

**NORTHEAST ALBERTA COMMUNITY BOARD
PERSONS WITH DEVELOPMENTAL DISABILITIES
PUBLIC MEETING
Saturday, April 18th, 2009
10:00 a.m. to 3:00 p.m.
PDD Conference Room, 2nd Floor, Provincial Building
St. Paul, Alberta**

APPROVED MINUTES

Present:

Board Members: Glenn Hennig, Chair, Dr. Douglas Fleming, Vice-Chair, Sherry Young, Robert Annett, Maureen Kubinec, Treena Lane, Denis Duchesneau, Kathryn Wiebe, Caren Mueller (via telephone)
Administration: Dale Drummond, CEO; Sharon Salomon, Recording Secretary

A. Glenn Hennig, Chair, called the meeting to order at 9:10 a.m., April 18th, 2009.

B. Approval of Agenda

**#09-04-0422 MOTION: Maureen Kubinec moved that the Board approve the Agenda.
Carried unanimously.**

C. Approval of Minutes

**#09-04-0423 MOTION: Sherry Young moved that the Board approve the Minutes with the amendment to the name Westlock Independence Network.
Carried unanimously.**

D. Business Arising from the Minutes

E. Board Regional Feedback and Future Direction

Denis Duchesneau, St. Paul

- Lac La Biche Community Council
 - Community Council members are excited in planning their float for this summer's Pow Wow parade.
 - Staff from Lac La Biche Disability Services attended a workshop on proactive behavior strategies which they found to be very informative.
 - Individuals are looking forward to attending St. Paul on April 25th for a bowling tournament.
 - Ron Cofer and Arlene Sorenson, Co-Chairs, were both in attendance at the Co-Chair meeting held in St. Paul. They found the meeting to be a great sharing of ideas, including how to increase membership, projects, etc.
 - Community Council will start deciding on conference attendees.
 - Lac La Biche Disability Services is bringing in guest speakers focusing on different educational strategies.
 - Discussion took place on abuse, both physical and emotional, and each individual's rights.
 - The transit system may be closing down. The Town is reviewing feasibility and has extended the decision to the end of April.

Caren Mueller, Vimy

- Athabasca Community Council
 - No report.
 - The next meeting is scheduled for April 21st, 2009.

Dr. Douglas Fleming, Westlock

- Westlock Community Council
 - The next Community Council meeting is scheduled for May 11th, 2009. The topic will be transportation, and a Town Council representative from the transportation committee will be a guest speaker.

- Whitecourt Community Council

- The last meeting was held on April 2nd, 2009.
- There were 26 people in attendance, including 4 people from Barrhead.
- A number of committees were formed for the 2010 Conference planning.
- The theme will be “Spring Into Action”. There will be a focus on entrepreneurs. The next conference meeting is scheduled for May 7th, 2009.
- The conference is tentatively planned for April or May of 2009.
- Dr. Douglas Fleming and Caren Mueller will be meeting with a school principal next week regarding Persons with Developmental Disabilities and the R.A.P. program and transition planning in high school.
- The Westlock Affordable Housing project will begin accepting applications on April 1st. There are 24 units. There is a lot of interest and need. The deadline for applications is April 30th and then a committee consisting of community members will be established by the Town of Westlock who will start making decisions on the applications. Four units are wheelchair accessible.

Maureen Kubinec, Westlock

- Barrhead Community Council

- The last meeting was held on March 16th, 2009.
- There were 17 people in attendance.
- There is an election process for treasurer and co-chairs. Three people are running for treasurer and 5 people for co-chairs. There will be nominations and elections at the next meeting.
- James Challman is on secondment, and Diane Magill will be the interim CEO of Blue Heron Support Services in his absence.
- Scott Robins reported on the Co-Chairs meeting he attended in St. Paul.
- Discussion took place on Registered Disability Savings Plans and there was a presentation on this topic.
- The group has challenged PDD to make individual service plans and agreements with more plain language.
- The next meeting is scheduled for April 20th, 2009.

- Alberta Council of Disability Services Conference

- Caren Mueller, Glenn Hennig and Maureen Kubinec attended the Alberta Council of Disability Services (ACDS) Conference in April. It was excellent.
- There was a great motivational speaker and presentations on current brain research.

