. Seconded by Adam Smith. **Carried.**

F. Budget Implications: Shannon Boyce-Campbell informed the Board of upcoming budget considerations that will be brought forward in the coming months. These include: Recommended increase to Cost-of-Living Allowance (COLA) and mileage rates; RRSP program decisions; and the need to establish a wage scale for certain staff positions. Additional approved items impacting budget include the cell phone allowances, office renovation reflection on the lease. These items are currently being reviewed and will be brought back to the Board for consideration and update within the proposed budget.

G. Market Review – Retirement Plans: The Board was provided with information included in the meeting package from Leanne Rae, Consultant Group Retirement Solutions, along with the results of the employee survey conducted to assess interest and affordability.

Further discussion occurred, and the Finance Committee will meet to review the information in detail and bring a recommendation back to the Board.

5.0 Business Arising and Recurring Updates:

A. Renovation Updates - Verbal: Shannon Boyce-Campbell provided a verbal update regarding the progress of the office renovations. Trades personnel attended the office to review the space and will provide estimated costs later in the week.

6.0 New Business:

A. Provincial FCSS programs and Sliding Scales: For information only. The Board was advised that as of 2027, FCSS funding may no longer be permitted to subsidize the Lifeline Program. While FCSS funds may support preventative programs such as family counselling or home support services, fall prevention initiatives such as Lifeline are not considered eligible under FCSS prevention criteria.

B. Executive Director Report: The Executive Director provided an overview of the report for board discussion.

C. Board Risk Assessment: The Board completed their review of the risks and hazards associated with their role. The completed information will be incorporated into the FCSS Risk and Hazard Assessment.

D. FCSSAA Updates: Dennie Hycha provided updates from FCSSAA, including information about the November conference and municipal responses regarding the lack of provincial funding increases for FCSS programs.

7.0 Consent Agenda: Consent Agenda items were reviewed individually prior to meeting.

7.1 Administrative Reports & Information:

A. Family Counselling Report and Draft Comparable Data Reports

- B. Home Care Assistant Managers Report
- C. Human Resources Coordinator Report
- D. Program Coordinator Report
- E. Silver Lining/Community Navigator Report
- F. Quality Improvement – Executive Assistant Report

7.2 General Correspondence: None presented.

Items Pulled for Discussion:

- **Family Counselling Reports:** Shannon Boyce-Campbell provided a verbal explanation of the report and discussed additional reporting elements that will be added. Staff are currently working with the counselling lead to compile required data from 2023–2025 intake information.
- **Executive Assistants Report:** Clarification was provided regarding the Suicide Prevention Program Framework and related staff education. This framework and supporting resources are currently being developed by FCSS staff for both employee and client use. It was also clarified that **CLHA** refers to the **College of LPNs and HCAs of Alberta**.

8.0 Board Committee Discussion: There was no Board Committee information to review.

Additional Finance Motion Required: Prior to adjournment, the Board held an additional discussion regarding the ability for FCSS administrative and finance staff to process online or automatic payments for recurring bills, including Direct Energy, ENMAX, TELUS, and TELUS Mobility.

26-23 Motion: Sandra Lyon moved that FCSS administrative and finance staff be authorized to process online or automatic payments for recurring bills, including Direct Energy, ENMAX, TELUS, and TELUS Mobility. Seconded by Mark Matejka. **Carried.**

9.0 Next Meeting: The next regular board meeting will be held on Monday, April 13, 2026, in the Ponoka FCSS Boardroom.

26-24 Motion: Moved by Sandra Lyon that the regular FCSS board meeting be adjourned at 8:03p.m. **Carried.**

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____