

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

Saturday, February 23rd, 2008

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

**PDD Boardroom, 2nd Floor, Provincial Building
5025 – 49 Avenue, 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: Dave Phillips, Randy Jacobsen, James Kriaski, Olga Jurak, Don Schultz, Ray Danyluk
Administration: Dale Drummond, CEO; Sharon Salomon, Recording Secretary

A. Glenn Hennig, Chair, called the meeting to order at 9:00 a.m., February 23rd, 2008.

B. Approval of Agenda

**#08-02-0291 MOTION: Sherry Young moved that the Board approve the Agenda.
Carried unanimously.**

C. Approval of Minutes

**#08-02-0292 MOTION: Sherry Young moved that the Board approve the Minutes as presented.
Carried unanimously.**

D. Business Arising from the Minutes

E. Board Regional Feedback and Future Direction

Caren Mueller, Vimy

- Barrhead Community Council
 - The meeting was rescheduled to February 25, 2008.

Sherry Young, Elk Point

- St. Paul Community Council
 - There have been two meetings held since the last Board meeting, January 15th and February 19th.
 - January 15th, 2008
 - There were 21 people in attendance.
 - The Transportation Committee will be meeting in the near future to plan a public meeting regarding transportation issues.
 - The local AISH worker, MaryAnne Pelech, was in attendance and spoke about some of the recent changes to the program.
 - Donna Desjardins advised that the first annual Annual General Meeting of People First of Alberta is scheduled for February 15th in Calgary. If anyone was interested in attending they were to contact Donna Desjardins.
 - The Annual General Meeting of the Positive People Society is scheduled for February 2nd at the office of St. Paul Abilities Network.
 - Tim Bear, of St. Paul Abilities Network (SPAN), advised that the staff shortage has improved dramatically.
 - St. Paul Abilities Network has set up a communications committee.
 - The laundry program at SPAN is expanding. They have 4 new contracts with oil companies.
 - SPAN now has a fitness room which is open to staff and to individuals at no cost. A new recreation coordinator has been hired.
 - SPAN is developing a housing unit. They have received \$615,000 in funding from the Province of Alberta and \$100,000 from the Town of St. Paul (land). The total cost of this 6-unit project is projected to be approximately \$1 Million. The housing unit will be for seniors and persons with developmental disabilities.

- February 19th, 2008
- There were 33 people in attendance.
- Lucille Froese advised that local grocery stores have been canvassed with regard to the possibility of individuals having their groceries delivered and the cost of this service. Local grocery stores will deliver groceries for a small fee and one will deliver free for total purchases over \$25.00.
- The group decided that they will visit the Barrhead Community Council in May. Lucille Froese will check on possible dates for that meeting.
- One family from the area will be attending the AACL Conference in Edmonton in March.
- Conrad Jean from Special Olympics reported that bowling continues to be well attended and that softball will be starting in May.
- St. Paul Abilities Network (Betty) advised that Ray Danyluk will be at the SPAN Gym on February 27th to speak with individuals and answer any questions they have.
- The next meeting of the Community Council Co-Chairs is scheduled for March 29th in Westlock.
- The next community council meeting is scheduled for March 18th.

Denis Duchesneau, Lac La Biche

- Lac La Biche Community Council
 - The meeting was well attended, and by far the largest attendance at a Lac La Biche Community Council meeting.
 - Co-Chair, Darci Brower, has relocated to Saskatchewan, and Linda Ulliac has been appointed acting Co-Chair.
 - Laurette Sutherland was elected to the position of secretary for minute-taking at the meetings.
 - Lac La Biche Disability Services is looking at the feasibility of purchasing a second van.
 - Discussion took place on Barrhead's Learn and Save Program. More information will be provided on this program at a future meeting.
 - Bowling is quite popular, and coaches are considering enrolling individuals in regular league bowling in order to increase the level of competitiveness.
- Special Olympics
 - The meeting was held on January 16th, 2008.
 - There are frustrations with the sustainability of the program in St. Paul due to a lack of volunteers.
 - Bowling continues to be popular.

