

**Persons with Developmental Disabilities  
South Alberta Community Board Meeting**

Provincial Building, Taber, Alberta  
March 27, 2008, 11:00 a.m.

MINUTES

In attendance: Lorne Abells (Chair), Sylvain Bellefeuille (Vice-Chair), Sandy Annis, Jo-lee Godfrey, Joy Lawson, Leo VandenHeuvel, Tom Hopkins

Regrets: Henry Heinen

PDD staff: Leigh Bremner (CEO), Heather Ries, Charlene Haley, Janet Rosentreter, Mike Durrant, and Shirley Warren (recorder)

Community partners: Krista Staples (Executive Director, Taber Special Needs Society), Ed Hinger (Executive Director, Rehabilitation Society of Southwestern Alberta), Sue Manery (Executive Director, Southern Alberta Community Living Association), Chris Rowley, Darren Bennett (Executive Director, Southern Alberta Society for the Handicapped), Judy Coe (Executive Director, Southern Alberta Individualized Planning Association), Sandra Magrath (Program Manager, Independent Counselling Enterprises Inc.), Dave Lawson (Executive Director, Lethbridge Association for Community Living), Sandra McGrath, (Independent Counselling Enterprises Inc.), Dean Stetson

**Guests and presenters:** Krista Staples, Executive Director, Taber Special Needs Society, Ann Nicol, Alberta Council of Disability Services (ACDS)

TOPIC	DISCUSSION/MOTION/ACTION
1. Call to Order	Lorne called the meeting to order at 11:15 a.m.
2. Welcome and Introductions	
3. Review and approval of agenda	<b>Motion 08-75:</b> Leo moved, seconded by Sandy, approval of the agenda with two additions. Carried.
4. What is happening outside the PDD Boardroom?	<i>Presentation by Krista Staples</i> <ul style="list-style-type: none"> <li>• Krista gave the background on Taber Special Needs Society.</li> <li>• Staff employment crunch for this agency started in 2004.</li> <li>• She distributed a handout containing statistics of employment trends and the results of the restructuring.</li> <li>• By 2007, staying with the status quo was not an option.</li> <li>• The agency wanted to achieve stability for individuals.</li> <li>• The agency had quite a few one to one residential homes, which they knew they could not sustain.</li> <li>• The Executive Director gave clear direction on the agency's role.</li> <li>• Accountability would be measured on how the individuals achieved independence.</li> <li>• All the discussions with the families were positively conducted.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Emphasis has been on natural supports. Lorne congratulated Krista on taking charge, showing leadership. Thank you for an excellent presentation.</li> </ul> <p><u>Questions and Comments</u></p> <p>How receptive was the Public Guardian to this approach? They were well aware as the agency had staffing issues since 2004.</p> <p>Is there talk about creating more flexibility in the contract? Leigh replied that through the Achieving Better Outcomes initiative, PDD is looking at projects that will have better outcomes. Also, the move towards the standardized unit cost is a good step forward to better outcomes.</p> <p>Chris asked about yearly contracts; is there flexibility to change the contract to meet his changing needs within the year?</p> <p>Yes, this is why PDD South adopted the global funding questions. This does have a few challenges for accountability. PDD still has codes. PDD still has to report on the public's money.</p> <p><i>Presentation by Ann Nicol</i></p> <ul style="list-style-type: none"> <li>• Ann gave a brief history of the Alberta Council of Disability Services (ACDS).</li> <li>• Given the challenge of branding and marketing the field, this resulted in the name change and the change in board structure.</li> <li>• Communication became critical.</li> <li>• Service Provider Councils are in each region.</li> <li>• Allan O'Byrne and Dean Stetson are on the Board of Directors for the ACDS.</li> <li>• With the PDD Provincial Board disbanding, the communication link was disrupted.</li> <li>• ACDS has initiated an insurance program for service providers.</li> </ul> <p>The Workforce Council has representatives from all the regions; Sue Manery is the representative from the South.</p> <ul style="list-style-type: none"> <li>• Research on the aging population has yielded amazing data.</li> <li>• The Workforce Council is discussing the skill sets that will be required in the future.</li> </ul> <p>Foundations training is a huge basis for what ACDS is doing as college programs are closing down.</p> <ul style="list-style-type: none"> <li>• Thank you to PDD South for supporting this foundations training on-line.</li> <li>• Agency staff can get up to 12 credits for taking this training, which is a great value.</li> </ul>

