



Ponoka Family & Community Support Services

Board Meeting Minutes
September 8, 2025

Present: Hannah Barrett (Member at Large), Marvin Beier (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), Karin Star (Member at Large), Audrey Velie (Member at Large – Vice Chairperson), Shannon Boyce-Campbell (Executive Director), Mellissa Moench (Executive Assistant)

Regrets: Shelly Brake (Member at Large)

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 5:44 p.m. at the Ponoka FCSS Boardroom, and the Land Acknowledgement was read.

1.0 Approval of Agenda:

Amendments to the agenda include:

- Date change in Section Three (3): Approval of Meeting minutes from May 12th to June 9th.
- Remove item 7.1A Family Counselling Report from consent agenda and place in New Business for discussion as item 6F.

25-53 Motion: Moved by Sandra Lyon that the agenda for the September 8th, 2025, meeting be adopted as amended. **Carried.**

2.0 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived): No current conflicts declared. Potential conflict of Interest for future discussions was disclosed to the board by member at large, Hannah Barrett.

3.0 Approval of Meeting Minutes – June 9th, 2025

Amendment to item '4.2C: CAYU – Ponoka Young Families Grant Request' to remove the additional word '*contingent*'.

25-54 Motion: Moved by Adam Smith, that the minutes of the June 9, 2025, meeting be approved as amended. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 Finance Committee Report: Information presented by Marvin Beier, finance committee chairperson.

- A. Community Investment Framework:** Marvin commented on the Community Investment Framework, added to the agenda to ensure ongoing attention and follow-up regarding decisions around specific fund allocations. The committee has engaged MNP for guidance on best practices in reinvesting excess funds, and the board anticipates receiving this information as part of the forthcoming MNP Finance Review Report. Final discussion and decision-making will take place once the completed report is submitted.
- B. MNP Financial Function Review Update:** Marvin also provided an update on the MNP Financial Function Review following the most recent meeting. The update emphasized challenges related to the current payroll system, noting that much of the discussion focused on the complexities faced. The objective of the review is to identify opportunities for clearer separation of duties, introduce tools that will better support staff, improve payroll efficiency, and recommend best practices that FCSS can adopt to strengthen financial operations and mitigate risks.
- C. Submitted Financial Statements for 2024 and 2025:** Financial statements for the period of January through June 2025 were submitted to the board for review. Marvin Beier, Finance Committee Chairperson, prepared a summary highlighting the most noteworthy points within the statements. Marvin reviewed his report, providing additional context and clarification where required.

25-55 Motion: Moved by Marvin Beier to accept that the financial statements as presented. **Carried.**

- D. Accounting Clerk – Application for Professional Development:** Professional Development application submitted by the Accounting Clerk for assistance with costs associated with the Advanced Accounting Diploma courses. Board reviewed and discussed.

25-56 Motion: Moved by Hannah Barrett that the board support the application for professional development in the amount of two-thousand, six-hundred fifty-two dollars and fifty cents (\$2,652.50), covering tuition and fees for the Winter Term of the *Advanced Accounting Program* running January to April 2026. **Carried.**

4.2 Financial Decision Making:

- A. Personal Funding 3rd Application x2:** Two (2) separate personal funding applications were received in which the individuals already accessed funds twice within a year of initial application. The board reviewed both applications and discussed.

25-57 Motion: Moved by Adam Smith that third personal funding application received by Applicant A, be approved for five hundred dollars (\$500.00) to assist with transportation costs related to ongoing radiation treatments. **Carried.**

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25-58 Motion: Moved by Adam Smith that third personal funding application received by Applicant B, be approved for the amount of five hundred dollars (\$500.00) to assist with accommodation and travel costs related to medical treatments. **Carried.**

B. Garden Project Sponsorship Application: The Ponoka Agricultural Society submitted a project impact report and request for one-thousand dollars (\$1,000.00) to assist with costs for the 2025 Garden Project.

25-59 Motion: Hannah Barrett moved that the funding application from the Ponoka and District Agricultural Society be approved for one-thousand dollars (\$1,000.00) to support the 2025 Garden Project. **Carried.**

C. Ratification of June 18, 2025, Online Motion - Scholarships: The scholarship committee reviewed several *Levi Busat Human Services Scholarship* applications. Annually, ten (10) applicants are approved for funds, however this year there were additional applications that met all the required stipulations.

