

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

Veiner Centre, Medicine Hat
October 17, 2007, 11:00 a.m.

MINUTES

In attendance: Lorne Abells (Chair), Sylvain Bellefeuille (Vice-Chair), Jo-lee Godfrey, Henry Heinen, Joy Lawson, Leo VandenHeuvel

PDD staff: Leigh Bremner (CEO), Maureen Horvath, Pamela Williams, Heather Ries, Dana Carew and Shirley Warren (Recorder)

Other PDD staff and community partners: Buffy Verhoeven (Alfred Egan Home), Dave Lawson (Lethbridge Association for Community Living), Allan O'Byrne (REDI Enterprises Society and Southern Alberta Disability Action Team representative), Rosemarie Kat (South Region Self-Advocacy Network), and Jenny Jensen (Clients Ongoing Rehabilitation and Equality (CORE) Association), Dee Wagner and Caitlyn Wagner

Guests and presenters: Karen Charlton, Manager, Social Development, City of Medicine Hat, and Leslie Jerry, Community Inclusion Coordinator, City of Medicine Hat

TOPIC	DISCUSSION/MOTION/ACTION
1. Call to Order	Lorne called the meeting to order at 12:25 P.M.
2. Welcome and Introductions	
3. Review and approval of agenda	Motion 07-41: Leo moved, seconded by Sylvain, approval of the agenda. Carried.
4. What is happening outside the PDD Boardroom?	<p><i>Presentation by the Community Inclusion Coordinator by the City of Medicine Hat, Leslie Jerry, Community Inclusion Coordinator and Karen Charlton, Manager, Social Development</i></p> <p>Karen thanked the Board for their invitation.</p> <ul style="list-style-type: none"> • The City of Medicine Hat uses a number of citizen advisory committees to advise the City Administration. • City administration started to advocate to City Council to obtain a staff person for Community Inclusion. • Karen brought copies of the approved City of Medicine Hat community inclusion strategy and a summary of the job description. <p>Leslie Jerry presented some of her initiatives in the City of Medicine Hat.</p> <ul style="list-style-type: none"> • Accessibility of public buildings: • Information about accessibility is sometimes not getting to builders; the City is working on a DVD to let them know.

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	<ul style="list-style-type: none"> • Advocated for a braille ballot; advertised to let people know. • Home bound elector opportunity; advertised through meals on wheels. • People with developmental disabilities had meaningful input to the design of the Esplanade. <p>The City of Medicine Hat oversees transportation.</p> <ul style="list-style-type: none"> • There is an administrative review of the accessible transportation. <p>Affordable Housing through the City of Medicine Hat:</p> <p>Majority of Karen's time has been spent on affordable housing.</p> <ul style="list-style-type: none"> • Karen distributed information. • The City has funding for the homeless shelter operated by the Salvation Army. • The City gave the Housing Society some land. <p>The Municipality owns a number of housing units that the Housing Society manages.</p> <p>A board member asked if the climate is better now for people with developmental disabilities having access to affordable housing.</p> <p>Allan indicated there are a number of duplexes and triplexes available; it is always a challenge, but not a crisis.</p> <p>Karen indicated going into new neighborhoods first to designate land, before people buy, has been very successful for the City of Medicine Hat.</p> <p>Lorne stressed the importance of relationship building and thanked the presenters.</p> <p>Carol Simpson introduced herself as a representative of the South Region Board Chairs Council. They are trying to keep communication open with (other governing bodies).</p>
5. Review and approval of minutes of September 19, 2007	<p>Motion 07-42: Jo-lee moved, seconded by Henry, approval of the minutes of September 19, 2007. Carried.</p>
6. Business arising from the minutes	
7. What has the PDD Board been doing in the past month?	See items 8 and 9

