

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

Lethbridge PDD Boardroom  
December 19, 2007, 9:00 a.m.

MINUTES

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

PDD staff: Pamela Williams (Acting CEO, Regional Manager of Contracting), Maureen Horvath, Dianne Garrick, and Shirley Warren (Recorder)

Community partners: Dave Lawson (Executive Director) Lethbridge Association for Community Living, Geoff Meyering, South Region Self-Advocacy Network

TOPIC	DISCUSSION/MOTION/ACTION
1. Call to Order	Lorne called the meeting to order at 9:00 a.m.
2. Welcome and Introductions	
3. Review and approval of agenda	<b>Motion 07-56:</b> Jo-lee moved, seconded by Sandy, approval of the agenda with one addition. Carried.
4. What is happening outside the PDD Boardroom?	<p><i>Presentation by Dianne Garrick, Transition Coordinator</i></p> <ul style="list-style-type: none"> <li>. Dianne gave the history of her position which began in 2004 and is the only position of its type in Alberta.</li> <li>. Dianne works ½ time for Southwest Alberta Child and Family Services and ½ time for PDD South.</li> <li>. Child Protection Workers refer the youth prior to their 18<sup>th</sup> birthday.</li> <li>. Dianne works to get assessments for determining eligibility.</li> <li>. Wendy Coleman is the key staff person to determine PDD eligibility right now.</li> <li>. Dianne has been working on a project to find homes for two complex needs individuals.</li> <li>. Pam elaborated on PDD's role with this project.</li> <li>. There will be a meeting regarding a new transition planning protocol in January on the second floor of the Lethbridge Centre Mall.</li> <li>. PDD South and Southwest Alberta Child and Family Services have tendered a request for proposals for the two individuals.</li> </ul>
5. Review and approval of minutes of November 22, 2007	<b>Motion 07-57:</b> Leo moved, seconded by Henry, approval of the minutes. Carried.

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6. Business arising from the minutes	<ul style="list-style-type: none"> <li>• Lorne and Leigh are going out to the Service Provider Council and the South Region Council of Chairs to discuss the role of the PDD Community Boards.</li> </ul>
7. What is PDD doing in the South Region and across the Province?	<p><u>Chairperson's Report</u></p> <p>Lorne reported on the Council of Chairs meeting December 17:</p> <ul style="list-style-type: none"> <li>. Eligibility Regulation – work is still being done on this; thrust is to put into law the current practices around eligibility.</li> <li>. Allocation Model is still being worked on.</li> <li>. Risk Management has been identified as a priority by the Council of Chairs for the next year.</li> <li>. Innovation Fund – 51 projects were approved by the committee; the South received 16 approvals for projects relating to family leadership, individual leadership, navigator project, different approaches to service delivery. PDD South had the most projects approved.</li> </ul> <p>On November 23, Leigh, Sylvain, Jo-lee, and Lorne met with the Minister and made a presentation to MLA's Rob Renner, and Len Mitzel.</p> <ul style="list-style-type: none"> <li>. They are planning to meet with the MLA's in the southwest region in the spring.</li> </ul> <p>The Governance Council of Southwest Alberta will meet January 17.</p> <ul style="list-style-type: none"> <li>. Each member will inform the Council about their respective mandates.</li> <li>. PDD will begin the information sessions.</li> </ul> <p>The Council of Chairs meetings will be once every six weeks or as needed.</p> <p><u>CEO Report</u></p> <p>Pam reviewed Leigh's CEO report with the board members. (A report is available upon request.)</p> <p>Within the innovative fund, two sites were chosen for the navigator projects (navigating an inclusive pathway: utilizing community capacity and natural supports).</p> <ul style="list-style-type: none"> <li>. The South is one site for the navigator projects.</li> <li>. All fields in Human Services are expected to be accessed.</li> </ul> <p>The new contract template is still draft.</p>

