

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

Monday, March 23rd, 2009

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

Timber Room, Westlock Inn

Westlock, Alberta

APPROVED MINUTES

Present:

Board Members: Glenn Hennig, Chair, Dr. Douglas Fleming, Vice-Chair, Sherry Young, Robert P.R. Annett, Maureen Kubinec, Treena Lane, Caren Mueller, Denis Duchesneau

Guests: Michael Mountford, JoAnna Wylie, Stacy Rinas, Tammy Woroschuk, Audrey McDonald, Donna Fleming

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

Regrets: Kathryn Kozak Wiebe

A. Glenn Hennig, Chair, called the meeting to order at 9:10 a.m., March 23rd, 2009.

A. Approval of Agenda

**#09-03-0407 MOTION: Maureen Kubinec moved that the Board approve the Agenda.
Carried unanimously.**

B. Approval of Minutes

**#09-03-0408 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

Caren Mueller, Vimy

- Athabasca Community Council
 - The February meeting was cancelled due to inclement weather.
 - The March meeting was held on March 17, 2009.
 - The meeting included snacks, and the agenda included time for games and door prizes. This was a new type of meeting approach. There were 16 people in attendance.
 - The next meeting is scheduled for April 21st, 2009.

Sherry Young, Elk Point

- St. Paul Community Council
 - The last meeting was held on February 17th, 2009.
 - Donna Desjardins from Family Voices attended the meeting and spoke about a teleconference scheduled for March 3rd regarding the new guardianship timelines. Barb Martini of the Office of the Public Guardian will be involved in the teleconference.
 - The new AISH area manager, Peter Edinga, attended the meeting and made a commitment to Community Council members to be at their meetings as often as possible in the future.
 - There was further discussion on the Registered Disability Savings Plan.
 - There were 31 people in attendance.
 - The next meeting is scheduled for March 24th and will be a supper meeting.

Denis Duchesneau, St. Paul

- Lac La Biche Community Council
 - The meeting scheduled for March 4th was cancelled due to inclement weather.

Dr. Douglas Fleming, Westlock

- Westlock Community Council
 - The last meeting was held on March 17th, 2009. There were 8 people in attendance.
 - Transportation and housing remain key topics of discussion.
 - It was suggested that the group invite Tammy Woroschuk from Westlock Town Council to speak at the next meeting, as she is also on the Transportation Council.
 - There are concerns with the date and time of meetings, as many individuals cannot attend at the currently scheduled times.

- Whitecourt Community Council
 - On March 18th there was an award presentation. The awards for the community of Whitecourt that were presented at the 10th Annual Conference were presented within the community. The Merit Award was presented to Loren Case. The Service Award was presented to Tenille's Kitchen. Some individuals with disabilities volunteer at the kitchen on Wednesdays. Due to community support, Tenille's Kitchen is moving into their own building on April 15th. It was rewarding to have the community present to recognize these awards.
 - The next Whitecourt Community Council meeting is scheduled for April 2nd.

- Westlock Affordable Housing
 - A community meeting was held on March 19th. There were 50 community members in attendance who met with a contractor and builder to discuss the project.
 - Applications for the housing project will be available on April 1st, with a deadline of April 30th. Information was circulated to the Board.

- Setting the Direction for Special Education
 - A consultation session was held in Edmonton on March 20th.
 - There were 180 participants from across Alberta.
 - The perception is that Alberta is moving toward one inclusive education system for all students.

Glenn Hennig, Vegreville

- Vegreville Community Council
- The last meeting was held on February 23rd.
- There were 4 people in attendance.
- The Premier was in attendance for the Vegreville Chamber of Commerce luncheon on February 23rd. Sponsors were obtained for 4 individuals who attended the event and had their photograph taken with the Premier.
- Helen Litwin of Northeast PDD is working with one individual who is on the planning committee for the Self Advocate Summit scheduled for Edmonton in the Fall.
- The group will be inviting a police officer to speak at their next meeting about risk, fraud and other dangers.

