

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

**Thursday, August 20<sup>th</sup>, 2009**

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

**Emerald Salon "A", Merit Hotel, 8200 Franklin Avenue  
Fort McMurray, Alberta**

**APPROVED MINUTES**

**Present:**

**Board Members:** Glenn Hennig, Chair, Sherry Young, Robert Annett, Maureen Kubinec, Treena Lane, Denis Duchesneau, Kathryn Wiebe, Caren Mueller, Dr. Douglas Fleming

**Administration:** Dale Drummond, CEO; Sharon Salomon, Recording Secretary

**Guests:** Iris Pasareno, Cathryn Beck, Florence Bouchard, Ross Jacobs, Peter Farnden, Etta Nicholson, Debbie O'Halloran, Erin Flaherty, Shannon Noble, Monica Mankowski, Diane Hennig

**A. Glenn Hennig, Chair, called the meeting to order at 10:10 a.m., August 20<sup>th</sup>, 2009.**

**B. Approval of Agenda**

**#09-08-0449 MOTION: Sherry Young moved that the Board approve the Agenda with the addition of Item 1.8 Discussion on Fort McMurray Board Tour. Carried unanimously.**

**C. Approval of Minutes**

**#09-08-0450 MOTION: Robert Annett moved that the Board approve the Minutes. Carried unanimously.**

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

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

##### **Denis Duchesneau, St. Paul**

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

- Cold Lake Community Council
  - There was no meeting held in Cold Lake.

##### **Robert Annett, Plamondon**

- Fort McMurray Community Council
  - There was no meeting held in Fort McMurray.

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

- St. Paul Community Council
  - There was no meeting held in St. Paul.
  - The next meeting is scheduled for September 1<sup>st</sup>, 2009.

##### **Caren Mueller, Vimy**

- Athabasca Community Council
  - There was no meeting held in Athabasca.

## **Glenn Hennig, Vegreville**

- Vegreville Community Council
  - There was a potluck dinner and film night held in June. Due to a conflict, Glenn Hennig was unable to attend. Reports have been that the event was very successful.

## **Maureen Kubinec, Westlock**

- Barrhead Community Council
  - The last meeting was held on June 21<sup>st</sup>, 2009.
  - Community Council held a camping weekend in early August. The event was well supervised, and a report will be provided at the September meeting.

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

- Westlock Community Council
  - The last meeting was held on July 14<sup>th</sup>, 2009. Dr. Douglas Fleming was not in attendance.
  - The grand opening of the affordable housing unit took place.
  - Jason Huish is on the transportation committee.
- Whitecourt Community Council
  - A special meeting was held on August 3<sup>rd</sup>. Scott Robbins from Barrhead attended the meeting and spoke about contracting. He will attend a fall meeting to discuss this topic in further detail.
  - The next meeting is scheduled for September 8<sup>th</sup>, 2009.
  - Conference planning for the 2010 conference is proceeding. The Committee would like to know by September 3<sup>rd</sup> what their next steps are.

## **Kathryn Wiebe, Bonnyville**

- Bonnyville Community Council
  - There were no meetings held during the summer months.

- The Town of Bonnyville has approved another housing project adjacent to the current affordable housing unit. Lakeland Housing will be constructing another 8 – 10 units next to the current affordable housing project.
- PDD sponsored a mental health first aid course in Bonnyville. This is part of the frontline training.

### **Denis Duchesneau, St. Paul**

- Lac La Biche Community Council
  - No report.

### **F. Delegations/Presentations**

- WJS Alberta – Peter Farnden, Etta Nicholson
  - Fort McMurray is a unique community.
  - Recruitment continues to be an issue.
  - The cost of living increase for wages received a few years ago has helped the situation.
  - They are fully staffed at present, however staff are not necessarily qualified staff. Retaining qualified staff continues to be an issue.
  - The individuals currently in service have more medical issues than in the past few years. There is a mix of individuals with emotional and psychiatric aspects of personality.
  - There is a high demand for services in Fort McMurray. More individuals are being accommodated with less support dollars.
  - WJS Alberta works collaboratively with START (Governing Council of the Salvation Army) and other agencies.
  - WJS Alberta is currently going through accreditation with the Council of Accreditation of Rehabilitation Facilities (CARP). CARP is an international organization.
  - The agency has moved into a more outcome based approach. This is the basis of the accreditation.
  - The agency is currently acquiring casework management software. This software assists staff in tracking behavior and rollout in reports, etc.
  - The software is being piloted this year and will be fully implemented by 2010/2011.
  - WJS Alberta recently replaced their payroll and HR software, including a scheduling piece involving electronic time tracking. Eventually they will have a paperless system.
  - Staff will be trained in this system in September with a plan for full implementation by January, 2010.