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	<p>ACDS has learned the importance of colors, symbols, and consistent language in the marketing of “Community Disability Services”.</p> <ul style="list-style-type: none"> <li>• Ann distributed the brochures printed with financial support from Alberta Employment and Immigration.</li> <li>• Maureen Murphy-Black was commended for her work in this initiative.</li> </ul> <p>There is also a toolkit on the website that defines best practices. The “In the Loop” magazine is generally about best practices. ACDS is part of the “Who Cares Alberta” initiative. Human Services Associations across the province all had similar concerns about wages. ACDS does accreditation; there are three accredited service providers in the south.</p> <p>As part of the Hay Report, the ACDS has looked at the profiles of various jobs in an attempt to standardize job descriptions throughout the province.</p> <ul style="list-style-type: none"> <li>• ACDS hired the Hay Group.</li> <li>• This company produced the classification system, and it was matched to four different human services in the province. This is a tool for service providers.</li> <li>• Part of the ACDS instruction is to include benefits for workers.</li> <li>• ACDS mentors are involved in the switch over to the standardized classifications and job titles.</li> </ul> <p>South service providers are leaders in the field; Ann encouraged everyone to share their successes.</p> <p>Leigh asked how the classifications were arrived at.</p> <ul style="list-style-type: none"> <li>• Do the classifications reflect community economic norms?</li> <li>• Is the classification arrived at through a provincial lens?</li> <li>• Sue indicated the classification system was composed from a western Canadian view.</li> </ul>
5. Review and approval of minutes of February 28, 2008	<p><b>Motion 08-76:</b> Jo-lee moved, seconded by Leo, approval of the minutes of February 28, 2008 with one correction. Carried.</p>
6. Business arising from the minutes	
7. What is PDD doing in the South Region and across the Province?	<p><u>Chairperson’s Report</u></p> <p>“Community Board Core Governance Policies” have been approved effective February 2008.</p>

