

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

Saturday, April 26th, 2008

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

**2nd Floor Board Room, Provincial Building
St. Paul, 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: Ruth Hofer, Conrad Jean, Scott Robins, Harold Saunders, Steven Bala, Lucille Froese, Olga Jurak, Elmer Harke, Vivianne Widdifield, Peter Gilchrist

Administration: Dale Drummond, CEO; Michael Mountford, Recording Secretary

A. Glenn Hennig, Chair, called the meeting to order at 9:00 a.m., April 26th, 2008.

A. Approval of Agenda

#08-04-0318 MOTION: Robert Annett moved that the Board approve the Agenda.

Carried unanimously.

B. Approval of Minutes

#08-04-0319 MOTION: Denis Duchesneau moved that the Board approve the Minutes.

Carried unanimously.

D. Business Arising from the Minutes

E. Board Regional Feedback and Future Direction

Treena Lane, Cold Lake

- Cold Lake Community Council
 - The meeting is scheduled for April 30th, 2008.
 - Community Options held a meeting on March 27th, 2008.
 - Discussion took place on progress occurring in the employment sector.
 - A representative from Lac La Biche is conducting sessions on employability and what employment is available.
 - Housing issues and applying for housing subsidies were discussed.
 - Both Community Options and Catholic Social Services continue to teach life skills.
 - Treena Lane had discussions with Eva Urlacher, NADC, regarding funding and grant money and possibilities for bleachers for individuals as well as shopping carts for individuals. A letter will be submitted in the near future to the Board.

Sherry Young, Elk Point

- St. Paul Community Council
 - An end of winter party was held on March 18th, 2008. The social included a Chinese food supper and games night.
 - The regular monthly meeting was held on April 15th, 2008.
 - There were 26 people in attendance.
 - Margo Fauchon from "Healthy Alberta Communities" initiative attended and spoke about Community Gardens. There is a 2-acre parcel of land north of St. Paul that has been divided up into various sizes of garden plots. The cost is \$20 per year for a plot. There are basic rules regarding maintenance, etc. They are currently working with the Town of St. Paul regarding transporting of individuals to the garden plots.
 - Information was given regarding the Enabling Accessibility Fund.
 - The Community Council Co-Chairs meeting is being held in Cold Lake on June 14th, 2008.

- Lucille Froese reported on the Westlock Community Council Co-Chair meeting that was held a few weeks ago.
- Special Olympics is holding their 20th annual bowling tournament on April 26th, 2008. There will be over 100 bowlers in attendance from 5 different communities. The event will be concluded with a banquet.
- The next meeting for Leadership Today is scheduled for June 20th and 21st in Edmonton.
- There is great interest in the self-advocate joint conference being held in Slave Lake in June.
- A baby shower is being held April 27th, 2008 for Woody Kellar and Chris Kellar who have a new baby girl.
- The SPAN Retreat was held on April 4th and 5th in Leduc. The Marchenko family and the Holmgren family were part of a sharing successes session.
- The next Community Council meeting is scheduled for May 20th, 2008.

Dr. Douglas Fleming, Westlock

- Whitecourt Community Council
 - The meeting was held on April 3rd, 2008.
 - There were 22 members in attendance.
 - The entire meeting was devoted to a discussion relative to AISH and employment.
 - Whitecourt Care Support Services was provided with their CET Certificate.
 - The Community has decided to submit a proposal for the 2010 Conference.
- Westlock Community Council
 - The next meeting is scheduled for May 13th, 2008.
 - Meetings are now held only every second month.
 - The sod turning for the affordable housing project is scheduled for May 9th, 2008. The project will have 24 units with the intention that there are at least 4 wheelchair accessible suites available plus 4 other suites for individuals with low income.

Kathryn Kozak Wiebe, Bonnyville

- Bonnyville Community Council
 - The meeting was held on March 19th, 2008.
 - The group is currently re-evaluating and trying new ventures.
 - Discussion took place on ideas for future events.

