

**Meeting:** Open Meeting  
**Location:** Heritage Inn & Convention, Brooks, AB.  
**Date:** September 25, 2008  
**Recorder:** Leah Bruder

### In Attendance:

**PDD Board:** Henry Heinen; Jo-Lee Godfrey; Joy Lawson; Lorne Abells (Chair); Sandy Annis; Sharon Rowntree; Syl Bellefeuille; Tom Hopkins;  
**PDD Staff:** Leigh Bremner;  
**Regrets:** Leo VandenHeuvel;  
**Community Partners:** Lorraine Heron (Strathmore-Brooks Constituency) Lisa Douglass (B.S.P.D.) Tammy Hodder (B.S.P.D.) Jamie Finlay (B.S.P.D.) Kimberley Sharkey (City of Brooks), Cindy Allarie (B.S.P.D./NCAG Brooks), Denea Parker (B.S.P.D./NCAG Brooks), Pat Whyte (NCAG Brooks), Chris Rowley (SRSAN), Tinaya Kunz ( LACL Practicum Student, Lethbridge College) Dave Lawson (Lethbridge Association for Community Living) Danielle Hanna (Family Voices South); Collette Acheson,

### 1. CALL TO ORDER:

Meeting was called to order at 11:22 a.m. by Chair Lorne Abells

### 2. WELCOME AND INTRODUCTIONS

The chair welcomed everyone and requested attendee's permission to take pictures throughout the meeting. The pictures will be utilized in a presentation for the Governance Forum in Edmonton. The Chair provided a brief history and overview of the PDD South Profile (copy circulated to all attendees)

### 3. REVIEW AND APPROVAL OF AGENDA

**MOTION 08-102:** That the agenda be approved with the following amendments:

- add Communication Report to item 6d.

**MSC Jo-Lee Godfrey, Sharon Rowntree**

### 4. WHAT IS HAPPENING OUTSIDE OF THE PDD BOARDROOM?

*Presentation by PAT Whyte, Executive Director and Staff from Brooks Services for Persons with Disabilities (BSPD).* (copy of presentation available upon request)

Pat provided an update from BSPD:

- Recently passed their CET.
- Held a two day strategic planning session that included a review of their mission and vision, conducted a detailed SWOT analysis and developed a detailed Strategic Plan.
- 2008-9 main focus is training for the staff and creating a welcoming environment for everyone entering the building. Office renovations: completed the elevator installation and awaiting for final inspection. Paved the parking lot this year and are currently painting the building.
- Developed a new partnership with Alberta Parks to provide clean up and recycling services. The plan is to expand partnership over the next few years.
- 3 clients moved into independent living.
- Recently celebrated some long term working independently placements: one individual has been working in a classroom for 10 years; two individuals are working for Safeway, one celebrated his/her 7 year anniversary. One individual has a flourishing internet sales business (creates Crafts and Art Work and sells on EBay)

- BSPD is in the planning stages of one of their Halloween fundraisers. A large portion of the office building is turned in to a haunted house. The staff and volunteers dress up and operate it as well as participate as actors. In previous years the fundraiser has raised approximately \$2000 at \$2 per trip. The haunted house is scheduled for October 29<sup>th</sup> and 30<sup>th</sup> this year.
- Challenges: Staffing, turnover, and wages.

Lorne thanked the BSPD Staff for the update and the presentation. The chair resumed the meeting at 12:34 p.m.

## 5. REVIEW AND APPROVAL OF MINUTES

**MOTION 08-103:** That the minutes of June 26, 2008 be approved as amended  
MSC Sandy Annis, Henry Heinen

## 6. WHAT IS PDD DOING IN THE SOUTH REGION AND ACROSS THE PROVINCE?

### 6.1. Chairpersons Report

#### Council of Chairs

The Council of Chairs met July 9<sup>th</sup> and again on August 18<sup>th</sup> by telephone conference to review the funding allocation model. The Council of Chairs approved the proposed model, submitted it to the Minister and is awaiting the Minister's response.

#### SASH AGM in Magrath

Lorne was impressed and overwhelmed by this grass roots organization. SASH was celebrating the 25<sup>th</sup> anniversary. The original board members spoke to what life was like when they established the board. The SASH Board complimented the PPD Board on the good job we are doing. PDD Office received a Thank You note from the SASH Board for the 5% increase and the continuing commitment to work together.