Robert Annett, Plamondon

- Fort McMurray Community Council
- There was no meeting held in Fort McMurray.
- Alberta Association for Community Living Conference
- The AACL Conference was held in Edmonton on March 20th and 21st.
- There were a lot of presentations on inclusive education and a Family Voices presentation.
- There was a panel discussion. Concerns were echoed that families need support in a lot of areas with regard to managing care.

Maureen Kubinec, Westlock

- Barrhead Community Council
- Maureen Kubinec was away in February and did not attend the February meeting.
- The group is averaging approximately 20 people per meeting.
- Scott Robins continues to be an integral part of Community Council.
- The group meets every Monday night for activity night, which is separate and apart from the regular monthly Community Council meeting.

F. Delegations/Presentations

Stacy Rinas, Aspen Health (Student)

- Stacy Rinas is a social work student with Aspen Health Region.
- She is currently studying distance education with the University of Victoria, and is currently in a practicum in the medical social work model.
- She enjoys supporting the advocacy of persons with developmental disabilities.

JoAnna Wylie – WJS Alberta

- JoAnna Wylie has been employed with WJS Alberta for almost 16 years.
- There is currently a staff shortage; applications are coming in but qualifications are not always met.
- The offices in Athabasca and Colinton are severely understaffed.
- WJS Alberta appreciates the support received from PDD in educating staff.
- WJS currently utilizes the HRDC website and the local college website as well as the local newspaper for recruitment purposes.

Tammy Woroschuk – Town of Westlock

- There is a current plan for downtown revitalization.
- The Northeast Community Board for PDD is welcome to attend the next planning meeting scheduled for May 5th, 2009.
- Community accessibility will be a topic of discussion at the next meeting.
- Transportation is an ongoing issue. Municipal grants are specific to seniors and persons with developmental disabilities, but they need to open this to other community members. The current set-up results in operating in a deficit.
- The transportation committee is made up of elected officials and not service users. Invitations have been extended to service agencies and providers to sit on the committee as non-voting members. Partnership with PDD or other entities would be ideal. The current system will undoubtedly only last approximately 3 years. The committee needs to discuss sustainability over the long term.
- There are concerns with the application for guardianship and trusteeship. The process needs to be improved upon.

Audrey McDonald – St. Mary's School

- Audrey MacDonald applauded the efforts of the Northeast Community Board for PDD and the direction of Alberta.
- There are struggles with how to best meet individual needs.
- An inclusive approach has been taken wherever possible.
- The funding framework is a struggle. Changes will undoubtedly be forthcoming from the “Setting the Direction” consultations held throughout the Province.
- The role of schools is to prepare students for transition into adult life.
- There are now more supports at the post-secondary level.

Donna Fleming – Westlock Independence Network (WIN)

- Westlock Independence Network is celebrating their 20th anniversary on April 24th, 2009. They have planned a dinner and dance. The guest speaker will be Don Schultz. The deadline for ticket purchase is April 17th, 2009.

G. Reports

1.1 Northeast Alberta Community Board Deferral Reports for February 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 – February 28, 2009, and a monthly reporting of individuals who leave service in the Region.
- There are currently 2 individuals from St. Paul in the intake process.
- 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 14 individuals, 3 from Vegreville, 5 from Fort McMurray, 4 from Barrhead, and 2 from St. Paul, who have had their applications approved but services are not currently available.
- 30 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), and 6 individuals passed away.
- Since January 4 individuals have left services in the region; 2 passed away, 1 transferred to brain injury services and 1 has moved out of the region.

- The overall intake at the end of February was 17 individuals, with 30 individuals leaving service, which results in a net growth of -13 individuals.
- Of the intake of 17 new individuals, 12 individuals had services delivered at a cost of \$4,000 per month or less.

#09-03-0409 MOTION: Dr. Douglas Fleming moved that the Board receive this report for information. Carried unanimously.