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<p>8. Finance Report</p>	<p>Maureen Horvath presented her monthly financial report to September 30, 2007. The current 2007/2008 forecast is \$56,842,000.</p> <ul style="list-style-type: none"> • 1,099 individuals is the rolling caseload count (actual served over last 12 months). • PDD South government administration has a budget for 20 FTE's; currently have 17.5 FTE's. • PDD South is trying to track statistics of individuals coming into service and leaving service more closely. • Currently five individuals with complex needs who were receiving supports from the same service provider have been given notice effective August 31, 2007 due to a lack of staffing resources. <p>Allan O'Byrne expressed that people who need supports the most will be out of services because of the lack of qualified staff, and asked if the board has a plan for such occurrences.</p> <p>PDD South responded:</p> <ul style="list-style-type: none"> • The issue of complex needs is at the forefront. • Not only is there an issue of funding staff, but there is also an issue of housing. • There are resources available, but long term it is important that other Ministries come together to support these individuals. • There is a cross-ministerial committee addressing complex needs; PDD cannot do it alone. • PDD South is in the process of hiring a new Complex Needs Coordinator. • The PDD South Board sponsored a conference in October, "Leading the Change – Building Bridges Across the Sectors". • At the conference, all the sectors were given tasks. • As a result of the Minister's brainstorming meetings, the innovation fund was started. The Minister has invited the community to present to him new ways of doing things that this government will consider. • In the South we are focusing on giving families, guardians, and individuals with the tools to resolve some of these issues. • Efforts are being made provincially to standardize a quantity of support (units of service).
<p>9. Committee Reports</p>	<p><i>Orientation Committee - Sylvain</i></p> <p>On October 3 and 4 the Orientation Committee organized and facilitated orientation to the new board members; reviewed terms of reference for the standing committees. Joy facilitated a team building exercise.</p>

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	<p>Motion 07-43: Sylvain moved the orientation ad hoc committee be disbanded, seconded by Jo-lee. Carried.</p> <p><i>Executive Committee – Lorne</i></p> <p>Joy’s term on the Executive Committee will be over in December. Lorne will appoint another board member.</p> <p><i>Committee Appointments – Lorne</i></p> <p>Lorne structured the committees as follows:</p> <table border="1" data-bbox="235 682 1377 1081"> <thead> <tr> <th data-bbox="235 682 414 814">EXECUTIVE COMMITTEE</th> <th data-bbox="414 682 544 814">AUDIT COMMITTEE</th> <th data-bbox="544 682 722 814">CEO EVALUATION COMMITTEE</th> <th data-bbox="722 682 868 814">BOARD EVALUATION COMMITTEE</th> <th data-bbox="868 682 1015 814">POLICY REVIEW COMMITTEE</th> <th data-bbox="1015 682 1209 814">LIAISON COMMUNITY GOVERNANCE COMMITTEE</th> <th data-bbox="1209 682 1377 814">RISK ASSESSMENT COMMITTEE</th> </tr> </thead> <tbody> <tr> <td data-bbox="235 814 414 913">Lorne, Chair</td> <td data-bbox="414 814 544 913">Leo, Chair</td> <td data-bbox="544 814 722 913">Henry, Chair</td> <td data-bbox="722 814 868 913">Jo-lee, Chair</td> <td data-bbox="868 814 1015 913">Henry, Chair</td> <td data-bbox="1015 814 1209 913">Lorne, Co-chair</td> <td data-bbox="1209 814 1377 913">Leo, Chair</td> </tr> <tr> <td data-bbox="235 913 414 1012">Sylvain</td> <td data-bbox="414 913 544 1012">Sylvain</td> <td data-bbox="544 913 722 1012">Lorne</td> <td data-bbox="722 913 868 1012">Sylvain</td> <td data-bbox="868 913 1015 1012">Lorne</td> <td data-bbox="1015 913 1209 1012">Sylvain, Co-chair</td> <td data-bbox="1209 913 1377 1012">Sandy</td> </tr> <tr> <td data-bbox="235 1012 414 1081">Joy</td> <td data-bbox="414 1012 544 1081">Tom</td> <td data-bbox="544 1012 722 1081">Joy</td> <td data-bbox="722 1012 868 1081">Joy</td> <td data-bbox="868 1012 1015 1081">Terry</td> <td data-bbox="1015 1012 1209 1081">Sandy</td> <td data-bbox="1209 1012 1377 1081">Tom</td> </tr> </tbody> </table> <p>The first task for the Board Evaluation Committee is to write the terms of reference. Lorne suggested the committee reference the Memorandum of Understanding and the Core Governance Policies.</p> <p>Motion 07-44: Sylvain moved, seconded by Henry, that the above named board members be appointed to the committees. Carried.</p> <p>Meetings with community partners: Southern Alberta Disability Action Team – Joy and Lorne South Region Self Advocacy Network – Terry, Tom, and Henry switch off with each other Family Voices – Sandy and Terry; Jo-lee for Medicine Hat meetings</p> <p>Motion 07-45: Leo moved, seconded by Henry, that the above-named board members represent the board at the above partner meetings. Carried.</p>						EXECUTIVE COMMITTEE	AUDIT COMMITTEE	CEO EVALUATION COMMITTEE	BOARD EVALUATION COMMITTEE	POLICY REVIEW COMMITTEE	LIAISON COMMUNITY GOVERNANCE COMMITTEE	RISK ASSESSMENT COMMITTEE	Lorne, Chair	Leo, Chair	Henry, Chair	Jo-lee, Chair	Henry, Chair	Lorne, Co-chair	Leo, Chair	Sylvain	Sylvain	Lorne	Sylvain	Lorne	Sylvain, Co-chair	Sandy	Joy	Tom	Joy	Joy	Terry	Sandy	Tom
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10. What is PDD doing in the South Region and across the Province?	<p><i>Chairperson’s Report – Lorne</i></p> <p>Leigh and Lorne met again with Bridget Pastoor, Liberal MLA.</p> <ul style="list-style-type: none"> Ms. Pastoor is an advocate for the frontline worker. 																																	