#### City Council

On August 18<sup>th</sup>, the City Administration presented a report on what the City is currently doing to promote inclusion. Mayor Tarleck passed a resolution to review the City's hiring policies. A letter was sent to City Council thanking them for their review of this matter.

#### Governance Council

Lea Switzer and Lorne Abells were the co-chairs of the Governance Council. Lea has stepped down and Heather Caldwell is the new Co-Chair. As such, Lorne requested Henry, Sharon, Tom join him in attending the symposium. The goal is to have 20 to 30 people in attendance. The planning committee would like to have more than the assigned representatives as there has been difficulty getting consistent representation. The purpose of the Symposium is to develop an action plan as well as to review the Governance Council membership. The reason the Governance Council is so important is that it allows networking, lobbying and advocacy at the governance level with community stakeholders. Greg Weadick attended the last Governance Council meeting and indicated that he is the designated representative for Health. The Minister of Education approved a \$5000 grant for the symposium. Other partners are contributing funds as well. The Governance Council is planning a symposium for Friday November 14<sup>th</sup>. Given the current PDD Board budget it may not be feasible for all of the PDD Board members to attend.

**TASK:** PDD Board representatives meet to review the evolution of the Governance Council prior to attending the symposium.

**ACTION:** Henry, Lorne, Tom & Sharon

Board Committee List

Lorne presented the following committee list for approval.

<b>PDD South Alberta Community Board Committee List</b>	Henry Heinen	Jo-Lee Godfrey	Joy Lawson	Leo VandenHeuvel	Lorne Abells	Sandy Annis	Sharon Rowntree	Syl Bellefeuille	Tom Hopkins	Leigh Bremner	Leah Bruder
Audit Committee											
Communications Committee											
<b>Liaison and Community Governance Committees</b>											
Medicine Hat											
Lethbridge											
Executive Committee											
Board Evaluation Committee											
CEO Evaluation Committee											
Risk Assessment Committee											
Policy & Procedure Committee											
Task Force on Engagement Committee											
Southern Alberta Disability Action Team											
SRSAN											
Family Voices											
Governance Council											
Sharon Rowntree Award Committee											

Committee Chair   
 Committee Member

Cheryl Hunter, Corporate Communications Coordinator, City of Lethbridge has agreed to assist with the Communications Committee and the Liaison and Community Engagement Committees.

**MOTION 08-104: that the Board Committee List be approved as presented.**  
**MSC Joy Lawson, Sandy Annis**

Attendance at the CORE AGM  
 Lorne requested the board ratify Syl's attendance at the CORE AGM in Medicine Hat

**MOTION 08-105: that Syl attend the CORE AGM in Medicine Hat on the Boards behalf.**  
**MSC Henry Heinen, Tom Hopkins**

**6.2. CEO's Report**

The Report was circulated. The following items were highlighted: Some funding is becoming available to provide supports for Adults with FASD and PDD has asked to provide input on the planning for the supports. The PDD Staff have been very busy trying to get the contracts done and implemented.

Achieving Better Outcomes (Collette Acheson)

The intention of the program is to assist PDD to identify self-employment opportunities. Collette has requested an opportunity to report to the board at the next board meeting.

**TASK add Collette to the October Agenda**

**Action: Leah**

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

#### Special Education Program Review

The Department of Education is conducting a review of special education programs. This may be an opportunity for PDD to provide insights and shared learnings to the review committee.

#### Annual Report

The annual report submitted to PDD Provincial was too long and a condensed version will be included in the provincial annual report. Copies of all of the reports are available upon request.

#### Gaps/Collaboration Report

The report was submitted to the ADM based on a request by the Deputy Minister. It is assumed it will be compiled and presented to the Council of Chairs to identify the work that can be done cross ministries.

**TASK: Refer the Gaps report to the Liaison and Community Engagement Committees for further consideration.**

**ACTION: Liaison & Community Engagement Committees**

#### Appeal

CEO had the first appeal. The panel is a provincial, three person panel, the chair is Dale Johnson, and the Minister appoints the panel members. The process is different than the pre 2006 approach. It is very formal. There are three other appeals coming forward. In speaking with the individual appealing the decision, it was identified that the representatives did not understand the process nor did the appellant.

Is it possible to have the Chair request the secretariat advise the appellant of the process prior to the appeal hearing? The Board asked if it was reasonable to ensure there is someone supporting the appellant through the process and to ensure they are educated and aware of the process.

#### Key Connections

PDD has a contracted Key Connections on a Fee for Service to consult on supporting an individual with complex needs.

