

**NORTHEAST ALBERTA COMMUNITY BOARD  
PERSONS WITH DEVELOPMENTAL DISABILITIES  
PUBLIC MEETING**

**Sunday, March 16<sup>th</sup>, 2008**

**10:00 a.m. to 3:00 p.m.**

**Fantasyland Hotel**

**Edmonton, Alberta**

**APPROVED MINUTES**

**Present:**

Board Members: Glenn Hennig, Chair, Dr. Douglas Fleming, Vice-Chair, Caren Mueller, Sherry Young, Denis Duchesneau, Robert P.R. Annett, Kathryn Kozak Wiebe, Treena Lane  
Guests: Don Schultz  
Administration: Dale Drummond, CEO; Michael Mountford, Recording Secretary

**A. Glenn Hennig, Chair, called the meeting to order at 9:00 a.m., March 16<sup>th</sup>, 2008.**

**A. Approval of Agenda**

**#08-03-0305 MOTION: Robert Annett moved that the Board approve the Agenda.  
Carried unanimously.**

**B. Approval of Minutes**

**#08-03-0306 MOTION: Denis Duchesneau moved that the Board approve the Minutes with amendments.  
Carried unanimously.**

## **D. Business Arising from the Minutes**

### **E. Board Regional Feedback and Future Direction**

#### **Treena Lane, Cold Lake**

- Cold Lake Community Council
  - The 2010 Regional Winter Games will only have Special Olympics bowling.
  - The 2008 Conference was discussed.
  - Transportation in the community is an issue. The handy van currently used is not enough and more transportation is required.
  - The garbage pick up issue is being addressed.

#### **Dr. Douglas Fleming, Westlock**

- Westlock Community Council
  - Transportation continues to be an issue.
  - Recycling was discussed.
- Institute for Applied Behaviour
  - Approximately 250 people attended the Institute for Applied Behaviour (IABA) training in Westlock.

#### **Sherry Young, Elk Point**

- St. Paul Community Council
  - There was no Community Council meeting since the last Board meeting.

#### **Kathryn Kozak Wiebe, Bonnyville**

- Bonnyville Community Council
  - The Valentine's dance was well attended.
  - There was a bowling tournament last week.

### **Denis Duchesneau, Lac La Biche**

- Lac La Biche Community Council
  - No meeting held since the last Board meeting.

### **Caren Mueller, Vimy**

- Barrhead Community Council
  - There were twelve people in attendance.
  - Discussion took place about participating in the local trade fair. They would provide food services and receive a percentage (20 percent) of the food sales.
  - Blue Heron held their grand opening. Patty Chizma of PDD, Barrhead, attended the opening.
  - They will be conducting a fundraising car wash in the near future.
- Whitecourt Community Council
  - Only 8 people use the taxi ticket service. The approximate wait time is 35 – 45 minutes. It was suggested that the group members write to Town Council to complain.
  - Dale Donnelly and Candy Sawyer attended the People First Conference in Calgary in February.
  - The group is looking at hosting a Conference in 2009 and partnering with Barrhead on this venture.

### **Robert Annett, Plamondon**

- Fort McMurray Community Council
  - There will be a conference call in the near future to re-energize the Community Council.

### **Glenn Hennig, Hilliard**

- Vegreville Community Council
  - A report was given on the snow cleaning service.
  - The Extreme Clean Dream has been formed for lawn care and other services.

- VALID is currently turning down jobs that do not pay minimum wage.
- The Learn to Save group want to hold a phone fraud course.

## **F. Reports**

### **1.1 Northeast Alberta Community Board Deferral Report Update - February 2008**

- 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 – February, 2008 and monthly reporting of individuals who leave service in the Region.
- There are currently 5 individuals, 2 from Vegreville, 2 from St. Paul and 1 from Barrhead, in the intake process.
- There are currently 2 individuals, 1 from Vegreville and 1 from Barrhead, that are deemed eligible and are awaiting delivery of PDD-funded supports.
- There are currently 11 individuals, 3 from Vegreville, 2 from Fort McMurray, 2 from Barrhead and 4 from St. Paul, whose applications have been approved but services are not available. The main reason for non-availability of services is due to staff shortage and/or specific skill set unavailability.
- There are 20 individuals, 2 from Lac La Biche, 6 from Vegreville, 4 from Whitecourt, 3 from Westlock, 2 from Fort McMurray, 1 from St. Paul, 1 from Barrhead and 1 from Athabasca, who have left service in the region for the period up to February 29, 2008. Some of the reasons for leaving service include changes in family circumstances, moving out of the Province, moving to a larger community, seeking greater independence, seeking educational opportunities and unavailability of required services within the region.

