



Ponoka Family & Community Support Services

Board Meeting Minutes

June 9, 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), Hannah Barrett (Member at Large), Adam Smith (Member at Large), Shannon Boyce-Campbell (Executive Director), Mellissa Moench (Executive Assistant)

Regrets: Sandra Lyon (Town of Ponoka Representative)

Recording Secretary: Mellissa Moench (Executive Assistant)

The meeting was called to order by Dennie Hycha, Chairperson, at 4:58 p.m. at the Ponoka FCSS Boardroom.

1.0 Approval of Agenda:

25-42 Motion: Moved by Karin Star that the agenda for the June 9, 2025, meeting be adopted as circulated. **Carried.**

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

3.0 Approval of Meeting Minutes – May 12th, 2025

25-43 Motion: Moved by Audrey Velie, that the minutes of the May 12, 2025, meeting be approved as presented. **Carried.**

4.0 Financial Reports and Financial Decision Making:

4.1 Finance Committee Report: The Finance Committee met on May 28, 2025, to address outstanding financial concerns. It was reported that the Accounting Clerk position has been filled, with the new staff member progressing well in learning position requirements.

The 2024 Financial Statements, reviewed by Rowland & Parker LLP, have been signed and submitted. The Board discussed the value of obtaining a third-party review of current financial systems and structures.

25-44 Motion: Moved by Mark Matejka to allow the Finance Committee Chair (or designate) to pursue third-party consultation for a review of FCSS financial scope and practices. **Carried.**

A. Community Investment Framework: Community investment framework was submitted for board review and approval.

25-45 Motion: Marvin Beier moved to adopt the Community Investment Framework as presented. **Carried.**

B. Finance Committee Meeting

i. Tentative Agreement on allocation of percentages: Based on the Community Investment Framework guidelines, the allocation of Home Care surplus dollars into Community Investment, Staff Investment, and FCSS Sustainability was discussed. The Board reviewed the proposed percentages.

25-46 Motion: Moved by Marvin Beier that the Board approve the tentative allocation percentages as proposed by the Finance Committee: 70% to Community Investments, 15% to Staff Investments, and 15% to FCSS Sustainability. **Carried.**

ii. Determine Staff Benefits: Staff benefits discussion deferred pending information on employee preferences and contract risk in home care. Shannon Boyce-Campbell will research and gather additional data.

iii. Determine Allocation between Ponoka and Wetaskiwin Communities: Further discussion required on 70% community allocation of funding between Ponoka and Wetaskiwin; to be revisited at the September 2025 meeting.

4.2 Financial Decision Making:

A. CPP Liability Discussion: Marvin Beier presented information regarding a payroll error that resulted in insufficient CPP employee portion deductions for four employees in 2024, costing the organization \$5,565.20. Discussed.

25-47 Motion: Moved by Marvin Beier that Ponoka FCSS assume the 2024 CPP employee portion deduction error costs in the amount of five thousand, five hundred and sixty-five dollars and 20 cents (\$5,565.20). **Carried.**

B. Personal Funding – 3rd Application: The board reviewed a third personal funding request from an individual undergoing cancer treatment, with previous applications submitted in September and December 2024. Additional trips to Edmonton remain.

25-48 Motion: Adrey Velie motioned to approve the personal funding application in the amount of five hundred dollars (\$500.00) from cancer funds to assist with treatment related travel costs. **Carried.**

C. CAYU – Ponoka Young Families Grant Request: A funding application was received asking for \$12,306 for the Ponoka Young Families program. The board reviewed the application and discussed the appreciation of the 2024 grant outcomes measurements which noted the impact the program had on young mothers within the community.