Kathryn Wiebe, Bonnyville

- Bonnyville Community Council
 - There was a meeting on February 24th, 2009.
 - There was a speaker on the topic of transportation.
 - A financial planner attended to speak on Registered Disability Savings Plans.
 - Community Council has a new pamphlet that they are distributing with details on Bonnyville Community Council.
 - The last meeting was held on March 17th, 2009, and Kathryn Wiebe was unable to attend.
- Alberta Association for Community Living (AACL) Conference
 - Kathryn Wiebe and Robert Annett attended the AACL Conference in Edmonton in March.
 - There were excellent speakers on the topics of education and RDSPs.

Glenn Hennig, Vegreville

- Vegreville Community Council
 - The last meeting was held on March 30th, 2009.
 - There were 28 people in attendance. This was a social night.
 - The next meeting is scheduled for April 27th, 2009 and will be a WII night.
- Alberta Council of Disability Services (ACDS) Conference
 - The ACDS Conference was very good.
 - Sessions attended included topics relating to how Ontario handles Persons with Developmental Disabilities. There are no institutions in Ontario and a lot of cross-ministry work; there was a session on social media and its' impact on the future.
 - ACDS discussions included getting members to form a professional association.

Sherry Young, Elk Point

- St. Paul Community Council
 - The next meeting is scheduled for April 21st, 2009.

Robert Annett, Plamondon

- Fort McMurray Community Council
 - There was no meeting held in Fort McMurray.
 - Robert Annett will be attending the Northern Alberta Development Council (NADC) Conference in Cold Lake.

F. Delegations/Presentations

G. Reports

1.1 Northeast Alberta Community Board Deferral Reports for March 2009

- As part of the regular reporting to the Northeast Alberta Community Board, reports were reviewed on the standard monthly deferral, a graph of deferrals for the period April 1, 2008 – March, 2009, and a monthly reporting of individuals who leave service in the Region to March 31, 2009.
- There are currently 2 individuals in the intake process, 1 from St. Paul and 1 from Fort McMurray.
- There are currently no individuals who are deemed eligible and awaiting delivery of PDD-funded supports.
- There are currently 3 individuals, 1 from St. Paul, and 2 from Barrhead, who are receiving supports but are awaiting requested changes in PDD-funded supports.
- There are currently 16 individuals, 3 from Vegreville, 5 from Fort McMurray, 5 from Barrhead, and 3 from St. Paul, who have had their applications approved but services are not currently available.

- 31 individuals have left services in the region. Some of the reasons for leaving service in the region include moving out of the region/Province, seeking independence, change in needs (educational opportunities) (medical needs), no longer requiring services, and 6 individuals passed away.
- The overall intake at the end of March was 19 individuals, with 31 individuals leaving service, which results in a net growth of -12 individuals.
- Of the intake of 19 new individuals, 13 individuals had services delivered at a cost of \$4,000 per month or less.
- 531 individuals were served during the 2008-2009 fiscal year by Northeast PDD.

**#09-04-0424 MOTION: Kathryn Wiebe moved that the Board receive this report as information.
Carried unanimously.**

1.2 Northeast Alberta Community Board Financial Report April 1, 2008 to March 31, 2009

- A summary of the financial statements of the Northeast Alberta Community Board for PDD for the period ending March 31, 2009 was reviewed.
- The total expenditures for the 2008-2009 fiscal year for Northeast PDD were \$30,062,000 (101.1% of the budget).
- Based on the budget allocation of \$30,018,000 there was an over expenditure of \$44,000 at the end of the fiscal year.
- There was a \$25,000 under expenditure for Board Governance.
- A \$60,000 reduction in planned expenditures is the result of salary vacancies and salary variances due to staff on LTDI.
- There was a \$179,000 under expenditure for administrative services or supplies.
- Expenditures for contracted services were \$120,000 more than budgeted for the fiscal year. Cooperation from a few service providers in the region in March of 2009 helped to reduce program costs under contract significantly.
- There was an over expenditure of \$159,000 for individual funding at year end, as expenditure in the last quarter was \$62,000 more than forecasted.
- Actual expenditures for Community Capacity and Achieving Better Outcome projects were \$1,000 more than the allocation for the year.
- The Board incurred a \$28,000 expense due to a vacation liability adjustment in March.
- A prior year adjustment of \$49,000 for over accruals in 2007-2008 plus recoveries from Service Providers and suppliers for the same fiscal year provided the Board with an actual under expenditure of \$5,000 for the 2008-2009 fiscal year.