**#08-03-0307 MOTION: Robert Annett moved that the Board accept this report as information.  
Carried unanimously.**

### **1.2 Northeast Alberta Community Board Statements for the Period Ending February 29, 2008**

- A summary of Financial Statements of the Northeast Alberta Community Board for PDD for the period ending February 29, 2008 was reviewed by the Board.
- The total recognized revenues at the end of February 2008 for Northeast PDD were \$25,898,000 which reflects payments for conditional grants,

human resource increases to agencies, a living allowance in Fort McMurray and estimates for outstanding Individual Funding payments.

- Based on recognized revenues of \$25,721,000 the Board had an over expenditure of \$177,000 after 11 months.
- There was a \$20,000 under expenditure for Board Governance, as administrative costs have been deferred.
- There was a \$67,000 reduction in expenditures, as a result of salary vacancies and salary variances due to staff on LTDI.
- An additional \$29,000 under expenditure is from supplies or administrative initiatives that had been deferred.
- There was an estimated over expenditure of \$160,000 for program spending related to Individual Funding.
- There was an over expenditure of \$215,000 for Contracted Services.
- At the end of February there was an \$82,000 under expenditure for Community Capacity projects. It is expected this money will be utilized for Community Capacity and Achieving Better Outcome Initiatives in the last month of the fiscal year.
- The Northeast Alberta Community Board expects to have a \$100,000 under expenditure compared to the approved expenditure level for the fiscal year.
- The overall intake at the end of February was 35 individuals, with 18 individuals leaving service, which results in a net growth of 17 individuals or 1.5 individual per month. This growth rate is lower than the rate of 2.5 new people per month the region typically expects.
- Fifteen of the 35 new individuals entered into service when they turned 18.
- Of the intake of 35 new individuals, 31 individuals had services delivered at a cost of \$4,000 or less.
- Twenty-seven new individuals are receiving services through Individual Funding Agreements, and 16 individuals have left Individual Funding Agreement services. The net uptake for Individual Funding Agreements is 11 individuals.
- Eight new individuals are receiving services through contract, and 2 individuals have left service under contract funding.

**#08-03-0308 MOTION: Treena Lane moved that the Board accept the Financial Report as presented.  
Carried unanimously.**

### **1.3 Northeast Alberta Community Board Audit Committee Annual Plan of Events for the 2008/09 Fiscal Year**

- The Plan of Events outlines the annual activities and responsibilities assigned to the Auditor General, Internal Audit, Board Staff, the Audit Committee or the Board as a whole.

- This Plan has been forward to Finance and Information Technology and to Internal Audit. Internal Audit may be able to incorporate this Plan into the overall PDD Plan. Internal Audit is in the process of drafting critical areas to be addressed. The Plan was reviewed and accepted at the March 7<sup>th</sup> Audit meeting.
- The Audit Committee will be meeting with Stephen Hynes, of Internal Audit, in April.

**#08-03-0309 MOTION: Caren Mueller moved that the Board accept this report as information.  
Carried unanimously.**

#### **1.4 Core Governance Policies**

- The PDD Community Boards are agents of the Crown and are accountable to the Minister to carry out the roles and responsibilities defined in the Persons with Developmental Disabilities (PDD) Community Governance Act. To provide the Community Boards with guidelines to support their governance structures and ensure consistency in governance across the PDD system these Core Governance Policies and Guidelines have been established.
- The Core Governance Policies and Guidelines are to be adopted by each PDD Community Board as minimum policies and requirements for the Board governance structures.
- To ensure regional policies align with the Core Governance Policies and Guidelines, the Community Board will forward additional policies, establishing regional procedures, and any subsequent changes to the Deputy Minister. Regional policies will be reviewed, and any concerns regarding inconsistency between regional policies and the Core Governance Policies and Guidelines will be addressed by the Deputy Minister and respective Board Chair.
- The Core Governance Policies and Guidelines are effective as of the date approved by the Minister of Seniors & Community Supports. The final approved copy was signed off in February. The Core Governance Policies and Guidelines will be reviewed in 3 years, no later than March 2011. The Council of Chairs will determine the process through which the review is undertaken.