Glenn Hennig, Hilliard

- Vegreville Community Council
 - The meeting was cancelled due to inclement weather.
 - The next meeting is scheduled for February 24th.
- VALID – Strategic Planning Session
 - VALID held a strategic planning session on January 26th, 2008 that was facilitated by Cheryl Crocker.
 - They have developed a new strategic plan that has attracted a number of new Board members. There is a lot of enthusiasm.
 - They have adopted a slogan “One Door at a Time”.

Robert Annett, Plamondon

- Fort McMurray Community Council
 - There have been 2 teleconferences held with some of the Community Council members.
 - They have decided to use some of their funding to hire a person to work on bringing the community council back together for a meeting. They have targeted April as the next potential Community Council meeting date.
- Athabasca Community Council
 - There was a presentation by Employabilities. The presentation lead to a discussion about AISH issues. The local AISH worker, Maxine, was in attendance.
 - Discussion took place on contributions to RRSPs.
 - The next Community Council meeting is scheduled for March 18th, 2008.

Kathryn Kozak Wiebe, Bonnyville

- Bonnyville Community Council
 - The original meeting date was changed, and Kathryn Kozak Wiebe was unable to attend the meeting.
 - Special Olympics held a meeting and indicated they are raising \$1,500 for bowling t-shirts for a tournament in March.

- The Special Olympics bowling team will be attending St. Paul for a tournament in the near future.
- Kathryn Kozak Wiebe attended Dove Centre and presented their CET Certificate.

Dr. Douglas Fleming, Westlock

- Whitecourt Community Council
 - The meeting was cancelled due to inclement weather.
 - The next meeting is scheduled for March 6th.
- Westlock Community Council
 - One of the Special Olympics curlers will be attending Abbotsford, B.C. for curling provincials.
 - The next meeting is scheduled for March 10th, 2008.

Treena Lane, Cold Lake

- Cold Lake Community Council
 - The meeting was cancelled due to inclement weather.
 - The Affordable Housing Project is underway. The City of Cold Lake has leased 3 lots for the project.
 - The next meeting is scheduled for February 27th, 2008.

E. Delegations/Presentations

People First Society – Randy Jacobsen, James Kriaski and Olga Jurak

- Randy Jacobsen represented St. Paul at the People First of Alberta Conference in Calgary last week. This conference was held in conjunction with the national meeting.
- There were 12 representatives from the Northeast region in attendance.
- They received a binder and compact disc of the presentation to provide to community groups describing the experiences of people with disabilities.
- Paul Young gave a presentation on core values.
- The group learns how to carry their own message. A group driven by self-advocates for self-advocates.

- There were 2 members from the Northeast region elected at the Annual General Meeting. Lawrence Noel was elected as secretary, and Phillip Mackin was elected as vice-president.
- The group recognized Northeast PDD for their support in assisting with travel arrangements and registration for the Conference.
- The local group meets once per month. The executive team is made up of Gordon Draves as President, Hector Jean as Vice-President, Randy Jacobsen, as Past-President, Aldean Thomas as Secretary, and Donald Rook as Treasurer.

Lac La Biche Disability Services – Dave Phillips, Board Member

- Last year the agency had many changes, including a new CEO and Board Chair. Don Bolanger is the new Board Chair and Gwen Bilodeau is the new CEO.
- There has also been many staff changes, and the ongoing issue of retaining staff. Some of the retention issues may be due to their close proximity to Fort McMurray and the challenge of retaining staff locally.
- The agency holds functions, potluck suppers, etc. to make staff feel included and discuss issues.
- They are now almost fully staffed. There is an improvement in the front-line wage, but the wages are still not adequate.
- The Board currently holds supper meetings from 5:00 p.m. to 7:00 p.m. which has been very well received, as Board members can resume their personal evening schedules after the meeting.
- Employment for individuals is very high. Most individuals are employed.

Ray Danyluk, MLA, Lac La Biche – St. Paul

- Congratulations were passed on to the Northeast Community Board for PDD and their achievements and specifically the success of the annual Conference held in Bonnyville in November, 2007.
- Affordable housing continues to progress throughout the Province.
- There is a trend and a need for different ministries to partner together for a common cause.
- Communication is the key to favourable outcomes.