25-60 Motion: Moved by Adam Smith to ratify the motion made June 18, 2025, that the 12 *Levi Busat Human Services Scholarship* applications be supported in the amount of one-thousand dollars (\$1,000.00) each. **Carried.**

D. Ratification of July 7, 2025, Online Motion – Seniors Harvest Tea: Small Grant Funding request for \$3,000.00 was submitted by the Ponoka and District Health Foundation for their Seniors Tea Fundraising event in October. The original online motion and the ratification vote are as follows:

25-61 Motion: Moved by Adam Smith to ratify the online motion made July 7, 2025, regarding the grant application from Ponoka and District Health Foundation in the amount of three-thousand dollars (\$3,000.00) to support the Seniors Harvest Tea Fundraising event. **Carried.**

E. Ratification of July 23, 2025, Online Motion – Financial Function Review: Original Online motion made July 23rd, 2025, and ratification vote for the Financial Function Review as requested by the board are as follows:

25-62 Motion: Moved by Marvin Beier that the FCSS Board ratify the online motion made, July 23, 2025, to accept the terms, conditions related to the MNP submission to complete a *Finance Function Review* of Ponoka FCSS as per their letter dated June 27, 2025. The cost estimate being twenty-nine thousand, seven-hundred and fifty dollars (\$29,750.00) plus five percent (5%) administrative expenses, out-of-pocket expenses, and taxes. **Carried.**

F. Adoption of *Human Resource Coordinator Position Description and Pay Grid*: The board reviewed the Position Description and Pay Grid for the new HR Coordinator position.

25-63 Motion: Moved by Audrey Velie that the Position Description and pay grid for the Human Resource Coordinator position be accepted as presented. **Carried.**

5.0 Business Arising and Recurring Updates:

- A. **Renovation Discussion:** For information only. The board received the finalized architectural/construction drawings for review.
- B. **Accreditation Canada – Standards Self-Assessment:** Online self-assessments will be a requirement in future Accreditation Canada reviews. It was suggested and agreed that a committee be established for Accreditation Review, with membership to be determined at the next meeting. Mellissa Moench also reminded board members that the annual *Board Governance* survey had been circulated, and all members are required to complete it by the September 12, 2025, deadline.
- C. **Ratification of August 12, 2025, Online Motion – Individual Employee Retroactive Pay:** The board ratified a motion made online August 12th, 2025 regarding an individual employee's retroactive wage scale increase payment.

25-64 Motion: Moved by Audrey Velie that the adjustment made to the employee's retroactive payment assessment be accepted. **Carried.**

- D. **Ratification of Online Motion – Decision making authority for retroactive payment matters:** The board ratified an online motion made August 19th, 2025, regarding employee retroactive payments decision making authority.

25-65 Motion: Moved by Shelly Brake that until a policy and procedure be adopted by the Board of Directors, Executive Director Shannon Boyce-Campbell is appointed to have decision making authority regarding retroactive pay matters, as she is familiar with the intent of the proposed policy and the principles and values within, and that we envision these matters as operational and within the Executive Directors scope of practice. **Carried.**

6.0 New Business:

- A. **Executive Directors Report:** Shannon Boyce-Campbell provided any necessary verbal organizational updates that coincide with her submitted report.
- B. **Policy Package for Approval:** A policy package was presented for review and approval, with a summary of revisions provided to clarify changes and their rationale.

25-66 Motion: Moved by Hannah Barret that the policy package be approved as circulated. **Carried.**

- C. **AHS Converting to ALA – Letter:** For information only. Alberta Health Services' conversion to *Assisted Living Alberta* became official on September 1, 2025.

- D. **AHS Home Care Contract Uplift – Letter:** For information only. FCSS’s contracted home care service fee was increased by 1.5% in alignment with the continuing care price index. This adjustment is retroactive to April 1, 2025.
- E. **Ponoka FCSS Bylaws Revision:** The board discussed possible bylaw amendments related to online payments. Revisions will be submitted and reviewed at the Annual General Meeting in October.
- F. **Family Counselling Report:** The report submitted by Family Counsellor, Koreen Naugler, was removed from the Consent Agenda for further discussion. Board members expressed concern about reported *trends* and considered ways to proactively address these issues by developing meaningful and supportive community programs.

7.0 Consent Agenda: Consent Agenda items were reviewed by the board and thank-you cards were circulated.

7.1 Administrative Reports & Information:

- A. Family Counselling Report – Removed and added to section 6 as item F.
- B. Home Care Assistance Managers Report
- C. Silver Lining/Community Navigator Report

7.2 General Correspondence:

- A. Various Thank-You cards

8.0 Board Committee Business

- 1. **Policy & Guidelines:** No additional information other than provided package above.
- 2. **Human Resources:** No additional updates, HR Coordinator Recruitment to commence.
- 3. **Quality Improvement/OH&S/Ethics:** Next meeting is September 29th.
- 4. **PR & Advertising:** Stress balls were purchased with FCSS logo, as requested by Family Counsellor and approved by PR & Advertising Committee. To be circulated to clients and staff.
- 5. **Scholarship Committee:** Award presentation was held Thursday August 28th, 2025.

9.0 Next Meeting: The next regularly scheduled board meeting, and Annual General Meeting, will be on Monday October 20th, 2025, in the Ponoka FCSS Boardroom.

25-67 Motion: Moved by Hannah Barrett that the regular FCSS board meeting be adjourned at 7:20 p.m. **Carried.**

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Minutes

Date Approved: _____

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