- Spring Fling planning took place.
- The Special Olympics bowling teams will be attending St. Paul for a tournament on April 26th, 2008. Imperial Oil and Husky Oil have sponsored new t-shirts for the teams.
- The next meeting is scheduled for April 30th, 2008.
- The plaque in memory of Lionel Remillard was presented to the Centennial Centre.
- Kathryn Wiebe attended the Dual Diagnosis Conference in Red Deer.
- There were 3 main speakers who spoke on topics of analyzing, evaluating and diagnosing people, basic health and wellness for all family members, and autism.

Glenn Hennig, Hilliard

- Vegreville Community Council
 - The meeting was held on March 31st, 2008.
 - The meeting was a year-end wind-up pizza night.

Robert Annett, Plamondon

- Fort McMurray Community Council
 - The meeting was well attended by 28 people, and this was the first meeting held for quite some time.
 - The attendees included groups involved with FASD, Autism, MS, the schools, Handicapped Children's Services and many previous Community Council members.
 - Information was provided on grant accessibility, and the deadline of April 30th was provided to the group.
 - Accessibility issues were discussed, including lack of accessibility at the local swimming pool, entranceways, etc.
 - Discussion took place on vehicles and the need for updating transportation.
 - The next meeting is scheduled for May 20th, 2008, where Co-Chairs will be elected.

Caren Mueller, Vimy

- Barrhead Community Council
 - The meeting was held on March 17th, 2008.
 - There were 12 people in attendance.
 - A report was given by Christoph Quedenbaum and Shelley Couillard, who attended the AACL Conference.
 - Discussion took place on what is policy, what are advocates, what is lobbying, what are by-laws, contracts and agreements.
 - Blue Heron Support Services reported on their preparation for CET Certification standards in June. They will be having a volunteer appreciation evening soon. The Blue Heron Board is looking to have a community member sit on their Board. A couple of individuals were interested in putting their names forward for this position.
 - It was agreed that some members would be sponsored at \$5 each for the upcoming volunteer supper.
 - The group continues to work on its' pamphlets.
 - The local trade fair is forthcoming. Community Council will be having a booth and sponsoring the cart that circulates throughout the trade fair. The group will receive a certain percentage of the funds that they collect. They will also be helping out in the cafeteria during the trade fair.
 - Through community capacity, they are looking at purchasing promotional items such as magnets, etc.
 - The next meeting, which will include elections, is scheduled for April 28th, 2008.

Denis Duchesneau, Lac La Biche

- Lac La Biche Community Council
 - The meeting was held on April 18th, 2008.
 - Denis Duchesneau was unable to attend. Other Board members were canvassed to attend on his behalf.

F. Reports

1.1 Northeast Alberta Community Board Deferral Report for March 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 March 2008, and a monthly reporting of individuals who leave service in the Region.
- There are currently 6 individuals, 2 from Vegreville, 2 from Cold Lake, 1 from Whitecourt and 1 from Barrhead, in the intake process.
- There are currently 2 individuals, 1 from Vegreville and 1 from Barrhead, who are deemed eligible and are awaiting delivery of PDD-funded supports.
- There is currently 1 individual from St. Paul who is receiving supports but is awaiting requested changes in PDD-funded supports.
- There are currently 10 individuals, 3 from Vegreville, 3 from Fort McMurray, 2 from Barrhead and 2 from St. Paul, who have had their applications approved but services are not currently available.
- 21 individuals have left services in the region. Some of the reasons for leaving service in the region include changes in family circumstances, moving out of the province, wanting to become more independent, educational opportunities, and unavailability of services in the region.

**#08-04-0320 MOTION: Caren Mueller moved that the Board accept this report as information.
Carried unanimously.**

1.2 Northeast Alberta Community Board Financial Report April 1, 2007 to March 31, 2008

- A summary of the financial statements of the Northeast Alberta Community Board for PDD for the period ending March 31, 2008 was reviewed.
- The Northeast Alberta Community Board had approval to expend \$28,523,000 through the use of a bridging fund for the 2007-2008 fiscal year, which reflects November 2007 allocation for one time funding and the cost of living allocation for Fort McMurray. Including estimates for

vacation liability, the Board balanced to its final expenditure allocation of \$28,523,000 for the year.

