

**Meeting:** Open Meeting  
**Location:** Coyote Flatts Room County of Lethbridge Office  
**Date:** March 25, 2010  
**Recorder:** Leah Bruder

#### **In Attendance:**

**PDD Board:** Bob Bartlett; Fred Nowicki; Henry Heinen; Leo VandenHeuvel; Lorne Abells; Sandy Annis; Sandy Moritz; Tom Hopkins;  
**PDD Staff:** Leigh Bremner; Heather Ries;  
**Community Partners:** Lori Adamchick, Barbara Nish, Judy Brown, Gwen Rowley, Keelae Blackwood, Ben Rowley, Colette Acheson, Rebecca Remington, Sean Wensmann,  
**Regrets:**

#### **1. Call to Order**

The Chair called the meeting to order at 9:12 am.

**MOTION 10-10: that the meeting move in-camera.**

**MSC Leo VandenHeuvel, Bob Bartlett**

**MOTION 10-11: that the meeting move out of in-camera**

**MSC Fred Nowicki, Sandy Annis**

#### **2. Welcome and Introductions**

The Chair welcomed everyone, called the open meeting to order at 1:08 pm and introductions were made. The Chair reminded those in attendance that while guests are welcome to ask questions and make comments on items related to the agenda only Board members can vote on decision items.

#### **3. What is happening outside the PDD Boardroom?**

*Alberta Association for Community Living (AACL) Family Voices Presentation Lori Adamchick & Barbara Nish*

Family Voices is a network of families organized regionally through the AACL, who are committed to creating inclusive community lives for their sons and daughters with developmental disabilities. Family Voices is an action based network, founded on values of inclusion and formed by parents of both children and adults

#### **Areas of Advocacy Include**

- Regional Child and Family Services authority
- Persons with Developmental Disabilities Community Boards
- School districts and regional health authorities
- MLA's and other government representatives

#### **Family Voices believe that...**

- Families should be consulted before government decisions are made
- Families must become proactively involved in decision-making processes
- Families should be heard and respected
- Informed families are stronger family advocates
- Through advocacy, communities will become more inclusive of children and adults with development disabilities

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

### **Family Voices is here to ensure**

- Families have access to the supports they require
- Children with developmental disabilities have the opportunity for a quality inclusive education
- Adults with developmental disabilities have the supports they require to be meaningfully included in community life. This includes inclusive post secondary education, meaningful employment, a home in the community and inclusive leisure activities
- Children and adults with developmental disabilities have access to quality health care

### **Family's Voices are heard by ensuring:**

- Participation on various committees and boards
  - Education Working Groups, Regional Parent Advisory Committees, Inclusive Post-Secondary Education Advisory Committees, etc.
- Developing relationships with decision makers
  - Attend public events with political representatives, invite your MLA to coffee with a small group of parents, write letters to document concerns and bring attention to the voice of families

### **Family Voices Network Composition:**

- Presently there are 3 co-chairs Barbara Nish & Owen Robb in the "South-west" and Robin Miller in the "South-east"
- Community Liaisons are members who agree to be the "lead or contact" person for their community.

### **Role of the Co- Chairs**

- Act as a public face of Family Voices Northeast
- Assist with communication within the network
- Represent Family Voices Northeast within the provincial network
- Assist with carrying forward the vision of Family Voices through action
- Represent the united voice of network members within public forums related to issues of inclusion and community living

### **Role of Community Liaison:**

- Receive updates and participate in learning sessions, either electronically or by phone
- Respond to urgent calls to action, as available (i.e. letter writing campaigns, government consultations)
- Respond to needed support and communication in their communities (families mentoring families)

### **Role of the Staff**

- Assist the Co-Chairs with communication within the network and with other aspects of their roles, as needed
- Provide information to all members within the network related to current issues, trends, policies, calls to action, etc. as they relate to the work of the network
- Support the development and ongoing work of sub-groups and committees within Family Voices Northeast
- Act as a resource to all current and potential members of Family Voices South