1.2 Northeast Alberta Community Board Financial Report April 1, 2008 to February 28, 2009

- A summary of the financial statements of the Northeast Alberta Community Board for PDD for the period ending February 28, 2009 was reviewed.
- The total expenditures for the first 11 months of the 2008-2009 fiscal year for Northeast PDD were \$27,540,000 (91.7% of the budget).
- Based on recognized revenues of \$27,214,000 there was an over expenditure of \$326,000 for the first 11 months.
- There was a \$26,000 under expenditure for Board Governance.
- There was a \$104,000 reduction in planned expenditures as a result of salary vacancies and salary vacancies due to staff on LTDI.
- There was a \$62,000 under expenditure for administrative services or supplies. These funds have been deferred for future expenditures in order to help with program expenditures.
- Expenditures for contracted services were \$313,000 more than expected for the first 11 months. Expenditures reflect transfers of additional individuals into contract from individual funding, plus the shift of individuals to Family Managed contracts.
- There was an estimated over expenditure of \$261,000 for Individual Funding.
- Actual expenditures for Community Capacity and Achieving Better Outcomes projects were \$56,000 less than estimated for the first 11 months of the year. Expenditures in this category have been deferred to later in the fiscal year.
- Funds recovered from Service Providers and suppliers from the 2008 fiscal year amounting to \$46,000 were recognized as a prior year surplus, decreasing the overall over expenditure for February month end to \$280,000.
- The Board expects to balance to the budget allocation for the 2008-2009 fiscal year by March 31st.

#09-03-0410 **MOTION: Robert Annett moved that the Board accept this report for information.
Carried unanimously.**

1.3 Northeast Alberta Community Board Audit Committee Report

- The audit process is ongoing. The regular financial audit will occur in April.
- Two requests have been submitted for audits in the Northeast Region; two smaller agencies will be audited, one early in the fiscal year and one later in the fiscal year.
- All agencies will be on the new contract process effective April 1st, 2009.

#09-03-0411 **MOTION: Caren Mueller moved that the Board accept this report for information.
Carried unanimously.**

1.4 Northeast Alberta Community Board 2009-2012 Business Plan – Draft 3 - For Discussion and Approval

- The Northeast Alberta Community Board 2009-2012 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.
- The three goals have been prescribed by the Ministry and are consistent. Specifically, the vision has been agreed to by all community boards, and with the goals contained in the 2008-2011 Business Plan. Some formatting adjustments have been made to the business plan so Community Board Business Plans more closely align with the Ministry and Government plans.
- The Community Board business plans should be ready for presentation to the Deputy Minister by the end of March.
- The only change from draft 1 is the inclusion of the Minister's 6 priorities.

#09-03-0412 **MOTION: Treena Lane moved that the Board approve draft 2 of the Northeast Alberta Community Board 2009-2012 Business Plan.
Carried unanimously.**

1.5 11th and 12th Annual Conference Report

- The 11th Annual Conference Committee held its first meeting on February 24, 2009 in St. Paul. Dale Drummond and Sharon Salomon represented the Northeast Alberta Community Board, Tim Bear and Betty Magdiak represented St. Paul Abilities Network, and Linda Boone, represented the Town of St. Paul FCSS.
- The purpose of the meeting was to discuss the roles and responsibilities of the conference committee. The committee has tentatively set the conference dates for September 25th and 26th, 2009 in St. Paul. The venue will be the St. Paul Recreation Centre, and the recommended theme will be “Capturing Community” and will be based on St. Paul’s 100th Anniversary.
- The next meeting is scheduled for March 19th where a whole host committee will be present, and the program committee will begin discussions to produce a detailed program by June 1st, 2009.
- A bid to host the 12th Annual Conference has been received from Whitecourt with assistance from Barrhead. They are looking at hosting the Conference in June of 2010.

**#09-03-0413 MOTION: Sherry Young moved that the Board accept the theme of “Capturing Community” for the 11th Annual Northeast Alberta Community Board for PDD Conference.
Carried unanimously.**

**#09-03-0414 MOTION: Caren Mueller moved that the Board award the 12th Annual Northeast Alberta Community Board for PDD Conference to Whitecourt, with the assistance of Barrhead Community Council.
Carried unanimously.**

1.6 Special Needs Education Update

- The second round of special education consultations were held by Alberta Education throughout the Province. The Northeast Alberta Community Board was represented at the consultations.
- Alberta Education has determined that there will no longer be a special education branch, but rather one inclusive system.