- Keyano College – Debbie O'Halloran and Erin Flaherty
  - The inclusive post-secondary education program is designed for students with developmental disabilities.
  - There is a building of natural supports involved in this program.
  - Last year 2 students were enrolled in the program and now a third student has been introduced into the program. One student is enrolled in the educational assistant program and one student is enrolled in the office administration program. The new student is enrolled in computer information systems.
  - Transitioning into the workplace is included in the program.
  - Five main areas are involved in the program, including the aspects of academics, associational, social, employment and family. This gives an authentic student experience.
  - There are 3 formal meetings per year with parents. One in the Fall, one at Christmas and one in the Spring. Informal meetings are held as required.
  - Students were all fully employed over the summer months.
  - Confidence and personal growth are immeasurable with this program.
  - Keyano College offers adaptive technology.
  - The most common technology is text to speech with audio feedback.
  - Other forms of adaptive technology regularly used include word support, word prediction, dictionary, speech maker (takes written words and gives audio feedback), fact folder and fact finder (uses internet as resources) and the pronunciation tutor.
  - There is continued funding for a 3-year initiative.
  - There is opportunity for 2 new students for the September 2010 program.
  
- Community Futures – Ross Jacobs
  - Community Futures has funding in western Canada for diversification rural initiatives for business as well as rural development initiatives.
  - Community Futures has operated in Fort McMurray since 1985 at the business development centre.
  - There is a program to assist entrepreneurs with disabilities. Information was distributed to the Board regarding this program. Funding can be provided for training. The purpose is to engage individuals and get them aware and excited about starting a new business.

- Governing Council of the Salvation Army (START) - Iris Pasareno, Cathryn Beck & Florence Bouchard
  - The eligibility criteria is being brought out in the community and people are having dialogue on this.
  - Core business is becoming complex needs.
  - A lack of back-up systems will stress complex needs individuals.
  - There is a need to link health services with complex needs individuals.
  - The IABA training was well received.
  
- Fort McMurray Catholic Schools – Monica Mankowski
  - Monica Mankowski had to leave the meeting.
  - The Northeast Community Board provide their sincere thanks for Monica's assistance with the Fort McMurray Board tour.

## **G. Reports**

### **1.1 Northeast Alberta Community Board Deferral Reports for June and July 2009**

- As part of the regular reporting to the Northeast Alberta Community Board, three reports were reviewed, including the standard monthly deferral report for June 2009, the standard monthly deferral report for July 2009, a graph of Northeast PDD referrals from April 1, 2009 – July 2009 and a monthly reporting of individuals who leave service in the Region to July 31, 2009.
- As at June 30<sup>th</sup>, there were 6 individuals in the intake process, 1 from St. Paul, 3 from Whitecourt and 2 from Vegreville. The average waiting period is 3.5 months.
- As at June 30<sup>th</sup>, there were 2 individuals, 1 from Westlock and 1 from St. Paul, who have been deemed eligible but are awaiting delivery of PDD-funded supports.
- As at June 30<sup>th</sup>, there were 8 individuals, 2 from St. Paul, 2 from Barrhead, 3 from Whitecourt and 1 from Westlock, who are receiving supports, but are awaiting requested changes in PDD-funded supports.
- As at June 30<sup>th</sup>, there were 16 individuals, 6 from Barrhead, 5 from Fort McMurray, 1 from Lac La Biche and 4 from St. Paul, whose applications are approved but services are not available.
- The overall intake at the end of June was 2 individuals, with 6 individuals leaving service, which results in a net growth of negative 4 individuals.