### **Role of the AACL**

- Assist Family Voices South with setting direction related to both regional and provincial objectives and agendas
- Provide information to the Co-Chairs and staff related to current issues, trends, policies, AACL initiatives, etc.
- Support the staff in their role within the network
- Support the network through providing mentorship opportunities, meeting space, supplies, etc
- Support ongoing opportunities for families to connect, support one another and engage in individual and systems advocacy

A discussion following the presentation resulted in the following:

**Question:** Who can participate in Family Voices?

**Response:** Family Voices includes the broadest sense of family including self advocates, aunts, uncles, friends, etc so basically anyone interested can participate in Family Voices. If you are interested in getting involved contact Family Voices on the AACL website [www.aacl.org](http://www.aacl.org) or the AACL office at 1.800.252.7556.

**Question:** Does Family Voices still offer the Family Leadership Series?

**Response:** The Family Leadership series is still active and a number of families from the south have participated. An Advanced Leadership series has been offered to the families who have participated in the initial leadership program were invited back to participate. The purpose of the advanced series is to assist families look at how to plan in the face of a recession. 70 families have agreed to participate in the advanced series. The advanced series will run this year and the regular series will run next year.

**Question:** Can anyone family participate in the Family Leadership Series?

**Response:** Families are nominated by other families to participate. Nominations should be in by September so discussions can occur and series to start in November.

**Question:** What kind of activities has Family Voices done in the South Region?

**Response:** In the South Family Voices has been successful in developing parent advisory committees to a number of school districts. Family Voices has also been active in bringing families together for presentations on recent initiatives and is member of the Board's Liaison Committees. Family Voices in Calgary was active in developing a Family Managed Resource Centre. The Family Voices staff in Medicine Hat has been active in connecting with a larger group of families, the staff has received a number of calls from the Brooks area request support in establishing a Family Voices group in that community. AACL is working with that community to identify families who can take on the co-chair roles.

The Chair thanked Barbara and Lori for the presentation outlining the history and purposes of Family Voices and for sharing their personal stories.

#### **4. Review and Approval of Agenda**

**MOTION 10-12: that the agenda be approved as presented.**

**MSC Henry Heinen, Bob Bartlett**

#### **5. Review and Approval of the Minutes of February 25, 2010**

**MOTION 10-12: that the minutes of February 25, 2010 be approved as amended**

**MSC Henry Heinen, Sandy Moritz**

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

##### **6.1. Chairperson's Report:**

The Council of Chairs met on March 17<sup>th</sup> and it was decided that this year, in the interest of financial constraints the Ministry would forgo hosting the Governance Forum that is usually held in October. The Ministry will be hiring someone to assist in the development of an engagement plan for the implementation of the priority actions. The Chair attended a meeting with the SACLA Board, the SACLA Board raised a number of issues including that Service Providers want to be valued for the work they bring to the sector. It was raised that it is everyone's responsibility, including individuals and families to look for efficiencies and effectiveness and not just PDD and Service Providers.

##### **6.2. CEO Report:**

The Management Team along with the PDD South Vice Chair attended a Service Provider Council meeting and provided an overview of the 2009-10 fiscal year and initiated discussions on how we go forward to manage the regional budget next year. PDD South is looking at connecting with families and having similar conversations. PDD is working with Family Voices to find the best way of getting

information out to families. PDD Provincially is engaging with stakeholders to clarify what is meant by flexibility. PDD South will be engaging with different stakeholder groups to have regional discussions. The responses are due to PDD Program Branch by the middle of April.

There is a new Contract Template being proposed however, PDD South has elected to use the old contract template until regions and stakeholders have had an opportunity to review the contract and the proposed changes.

The CEO attended a presentation of Mental Health and Addictions Strategic Plan. Administration will be reviewing the documents and develop a response on how PDD can work more closely with Mental Health and Addictions. Children Services CEO along with PDD South CEO will be meeting with a senior manager in the Mental Health and Addictions program to see how we can work together to meet the needs of those adults who do not meet the programs respective mandates.

The CEO gave presentations to Children Services and OPG on the priority actions.

### **6.3. Committee Reports**

#### East Liaison & Community Engagement Committee

The committee attended a presentation on the Priority Actions.