- There was a \$1,000 under expenditure for Board Governance.
- A \$67,000 reduction in planned expenditures is a result of salary vacancies and salary variances due to staff on LTDI.
- There was a \$7,000 over expenditure for administrative services or supplies for the fiscal year. Among the administrative expenses for March there was a contract of \$110,000 for a human resource initiative in the region.
- There was an under expenditure of \$261,000 for program spending related to Individual Funding. It is estimated that the utilization rate for individuals served in previous years was only 83.5% in 2008, compared to 91.8% in 2007. Low utilization was partially due to staffing problems among Service Providers, as it was typical for an individual to receive some service but not all planned program delivery. Savings from Individual Funding and administration allowed other program spending and initiatives to occur.
- There was an over expenditure of \$371,000 for Contracted Services. This spending reflected increase to salaries allocated to Service Providers in the region.
- At the end of March, there was a \$49,000 under expenditure for Community Capacity projects and Achieving Better Outcome Initiatives (ABOI). At the beginning of the fiscal year only \$220,000 was in place for funding Community Capacity Project. Subsequently, this allocation was used to fund contracts for ABOI activity. It should be noted that an additional \$132,000 was allocated through conditional grants for the successful Complex Behavior training in March, which was another Achieving Better Outcomes Initiative.
- At the end of the fiscal year, the Northeast Alberta Community Board had recognized \$153,000 was prior year surplus. Under the use of a bridging fund, the Northeast Alberta Community Board was approved by Treasury to spend \$2,802,000 beyond its \$25,721,000 revenue allocation for the 2008 fiscal year. The actual year-end over expenditure was actually \$153,000 less at \$2,649,000.
- The overall intake at the end of March was 36 individuals, with 21 individuals leaving service, which results in a net growth of 15 individuals or 1.25 individual per month. This growth rate is lower than the rate of 2.5 new individuals per month the region typically expects.
- Of the intake of 36 new individuals, 31 individuals had services delivered at a cost of \$4,000 or less.

**#08-04-0321 MOTION: Denis Duchesneau moved that the Board accept this report as information.
Carried unanimously.**

1.3 Northeast Alberta Community Board – Community Council Policy

- On June 9, 2007 the Northeast Alberta Community Board hosted the regional co-chairs from Community Council to a workshop to review the progression of community councils since their inception and look to the future in terms of clarifying the role of community councils, PDD administration and the PDD Board.
- This workshop was well attended, with representatives from Whitecourt, Barrhead, Westlock, Lac La Biche, Fort McMurray, Cold Lake, Bonnyville and St. Paul. Vegreville and Athabasca were not able to participate.
- A draft terms of reference was developed utilizing this input.
- On September 22, 2007, at a regular Community Council Co-Chairs meeting in Whitecourt, they addressed the terms of reference presented.
- At the October 2007 Board meeting the decision on the terms of reference was deferred until further information could be obtained.
- At the 9th Annual Northeast Community Board for PDD Conference in Bonnyville, the Board Chair and CEO met with the collective co-chairs of community councils to discuss issues with respect to the terms of reference.
- At the regular December 2007 meeting, the Board asked that this project be considered in terms of a policy rather than as a terms of reference.
- The Community Council Co-Chairs met on April 5, 2008 in Westlock. There were representatives from Whitecourt, Barrhead, Lac La Biche, St. Paul, Cold Lake and Westlock present. Bonnyville, Vegreville, Athabasca and Fort McMurray were absent. They discussed the revised policy.
- A motion was made that lobbying by Community Councils is to the Northeast Alberta Community Board for PDD and not directly to the government.