**#08-03-0310 MOTION: Sherry Young moved that the Board receive this report as information.**

**Carried unanimously.**

## **2.1 Institute for Applied Behaviour Analysis - Update**

- Approximately 250 people attended the 4-day training session.
- Phase 2 will proceed in May. Thirty-five to 40 people will attend the 16 days of intense training for complex needs. After this phase of training there will be discussion on how to develop an emergency response team.
- Management should be commended for organizing this training.

**#08-03-0311 MOTION: Dr. Douglas Fleming moved that the Board accept this report as information.  
Carried unanimously.**

## **2.2 Functional Re-Organization**

- At the regular February Board meeting a PowerPoint presentation was presented to the Board describing the re-organization of the staffing structure for the Northeast Alberta Community Board.
- Administration has engaged a contractor to help work through the details of developing job descriptions, delegations of authority, etc. Management met with the contractor on March 13, 2008 and have a scheduled meeting with all of the Community Service Coordinators on March 19, 2008. Following the outcome of this meeting a detailed schedule will be developed.
- The Northeast Alberta Community Board will functionally work with this new system effective April 1<sup>st</sup>, 2008. Job descriptions will follow thereafter. Management has been working with Human Resources in making this change.

**#08-03-0312 MOTION: Kathryn Kozak Wiebe moved that the Board accept this report as information.  
Carried unanimously.**

## **G. Communication from Board Chair**

- The Council of Co Chairs meeting was held on March 4, 2008.
- Budget allocations are in place for an early May roll-out.

- The new funding allocation model was discussed at length. The new model impacts direct operations the most and until a plan to address the critical areas is developed it may be too soon to implement before 2009.
- Each region presented their Business Plans for comment by the Deputy Minister and Council of Chairs.
- Northeast differs in the use of community councils for their major exercise for staying in touch with our region and the individuals we provide service to.
- Edmonton and South have been using Board to Board meetings successfully with their service providers to communicate issues.
- The next meeting is scheduled for March 18, 2008. The mission and vision statements for PDD will be reviewed at this time.
- Treena Lane will be attending the Northern Alberta Development Conference in Cold Lake on April 9<sup>th</sup> and 10<sup>th</sup>.
- Robert Annett and Kathryn Kozak Wiebe will be attending the Dual Diagnosis Conference in Red Deer on April 2<sup>nd</sup> and 3<sup>rd</sup>.
- Sherry Young will attend the St. Paul Abilities Network Retreat on April 4<sup>th</sup> and 5<sup>th</sup>.
- Many Board members will be attending the Alberta Council of Disability Services Conference April 30<sup>th</sup> to May 1<sup>st</sup> in Edmonton.

## **H. Communication from CEO**

- A plaque for the legacy of Lionel Remillard and the 2007 Northeast Alberta Community Board Conference held in Bonnyville in November 2007 has been purchased and presented to the Centennial Centre.
- The bid letters for the 2009 Conference will be sent out by the end of March.
- With regard to the Achieving Better Outcomes initiative, there are 3 training sessions upcoming relating to Fetal Alcohol Syndrome.

## **I. In-Camera Session (Review Organizational Issues)**

**#08-03-0313 MOTION:** Dr. Douglas Fleming moved that the Board go In-Camera at 9:25 a.m. to discuss an organizational issue.

**Carried unanimously.**

**#08-03-0314 MOTION:** Denis Duchesneau moved that the Board come out of Camera at 10:00 a.m.  
Carried unanimously.

**#08-03-0315 MOTION:** Kathryn Kozak Wiebe moved that the Board go In-Camera at 1:15 pm to discuss an organizational issue.  
Carried unanimously.

**#08-03-0316 MOTION:** Denis Duchesneau moved that the Board come out of Camera at 1:25 pm.

**J. Notice of Motion/Request for Information**

**K. Proposed Meeting Dates (Place & Community Invited)**

April 26, 2008	in St. Paul	Whitecourt
No Scheduled Meeting in May		
June 14, 2008	in Fort McMurray	Fort McMurray
August 22, 2008	in St. Paul	Bonnyville

**L. Adjournment**

**#08-03-0317 MOTION:** Robert Annett moved that the Board adjourn at 1:30 p.m.  
Carried unanimously.

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Glenn Hennig, Chair

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Dale Drummond, CEO