#### West Liaison & Community Engagement Committee

The West Liaison Committee meets every couple of months and has prepared a draft proposal to present at a Chamber of Commerce Lunch and Learn. The purpose of the presentation is to outline the benefits of employing adults with developmental disabilities.

**MOTION 10-13: that the PDD South Board approve the Chamber of Commerce Lunch and Learn proposal as presented.**

**And that the PDD South Board along with key community partners submit the proposal to the Chamber of Commerce and request an opportunity to present at a Lunch and Learn session in the fall.**

**MSC Bob Bartlett, Fred Nowicki**

The Committee is also moving along with the University of Lethbridge on studying the economic impact of adults with developmental disabilities and the disability sector.

#### Executive Committee

The Executive met and reviewed the draft Terms of Reference and the draft Communication Plan.

#### Audit Committee

The Audit committee oversees budget, financial and risk management and policy and procedures for the Board. The Committee is working on finalizing the Board's Governance budget for 2010-11. The external audit is scheduled for the week of April 26<sup>th</sup>. The Audit Exit Conference will be held the morning of the May Board meeting.

The Audit Committee Chair is involved in a project with the PDD Program Branch to establish a common risk assessment tool. The participants in this project are now working narrowing down the number of risks.

As in previous years the Audit Committee is request Board permission to review the year end financial statements and, if there are no concerns, approve the financial statements on behalf of the Board to ensure PDD South is meeting the year end timelines. The financial statements will be ratified by the Board at the scheduled Board meeting.

**MOTION 10-14:** that the Audit Committee be authorized to review the financials statements and, if no concerns, approve them on for submission to the Ministry.

**And further that, the approved statements be presented to the Board for ratification at the regularly scheduled Board meetings.**

**MSC Leo VandenHeuvel, Sandy Annis**

The Audit Committee Chair expressed his appreciation to Fred, Tom, Heather, Leigh and Leah for all of the work completed in his absence.

#### Communications Committee

The presented the draft Communication Plan to the Executive Committee for review. The Communication Plan is not intended as a public document but provides an outline for how PDD South will communicate. The plan was reviewed by the Board and revisions will be incorporated. The document will be reviewed by PDD South staff and will be available to the Board for final approval at the April meeting. Once the communication plan is approved, the chair of the communication committee will provide an overview at the April meeting. The Chair thanked the Executive Assistant for assisting with the development of the Communication Plan.

#### CEO Evaluation Committee

The Board has completed the CEO Evaluation. The Chair will submit the CEO Evaluation to the Assistant Deputy Minister by March 31, 2010.

**MOTION 10-15:** that the CEO Evaluation be approved as amended

**MSC Henry Heinen, Leo VandenHeuvel**

The Board presented the CEO with a token of appreciation for all of her work this past year.

#### **6.4. Ministers Priority Actions**

PDD South has completed approximately 24 SIS. The feedback from the participants has been very positive and they have all indicated that it was a good use of their time. The CEO will be speaking about the Family Managed Supports Program at ACDS Conference in April. The CEO is in the process of reviewing the results of the research that was conducted regarding Family Managed Supports. This research was conducted to aid in the development of policy.

PDD South has been asked to give additional presentations on the priority actions; however, until there is new information to be shared PDD South will not be giving any additional presentations.

#### **6.5. Board Strategic Initiatives**

Over the past 4 months the Board has been engaged in strategic planning. The Board has identified several strategic initiatives that they will be working on over the next year. The initiatives include:

1. Communication Plan
2. PDD in rural communities
3. Now We're Talking Conference planning.
4. PDD Internal Operational & Human Resources Benchmarking
5. Community Library – Collaboration on Resources
6. Planting Seeds – creating awareness around natural supports
7. Jurisdictional Barriers with First Nation Reserves
8. Seniors Accommodation – Ensure we are planning for an aging population
9. Board Strategic Initiative Report outs
10. Board Budget
11. Regional Post Secondary
12. Lethbridge Chamber of Commerce Lunch and Learn

**MOTION 10-16:that the Board approve the initiatives as presented**

**MSC Tom Hopkins, Bob Bartlett**

**6.6. Draft 2010-13 Business Plan Presentation**

Executive Assistant presented an overview of the Draft Business Plan 2010-13. The plan will be submitted to the Ministry for approval, once approved it will be posted on the PDD South website.