**#09-03-0415 MOTION: Denis Duchesneau moved that the Board accept this report for information.
Carried unanimously.**

1.7 Strengthening Families Committee Report

- As a follow-up to a session held at the 10th Annual Northeast Alberta Community Board for PDD Conference and also to move the Minister's priority of flexible supports to families forward, the Northeast Region has formed a working committee to assist with this process.
- The current committee consists of the following representatives: Jenni Enders and Angie Pinder, Children's Services; Karen Shanks, Children's Services – Child Welfare; Dale Drummond and Arlene Ehl of NE PDD; Karen Zalaski, NE PDD, and mother; Sherry Young, Board Member, NE PDD, and mother; Donna Desjardins, Family Voices, and mother; Camille Poulin, Aspen Health; Virginia Brietzke, Family Member. Alberta Employment is also involved.
- This committee has met on two occasions. On January 12th, 2009 the committee met via teleconference and discussed the role of the committee and PDD Flexible Funding proposal. The committee held a second meeting on February 19th, 2009 to further develop a terms of reference for the committee and to develop an action plan. The action plan is in the writing phase and once completed it will be shared with the Northeast Community Board.
- The main focus of this group is to ensure that families have the resources and support they need to care for their sons or daughters. This is likely to be achieved through the establishment of a family network and through the development of a resource centre.

#09-03-0416 MOTION: Robert Annett moved that the Board accept this report for information purposes. Carried unanimously.

1.8 Northeast Workforce Council Report

- As part of the 2008/09 Budget Allocation for Human Resources and Retention, the Northeast Alberta Community Board was to provide up to \$120,000 to the Northeast Workforce Council for academic training and upgrading.

- The Workforce Council is reporting the following:
 - Foundations Training (on site delivery) 84 Students

- Foundations Training (on line delivery) 18 Students
- MacEwan Disability Studies West – 31
East – 26
- Benchmarks Job Descriptions
- Administration of Funds
- Alberta Council of Disability Services has developed standardized criteria for employees in the field. Standardized job descriptions have been developed for some levels of service.

#09-03-0417 MOTION: Dr. Douglas Fleming moved that the Board recognize Grant MacEwan College for their efforts to provide delivery services to remote communities by nominating Grant MacEwan College for the Growth Alberta Award. Carried unanimously.

#09-03-0418 MOTION: Robert Annett moved that the Board accept this report as information. Carried unanimously.

2.1 Self Advocate Update

- Posters are out and information has been distributed regarding the Self-Advocate Conference scheduled for Edmonton on October 2nd, 3rd and 4th, 2009.
- There are self advocates from the Northeast region that are on the planning committee.
- A call for speakers was sent out.
- The Northeast Alberta Community Board is supporting a delegation to attend this event.
- Helen Litwin and Illie Drozd, Service Coordinators with the Northeast Alberta Community Board for PDD, will be taking on self advocate coordinator roles on behalf of Irene Shelp, who will be carrying out other duties within the Region on behalf of Arlene Ehl, who is currently on secondment with the PDD Program Branch.

#09-03-0419 MOTION: Robert Annett moved that the Board accept this report as information. Carried unanimously.

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.
- 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 Community Board at this event.
- The Northern Alberta Development Council is hosting their annual conference April 22nd – 24th in Cold Lake. It was decided that Robert Annett will represent the Northeast Community Board at this event.
- Sherry Young, Caren Mueller, Maureen Kubinec and Dr. Douglas Fleming will represent the Northeast Community Board at the WIN anniversary celebration being held in Westlock.

#09-03-0420 MOTION: Dr. Douglas Fleming moved that the Board go In-Camera at 9:10 a.m. to discuss an organizational issue. Carried unanimously.

#09-03-0421 MOTION: Maureen Kubinec 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)

April 18 th , 2009	in St. Paul	Invited Community – Cold Lake
June 20 th , 2009	in St. Paul	Invited Community – St. Paul

L. Adjournment

**09-03-0422 MOTION: Denis Duchesneau moved that the Board adjourn at 2:25 p.m.
Carried unanimously.**

Glenn Hennig, Chair

Dale Drummond, CEO