

Meeting: Open Meeting
Location: Culver Meeting Room - Main Floor City Hall, Lethbridge
Date: October 23, 2008
Recorder: Leah Bruder

In Attendance:

PDD Board: Lorne Abells (Chair); Henry Heinen; Jo-Lee Godfrey; Joy Lawson; Leo VandenHeuvel;
Tom Hopkins; Sandy Annis; Sharon Rowntree; Syl Bellefeuille;
PDD Staff: Leigh Bremner; Heather Ries;
Regrets:
Community Partners: Krista Staples, Chris Rowley SRSAN, Heather Wiebe SAIPA, Judy Coe SAIPA, Dave Lawson LACL, Geoff Meyering,

1. Call to order

The Chair called the meeting to order at 11:13 a.m.

2. Welcome and Introductions

The Chair welcomed the guests and introductions were made.

3. What is happening outside the PDD Boardroom?

3.1. Southern Alberta Individualized Planning Association (SAIPA) Judy Coe and Heather Wiebe

SAIPA was incorporated on January 6, 1986. SAIPA is a Not-for-Profit, charitable organization governed by a volunteer Board of Directors and current has 2 staff. Their mandate is to respond to requests for help from: any person with a developmental disability over the age of 18; any member of the personal network and/or any community advocate or community organization. SAIPA envisions a community where individuals with developmental disabilities:

- have equal opportunity in attaining the quality of life they deserve;
- Are fully participating members of their community;
- Can receive assistance where it is needed ;
- Are encouraged to plan and dream;
- Where community members have access to information and resources.

SAIPA mission is to assist individuals with developmental disabilities to grow as valued and participating members of their community. Their objectives are:

- To provide and facilitate supports to persons with developmental disabilities and their support networks while assisting them to grow as valued and participating members of their community.
- To provide educational opportunities and workshops to persons with developmental disabilities and their support networks

- To assist persons with developmental disabilities to advocate on their own behalf.

Services provided by SAIPA include:

- Training
- Advocacy Support:: Staff support and South Region Self Advocacy Network
- Planning: SAIPA is developing a process for conducting persons centered planning
- Individual Rights Training Materials: through surveys and discussions with Service Providers, Families and Guardians and Self Advocates it was determined there was a need for standardized training materials around Individual Rights. A DVD was developed as well as a video clip for the website was developed. SAIPA is still working on the website clip and will forward it to PDD and will upload it to the SAIPA website (www.saipa.info) All of the South Region Service Providers will receive copies of the DVD. SAIPA thanked PDD South for the financial support to produce the DVD.
- SRSAN SAIPA also provides assistance and support to the South Region Self Advocacy Network (SRSAN). SRSAN has been in existence for 7 years and is gaining new and additional members. SRSAN's goal over the next year is to double their membership.

The Chair thanked Judy and Heather for the presentation. The CEO requested additional copies of the DVD to be forwarded to PDD. The DVD will be utilized in the orientation for new family members as well as shared with PDD Provincial and the Ministry. The Chair requested the PDD Administration send a copy of the DVD to each of Regional Community Boards courtesy of PDD South.

The meeting broke for lunch at 12:00 p.m.

The meeting was reconvened at 12:33 p.m.

3.2. More Than the Label Collette Acheson

Ms. Acheson has been a self-employed business person for much of her professional career and has achieved success as an award-winning sales professional, management consultant, writer and business coach. In 2008, she has launched a program known as More Than the Label (www.morethanthelabel.com) in collaboration with PDD South and through that program is responsible for coordinating a variety of self-employment services to adults with developmental disabilities. The funding for this program was through the Achieving Better Outcomes Initiative. Collette and the More Than the Label business initiative was nominated for Chamber of Commerce Business of the Year Award. Through this self employment mentoring program, individuals with disabilities in southern Alberta can participate in developing self-directed business activities based on their talents, interests, and capabilities, and then work with us to bring that concept into reality. This program is designed to support adults who are interested in developing a sustainable model for self-employment which could:

- satisfy their career goals
- create employment opportunities that might not otherwise be available
- maximize personal potential
- fill a need or niche in the community

Legend: MSC = Motion, Seconded, Carried
MOTION = Blue
TASK = Red

- generate income
 - create meaningful social interactions
-
- 20 individuals came forward, not all qualified, and of those that were eligible some determined starting a business was not feasible at this time. There are currently 7 individuals in the program, for more information about the products and services available go to www.morethanthelabel.com .

