



Ponoka Family & Community Support Services

Board Meeting Minutes

June 12, 2017

Present: Doug Gill (Board Chairperson), Lauraine Weir (Member at Large), Mark Matejka (County of Ponoka Representative), Alana Cissell (Member at Large), Lauralee Wygiera (Member at Large), Jack Surbey (Member at Large), Debby Grant (Member at Large), Loanna Gulka (Town of Ponoka Representative), Tamara Armitage Cline (Member at Large), Shannon Boyce-Campbell (Executive Director).

Recording Secretary: Shannon Epp (Office Manager)

Guests: Wes Allan (Financial Controller)

The meeting was called to order by Board Chair, Doug Gill at 4:34 p.m. at the FCSS Board Room. Wes Allan, FCSS Financial Controller presented the proposed 2017 FCSS Budget and was available for any questions from the Board.

1.0 Approval of Agenda

Additions to the agenda; 4.17 Man Van and 4.18 Calaway Park Trip

17-52 Motion: Tamara Armitage Cline moved to accept the agenda as amended. **Carried.**

2.0 Approval of Minutes

May 8, 2017

17-53 Motion: Lauralee Wygiera moved to adopt the 08 May 2017 Ponoka Family and Community Support Services Board Meeting minutes as presented. **Carried.**

3.0 Business Arising

3.1 Barrier Free Automatic Doors and Frames: Another door installation company has been contacted for a quote and we have received that information. The Executive Director has also received information in regards to grants that could be applied for. After further discussion, the board would like to apply for the available grant.

17-54 Motion: Lauraine Weir moved that Ponoka FCSS apply for a grant to make the front doors more wheelchair accessible. **Carried.**

4.0 New Business

4.1 Secondary Campus Grant Application: The grant application requested an amount of \$3,800.00 to be used for an upcoming Junior High Leadership Conference in the fall. Funds will be used to train up to 60 youth to be group leaders for the conference. The hope is to increase student leadership within the school.

17-55 Motion: Alana Cissell moved that Ponoka FCSS provide funds to train youth for a leadership conference November 17th and 18th, 2017 to the Ponoka Secondary Campus in the amount of \$3,800.00 to come from eligible funds. **Carried.**

- 4.2 Rimbey FCSS Golf Tournament Fundraiser:** The Rimbey FCSS Golf Tournament is being held on August 10th, 2017 and has requested our support. Traditionally we have sponsored a team of golfers to join the tournament but this year we are unable to confirm participants. After discussion, it was decided to sponsor a special feature hole.
- 17-56 Motion:** Jack Surbey moved that Ponoka FCSS sponsor the special feature hole in the amount of \$500.00 for the Rimbey FCSS Golf Tournament Fundraiser from eligible funds. **Carried.**
- 4.3 Ponoka Victim Services Golf Tournament Fundraiser:** This fundraiser is being held September 8th, 2017. Last year we provided sponsor prizes.
- 17-57 Motion:** Alana Cissell moved that Ponoka FCSS provide sponsorship funds in the amount of \$500.00 to the Ponoka Victim Services Golf Tournament from ineligible funds. **Carried.**
- 4.4 Board Member Recruitment:** We have placed an ad in the Ponoka newspaper requesting new Board members as 2 members will complete their term. This is an opportunity to encourage diverse members with different cultures and economic levels to apply for these 2 vacancies.
- 4.5 Staycation:** This year's event is scheduled for Thursday June 22nd, 2017 in front of the FCSS office. The budget for this event has been previously discussed via email.
- 17-58 Motion:** Mark Matejka moved that Ponoka FCSS accept the proposed budget for the FCSS Staycation to a maximum of \$4500.00 to come from eligible funds. **Carried.**
- 4.6 I-Pad's and Cases:** This is a request to purchase I-pads for use by board members so they can have all information from the board packages readily available to them at each meeting and to keep them abreast to issues/concerns as they arise. It was discussed that we provide all members with an FCSS email address. As well we will purchase 10 I-pads along with protective cases from a local supplier.
- 17-59 Motion:** Lauraine Weir moved that Ponoka FCSS purchase I-Pads and cases for all board members to a maximum of \$6000.00 to come partly from eligible funds and partly from non-eligible funds. **Carried.**
- 4.7 Monthly Lifeline Fees for new unit's vs earlier models:** It has been proposed that we eliminate the different pricing for the 2 different types of Lifeline units we currently install. Presently we charge \$30.00 for the regular lifelines or \$38.00 for 2 clients in the same household while the newer units, Go Safe are charged at \$45.00 per unit and \$53.00 for 2 clients in the same residence. The varied costs reflect the different fees paid to Lifeline and the original cost of equipment.
- 17-60 Motion:** Jack Surbey moved that Ponoka FCSS charge \$30.00 for 1 client and \$38.00 for 2 clients in the same household no matter which unit is installed. To be retroactive to the November 14th, 2016 **Motion 16-128**, which stated that new Go Safe units would be charged out at \$45.00 per month. **Carried.**
- 4.8 Regional Directors Conference 2018:** The 2018 Regional Directors Conference is scheduled to be held in Red Deer next year and they are looking for contributions. The E.D. requested

confirmation from Joyce Mellott, FCSS Senior Management that this sponsorship is applicable for FCSS eligible funding.