- The 2 new individuals that entered service in the first quarter had service delivered at a cost of \$4,000 per month or less.
- As at July 31<sup>st</sup>, there are 2 people from St. Paul in the intake process.
- As at July 31<sup>st</sup> there is 1 individual from St. Paul who is deemed eligible but is awaiting delivery of PDD-funded supports.
- As at July 31<sup>st</sup> there are 3 individuals, 1 from St. Paul and 2 from Barrhead, who are receiving supports, but are awaiting requested changes in PDD-funded supports.
- As at July 31<sup>st</sup> there are 14 individuals, 6 from Barrhead, 4 from Fort McMurray, 1 from Lac La Biche and 3 from St. Paul, whose applications have been approved but services are not available.
- Some of the reasons that individuals have left service in the Region as at July 31, 2009 include seeking more independence, changes in living arrangements and moving out of the Province.
- Eight individuals entered into service and 6 people left service as of July 31<sup>st</sup>, thus providing the region with a net uptake of 2 individuals.
- Two of the 8 new individuals entered into service when they turned 18. The 6 remaining individuals have entered into service at an older age, as follows: 2 are 19 – 24 years; 1 is 25 – 39 years; 1 is 40 – 53 years and 2 are 54 years and over.
- The number of individuals no longer receiving service in the Region is 6. The reasons for leaving service include: moving out of the region and other.
- Demographics and population have resulted in people coming into service having higher needs, and it is therefore more complicated to put together service packages, trained staff, agencies, resources and funding.
- The overall intake at the end of July was 8 individuals, with 6 individuals leaving service, which results in a net growth of 2 individuals.
- All of the 8 new individuals that entered service in the first 4 months had services delivered at a cost of \$4,000 per month or less.
- In the uptake process, 18 individuals were accommodated through existing resources.

**#09-08-0451 MOTION: Denis Duchesneau moved that the Board accept this report as information. Carried unanimously.**

**1.2/1.3 Northeast Alberta Community Board Financial Report April 1, 2009 to June, 2009**

- A summary of the financial statements of the Northeast Alberta Community Board for PDD for the period ending June 30, 2009 was reviewed.

- The total expenditures for the first 3 months of the 2009-2010 fiscal year for Northeast PDD were \$7,519,000 (23.5% of the budget).
- Based on estimated, actual expenditures and recognized revenues of \$7,522,000 there were over expenditures of \$3,000 for the first 3 months.
- There was a \$1,000 under expenditure for Board Governance.
- There was a \$32,000 under expenditure for salaries as a result of salary vacancies.
- There was a \$48,000 under expenditure for administrative services or supplies.
- Expenditures for contracted services were over expended by \$135,000 for the first 3 months of the year.
- Family Managed Services are under expended by \$19,000 for the first 3 months.
- Actual expenditures for Ministry initiatives were \$32,000 less than estimated for the first 3 months of the year.
- The total expenditures for the first 4 months of the 2009-2010 fiscal year for Northeast PDD were \$10,169,000 (31.8% of budget). Expenditures for the first quarter are based on actual service delivery data for April to June, plus accounting estimates for July under the new contracting process.
- Based on estimated expenditures and recognized revenues of \$10,160,000 there were over expenditures of \$9,000 for the first 4 months.
- There was a \$3,000 under expenditure for Board Governance.
- There was a \$54,000 under expenditure for salaries as the result of salary vacancies and salary vacancies due to staff on secondment.
- There was an \$80,000 under expenditure for administrative services or supplies.
- Expenditures for Contracted Services were over expended by \$227,000 for the first 4 months of the year.
- Family Managed Services are under expended by \$54,000 for the first 4 months. Utilization rates for family managed service remains at 88%, which is under the historic trends of 92% for utilization.
- Actual expenditures for Ministry Initiatives were \$27,000 less than estimated for the first 4 months of the year. Expenditure for this category is forecasted to remain within the \$120,000 for the fiscal year.

**#09-08-0452 MOTION: Maureen Kubinec moved that the Board accept both financial reports for information purposes. Carried unanimously.**

#### **1.4 Northeast Alberta Community Board Quarterly Report April 1, 2009 – June 30, 2009**

- A regular requirement of the Board is to produce an operational plan and report on a quarterly basis. The operational plan is based on an approved business plan.
- Each of the goals and strategies have been incorporated from the Business Plan.
- The Quarterly Report was presented to the Board for review.