#08-04-0322 MOTION: Kathryn Wiebe moved that the Board approve and adopt the policy for Community Councils, with the inclusion of the lobbying definition motion.
Carried unanimously.

1.4 Supported Residential Services for Adults with FASD

- As part of the Achieving Better Outcomes Initiative, a research report on providing residential services to Adults with Developmental Disabilities and Fetal Alcohol Spectrum Disorder was distributed and reviewed by the Board.
- Administration will be meeting with the Lakeland Centre for FASD in early May to discuss options and next year's project.

**#08-04-0323 MOTION: Treena Lane moved that the Board accept this report as information.
Carried unanimously.**

1.5 Northeast Alberta Community Board – Fourth Quarter Report January 1 – March 31, 2008

- The Northeast Alberta Community Board prepares a report which outlines the activities and events undertaken by the Board and the results achieved in relation to the 2007-2008 business plan. Each quarterly report is presented in two sections. The first section of the report highlights the Board's activities under four key areas: shared governance and right relationships, infrastructure, facilitation and assurance. 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.

**#08-04-0324 MOTION: Caren Mueller moved that the Board accept this report as information.
Carried unanimously.**

1.6 Northeast Alberta Community Board Community Capacity Report

- The purpose of Community Capacity grants is to develop, implement and monitor innovative community initiatives designed to enhance a community's capacity to include and support persons with developmental disabilities, and also to increase community awareness and understanding of community partnerships and opportunities to build inclusive communities.
- The overall criteria includes focusing on the community's capacity for inclusion of adults with developmental disabilities; involving a community partner that PDD does not fund; not replacing the existing mandate or responsibility and/or resources of the community partners; use as an enhancement of existing community inclusion projects; and extension of one-time expenditures into a second year are acceptable.

- Participating partners will submit a plan including: purpose, timeline of major activities and events, outcomes, evaluation approach and required resources. Submissions can be made by letter to the CEO of the Northeast Alberta Community Board for PDD.

**#08-04-0325 MOTION: Kathryn Wiebe moved that the Board accept this report as information.
Carried unanimously.**

2.1 Self Advocate Update

- The northeast self-advocates are currently involved in three initiatives:
 - The Northern Connections Conference – “Self Advocates in Action”
This is a joint conference being planned between the two northern PDD regions, northwest and northeast. The Conference is scheduled for June 16th – 18th in Slave Lake, and activities will be held at both the Northern Lakes College and the Sawridge Hotel. There will be 180 self advocates and support staff invited to participate in the conference, including 80 people from the northwest region and 100 people from the northeast region.
 - ACDS Conference – May 1, 2008 – “What Makes a House a Home”
Rose Ann Krikke and Shawn Murphy, in conjunction with members of the Disability Action Hall, and the Self-Advocacy Summit Provincial Committee, will be participating in a panel discussion and sharing their stories of what makes a house a home.
 - The Provincial Self-Advocacy Summit Planning Committee
Planning is in the early stages for a third provincial self-advocate summit. The target date is for the fall of 2009. Recruitment of 3 self-advocate representatives from the northeast region is under way.

**#08-04-0326 MOTION: Sherry Young moved that the Board accept this report as information.
Carried unanimously.**

2.2 Achieving Better Outcomes Initiative – Update

- The Minister requested each Community Board to protect 1 percent of its allocated budget for an Innovation/Better Outcomes Project. The Northeast allocation for 2007/08 was \$213,000.

- Each Community Board submitted projects for consideration in the categories of pilot projects and innovation and program enhancements.
- The Northeast Region was successful in being granted approval for \$213,000 for 2007/08 and \$287,000 for 2008/09 for the following projects:

Pilot projects and innovation – innovative approaches

FASD Resource Pilot – St. Paul \$11,000 year 1 and \$25,000 year 2

Northeast regional complex needs - \$100,000 year 1 and \$150,000 year 2;

Program enhancements – inclusive post secondary education – Keyano College - \$68,000 year 1 and \$68,000 year 2;

Employment – Vegreville - \$15,000 year 1 and \$5,000 year 2;

Family leadership – series - \$9,000 year 1 and \$9,000 year 2;

Self-advocate leadership – joint self advocate conference with Northwest community board - \$10,000 year 1 and \$30,000 year 2.