F. Reports

1.1 Northeast Alberta Community Board Deferral Reports for December 2007

- 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 – December, 2007 and monthly reporting of individuals who leave service in the Region.
- There are 3 individuals, 1 from Fort McMurray, and 2 from Vegreville, in the intake process.
- There are 4 individuals, 1 from Vegreville, and 3 from Whitecourt, deemed eligible and awaiting delivery of PDD-funded supports.
- There are no individuals awaiting changes to services.
- There are 16 individuals, 2 from Barrhead, 4 from Fort McMurray, 3 from Vegreville, and 7 from St. Paul, whose applications have been approved and services are not available. Some of the reasons for services not being available include lack of staff or skill set match-ups.
- A total of 16 individuals have left services in the Region as of December 31, 2007. Eight individuals moved out of the Region, 5 no longer required service, and 3 individuals for other reasons, including changes in family circumstances, and seeking educational opportunities.
- One individual from Fort McMurray left service during the month of November due to the inability to obtain services in the Region.
- It is reported with regret that three individuals, one from Barrhead, one from Westlock and one from Vegreville, passed away in the months of December and January.

**#08-02-0293 MOTION: Denis Duchesneau moved that the Board accept this report as information.
Carried unanimously.**

1.2 Northeast Alberta Community Board Deferral Reports for January 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 – January, 2008 and monthly reporting of individuals who leave service in the Region.
- There are 5 individuals, 2 from Vegreville, 1 from Bonnyville, and 2 from St. Paul, in the intake process.
- There is 1 individual from Vegreville who is deemed eligible and awaiting delivery of PDD-funded supports.

- There are no individuals who have requested changes in PDD-funded supports.
- There are 11 individuals, 3 from Vegreville, 3 from Fort McMurray, 1 from Barrhead and 4 from St. Paul, whose applications have been approved and services are not available. Some of the reasons for services not being available include lack of staff or skill set match-ups.
- A total of 16 individuals have left services in the Region as of January 31, 2008. Some of the circumstances for leaving service include changes in family circumstances, moving out of the area, becoming more independent and seeking educational opportunities.
- It is reported with regret that 1 individual from Athabasca passed away in the month of February.

**#08-02-0294 MOTION: Denis Duchesneau moved that the Board accept this report as information.
Carried unanimously**

1.3 Northeast Alberta Community Board Financial Report April 1, 2007 – December 31, 2007

- A summary of Financial Statements of the Northeast Alberta Community Board for PDD for the period ending December 31, 2007 was reviewed by the Board.
- The total recognized revenues at the end of December for Northeast PDD were \$21,040,000 which reflects recent payments for conditional grants, human resource increases to agencies, and a living allowance in Fort McMurray.
- Based on recognized revenues of \$21,040,000 the Board broke even after nine months.
- There was an \$8,000 under expenditure for Board governance, as administrative costs have been deferred.
- A \$57,000 reduction in expenditures is the result of salary vacancies and salary variances due to staff on LTDI.
- There was an under expenditure of \$233,000 for program spending related to Individual Funding. Individual funding expenditures, for those individuals served in previous years, has been lower than expected for the first nine months of the fiscal year. Due to Service Providers' shortage of staff, individuals being served are utilizing fewer units of service than budgeted.
- There was an over expenditure of \$298,000 for Contracted Services. Payments were made to Service Providers in November to provide for a salary increase to staff, plus to address the cost of living faced by agency staff in Fort McMurray.

- The overall intake at the end of December was 26 individuals, with 16 individuals leaving service, which results in a net growth of 10 individuals or 1.1 individual per month. This growth rate is lower than the rate of 2.5 new people per month the region typically expects.
- Of the intake of 26 new individuals, 23 people had services delivered at a cost of \$4,000 or less.
- Ten of the 26 new individuals entered into service when they turned 18.
- Twenty new individuals are receiving services through Individual Funding Agreements and 14 individuals have left Individual Funding Agreement services. The net uptake for Individual Funding Agreements is 6 people.
- Six new individuals are receiving services through contract, while 2 individuals have left service under contract funding. The net uptake for contract services is 4 people.