17-61 Motion: Loanna Gulka moved that Ponoka FCSS provide funds to the Regional Directors Conference in the amount of \$1000.00 to come from eligible funds. **Carried.**

4.9 Board Retreat: This year's retreat is booked for the 11th and 12th of September 2017 and will be held at the Inn at Pigeon Lake.

17-62 Motion: Mark Matejka moved that Ponoka FCSS approve the Board Retreat budget as presented to a maximum of \$8000.00 with 30% coming from eligible funds and 70% from non-eligible funds. **Carried.**

4.10 Youth Centre and BBBS Financials for review: This is for information purposes only.

4.11 FCSS Compliments and Concerns for review: This information was sent out by email for board members to review.

4.12 Rimbey Board Retreat Support/Facilitation Sept 08: Rimbey FCSS has requested to have our E.D. help facilitate their retreat.

17-63 Motion: Loanna Gulka moved that Ponoka FCSS E.D. help facilitate the Rimbey FCSS retreat on Friday September 8th, 2017. **Carried.**

17-64 Motion: Mark Matejka moved to enter *in camera* at 6:25 p.m. **Carried.**

17-65 Motion: Lauraine Weir moved to exit *in camera* at 6:45 p.m. **Carried.**

4.13 E.D. Rate of Pay:

17-66 Motion: Jack Surbey moved that Ponoka FCSS accept E.D. rate of pay as proposed by the Finance Committee to be effective the first biweekly pay period in July 2017. **Carried.**

4.14 Administration Wage Scales:

17-67 Motion: Lauraine Weir moved that Ponoka FCSS adopt the administration pay grid proposed by the Finance Committee to be effective the first biweekly pay period in July 2017. **Carried.**

4.15 Financial Controller Rate of Pay:

17-68 Motion: Lauralee Wygiera moved that Ponoka FCSS accept the Financial Controller rate of pay as proposed by the Finance Committee to be effective the first biweekly pay period in July 2017. **Carried.**

4.16 Staff Wellness Program:

17-69 Motion: Lauraine Weir moved that Ponoka FCSS increase the staff wellness fund from \$75.00 to \$150.00/staff member for the 2017 budget year. **Carried.**

- 4.17 Man Van:** The Man Van will be holding a clinic during Stampede week again this year on Sunday July 2nd.

17-70 Motion: Debby Grant moved that Ponoka FCSS provide a donation in the amount of \$3000.00 to help with the operational costs of the Man Van to come from ineligible funds. **Carried.**

- 4.18 Calaway Park Trip:** This is a proposed bus trip to Calaway Park on July 19th that would include 2 busses.

17-71 Motion: Lauraine Weir moved that Ponoka FCSS approve the proposed bus trip to Calaway Park July 19th up to a maximum of \$5000.00. **Carried.**

5.0 Correspondence

AHS Contract: Letter confirming a rate increase commencing in July 2017.

- 6.0 Executive Director's Report** - See attached report.

- 7.0 Program Coordinator Report** - See attached report.

- 8.0 Home Services Coordinator Report** - See attached report.

9.0 Committee Reports

- 9.1. Finance:** Jack - Chair

- 9.1.1 2017 Budget

17-72 Motion: Jack Surbey moved that Ponoka FCSS accept the 2017 FCSS Budget as presented. **Carried.**

- 9.2 Policy & Guidelines:** Lauraine – Chair

New and revised policies were presented for approval by Board.

17-73 Motion: Lauraine Weir moved for Ponoka FCSS accept new and revised policies as presented. **Carried.**

- 9.3 Human Resources:** Doug - Chair

- 9.4 OH&S:** Shannon BC, Faith – Co-Chairs

- 9.5 Quality Improvement:** Shannon BC, Faith – Co-Chairs

- 9.6 Handi-Van Committee:** Mark – Chair

- 9.7 P.R. and Advertising:** Lauralee – Chair

It has been suggested that for future advertising items we consider individual band-aid containers with Ponoka FCSS printed on them. Also, Lauraine would like to purchase some more sandwich boards for events such as the Man Van.

- 10.0 Supported Program Reports:** Nothing to Report

Minutes

11.0 Schedule Committee Meetings: Nothing to schedule.

12.0 Next Meeting:

The next regularly scheduled board meeting will be held Monday September 11th, 2017 at 4:30 p.m. at the Inn at Pigeon Lake.

17-74 Motion: Alana Cissell moved to adjourn the meeting at 7:15 p.m. **Carried.**

Chairperson

Doug Gill

Executive Director

Shannon Boyce-Campbell

Recording Secretary

Shannon Epp

Date Approved: _____

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