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	<p>Review of the funding allocation:</p> <ul style="list-style-type: none"> • Ministry retained KPMG to assist in the analysis. • Lorne will be attending a meeting about the recommendations. • It is premature to discuss until the Minister has made his decision.
<p>11. CEO Report</p>	<p>Leigh reports on her activity as it relates to the business plan goals (see attached report).</p> <p>Leigh has met with a couple of organizations regarding the 3% compensation increase and to discuss how to work together.</p> <p>PDD South has the only standardized monitoring framework in the province; it may be compromised due to the emphasis on finance in the positions.</p> <p>Leigh commended PDD South staff as in the last year staff have experienced more change than in the last nine years.</p> <p>Leigh discussed the role of the new position of Complex Needs Coordinator.</p> <ul style="list-style-type: none"> • The position will have a case management role • The position will define what is complex within the community. • The position will also determine when a community is not able to meet the needs. • The position would be the initiator of bringing the systems together.
<p>12. Liaison and Community Governance Committee</p>	<p>Lorne Abells reported on the “Leading the Change – Building Bridges Across the Sectors” Conference.</p> <ul style="list-style-type: none"> • One major task was to gather significant players from different Ministries (about 45 – 50 attended). • Challenge was to get them to commit to leading the change for inclusive lives. • There will be another meeting at the end of November, to get the players back together for ½ day. • The outcome will be a document that identifies bold steps. • One step was the potential creation of the Southeast Alberta Governance Council. • Lorne thanked all the committee members and PDD staff for all their hard work. • Lorne would like feedback about how the conference went.

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	<p>Southwest Alberta Governance Council</p> <ul style="list-style-type: none"> • This council is a newly created partnership in the southwest. The parties have signed an agreement to collaborate in the resolution of issues. • Where there are gaps, this leadership council will be a common voice to advocate for positive change. • Lorne co-chairs the council with Lea Switzer. • Holy Spirit School Division expressed a keen interest to join the council. • At the last meeting there was a presentation by Rita Berte of Chinook Health Region and Diane Randell of the City of Lethbridge. • The Governance Council is looking at an administrative working team to assist the council and hosting a governance symposium in the fall. • PDD will be the first at the table to talk about our mandate. • The council wants to hear back to what extent the CEOs can contribute to the administrative working team. • Henry Heinen sits on the council for PDD. • Pat Aitchison has undertaken to assist in the development of such an organization in the southeast; Children's Services has also agreed to be involved. <p>Leigh is scheduling appointments with the South Region MLA's. The purpose is for information only.</p> <p>Leigh indicated the new contract for the Rotary Project is a pilot project. Public awareness is an important spin-off. Hopefully this will be a linkage to the Rotary in Medicine Hat.</p> <p>Lorne will be sending open ended questions to the partners asking for their ideas to discuss at the next board meeting at 11:00 a.m.</p> <p>Board meetings will be on the fourth Thursday at 11:00 a.m.</p> <p>Lorne asked for the board's approval to make a formal presentation on the roles of the community boards.</p> <p>Motion 07-46: Leo moved, seconded by Joy, that letters of invitation will be sent to the Service Providers Council and the Southern Alberta Chairs Council so we go to make a presentation on the role of the community board as of July 2006. Carried.</p>
13. Board Member Reports	<p>Jo-lee attended the open house at Alfred Egan Home.</p> <p>Sylvain attended the CORE Association Annual General Meeting and the REDI Enterprises AGM. The REDI financial report reflects diversified sources of income.</p>

