

Meeting: Open Meeting
Location: Culver City Room, City Hall, City of Lethbridge
Date: November 26, 2009
Recorder: Leah Bruder

In Attendance:

PDD Board: Bob Bartlett; Fred Nowicki; Henry Heinen; Joy Lawson; Leo VandenHeuvel;
Lorne Abells; Sandy Annis; Sandy Moritz; Tom Hopkins;
PDD Staff: Leigh Bremner; Pam Williams; Heather Ries;
Community Partners: Darren Bennett, Barb Nish, Judy Brown, Sean Wensmann, Dave Lawson, Keelae Blackwood, Anna Olson, Dorothy Durksen, Collette Acheson, Alex Hann
Regrets:

1. Call to Order

The Chair called the meeting to order at 9:03 am.

MOTION 09-47:that the meeting move In Camera

MSC Leo VandenHeuvel, Sandy Annis

MOTION 09-48:that the meeting move out of In Camera

MSC Henry Heinen, Bob Bartlett

2. Welcome and Introductions

The Chair welcomed everyone and called the open meeting to order at 1:10 pm and introductions were made.

3. What is happening outside the PDD Boardroom?

3.1. SRSAN Teaching Community Committee – I am Citizen Video.

The Teaching Community Committee gave a presentation to the Board in September. The video is at the draft stage and is follow up to their presentation in September. Upon completion the video will be included in their future presentations. The footage in the video was from a couple of SRSAN meetings and the Walk and Roll for Fun. The next step for the Teaching Community Committee will be to determine where they would like to give the presentation.

The Chair thanked SRSAN for sharing the video and wished them success if their future presentations.

4. Review and Approval of Agenda

MOTION 09-49:that the agenda be approved as presented

MSC Leo VandenHeuvel, Sandy Annis.

5. Review and Approval of the Minutes of October 22, 2009

MOTION 09-50:that the minutes of October 22, 2009 be approved.

MSC Bob Bartlett & Sandy Moritz.

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

6.1. Chairperson's Report:

In the summer of 2008 the Minister asked the Community Boards to facilitate discussions for feedback on issues in particularly around recruitment and retention as well as to provide thoughts on

the PDD System. The Minister also researched best practices identified in Ontario and Massachusetts. The Minister released the results in February 2009 in the "What We Heard" report as well as a letter identifying the six priority actions:

1. Eligibility Regulation
2. Mission & Core Businesses
3. Common Assessment Tool
4. More Flexibility for Families
5. Increase Support for Complex Needs
6. Efficiencies and Effectiveness

Since February, the Chairs, CEOs and Ministry staff have been working diligently to develop plans for the Ministers directions. The Minister will be in Taber next Wednesday to announce her strategic direction. The Board is limited in the invitations (14-15) can attend. Following the Ministers presentation the Boards will be tasked with informing regional stakeholders about the Priority Actions. Following the information sessions the Board will host some form of an engagement process (details to follow).

The Chair and CEO have attended a number of Service Provider Board Meetings and provided presentations on PDD Board Governance. During the presentations the Chair has asked the Service Provider Board Chairs if they would be interested in resurrecting the Service Provider Council of Chairs as another line of communication as well as to provide an opportunity for the PDD South Board to present the information on the Ministers priority actions.

MOTION 09-51:that the Chair send a letter to the Service Provider Chairs regarding re-establishing the Service Provider Council of Chairs

MSC Leo VandenHeuvel, Sandy Annis

The PDD South Board sent a letter requesting a joint meeting between the Children and Family Services Authority Region Board to discuss common issues, concerns and provide information on the Six Priority Actions. The format of the meeting has not been determined.

Next Board meeting is scheduled for December 17th. The Board proposes a very short meeting starting around 2 pm and inviting attendees to stay after the meeting for a little a get together in which individual Board Members will provide some seasonal treats and refreshments to celebrate the holiday season.

The Chair and CEO met with Dave Lawson and Bruce McKay, Board Chair of LACL to discuss opportunities for PDD South and LACL to continue to work together.

6.2. CEO Report:

The Leadership Team met with the Service Provider Council and provided a financial, operational and Board update. They reviewed some operational issues in the financial area and discussed the reasoning for the 3 month contracts that PDD South will be entering into for those agencies with agreements that expire December 31st. The Leadership Team also provided the following information regarding the 2010-11 budget:

- PDD South is anticipating that we will not receive the same budget as in previous years. It is probably safe to assume PDD South will receive less, how much less has not been determined.