**#08-02-0295 MOTION: Caren Mueller moved that the Board accept this report as information.
Carried unanimously.**

1.4 Northeast Alberta Community Board Financial Report April 1, 2007 to January 31, 2008

- A summary of Financial Statements of the Northeast Alberta Community Board for PDD for the period ending January 31, 2008 was reviewed by the Board.
- The total recognized expenditures at the end of January 2008 for Northeast PDD were \$23,271,000 which reflects payments for conditional grants, human resource increases to agencies, and a living allowance in Fort McMurray.
- Based on recognized revenues of \$23,608,000 the Board had an under expenditure of \$337,000 after 10 months.
- There was a \$16,000 under expenditure for Board Governance, as administrative costs have been deferred.
- A \$70,000 reduction in expenditures is the result of salary vacancies and salary vacancies due to staff on LTDI.
- An additional \$32,000 under expenditure is from supplies or administrative initiatives that had been deferred.
- There was an under expenditure of \$325,000 for program spending related to Individual Funding. Individual funding expenditures, for those individuals served in previous years, has been lower than expected for the first nine months of the fiscal year. Due to Service Providers' shortage of staff, individuals being served are utilizing fewer unites of service than budgeted.

- There was an over expenditure of \$162,000 for contracted services. Payments were made to Service Providers in November to provide for a salary increase to staff, plus to address the cost of living faced by agency staff in Fort McMurray.
- At the end of January there was a \$56,000 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 two months of the fiscal year.
- Thirty-four new individuals entered into service and 18 left service as of January 31st, thus providing the region with a net uptake of 16 individuals.
- Fourteen of the 34 new individuals entered into service when they turned 18.
- The number of individuals no longer receiving service in the Region is 18. Some of the reasons for leaving service include moving out of the region, change in family circumstances, and becoming more independent.
- Twenty-six new individuals are receiving services through Individual Funding Agreements, and 16 individuals have left Individual Funding Service agreements. The net uptake for Individual Funding Agreements is 10 people.
- Eight new individuals are receiving services through contract, while 2 individuals have left service under contract funding. The net uptake for contract services is 6 people.
- The overall intake at the end of January was 34 individuals with 18 individuals leaving service, which results in a net growth of 16 individuals or 1.6 individuals per month. This growth rate is lower than the rate of 2.5 new people per month that the region typically expects.
- Of the intake of 34 new individuals, 30 people had services delivered at a cost of \$4,000 or less.

**#08-02-0296 MOTION: Kathryn Kozak Wiebe moved that the Board accept this report as information.
Carried unanimously.**

1.5 Northeast Alberta Community Board – 2009-2011 Business Plan Draft for Discussion and Approval

- The Northeast Alberta Community Board 2008-2011 Business Plan is being developed in keeping with an overall ministry wide process this year. Changes to the Community Board business plan framework reflect minor changes in the Ministry's Business Plan.
- A common vision has been agreed to by all community boards, and the three goals have been prescribed by the Ministry and are consistent with the goals contained in the 2007-2010 Business Plan.

- The Northeast Alberta Community Board reviewed a first draft at the regular January board meeting where comments, suggestions, and alterations were made to the plan. Following these suggested changes, the revised draft of the plan was given to PDD Program Branch for comments as well as review of format, etc.
- PDD Program Branch returned the plan with suggested comments and suggestions and these have been incorporated in the current draft 2.
- The Community Board business plans should be ready for presentation to the Deputy Minister by the end of March.
- The Board reviewed the draft and made minor changes.

#08-02-0297 MOTION: Treena Lane moved that the Board approve the Business Plan with the suggested changed. Carried unanimously.

1.6 Northeast Alberta Community Board (Evaluation Process)

- Each year the Board completes two assessments of itself and its operations and governance practices. The first assessment is a self assessment of the audit committee. Each audit committee independently is asked to complete a questionnaire which evaluates the audit committee to the Terms of Reference as well as providing some general audit committee evaluation (as per the Auditor General's suggested questions). The second part of this evaluation is what the Auditor General advises are the questions that an audit committee should ask itself.
- This assessment is to be completed by audit committee members only, and the deadline for a completed questionnaire is March 17, 2008. Results will be compiled and made available to the chair prior to the April Board meeting.
- The second assessment is also a self assessment of the board as a whole. This assessment is to be completed by each board member by March 17, 2008 and completed questionnaires are to be turned to the chair. Results will be compiled and made available to the chair prior to the April Board meeting.

#08-02-0298 MOTION: Robert Annett moved that the Board commit to use the long form version for the evaluation process for the Northeast Alberta Community Board. Carried unanimously.