- The only project submitted that was not accepted was the Inclusive Classroom research project with Pembina Hills. This project was funded through the 2007/08 Community Capacity Initiative.
- PDD Program Branch has contracted with Howard Research to assist the development of strategies and measures to collect data on outcomes so that this will assist in the reporting of the outcomes during this project.

#08-04-0327 MOTION: Denis Duchesneau moved that the Board accept this report as information. Carried unanimously.

G. Communication from Board Chair

- The Council of Chairs meeting was held on March 18, 2008 and included vice-chairs. This was a facilitated meeting regarding mission and vision. A follow-up session is being planned.
- The Dual Diagnosis Conference was held in Red Deer on April 2nd and 3rd. Northeast PDD was represented at the Conference. Sessions included a presentation by a delegation from Nova Scotia who presented a compelling case for community inclusion as a method for decreasing the

effect of mental health problems and the advantages that are afforded individuals. There was also a session on autism.

- The SPAN retreat was held in Leduc on April 4th and 5th. Northeast Alberta Community Board for PDD was represented at the retreat. Sessions included music therapy, animal therapy, and a facilitated session by Cheryl Crocker on community effectiveness.
- Interviews for a new Board member were held on April 7th and 8th. A recommendation has been made to the Minister and a final decision is forthcoming.
- The Northern Alberta Development Council conference was held in Cold Lake on April 9th – 11th. The Northeast Community Board for PDD was represented at the Conference.
- The Health Board Conference was held on April 14th – 16th. The Northeast Community Board for PDD was represented at the Conference. Presentations included the topics of board governance and risk management.
- Glenn Hennig met with Minister Mary Ann Jablonski on April 24th and discussed the activities undertaken in the Northeast.
- Glenn Hennig met with Deputy Minister, Tim Wiles, in Vegreville, on April 18th. The meeting included representatives from WJS and VALID. A tour followed of three local group homes and the local Co-Op Store, who employ a number of individuals.

H. Communication from CEO

- A staffing update was provided. The Northeast Alberta Community Board for PDD has had 2 recent resignations. Jessica Bohn, Budget Officer, Lac La Biche/St. Paul, and Marlene Coulter, Service Coordinator, Bonnyville/Cold Lake. Recruitment is under way for both positions.
- A staff retreat is being planned for June 23rd and June 24th at Lilly Lake.
- The conference committee has met twice in Cold Lake. The program committee will be bringing recommendations on a theme and sessions to the next committee meeting, and this information will be brought to the June Board meeting.
- There is a working group working with the Council of Chairs on mission core business. Dale Drummond sits on the working group and will represent the northeast region.
- Dale Drummond will be chairing the 2008 Governor's session scheduled for September of 2008.
- An invitation has been received from the Leadership Today Society of Alberta to attend their AGM and 10-year celebration scheduled for Friday, June 20th in Edmonton. Dr. Douglas Fleming and Robert Annett will represent the Northeast Alberta Community Board at this event.

I. In-Camera Session (Review Organizational Issues)

#08-04-0328 MOTION: Dr. Douglas Fleming moved that the Board go In-Camera at 9:05 a.m. to discuss an organizational issue.

Carried unanimously.

#08-04-0329 MOTION: Robert Annett moved that the Board come out of Camera at 10:15 a.m.

Carried unanimously.

J. Notice of Motion/Request for Information

K. Proposed Meeting Dates (Place & Community Invited)

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

L. Adjournment

#08-04-0330 MOTION: Dr. Douglas Fleming moved that the Board adjourn at 2:50 p.m.

Carried unanimously.

Glenn Hennig, Chair

Dale Drummond, CEO