The CEO commended Service Providers, families, and individuals for their preparation, planning and due diligence during the H1N1 pandemic. Service Providers are doing an excellent job in preparing for and implementing their pandemic plans if and when appropriate.

Occupational Health and Safety approached PDD South to discuss opportunities to jointly host an Occupational Health and Safety information session with Service Providers. The leadership team will pursue the opportunity with the Service Provider Council.

6.3. Committee Updates

East Liaison & Community Engagement Committee

The purpose of the committee is to make recommendations to the board on initiatives or allies that promote community inclusion.

MOTION: 09-52: That the Board approve the appointments to the East Liaison & Community Engagement Committee as outlined below:

- **Dee Wagner as a Family member,**
- **Dana Carew as the Staff Member,**
- **Wayne Vossler as the Service Provider Community Member,**
- **Tracy Semko as the Family Advocacy Organization Staff or Board Member,**
- **Cathy Crockford as the member at large,**
- **Shirley Maurer as a Service Provider Community Member,**
- **and Gale MacFarland as a Family Member**

MSC Sandy Moritz, Fred Nowicki

Eastern Liaison & Community Engagement Committee recommends the Board Chair send follow-up letters to the Service Providers Board Chairs in the Medicine Hat area that have not scheduled a PDD South Governance presentation.

The Chair of the East Liaison & Community Engagement Committee, on behalf of the committee, recommended that the PDD South Board make a presentation to the two MLA Community Boards in the Medicine Hat Area on PDD South Board Governance and an overview of the Program.

The Committee Chair informed the Board that each MLA in Medicine Hat has a Community Board. The Boards are comprised of community members and are focused on governance issues. This would be an opportunity to discuss PDD South Governance and the PDD program and how it relates to the ministry.

The Board Chair agreed to send out letters of invitation and work with East Liaison Committee to develop the presentation to be delivered sometime in the New Year. The Board Chair indicated the Board would endeavor to provide this presentation to all of the MLA's within the region.

The East Liaison Committee Chair indicated that committee is working on a recommendation for PDD Board to present to the Medicine Hat College as well as discussing the option of a "Town Hall" Meeting around inclusion and community capacity building. There has also been initial dialogue about setting up a group similar to SADAT in the east region. The CEO informed the Board that at the last SADAT meeting and preliminary discussion was held regarding the possibility of SADAT providing some seed funding to the Eastern SADAT group to assist with getting established.

West Liaison & Community Engagement Committee

The purpose of the committee is to make recommendations to the board on initiatives or allies that promote community inclusion.

The Committee is exploring the opportunity of working with Volunteer Lethbridge on a volunteer recognition event that is inclusive of all volunteers. The Committee is also exploring the possibility of giving a presentation on the economic and social benefits of employing adults with developmental disabilities, at one of the Chamber of Commerce "lunch and learns". The Committee is also researching the possibility of engaging Economic Development Lethbridge and the University of Lethbridge to conduct research on the economic impacts of adults with developmental disabilities and the disability service sector.

MOTION 09-53: that the Board connect with the University of Lethbridge to discuss inclusive education at the University of Lethbridge.
MSC Bob Bartlett, Tom Hopkins

The West Liaison Committee plans to invite Diane Randell, Manager of Community & Social Development with the City of Lethbridge to the next West Liaison & Community Engagement Committee to discuss the Inclusion Coordinator position and how it can be moved forward. The next committee meeting is scheduled for January 22, 2009 at 10 am.

Executive Committee

The Executive Committee has not met since the last Board meeting.

Audit Committee

The Audit committee is charged with providing oversight on budgetary and risk management issues. The Committee met on November 20th to discuss the Board Governance portion of the PDD South Budget and the Board Committee structure. Based on the review completed prior to this meeting it **appeared** the Board Governance Budget may have a small surplus; however, given the new Board initiatives identified today it is anticipated the Board Governance Budget will balance.

The Audit Committee was also tasked with reviewing the Board committee structure and is recommending the following committee restructuring:

1. That the Task Force on Engagement, Communication Committee and Awards Committee be combined into the Communication Committee and appointed a Standing Committee of the Board
2. That the Board Evaluation and CEO Evaluation committee be combined into the Board and CEO Evaluation Committee and remain an Ad Hoc Committee.
3. That the Policy and Procedure Committee be amalgamated with the Audit Committee.

The Audit Committee Chair would like to table the recommendations to allow Board members an opportunity to review the proposed changes and provide feedback at the next meeting. The purpose of the recommendations is to streamline Board Committee work by combining related activities as well as for cost savings.