The chaired thanked Colette for her presentation and congratulated Geoff and Chris on their business initiatives.

4. Review and Approval of Agenda

MOTION 08-110: That the agenda be approved

MSC Jo-Lee Godfrey, Leo VandenHeuvel

5. Review and Approval of the Minutes of September 25, 2008

MOTION 08-111: That the minutes of September 25, 2008 In-Camera meeting be approved

MSC Tom Hopkins, Sharon Rowntree

MOTION 08-112: That the minutes of September 25, 2008 open meeting be approved

MSC Henry Heinen, Leo VandenHeuvel

6. What is PDD doing in the South Region and across the Province

6.1. Chairperson's Report

Visit from Central Region Board Members

PDD South Board gave a presentation at the Governance Forum on how the PDD South Board Governance Model works. As a result of the presentation the Chair from Central Region requested an opportunity to attend a South Region Board meeting to learn more about the South's Governance Model. Greg Weadick, MLA and Ruth Hofer, CEO PDD Provincial Branch have also been invited to attend the November 27th meeting.

Governance Forum

The Chair identified the following as highlights of the Governance Forum:

- The opportunity to network with the Boards from other regions;
- The Audit and Risk Management Session and
- The innovative practices and governance best practices session.

Relationship Development

The Board would like to enhance the relationship with the Service Provider Council and to that end would like to extend an invitation to the Service Provider Council from the board to meet to present information on the Role of the PDD Board.

MOTION 08-113: That the Chair extends an invitation to Service Provider Council to present on the goals and role of the PDD South Region Board.
MSC Leo VandenHeuvel, Sandy Annis

Minister Jablonsky

The Minister went on a tour of agencies and similar government bodies in Ontario and the United States. The purpose of the tour was to develop a better understanding the field and to research best practices. The Council of Chairs is meeting with the Minister on November 12th.

Board Goals

The Chair requested suggestions as to how the Board can engage the Community Partners and Stakeholders in the Board Business Planning Process. The Chair will meet with the Task Force on Community Engagement to develop strategies based on the input provided.

6.2. CEO Report circulated at the meeting

Participated in the Governance Forum

The CEO appreciated the opportunity to participate in the Governance Forum. The Board's presentation on the South Region Governance Model created significant interest in how PDD South does business.

Strategic Human Resources Management Course

The CEO attended a course on Strategic Human Resources. The course provided insights into how others are addressing the Human Resources crisis in the province.

New Contract Template and Information Session

A copy of the contracting context paper (included in package) on the New Contract Template was circulated to the PDD South Service Providers. The Service Providers have been invited to attend to an information session scheduled for October 28th to review the new contract template.

Joint Meeting with AISH

PDD attended a joint meeting with AISH. The purpose of the meeting was to create a shared understanding between the two departments and to further open the lines of communications. A working committee has been established, the purpose of the committee is to develop protocols to improve PDD's and AISH's abilities to serve individuals and families.

6.3. Liaison and Community Engagement Committee

At the last meeting the Board approved the Terms of Reference for Liaison and Community Engagement Committees. Sharon Rowntree will chair the East Liaison and Community Engagement Committee which includes everything East of Taber. Lorne Abells will chair the West Liaison & Community Engagement Committee which includes Taber west. The Chair requested the following individuals be appointed to the committees:

East:

- Dee Wager
- Leigh Bremner, PDD
- Wayne Vossler, Service Sector
- Sandy Morritz Member at Large
- A self Advocate

West:

- Barbara Nish
- Leigh Bremner, PDD
- Cheryl Hunter Member at Large
- Paige McCann Sauter
- Ray Remington
- David Lawson, LACL

MOTION 08-114: That the board approve the appointments to the Liaison and Community Engagement Committees as outlined above.
MSC Sharon Rowntree, Sandy Annis

The Chair requested that Anne Kish also be appointed to the West Liaison & Community Engagement Committee as a member at large.