1.7 2007 Corporate Employee Survey Results

- The provincial government completes an annual survey of government employees. The 2006/07 survey was completed in September and October 2007.
- PDD had a total of 640 responses, of which 97% were non management and 3 % management.
- The Northeast Community Board had 18 responses of which 93% were non management and 7% management.
- Key questions were summarized and given an index score, being an average of the results.
- The index score for the Northeast Community Board was 89%, which is up 9% from the previous year. The index score for PDD as a whole was 70%.

**#08-02-0299 MOTION: Denis Duchesneau moved that the Board accept this report as information.
Carried unanimously.**

2.1 Self Advocate Update

- Ten self-advocates from the Region attended the People First Conference and General Meeting in Calgary in February.
- Planning continues for the joint Northeast/Northwest Self-Advocate Conference tentatively scheduled for June, 2008.

**#08-02-0300 MOTION: Dr. Douglas Fleming moved that the Board accept this report as information.
Carried unanimously.**

2.2 Family Managed Services – Update

- As the Northeast Community Board for PDD moves forward with implementing the new contract template for Family Managed Services, a training package has been developed, including a PowerPoint presentation which outlines for families the legal clauses of the new agreement, including accountability requirements, as well as the invoicing and payment processes.
- Pilot training was provided to two families in St. Paul on February 12th, 2008. Feedback was received from participants regarding the material distributed and the new contract requirements. The Committee will continue to refine the training based on feedback, as well as channel feedback regarding the overall template to the Provincial Contract Implementation committee for consideration.

- Two training dates have been set for the Northeast Region. One session will be provided in Barrhead on April 14th and another in St. Paul on April 23rd.
- Once the training has been completed, Service Coordinators will begin working with families to discontinue the IFAs and sign off the new contracts with a target date of June 30, 2008.

**#08-02-0301 MOTION: Treena Lane moved that the Board accept this report as information.
Carried unanimously.**

G. Communication from Board Chair

- The Council of Co-Chairs met on January 22nd, 2008.
- The Chair of ACDS, Bob Greig, was in attendance.
- A working committee continues to develop the new funding allocation model.
- A risk management committee has been formed, and Glenn Hennig is on the Committee.
- The Council of Co-Chairs requested a report on the Pembina Hills Research Project.
- The next meeting of the Council of Co-Chairs is scheduled for March 4th, 2008.

H. Communication from CEO

- The North Central Governance meeting is scheduled for March 18th, 2008 in Westlock. Caren Mueller and Denis Duchesneau will be in attendance.
- The Alberta Council of Disability Services (ACDS) Conference is scheduled for April 30th, May 1st and 2nd. Dr. Douglas Fleming will be attending on behalf of the Northeast Alberta Community Board.
- The Northeast Alberta Community Board has accepted the resignation of Edward Rondeau. The Board has formally expressed its gratitude to Edward Rondeau for his commitment. Recruitment for a new Board member is in progress. Interviews are scheduled for April 1st, 2008.
- The Northern Alberta Development Council (NADC) Conference is scheduled for April 9th to 11th in Cold Lake. Treena Lane and Glenn Hennig will attend on behalf of the Northeast Alberta Community Board.
- The Audit Committee has a scheduled video conference meeting on March 7th. The Audit Committee is also scheduled to meet on March 28th, 2008.

I. In-Camera Session (Review Organizational Issues)

#08-02-0302 MOTION: Caren Mueller moved that the Board go In-Camera at 9:20 a.m. to discuss an organizational issue. Carried unanimously.

#08-02-0303 MOTION: Denis Duchesneau moved that the Board come out of Camera at 10:20 a.m. Carried unanimously.

J. Notice of Motion/Request for Information

K. Proposed Meeting Dates (Place & Community Invited)

March 16, 2008	in Edmonton (AACL)	No Delegations
April 26, 2008	in St. Paul	Whitecourt
No Scheduled Meeting	in May	
June 14, 2008	in Fort McMurray	Fort McMurray

L. Adjournment

#08-02-0304 MOTION: Caren Mueller moved that the Board adjourn at 3:45 p.m. Carried unanimously.

Glenn Hennig, Chair

Dale Drummond, CEO