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	<p>Lorne referred to “Board Member Personal Liability” section on page 13. The paragraphs indemnify Board members “while acting in good faith”.</p> <p>Board member interviews:            Nine individuals were interviewed for one vacancy. Hopefully a decision will be made in the next couple of months.</p> <p><b>Motion 08-77:</b> Leo moved, seconded by Jo-lee, that the Board form a Communication Committee. Carried.            Members will be Sylvain (Chair), Sandy, and Tom, and Cheryl Dick of Economic Development Lethbridge.</p> <p>The Board (Lorne, Sylvain, Sandy, Jo-lee) held a very positive meeting with the Palliser Health Authority. There is a good close working relationship.</p> <p>At the recent Council of Chairs meeting, the Chairs presented their business plans.            The Chairs and PDD Branch are still working on the allocation model, which is a very complicated process.</p> <p>Lorne would like a board planning retreat to take place this year.</p> <p><b>Motion 08-78:</b>            Leo moved, seconded by Sylvain, that Tom, Jo-lee, and Joy form an ad hoc committee to organize the event. Carried.            Possible dates are: August 21, 22, September 4, 5.            The retreat may replace the board meeting in August.</p> <p>The Board committees should submit budgets for anything they might need in 2008/2009.</p> <p>Discussion of a common mission for the Community Boards – Lorne and Sylvain met with other Community Board members on March 18.</p> <p><u>CEO Report</u></p> <p>A copy of this report is available upon request.            Lorne made a presentation to staff on the role of the Community Board and the relationship of the Board to the CEO.            Lorne invited staff to make a brief presentation about their jobs at an upcoming Board meeting.</p> <p><u>Liaison and Community Governance Committee</u></p> <ul style="list-style-type: none"> <li>• The group met on March 7.</li> <li>• Cheryl Dick gave an update on the Rotary Project at the meeting.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The Committee welcomes ideas and/or successes about inclusion, specifically businesses that promote inclusion or employment opportunities.</li> <li>• The Committee is planning to meet with different groups; one action is to meet with the City Councils of Lethbridge and Medicine Hat.</li> <li>• In May, the Committee is presenting to the City Council in Lethbridge regarding the advantage of an inclusion coordinator for the city.</li> <li>• In June, the Committee will meet the City again to talk about barriers to inclusion.</li> <li>• Lorne would like the participation of the community at the presentations.</li> <li>• Feedback on the business plan strategies was requested by March 31.</li> <li>• Palliser Health Region has expressed an interest in a Governance Council in the southeast.</li> <li>• Sylvain and Leigh will meet with Bryan Heninger in the future regarding a possible Governance Council.</li> </ul> <p><u>Committee Reports</u></p> <p><i>Audit Committee</i> Leo reported that the Audit Exit Conference Meeting is for the entire board. This meeting is planned for June 13.</p> <p><i>Policy Review Committee</i> Meeting is tomorrow, March 28.</p> <p><i>Board Evaluation Committee</i></p> <p>The terms of reference and Board Evaluation Questionnaires were distributed today.</p> <p><b>Motion 08-79:</b> Jo-lee moved to pass the terms of reference, seconded by Sylvain. Carried.</p> <p>Jo-lee would like to meet with board members to complete the forms collectively prior to the next meeting on April 24. Board members were asked to give thought as to the process for Board Chair evaluation.</p> <p><i>Risk Assessment Committee</i></p> <p>The Terms of Reference were sent to the committee members by e-mail. The risk assessment committee will make a presentation to the Board for 15 – 20 minutes on April 24.</p>

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	<p><i>Dispute Resolution Committee</i></p> <p>Terms of Reference are in the package. This Terms of Reference sets out the board process to assist in the process of resolving potential appeals.</p> <p><b>Motion 08-80:</b> Joy moved, seconded by Sandy, approval of the Dispute Resolution Committee Terms of Reference. Carried.</p> <p><i>CEO Evaluation Committee</i></p> <p>A Board resolution was passed to approve the CEO Evaluation Report. The report will now be forwarded to the Assistant Deputy Minister (ADM). Lorne will discuss with Leigh.</p> <p><i>Task Force on Community Engagement</i></p> <p>A wants and needs assessment has been conducted with self-advocates. The next session will be for families. The third session will be for the service providers.</p> <p>A draft terms of reference and budget will be ready for the next meeting. A report will be done.</p> <p><i>Sharon Rowntree Leadership Award Committee</i></p> <ul style="list-style-type: none"> <li>• Joy presented a procedure for selecting a recipient.</li> <li>• Sandy suggested having a planning committee in place in January and then a second decision-making committee.</li> <li>• A scoring matrix will be used.</li> <li>• Leo suggested the top three names come before the board.</li> <li>• The selection is planned prior to the next Board meeting.</li> <li>• Sandy drafted a nomination form.</li> <li>• Nominees will agree and sign a consent to have photos published in a newsletter and on the website.</li> <li>• The Board may wish to announce to the media the winner of the award. Sandy to work with Leigh on this matter.</li> </ul>
8. Finance Report	<p>Monthly Financial Report up to February 29, 2008 – Heather Ries</p> <ul style="list-style-type: none"> <li>• The current 2007/2008 forecast is \$57,274,000.</li> <li>• The increase in intake activity during the last quarter is a trend PDD South is watching very closely.</li> <li>• Due to the fact that PDD South does not have a 2008/2009 approved budget, it is uncertain whether the annualized amount for the staff wage increase is already included in PDD funding.</li> </ul>