MOTION 08-115: that the board approve the Anne Kish's appointment to the West Liaison and Community Engagement Committee
MSC Sharon Rowntree, Sandy Annis

The Liaison & Committee Engagement Committees will participate in a joint facilitated session to identify roles and next steps.

6.4. Committee Reports

Executive Committee

The Executive Committee has not met since the September board meeting.

Audit Committee

The Audit Committee attended a training and development session at the Governance Forum in Edmonton. The presenter was from Queens University and shared information on best practices in Auditing, process and monitoring as well as Risk Management. The session helped clarify the roles and responsibilities of PDD staff and Board Members. An Entry Conference meeting with CEO, the Chair and Audit Committee will be scheduled in December. The next Audit Committee meeting is scheduled for November 27th at 9:45 a.m.

The Audit Committee Chair reviewed the Auditor General Report. One page of the report addressed the Ministry of Seniors and Community Supports. PDD Staff should be commended for their efforts to comply with provincial standards.

Policy Review Committee

The revised Regional Policies and Guidelines were presented for approval. These policies and guidelines are supplemental to the Ministry's Core Governance Policies. Upon Board approval the Regional Policies will be forwarded to the Deputy Minister for final approval.

MOTION 08-116: that the Regional Policies and Guidelines be forwarded to the Ministry for final approval.

MSC Henry Heinen, Leo VandenHeuvel.

Task Force on Community Engagement

The Wheel of Life project has produced significant information regarding the wants and needs of the participants (Self Advocates, Families and Guardians, Service Provider Staff, Executive Directors and PDD Staff). Given the format the information was collected there is an opportunity for further analysis of the results for additional themes and trends. A final report is being generated and will be circulated once a feedback mechanism has been established.

TASK: Establish a feedback mechanism for reporting the results of the Wheel of Life Project.

ACTION: Tom

Communications Committee

Cheryl Dick, CEO of Economic Development Lethbridge, is resigning from the Committee. The Committee Chair requests she be formally thanked for all of her hard work and assistance to the committee.

TASK: Invite Cheryl Dick to the next Board meeting to be thanked for her service on and contributions to the Communications Committee.

ACTION: Lorne Abells

Cheryl Hunter, Corporate Communications Coordinator with the City of Lethbridge has joined the committee and will assist with the development of the Request for Proposal for a Communication Plan. The Request for Proposals is in the final edit stage and the Committee Chair and CEO will provide final approval. The development of the Communication Plan was approved in the 2008-2011 Business Plan and has had funds allocated for the project in the Budget.

6.5. Finance Report: Monthly Finance Report – Heather Ries, Finance Manager

The Province has changed their reporting requirements as such there may be changes to the report presented to the board. The Finance Manager will be meeting with Audit Committee to identify what information the board would like to receive in the Monthly Financial Report.

The cumulative caseload for PDD South is 1104 individuals. PDD current has a \$250,000 deficit. PDD South is currently expending \$250,000 for new individuals with no increase in funding to cover the costs. PDD has also dedicated \$500,000 to individuals with changing needs with no increase in funding to offset the costs. All of the new funding allocated to PDD South was targeted to recruitment and retention. PDD South did not receive any new funds to cover increasing capacity. The Administration estimates there is 20 new

individuals eligible for PDD funding; 9 individuals transitioning from youth services to PDD; and an additional 9 youth will be transitioning to PDD within the next 3 months.

PDD is not allowed to operate in a deficit. The Administration Team is implementing a number of strategies designed to assist with balancing the budget:

- All agencies are moving to the new contract template. The new template is based on actual costs rather than advances.
- The Funding Committee is tasked with reviewing all requests very carefully.
- The Contract team is reviewing the contracts to ensure the funding is being utilized as efficiently as possible.