The Audit Entry Conference is scheduled for November 30th and will be with the Audit Committee.

The Audit Committee Chair on behalf of the Board as a whole acknowledged and applauded PDD South Staff and Service Providers on the preparation and pandemic planning that has occurred to date.

Task Force on Community Engagement

In April of 2009, the PDD South Board embarked upon a two part stakeholder engagement process aimed at developing a common understanding of what it means to be "as independent as possible". The first part of the process included facilitated discussion at the monthly Board meetings about five different aspects of independence. The second part of the process was an electronic survey. The survey included the same questions as those being discussed at the Board meetings. The goal was to get as much input as possible from our stakeholders in the South region.

The Board asked the following questions:

1. What does it mean to be "as independent as possible?"
2. How are individuals currently being supported to be "as independent as possible"?
3. What are the barriers to independence?

4. What do you think is the role of agencies in supporting individuals to become “as independent as possible?”
5. How can PDD South Board encourage and support healthy risk taking?

In total, 21 survey responses were received and 63 self advocates and 18 PDD South Staff participated in a facilitated process. A combined total of 94 people attended the Board facilitated discussions held in April, June, September and October. The attendees included self advocates, families/guardians, Service Providers, PDD South Staff and Board Members. The results of the survey and facilitated processes were compiled and analyzed and the following 6 key themes were identified.

1. Citizenship
2. Inclusion
3. Awareness
4. Education
5. Individualized Planning
6. Communication

The information gleaned from this process will be used in the Board's Strategic Planning. The Committee Chair thanked everyone who participated in the process and thanked the Executive Assistant for compiling and analyzing the information.

Communications Committee

The Communications committee met to review the PDD South Board Communication Plan and have identified strategies for accomplishing the task and have a rough outline of the items that are to be included in the Strategic Communication Plan. The committee has also been tasked dissemination the information on the Ministers 6 priority actions.

6.4. Progress on Business Plan

The Board is committee to providing quarterly progress reports on the Business Plan. The next report will be presented in January.

6.5. Finance Report:

PDD South is mandated to balance its budget. PDD South looked internally at supplies, admin and Board costs and has reduced spending where possible. PDD South is relying on under-utilization and prior year surpluses to balance. The situation is being monitored on a daily basis as there are a number of unknowns. Depending on the results of the unknowns there may be potential cuts which will be announced in January

PDD South is currently serving 1102 individuals.

- 47 new individuals
- 14 – left services (passed away)
- 30 individuals looking at services/transitioning from CFSA or in the eligibility review stage

6.6. Board Member Reports

Fred Nowicki met with the Audit committee, and reviewed the Terms Reference with Executive Committee, however this is on hold until the Board committee structure has been determined

Sandy Annis met with the Taskforce on Community Engagement, and had initial discussions with the Awards Committee regarding next steps. Sandy is looking forward to meeting with Family Voices.

Henry Heinen attended SADAT, updated the group on the independence facilitation process as well as on the PDD Community Leadership Awards. The next meeting is scheduled for January 7th where the group will receive an update on the Ministers 6 Priority Actions.

Bob Bartlett is looking forward to the Minister's discussion on Tuesday and the work the Communication Committee will be doing
Joy Lawson is the chair of the Awards Committee and CEO evaluation Committee and has had initial discussions around the Awards Committee.

Sandy Moritz attended an education sessions hosted by Family Voices East on the changes to the Guardianship and Trustees act. There were a number of concerns from parents on how this will affect AISH. Sandy attended a second education session on the RDSP. The next Family Voices East meeting will be on wills and estates for adults with developmental disabilities.

Leo VandenHeuvel informed the Board that the Audit Exit Conference is scheduled for May 27, 2010. The Audit Committee is developing a template to assist committee Chairs to develop budgets for their committees. This will assist Committee Chairs with planning and be another mechanism for the board to monitor its governance budget.

Tom Hopkins gave the Governance Presentation to Brooks and the Crowsnest Pass. The Board members that participated in the presentation appreciated the clarification that was provided on the role of the Board and operations.

7. What are our Partners doing?

7.1. Family Voices – West

Owen Rob and Barbara Nish are the co-chairs for Family Voices West. The Family Voices felt it was very important that personal contacts be made, either by the Coordinator or the Co-Chairs, with all of the families that were involved in Family Voices prior to the change in funding. The next meeting will be in January.