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10. Board Member Reports	
9. What are our Partners doing?	<p data-bbox="646 380 1377 411"><u>Family Voices/Lethbridge Association for Community Living</u></p> <ul data-bbox="646 443 1377 1031" style="list-style-type: none"> <li>• Dave Lawson reported Sandy Annis represented the South PDD Board at the AGM.</li> <li>• Chris Rowley is on the Board of Lethbridge Association for Community Living.</li> <li>• LACL appreciates PDD and Family Supports for Children with Disabilities (FSCD) sponsored some families to attend the AACL Conference.</li> <li>• Provincial bodies are looking at how the Registered Disability Savings Plan (RDSP) will work.</li> <li>• T2201 is the necessary certificate of eligibility. There is lots of potential with this plan.</li> <li>• April 24 at LACL is the next Family Voices meeting at 7:00 p.m.</li> <li>• Lorne indicated Sandy may attend the Family Voices meeting.</li> <li>• PDD South will pay the cost of a table at the dinner/dance for the winner of the Family Leadership Award and guest as well as two Board members and spouse/guest.</li> </ul> <p data-bbox="646 1062 1206 1094"><u>South Region Self Advocacy Network (SRSAN)</u></p> <ul data-bbox="646 1125 1377 1377" style="list-style-type: none"> <li>• Chris Rowley announced the next meeting will be April 9 in the Medicine Hat College Crowfoot Room.</li> <li>• The Self-Advocate Conference will be at the Medicine Hat Lodge on October 17.</li> <li>• The group is planning a SRSAN retreat for this summer to draft a mission and vision.</li> <li>• Kelly Tower and Kevin Layton represent SRSAN on the Alberta People First organization.</li> </ul> <p data-bbox="646 1409 1117 1440"><u>Southern Alberta Disability Action Team</u></p> <p data-bbox="646 1472 1377 1556">Joy suggested that the Southern Alberta Disability Action Team delegate a representative to report at PDD South Alberta Board meetings.</p> <p data-bbox="646 1587 1377 1650">The “Best Practices” presentation is ready to go. It will be at the May or June board meeting.</p> <p data-bbox="646 1682 938 1713"><u>Service Provider Council</u></p> <ul data-bbox="646 1713 1377 1892" style="list-style-type: none"> <li>• Ed Hinger reported the next meeting will be held on April 17 at the Rehabilitation Society in Lethbridge at 1:00 p. m.</li> <li>• The Service Provide Council is making a presentation to the city about the economic impact that this whole industry has on the south region.</li> </ul>

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	<ul style="list-style-type: none"> <li>• The Council is working on a proposal to PDD for one time funding for the first year for creating the opportunity for organizations to get together for learning.</li> <li>• Darren and his human resources leadership team also completed a proposal to go to a seminar offered by ACDS.</li> <li>• Ed has noticed issues in the south agencies that he doesn't see happening in other regions. He hopes to continue to have a very good relationship with the PDD South Board and the staff.</li> <li>• Lorne said this Board is committed to the same philosophy of good relationships.</li> <li>• Tom suggested agencies explore the rural economic development grant program for non-profit organizations.</li> </ul> <p><u>South Region Board Chairs Council</u></p> <ul style="list-style-type: none"> <li>• Dean Stetson reported this Chairs Council is presently having difficulty getting a quorum.</li> <li>• Dean is presenting on behalf of the Chairs Council at an afternoon session at the ACDS Conference.</li> </ul>
10. What is happening in our communities? (Upcoming Events)	<p>ACDS Annual Conference – April 30, May 1 and 2, 2008 in Edmonton</p> <ul style="list-style-type: none"> <li>• Sandy and Leo will attend as delegates from this Board.</li> </ul> <p>“Too Safe for their own Good” Workshop (free) – April 15, 2008, 7:00 – 9:00 p.m. Lethbridge Lodge</p> <p>“Finding Our Way” Conference – April 15, 16, 2008, Lethbridge Lodge (registration – phone Family Ties – 320-8888)</p> <p>A suggestion was made to tour Alfred Egan Home on June 26. Leigh to follow up.</p>
11. Motion to Adjourn	Jo-lee moved adjournment at 3:00 p.m.

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Date of Approval

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Lorne Abells, Board Chair

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Shirley Warren, Recorder