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	<p>Joy attended the South Alberta Disability Action Team retreat.</p> <p>Leo attended the Lethbridge Family Services AGM. They gave a description of everything they do; great learning experience.</p> <p>Henry attended the Wheat Country AGM; impressed with their three businesses. They would be pleased to have the PDD Board meet there. They have a program for children.</p> <p>Lorne also attended the South Alberta Disability Action Team retreat. The outcomes of the board retreat in Waterton had a lot of similarities to the outcomes of the SADAT retreat.</p> <p>The goal is to have members share their successes and generate excitement in the community.</p> <p>Ratify board appointments – Southern Alberta Society for the Handicapped (SASH) AGM – Terry</p> <p>Motion 07-47: Sylvain moved, seconded by Sylvain to ratify Terry's attendance at the SASH AGM. Carried.</p>
<p>14. What are our Partners doing?</p>	<p><i>Lethbridge Association for Community Living/Family Voices</i></p> <p>Dave Lawson reported on the upcoming October 20 Conference and Evening Gala.</p> <ul style="list-style-type: none"> • LACL is also planning a Wills and Estate Planning workshop in November. • He is making some progress with the U of L with respect to inclusive education; he made a presentation on September 25 with Bruce Uditsky. • LACL now has a partnership with Webtech; they have donated their services to update our website. • Family Voices in Lethbridge is presently having bimonthly meetings and a monthly hot topic night. <p><i>South Region Self Advocacy Network (SRSAN)</i></p> <ul style="list-style-type: none"> • Rosemarie Kat circulated her South Region Self Advocacy Network (SRSAN) report. • The board will facilitate a discussion on what people with developmental disabilities need from PDD South at the SRSAN meeting on November 14. <p><i>Southern Alberta Disability Action Team</i></p> <p>No report</p>

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	<p><i>Service Provider Council</i></p> <p>Allan reported there will be a meeting with service providers in early November to structure committees: contracting, human resources, funding, communication. All committees to come up with a work plan to work toward the outcomes identified at the recent SADAT retreat.</p> <p>ACDS board restructuring:</p> <ul style="list-style-type: none"> • ACDS regularly has 12 board members (and some other board members from around the province); six PDD CEO's also attend. • ACDS wants to understand the relationship of the Ministry to the regional boards. Lorne indicated that is why this board wants to come out to a meeting of the Service Providers Council to explain the role and the reporting lines. <p>South Region Board Chairs Council</p> <ul style="list-style-type: none"> • Carol Simpson reported this Chairs Council was developed because of the understanding that the boards had to become more involved. • Dean Stetson is the Chair. • There are 13 members who have signed the terms of reference. • The minutes will be sent to any agency who asks for them. • All the regions Chairs Councils met with the Minister, the Deputy Minister, and the Assistant Deputy Minister. • There is currently no representation from Medicine Hat.
15. What do the PDD Board and its Partners need to discuss?	<p><i>Business Plan Goals</i></p> <p><i>2nd Quarter Report to the Ministry:</i> Leigh gave a brief summary of the 2nd Quarter Update for PDD South, which she distributed. A copy of the report is available upon request.</p>
16. What is happening in our communities?	<p>Upcoming Events:</p> <p>SRSAN – November 14 – Tom Hopkins to facilitate 10:00 – 3:00 p.m.</p> <p>October 19 Conference – Henry to attend</p> <p>October 20 Conference – Jo-lee to attend</p>
17. Next meeting	<p>November 22 – Magrath Town Hall, hosted by Southern Alberta Society for the Handicapped.</p> <p>Crowsnest Annual Christmas dinner – an invitation has been received.</p>

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	<p>Buffy Verhoeven invited board members to attend the Alfred Egan Home Christmas Party – December 7 1:00 p.m.</p> <p>REDI Christmas Dinner and Dance will be December 1.</p>
18. Motion to Adjourn	Jo-lee moved the meeting be adjourned at 3:40 p.m.

Date of Approval

Lorne Abells, Board Chair

Shirley Warren, Recorder