7.2. Lethbridge Association for Community Living (LACL)

LACL is on the planning committee for activities in Lethbridge honouring the International Day of Persons with Developmental Disabilities (December 3rd). The purpose of the events planned is to remove the barriers that affect anyone with a disability. LACL is working with the Southern Alberta Autism Consortium to promote awareness around autism. The Chinook Autism Society hosted a presentation by a young Adult with Autism.

Friday November 28th is the annual parent to parent pot luck and everyone is welcome (with food in hand).

Fred Nowicki complimented LACL on the Family Conference they hosted and the valuable information that was shared at the conference.

7.3. South Region Self Advocacy Network (SRSAN)

- The November 4th SRSAN meeting was cancelled due to low attendance. The next meeting will be on January 13th at the Royal Canadian Legion 10-3 pm and elections will take place. Membership to SRSAN is \$5.00/person for one year from September 2009 to September 2010. Currently for this 2009-2010 membership year there are 81 paid members (20 supporting members & 61 voting members). SRSAN appreciates the dedication of people renewing their membership and providing their support to SRSAN.
- The Conference Planning Committee reviewed the conference evaluations. The conference had 67 people attend and the overall response to the conference was excellent. Some suggestions for improvements will be looked at by the new planning committee that will be established at the January 13th SRSAN meeting.
- The Teaching Community Committee will be meeting to go over all of the evaluations from the presentations. After review of the evaluations, the committee will make any changes to the

presentation to improve it before presenting in the community. It will be decided where in the community the committee will be presenting at next.

- The Developing Workshop Committee has meet and revised the workshop that will be developed. They will be working on a new outline for the workshop that will be presented by self-advocates to staff on what self-advocacy is and how to support it. The committee has set a date of June 2010 to have it completed.
- The Social Events Committee has met their two goals of planning open social events which raise community awareness on self-advocacy. One event was the Walk and Roll for fun in June and a fundraiser at Save-On-Foods.
- The next Ripple newsletter will be sent out in the next mail out for SRSAN which should be at the end of this month.

The Chair thanked Keelae for the report.

7.4. Southern Alberta Individualized Planning Association

SAIPA and PDD South Board welcomed Anna Olson as the new advocacy coordinator. .

7.5. Service Provider Council

Alex Hann, Chair of the Service Provider Council expressed the Service Provider Councils concerns regarding the distribution of the retention and recruitment dollars. They believe it devalued the people that do the work and of the service sector as a whole. The Service Provider Council is concerned about the message it sent to the communities in terms of the value it places on the individuals PDD services, the staff the provide the supports.

The Chair reported the Council of Chairs discussed the reaction of the community on the recruitment and retention allocation. The DM and Minister have been made aware of the community reaction. The Minister has expressed her reasoning for the decision on the dollars. As the “boss” the Minister has set the direction the Board is her agent who is tasked with carrying out her directions. The CEO has relayed the strong concerns that were expressed by the service providers to the other CEOs at the CEO Forum.

The PDD South Leadership Team indicated that if there are cuts it would be to administration. The Service Provider Council discussed the matter and asked the Chair to report that cuts to admin are not as simple as it used to be as administratively the organizations are very lean. As such cuts to Service Providers will impact the individuals that we serve. The Service Provider Council looks forward to sharing the activities and projects they have underway.

The Chair on behalf of the Board invited all community stakeholders to provide the Board with their thoughts and comments, the chair will carry them forward to the Minister. The Boards are a communication link between the community and the Minister. The Chair thanked the Chair of the Service Provider Council for the candid discussion and welcomes any suggestions the Service Provider Council may have on how to improve the process as we all have the interest of the individuals we serve at heart and all want the best possible outcomes for the individuals we serve.

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

8.1. Thursday, December 3, 2009, the **International Day of Disabled Persons Alberta**. The Lethbridge organizing committee has planned an exciting day of obstacle courses (with a “disability”, of course) and panel discussion featuring members of our community with disabilities and representatives from the Premier’s Council on the Status of Persons with Disabilities. The event will take place at the Lethbridge Centre Conference Centre (Room 1) from 11am until 6pm

8.2. SACLA is hosting Jim Diers on December 10th for an all day workshop.

9. Correspondence and Information

9.1. Letter to the Editor in the Lethbridge Herald.

10. Next Board Meeting:

December 17th.

MOTION: that the meeting be adjourned

MC Tom Hopkins

Date of Approval

Lorne Abells, Board Chair

Leah Bruder, Recorder