#09-04-0425 MOTION: Dr. Douglas Fleming moved that the March Financial Statement be approved as presented.
Carried unanimously.

#09-04-0426 MOTION: Robert Annett moved that the Board approve the unaudited financial statement for the 2008/2009 fiscal year.
Carried unanimously.

1.3 Northeast Alberta Community Board Audit Committee Report

- The audit committee met on April 17th, 2009.
- The audit committee completed a final draft of the Terms of Reference and distributed a copy to the Board.
- The Board agreed to table the approval of the Audit Committee Terms of Reference to the next Board meeting in order to allow for review of the document in greater detail.
- The Audit Committee completed the 2009/2010 Annual Plan of Events.
- The Board directed Administration to confirm continued usage of the Audit Committee Evaluation Form in its' current format. Clarification will be provided at the next Board meeting.
- The next audit committee meeting is scheduled for June 10th, 2009.

#09-04-0427 MOTION: Robert Annett moved that the Board approve the Audit Committee 2009/2010 Annual Plan of Events.
Carried unanimously.

#09-04-0428 MOTION: Caren Mueller moved that the Board receive this report as information.
Carried unanimously.

1.4 Northeast Alberta Community Board Quarterly Report April 1, 2008 – March 31, 2009

- The Northeast Community Board prepares a report which outlines the activities and events undertaken by the Board and the results achieved in relation to the 2008-2009 business plan. Each quarterly report is presented in two sections.
- The first section of the report highlights the Board's activities under 4 key areas addressed under the framework of Second Centuries Communities, namely Shared Governance and Right Relationships, Infrastructure (regional activities that the Board are involved with i.e. transportation, housing, etc.), Facilitation (work with conferences, planning annual events, supporting government agreements, etc.) and Assurance (activities carried out as a Board from a governor's perspective).
- Two major assurance activities undertaken this year were the all governors' Provincial forum held in Edmonton in the Fall, and releasing the final version of the Service Provider template.
- The second section of the report summarizes the activities and results associated with the regional strategies for each of the Ministry Goals 1 through 3.

**#09-04-0429 MOTION: Denis Duchesneau moved that the Board accept this report as information.
Carried unanimously.**

1.5 Northeast Alberta Community Board Retreat - Itinerary

- The annual Northeast Alberta Community Board retreat is planned for April 27th and 28th, 2009 at Lily Lake, Alberta.
- The Itinerary was presented to the Board.
- A Board Evaluation discussion will be added to the Itinerary.
- A CEO Evaluation will be completed at the Board Retreat.
- An amendment to the Itinerary will be to change the Tuesday afternoon discussion with the Monday morning discussion.

**#09-04-0430 MOTION: Sherry Young moved that the Board accept this report as information.
Carried unanimously.**

1.6 Growth Alberta - Nomination

- Growth Alberta is a regional economic development association covering 14 regions in the Province.
- A nomination was put forward to Growth Alberta on behalf of the Northeast Alberta Community Board nominating the Pembina Education Consortium and Grant MacEwan College for the Growth Alberta award, recognizing potential opportunities for individuals in our region.

**#09-04-0431 MOTION: Caren Mueller moved that the Board accept this report as information.
Carried unanimously.**

2.1 Self Advocate Update

- No report at this time.
- The provincial planning group, including individuals from the Northeast region, continues with planning for the Fall Self-Advocate Conference being held in Edmonton.

H. Communication from Board Chair

- There have been 2 Council of Chair Meetings held since the January Board meeting.
- The Minister's key priorities are moving ahead.
- A new software program that links ministries is being implemented. This relates to the Minister's priority item of efficiency and effectiveness.
- The provincial board governance forum is tentatively scheduled for early October. Glenn Hennig has volunteered as Chairperson of the event and to assist with setting of the agenda.
- On March 31st the Council of Chairs will present to the Minister.
- All forms for the Board Evaluation process and Audit Committee Evaluation process are to be handed in as soon as possible to Michael Mountford.
- Arrangements will be made for a Board Retreat, with an emphasis on board development, for the last week of April.