### **6.3. Liaison and Community Engagement Committee**

The Liaison and Community Engagement Committee is an advisory committee to the board. In the past representatives from Medicine Hat were invited to attend the meetings and in reality most of the issues were Lethbridge specific. The suggestion is that two committees be formed one in Lethbridge and a second in Medicine Hat. The committees would meet every other month. This gives recognition to the eastern part of the region and accepts the needs in the two halves of the region may be different. This will allow the board to appoint others to the committee. The two regions would be Taber west to the BC border and East of Taber to the Saskatchewan Border. One suggestion is the division follow the CFSA Boundaries. The announcement of the new committees will be made once the committees have been established and membership is announced. The board will consult with Leigh as to who would be a good advisor and would add value to the committee's representation. The plan is to have the committees established by November, December at the latest. Tom has agreed to facilitate a session for all members to provide a historical overview and establish future direction.

**MOTION 08-106: That the Terms of Reference for the Liaison and Community Governance Committee be accepted as amended.**

**MSC Sharon Rowntree, Joy Lawson**

**TASK: Develop a list of suggested representatives to be approved at the next meeting**

**ACTION: Lorne & Sharon**

**TASK: Coordinate and conduct a Facilitated session for the members to establish future direction.**

**ACTION: Leah & Tom**

#### **6.4. Committee Reports**

##### Executive Committee

No report at this time.

##### Audit Committee

The Audit committee will be attending an all day training session in Edmonton to share common practices and innovations on new ways to ensure accountability, risk management approaches and assist boards to identify and ask the hard questions.

##### Policy Review Committee

The regional policy manual will be included for approval in the October meeting. Once approved by the board it has to be submitted to the Ministry for Approval.

##### Board Evaluation Committee

No report at this time.

##### Risk Assessment Committee

The Committee will be put on hold until they receive further direction from the Branch and Ministry.

##### Dispute Resolution Committee

The Dispute Resolution Committee has not been active. The original intent was to develop Terms of Reference and to develop a panel to hear disputes in the south. The Terms of Reference state the Dispute Resolution Panel can be convened by the Chair and/or the recommendation of the CEO with approval of the Chair. Suggest the committee be disbanded but the board members be prepared to participate on the panel at the call of the chair.

**MOTION 08-107: that the Dispute Resolution Committee be dissolved.**

**MSD Jo-Lee Godfrey, Sharon Rowntree**

##### CEO Evaluation Committee

The evaluation committee will need to complete the CEO evaluation by March 2009.

##### Task Force on Community Engagement

The information has been compiled and was utilized during the planning retreat. The draft report was circulated and feedback is to be provided within two weeks. The Board will review the SMART Plans and assign the plans to the appropriate committees at the October Board Meeting.

##### Communications Committee

The Communications Committee was made into a standing committee and has met a couple of times. The committee has invited Cheryl Hunter, Corporate Communications Coordinator, City of Lethbridge, to the next meeting on October the 10<sup>th</sup>. The group is asking the board to approve the Terms of Reference. The committee will be meeting to develop a Request for Proposal template for a consultant for the development of the communication plan. The Communications Committee would be responsible for the RFP, establishing, implementing and maintaining the Plan. Any funds will be approved by the board

**MOTION 08-108: that the Terms of Reference be approved as amended**

**MSC Syl Bellefeuille, Henry Heinen**

Committees are asked to provide verbal reports for the board meetings. However, copies of the committee meeting minutes need to be forwarded to the CEO for the permanent records as required by auditors.

**6.5. Finance Report** (circulated at the meeting)

The budget has been confirmed at \$61,169,000 for 2008-09. Leigh provided an overview of the budget. It is the 5 month mark and PDD South is operating with a deficit and unless the deficit is managed at this point it could create an even greater problem for the board. The region is active with new individuals accessing services as well as trying to address changing needs. 26 individuals have gone through the eligibility process and have been accepted, 36 individuals are in the process of having eligibility determined. Individuals on average receive \$10,000 per month. The region approved \$24,000 of services for the month of October. Other ministries are referring individuals who are not PDD eligible to PDD. PDD South is supporting 1,104 individuals at an average rate of \$51,000 per month. The rate will increase because of the number of individuals with changing needs and complex needs with limited community resources. A PDD Regional Staff Meeting has been scheduled to discuss the deficit and strategies/options for addressing it.