**6.7. Finance Report**

PDD South is looking at a marginal surplus of 0.5% of the budget. The cumulative case count for PDD South is 1102 individuals. 67 new individuals have come into services this past year and 29 individuals no longer require services resulting in an uptake of 38 new individuals this past year. The Auditors will be completing the annual audit the last week of April 26th. The Audit Exit Conference is scheduled for the morning of May 27<sup>th</sup>.

The budget for PDD South for 2010-11 is \$65,117,000. The Ministry and PDD South are committed to communicating and working with all stakeholders going forward.

**6.8. Board Member Reports**

Fred Nowicki: was very pleased to be able to attend the March 3 SRSAN meeting and was extremely impressed with the meeting and the issues addressed at the meeting. The group discussed Section 15 of the Charter of Rights.

Tom Hopkins: no additional report.

Bob Bartlett: no additional report

Leo VandenHeuvel: no additional report

Henry Heinen: working on developing revised terms of references.

Sandy Moritz: attended the Priority Action presentation that was given to Family Voices in the East.

Sandy Annis: looking forward to committee work.

**7. What are our Partners doing?**

**7.1. Family Voices**

No additional report

**7.2. Lethbridge Association for Community Living**

No report at this time

**7.3. South Region Self Advocacy Network (SRSAN)**

The next meeting will be on May 5 in Brooks at the Heritage Inn and Suites. SRSAN has increased their membership in the last month. Currently there are 92 paid members (22 supporting members and 70 voting members). SRSAN appreciates the dedication of people providing their support to SRSAN.

The Social Events committee met and discussed the Walk and Roll event being held on June 18, 2010. There will be a BBQ after the event at Galt Gardens. M&M meat shops will be doing this. There is a cost of \$4 for a hamburger and drink. They are waiting for confirmation from city hall to make sure that the city hall grounds can be used that day. If this is a problem, an alternate has been planned. The group will be inviting other groups to participate in the event such as other organizations in the disability field and other marginalized groups. The committee will meet again at the beginning of April to further plan and organize the event.

The spring edition of the Ripple Newsletter is now available.

Chris Rowley's term of being the PDD board representative for SRSAN is now over. Ben Rowley will now be the PDD board-meeting representative for SRSAN. Elsie Ramsden will be the backup.

At the last SRSAN meeting people volunteered to be on the Conference Planning Committee. They are Colleen Handel, Sandy Layton, AJ, Ray Remington, Bill Blair, Shawn Wensmann, Emily Willms, Elsie Ramsden, and Chris Bobson.

Jeff Helm as chairperson of SRSAN, Tarah Patterson and Chris Rowley went to Edmonton to represent the south for a provincial self-advocacy group. The provincial group will be represented equally by each region. At the meeting the group decided on a name. This name will be Albertans Advocating Change Together (AACT). SAIPA staff will be assisting the group to develop mission, vision and structure at a meeting being scheduled for May in the South Region.

#### **7.4. Southern Alberta Individualized Planning Association**

SAIPA has completed their strategic planning for the next year. The three core functions of SAIPA are training and workshops, advocacy and planning. SAIPA continues with their work with Maps and Plan. The Picture This Film Festival is coming to Lethbridge on April 9 and the Lethbridge College. SAIPA is looking at opportunities for hosting it Medicine Hat in the Future.

#### **7.5. Service Provider Council**

The Service Provider Council is grateful for the opportunity to work with PDD and is looking forward to the next meeting. The Service Provider Council extends their appreciation for financial support for the regional Workforce Council.

### **8. What is happening in our communities? (Upcoming Events)**

8.1. ACDS Spring Conference April 12-14, 2010

### **9. Correspondence and Information**

### **10. Next Board Meeting:**

April 22, 2010

**MOTION: that the meeting be adjourned at 3:15 pm.**

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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