I. Communication from CEO

- The annual AACL Conference is being held in Edmonton on March 20th and 21st. A decision was made to send two Board members, Robert Annett and Kathryn Wiebe.
- The ACDS Conference is being held on April 6th, 7th and 8th. A decision was made to have 3 Board members attend, Glenn Hennig, Caren Mueller and Maureen Kubinec.
- A membership has been taken out in the National Association for the Dually Diagnosed. Information received will be brought to the Board on a regular basis.
- In the quarterly report, October 1st – December 31st, the Northeast Alberta Community Board had no appeals filed. Since then there have been 2 appeals filed.
- There has been an appeal from the Cold Lake area filed with the Appeal Secretariat. Dale Drummond will be meeting with the group on February 6th as part of the dispute resolution process.
- There has been an appeal from the Fort McMurray area. Administration will be attending a meeting in Fort McMurray in early April regarding this appeal.
- There is a dispute resolution meeting scheduled for Gunn on May 4th, 2009. The Board will be kept apprised of the outcome.
- A staff retreat is scheduled for June 1st, 2nd and 3rd at Blue Lake Centre. Four Board members will be attending the staff appreciation dinner scheduled for June 2nd; Glenn Hennig, Robert Annett, Denis Duchesneau and Sherry Young.
- On March 21st, 2009 Dale Drummond and Glenn Hennig met with CEOs from all agencies, with the exception of VALID and Blue Heron Vocational. The new agency board members have expressed interest in governance talks and their role as board members.
- Dale Drummond met with the chairs of the service provider boards. They have suggested a meeting with the Northeast Alberta Community Board on June 5th and 6th in Westlock. Peter Farnden of WJS Alberta is spearheading the meeting. Dale Drummond and Glenn Hennig will work with Peter Farnden on the agenda for the event. This may become an annual or bi-annual event.
- The John Duteau Memorial Golf Tournament for Special Olympics is being held in Westlock on June 5th, 2009.
- The North Central Governance meeting is scheduled for April 30th in Westlock. Caren Mueller is the Co-Chair and will be in attendance. Dr. Douglas Fleming will be in attendance on behalf of the school boards. Maureen Kubinec will attend on behalf of the Northeast Alberta Community Board.
- The community of St. Paul is hosting “Champions for Change” and held a meeting recently. The Northeast Alberta Community Board was represented at this meeting.

- An invitation letter was received from the Northwest Community Board for attendance at their annual awards night. It is being held in Grande Prairie on May 8th. It was decided that Dr. Douglas Fleming will represent the Northeast Alberta Community Board at this event.
- The Northern Alberta Development Council (NADC) is hosting their annual conference April 22nd – 24th in Cold Lake. It was decided that Robert Annett will represent the Northeast Alberta Community Board at this event.
- Sherry Young, Caren Mueller, Maureen Kubinec and Dr. Douglas Fleming will represent the Northeast Alberta Community Board at the WIN anniversary celebration being held in Westlock. A plaque will be presented on behalf of the Northeast Alberta Community Board.
- AACL is hosting Dr. David Toniuk on May 12th – 15th and on June 15th – 19th, 2009. He is highly acclaimed on speaking of the needs of PDD individuals with challenging behaviours. It was suggested that the Northeast Alberta Community Board sponsor 5 – 9 attendees to attend the sessions.

#09-04-0432 MOTION: Kathryn Wiebe moved that the Board fund a maximum of 6 agency staff to attend the AACL sessions on a first come/first serve basis on a cost share basis and inform all 12 agencies. The cost share arrangement will be left to Administration's discretion.
Carried unanimously.

#09-04-0433 MOTION: Dr. Douglas Fleming moved that the Board go In-Camera at 9:10 a.m. to discuss an organizational issue.
Carried unanimously.

#09-04-0434 MOTION: Denis Duchesneau moved that the Board come out of Camera at 10:05 a.m.
Carried unanimously.

J. Notice of Motion/Request for Information

K. Proposed Meeting Dates (Place & Community Invited)

June 20 th , 2009	in St. Paul	Invited Community – St. Paul
August 20 th , 2009	in Fort McMurray	Invited Community – Fort McMurray

L. Adjournment

09-04-0435 MOTION: Denis Duchesneau moved that the Board adjourn at 2:15 p.m.
Carried unanimously.

Glenn Hennig, Board Chair

Dale Drummond, CEO