**#09-08-0453 MOTION: Kathryn Wiebe moved that the Board accept this report for information purposes.  
Carried unanimously**

#### **1.5 2008/2009 Complaints Investigated by Protection for Persons in Care**

- The final report for Protection for Persons in Care was issued recently together with a letter from the Director.
- There were no occurrences during the fiscal year.
- There were no complaints that required action.

**#09-08-0454 MOTION: Treena Lane moved that the Board accept this report for information purposes.  
Carried unanimously.**

#### **1.6 2009 Governors' Forum Update**

- The 2009 Governors' Forum involving all PDD Community Boards is scheduled for early October in Edmonton.
- The morning sessions will include audit committees and the afternoon sessions will involve interactive planned activities with board members.
- The Ministerial award ceremony will take place in the evening.
- The second day will include a continuation of governance activities and training.

**#09-08-0455 MOTION: Caren Mueller moved that the Board accept this report for information purposes.  
Carried unanimously.**

## 1.7 2009 Regional Conference Update

- A draft conference program was presented to the Board.
- The theme is based on the 100<sup>th</sup> anniversary of St. Paul.
- Buses will arrive at approximately 11:00 a.m. on Friday.
- There will be no keynote speakers. The Conference Welcome and closing address will be presented by the Conference Chair and the Board Chair.
- There has been a tremendous response from the community in supporting the Conference.

**#09-08-0456 MOTION: Robert Annett moved that the Board accept this report for information purposes.  
Carried unanimously.**

## 1.8 August 2009 Fort McMurray Board Tour

- Three Board members were taken on a tour of Fort McMurray agencies and partnerships. Sites included on the tour were the Discovery Centre, Fort McMurray Coin and Rodger's Video (local businesses that employ individuals with disabilities), Fort McMurray Catholic Education, the Red Poll Centre (a non-profit association funded by Suncor) and START (The Governing Council of the Salvation Army).
- Board members, Maureen Kubinec, Dr. Douglas Fleming and Caren Mueller provided a report to the Board on their Fort McMurray tour and expressed the value of this tour and welcomed the opportunity to interact in the community.

**#09-08-0457 MOTION: Caren Mueller moved that the Board accept this report as information.  
Carried unanimously.**

## 2.1 Self Advocate Update

- Planning is in the final stages for the Self Advocate Summit scheduled for Edmonton in September.
- The Summit has been partially funded by the Provincial Branch.
- There will be individuals from the Northeast in attendance.

**#09-08-0458 MOTION: Robert Annett moved that the Board accept this report as information.  
Carried unanimously.**

## 2.2 Complex Needs Committee

- The Committee continues to meet on a regular basis.
- Funding has been used to hire a psychologist in contract to assist agencies.

**#09-08-0459 MOTION:** Caren Mueller moved that the Board accept this report as information.  
Carried unanimously.

**#09-08-0460 MOTION:** Kathryn Wiebe moved that the Board direct Administration to recommend a plan as to how to best address the issue of complex needs and mental health issues and bring forward to the next Board meeting.  
Carried unanimously.

## H. Communication from Board Chair

### I. Communication from CEO

- There is one more appeal pending regarding eligibility from Fort McMurray.
- Portage College in St. Paul is having their grand opening at their St. Paul Campus on September 24<sup>th</sup> at 4:30 p.m.
- St. Paul Abilities Network (SPAN) is having their Annual General Meeting on September 16<sup>th</sup>.
- The Special Olympics Softball tournament is scheduled for August 29<sup>th</sup> and 30<sup>th</sup> in St. Paul.

**#09-08-0461 MOTION:** Dr. Douglas Fleming moved that the Board go In-Camera at 8:40 p.m. on August 19<sup>th</sup>, 2009 to discuss an organizational issue.  
Carried unanimously.

**#09-08-0462 MOTION:** Dr. Douglas Fleming moved that the Board come out of Camera at 10:25 p.m. on August 19<sup>th</sup>, 2009.  
Carried unanimously.

**Meeting adjourned to August 20<sup>th</sup>, 2009 at 10:00 a.m.**

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

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

August 20 <sup>th</sup> ,	in Fort McMurray	Invited Community – Fort McMurray
September 26 <sup>th</sup>	in St. Paul	

**L. Adjournment**

**09-08-0463 MOTION: Denis Duchesneau moved that the Board adjourn at 3:05 p.m. Carried unanimously.**

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Glenn Hennig, Board Chair

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Dale Drummond, CEO