**6.6. Board Member Reports**

Henry Heinen: attended the Lethbridge Family Services AGM on September 15<sup>th</sup> at the Galt Museum (notes were circulated to the board members). On September 10<sup>th</sup>, he spent the day in Blairmore at the SRSAN meeting and reported on behalf of the board. He also met with the Minister during her tour and attended the two day Strategic Planning session.

Jo-Lee Godfrey: registered to attend the SRSAN conference and Gala in Medicine Hat on October 17 and 18<sup>th</sup>.

Joy Lawson: the highlight of the summer for her was the wonderful board retreat. The board achieved a great deal as indicated in the report. The informal interactions, fun and team building was invaluable.

Sandy Annis: will be setting up the final meeting for the Sharon Rowntree award.

Sharon Rowntree: attended the Rehabilitation Societies 55<sup>th</sup> anniversary celebration and AGM. The celebrations included dinner and dance with a live band. There were approximately 150 in attendance. She was asked to chair the selection committee for the Norm McLeod awards. The awards are scheduled for November 4<sup>th</sup> in Edmonton.

**MOTION 08-109: that Sharon Rowntree attend the Norm McLeod Awards as the board representative.**

**MSC Henry Heinen, Sandy Annis**

Syl Bellefeuille: circulated the Core Association Annual report. The Annual Report identifies a \$65,000 deficit for the year ending June 30<sup>th</sup>. PDD Staff may want to note the financial position of agencies based as per their Annual Reports.

Tom Hopkins: thanked Jo-lee, Joy and Leigh for assisting with the retreat planning. The session evaluation was presented and the board was very pleased with the experience. Tom requested the chair send a letter to the Facilitators complimenting them for the job well done.

Lorne Abells: attend the Rehabilitation Society's 55<sup>th</sup> anniversary and it was a delight.

**7. WHAT ARE OUR PARTNERS DOING?**

**7.1. Family Voices/Lethbridge Association for Community Living (LACL)**

Family Voices

Danielle Hanna has been hired as a Community Advocate with LACL. Tina Fowler will focus on the Medicine Hat region and Danielle will focus on Lethbridge. The committee has decided to look for two new co-chairs; Danielle will continue to act as co-chair until replacements are found. The ideal chairs would be a family member with an adult child and one family member with a youth child. This

would provide a balance. The goal is to revitalize Committee 20/20. The Lethbridge Family Voices Committee will continue to meet on the last Thursday of each month at 7 p.m. in the LACL Board Office – childcare will be provided. Medicine Hat meets the last Tuesday of every month.

#### LACL

Danielle Hanna and Tina Fowler are sharing the position of Community Advocate. LACL is hosting a Parent and Guardian Forum on October 18<sup>th</sup> in conjunction with Community Living Awareness month. It is in conjunction with the SRSAN conference.

#### **7.2. South Region Self Advocacy Network (SRSAN)/Southern Alberta Individualized Planning Association (SAIPA)**

Brochure and Newsletter was circulated at the meeting. The next meeting is scheduled for November 5<sup>th</sup> and Executive Elections will be held. The SRSAN retreat in June was a success. SRSAN has established 4 new goals.

#### **7.3. Southern Alberta Disability Team Network**

No update at this time

#### **7.4. Service Provider Council**

The Service Provider Council will be meeting in October to develop action plans.

#### **7.5. South Region Board Chairs**

No Update at this time.

### **8. WHAT IS HAPPENING IN OUR COMMUNITIES?**

#### **8.1. PDD Governance Forum**

The Forum officially starts the evening of September 30<sup>th</sup> and continues through to Thursday October 2<sup>nd</sup>.

#### **8.2. Regional Governance Council Symposium November 14, 2008**

The purpose of the Symposium is to develop an action plan as well as to review the Governance Council membership. The reason the Governance Council is so important is that it allows networking, lobbying and advocacy at the governance level with community stakeholders.

#### **8.3. Upcoming workshops**

- Leadership Course November 4-6 Lethbridge
- How boards and Meetings Work November 7<sup>th</sup> Lethbridge
- Train the Trainer – February 24 – 27<sup>th</sup> Lethbridge

The chair thanked the guests for making the trip to Brooks to attend the meeting.

### **9. NEXT BOARD MEETING**

The next board meeting is scheduled for Thursday October 23, 2008 in Lethbridge

**MOTION:**        **that the meeting be adjourned at 2:45 p.m.**

**MC Jo-Lee Godfrey**

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Date of Approval

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Lorne Abells, Board Chair

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Leah Bruder, Recorder

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