TASK: Develop a summary report for the Audit Committee outlining the current financial situation and strategies for mitigating the deficit.

ACTION: Heather

6.6. Board Member Reports

Jo-lee Godfrey: The Governance Forum was an excellent networking opportunity. The SRSAN Conference and Gala was a very informative and fun event.

Joy Lawson: Joy realized at the Governance Forum just how different the South Board is compared to the other 6 regions. Joy attended a play and concert put on by the Schizophrenia Society as part of their Awareness Campaign. All of the actors and participants were Self Advocates.

Sandy Annis: The Governance Forum provided an opportunity to share best practices throughout the province.

Syl Bellefeuille: Syl circulated the REDI Annual Report for information.

Leo VandenHeuvel: Leo stated it was much easier to network with the other board members at the Governance Forum as a returning board member than it was being a new member.

Sharon Rowntree: Sharon attended the Family Voices meeting and heard a presentation from Barbara Nish on the Navigator project. Sharon is Chairing Norm McLeod Community Inclusion Awards Selection Committee and will be attending the awards dinner on November 4th in Edmonton. .

Henry Heinen: Enjoyed the Audit and Risk Management presenter from Queens University.

7. What are our partners doing?

7.1. Family Voices

The Lethbridge Association for Community Living (LACL) Board has agreed that LACL Staff would be ideal staff to support individuals and families through the Provincial Appeal Secretariat process. LACL requested the Appeal Secretariat forward any information about the process so assist they can support individuals through their appeal.

7.2. Lethbridge Association for Community Living (LACL)

LACL held the 7th Annual Self Region Self Advocacy Network (SRSAN) conference, Gala and parent conference on October 17th and 18th. Dee Wagner presented on Family Managed Care. LACL is starting a partnership with schools who are interested in developing networks of supports for individuals with disabilities in schools. The networks have been well received by all stakeholders involved. The supports include peers, support staff, and faculty. The goal is for the relationships to continue on after high school.

7.3. South Region Self Advocacy Network

72 Self Advocates attended the SRSAN Conference and 60 attended the Gala. The Conference Theme was "Who You Are Makes a Difference". The next SRSAN meeting is scheduled for November 5th at noon at the Library in the Theatre Gallery. The meeting will include the annual elections as well as goal setting. SRSAN extended a standing invitation to PDD Board members to attend their meetings.

7.4. Southern Alberta Individualized Planning Association (SAIPA)

SAIPA has been making updates to their website (www.saipa.info).

7.5. Southern Alberta Disability Action Team (SADAT)

SADAT has not met since May. SADAT is planning a facilitated session to assist with direction and goal setting.

7.6. Service Provider Council

The Service Provider Council has undergone significant change this past year. The Council held a retreat in 2007 and developed 6 leadership teams along with 2 standing committees to assist with the implementation of their goals. The Council held a retreat in 2008 with 44-45 participants in attendances. The Service Provider Council values the relationship with PDD and appreciates being included on the agenda. The Service Provider Council has a website (www.southerserviceprovidercouncil.com) and produced a Newsletter which outlines the Council structure and the relationship with PDD.

7.7. South Region Board Chairs Council

The South Regional Board Chairs Council has no report at this time. The Council Chair indicated to the PDD South Board Chair that they have had difficulty getting quorum at their meetings.

The PDD South Board Chair indicated he may call upon the PDD South partners to provide a brief overview of their mandate as well as what they value about their attendance at the PDD board meetings at the next meeting.

8. What is happening in our communities

8.1. New Contract Template Information Session

For information

8.2. Regional Governance Council Symposium on November 14th.

The PDD Board representatives attending the symposium reviewed the history of the Forum in preparing for symposium.

9. Correspondence

9.1. Lethbridge Herald Letter to the Editor

9.2. Norm McLeod Community Inclusion Awards

10. Next meeting

The next meeting is scheduled for November 27th, the location to be determined.

MOTION: that the meeting be adjourned at 2:30 p.m.

MC Jo-Lee Godfrey

Date of Approval

Lorne Abells, Board Chair

Leah Bruder, Recorder