25-49 Motion: Moved by Adam Smith to approve the funding application from Central Alberta Youth Unlimited in the amount of twelve thousand, three hundred and six dollars (\$12,306.00) for the *Young Families* program, with the stipulation that clear outcomes be measured and reported to demonstrate impact on parents. **Carried.**

D. CAYU – Ponoka TE Life 360 & Girls Group Grant Request: Funding application received from Central Alberta Youth Unlimited (CAYU) in the amount of \$8,666 for the Ponoka YE Life 360 & Girls Group programming. The board reviewed and discussed the application.

25-50 Motion: Moved by Audrey Velie to approve the funding application from Central Alberta Youth Unlimited in the amount of eight thousand, six hundred and sixty-six dollars (\$8,666.00) to support the Ponoka YE Life 360 and Girls group programs. **Carried.** (6 in favor, 2 opposed)

5.0 Business Arising and Recurring Updates:

- A. **Renovation Discussion:** On May 22, 2025, the architect, FCSS representatives, and contractor reviewed and revised architectural plans allowing for growth in staffing needs. Further information is under review, with a hopeful summer 2025 start date.
- B. **Accreditation Canada – Governance Standards Self-Assessment:** An online self-assessment tool for Governance standards was emailed to the board May 22nd, 2025. Four of the nine board members have completed the self-assessment as of today's date, resulting in the identification of unmet standards. Mellissa Moench will create additional online assessments for 'Leadership' and 'Service Excellence' which will be distributed to the board for completion over the summer.

6.0 New Business:

- A. **Executive Directors Report:** Verbal report of the communications within were summarized by Shannon Boyce-Campbell.
- B. **FCSSAA Update:** Dennie Hycha presented updates from the June 7th FCSSAA board meeting. Highlights included: The new accountability and reporting framework; Their transition from QuickBooks Desktop to a cloud-based platform; Discussion on scope creeping; and a reminder to sign up for FCSSAA newsletters via their website.
- C. **New FCSS Provincial Reporting for 2026:** Shannon Boyce-Campbell, Shelly VanEaton, and Mellissa Moench participated in training for updated provincial reporting guidelines. The new approach is user-friendly and will broaden program and service support options.

7.0 Consent Agenda: The Board reviewed and expressed appreciation for the detailed and well-prepared reports.

7.1 Administrative Reports & Information:

- A. Program Coordinator Report & Reporting Timelines
- B. Family Counselling Report

- C. Home Care Assistant Managers Report
- D. Executive Assistant Report – Quality Improvement & Reporting Timelines
- E. Silver Lining/Community Navigator Report
- F. Timeline for Payroll & Billing

7.2 General Correspondence:

- A. Youth Unlimited 2024 *Stepping Stones* Grant Report
- B. Outcome Measures for *Connect Parenting*
- C. Board Governance Guidebook

8.0 Board Committee Business

8.1 Policy & Guidelines: No updates. Next meeting scheduled for June 18, 2025, at 2:00pm.

8.2 Human Resources: Committee Chair reported on the June 3, 2025, meeting. Discussions included the accumulation of vacation hours, cell phone allowance, portability letters, and conversations about employee performance. The committee also recommended that the board approve the creation of a janitorial position for the Ponoka administrative office. The board discussed.

25-51 Motion: Moved by Shelly Brake that a janitorial position be created and posted for the Ponoka Administrative Building. **Carried.**

8.3 Quality Improvement/OH&S/Ethics: Committee reported on results of the May 26, 2025, meeting. Discussions included results of AHS Audit, education needs for evidence compliance, and upcoming Accreditation preparation.

8.4 PR & Advertising: No updates.

8.5 Scholarship Committee: Packages were distributed to committee members. Material will be reviewed by Monday June 16 for further discussion on application selection.

9.0 Next Meeting: The next regularly scheduled board meeting will be on Monday September 8th, 2025, in the Ponoka FCSS Boardroom.

25-52 Motion: Moved by Adam Smith to adjourn the regular FCSS board meeting at 7:25 p.m. **Carried.**

Chairperson
Dennie Hycha

Executive Director
Shannon Boyce-Campbell

Recording Secretary
Mellissa Moench

Date Approved: _____

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