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	<p><u>Liaison and Community Governance Committee - Sylvain</u></p> <ul style="list-style-type: none"> <li>. A meeting was held December 7.</li> <li>. Sandy made a presentation on the follow-up to Leading the Change Conference.</li> <li>. There was discussion of steps taken to formulate a Southeast Governance Council.</li> <li>. Leigh met with Sylvain and Fred Kramer who is on the board of Southeast Child and Family Services.</li> <li>. The Liaison Committee is planning to make concrete presentations to the various stakeholders.</li> <li>. Barbara Nish and Sharon Rowntree are new committee members.</li> </ul> <p><u>Committee Reports</u></p> <p><i>Executive Committee - Lorne</i></p> <p><b>Motion 07-58:</b> Leo moved, seconded by Sandy, that Henry Heinen will serve on the Executive Committee from January to June 2008 to replace Joy. Carried.</p> <p><i>Audit Committee - Leo</i></p> <ul style="list-style-type: none"> <li>. Leo reported from the committee meeting of November 30. Revised Terms of Reference are in the board package today.</li> <li>. Risk Management Terms of Reference will be forwarded soon.</li> <li>. Jim Menzies will meet with the Audit Committee on January 8 to discuss the Risk Management focus and breadth.</li> <li>. The Risk Management Committee should also attend this meeting.</li> </ul> <p><b>Motion 07-59:</b> Leo moved, seconded by Sylvain, approval of the Audit Committee Terms of Reference. Carried.</p> <p><i>Policy Review Committee - Henry</i></p> <p>The committee is still waiting for provincial policies to compare with South Board policies.</p> <p><i>Board Evaluation Committee – Jo-lee</i></p> <ul style="list-style-type: none"> <li>. Jo-lee distributed Terms of Reference for the Board Evaluation.</li> <li>. The next meeting will be <b>January 11 at 11:00 a.m.</b></li> <li>. The province is working to standardize the forms for Board Evaluation.</li> <li>. Board members provide feedback on the Terms of Reference to Jo-lee, Joy, or Henry.</li> </ul>

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	<p><i>Dispute Resolution Committee - Lorne</i></p> <p>The committee is waiting for some responses from the Ministry.</p> <p><i>CEO Evaluation Committee – Henry</i></p> <ul style="list-style-type: none"> <li>. Terms of Reference are in the package. These will need revision.</li> <li>. The South Board will now follow the Ministry’s format.</li> <li>. There will be no involvement of external stakeholders in the CEO Evaluation, and the Deputy Minister is involved.</li> <li>. Dave Arsenault, ADM, will be providing information closer to the Ministry timelines.</li> <li>. Have to present forms to the board for feedback in January.</li> <li>. Next meeting of the committee is <b>January 11 at 9:30 a.m.</b></li> </ul> <p><i>Task Force on Community Engagement</i></p> <p>The task force will have to meet again regarding meetings with service providers and families.</p>
<p>8. Finance Report</p>	<p>Monthly Financial Report up to November 30, 2007 – Maureen Horvath</p> <ul style="list-style-type: none"> <li>. The current 2007/2008 forecast is \$57,476,000.</li> <li>. A \$572,000 surplus is currently estimated.</li> <li>. PDD South is currently serving 1,112 individuals.</li> <li>. PDD South financial statements are conservative as far as new individuals coming into service. Maureen will review this prior to the December statement.</li> <li>. There are 20 individuals determined eligible who are not yet receiving services. There are 10 more under 18 who are anticipated to obtain services. There are 25 who have approached PDD and are not yet through the eligibility process.</li> </ul> <p>A board member asked about opportunities for innovation of services.</p> <p>One agency gave staff a significant increase and benefit program, but is using fewer staff. PDD South is monitoring this agency to see the progress.</p> <p>One community member commented that the families and individuals are not just shopping around; they are finding that agency staff are just not there.</p>

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10. Board Member Reports	<p>Jo-lee went to the Alfred Egan Home Christmas Party.</p> <p>Joy went to the Lethbridge Association for Community Living (LACL) Potluck.</p> <p>Sylvain attended REDI Enterprises Christmas Dinner and Dance and the PDD Medicine Hat Open House.</p> <p>Henry went to the South Region Self Advocacy Network (SRSAN) meeting where they had elections.</p> <p>Sandy attended the Family Voices meeting on November 29. Someone who had previously resided in Michener spoke at the meeting; she attended the Liaison and Community Governance Committee and made a presentation; she attended the Evening Gala at SACLA.</p>
9. What are our Partners doing?	<p><u>Family Voices/Lethbridge Association for Community Living – Dave Lawson</u></p> <ul style="list-style-type: none"> <li>. Family Voices is very involved with the schools; Family Voices participates on inclusive education committees of the two Lethbridge Districts.</li> <li>. Palliser Regional Schools has been approached to see if they wish to convene an inclusive education committee.</li> <li>. Multidisciplinary teams have consumed a lot of the time of Family Voices.</li> <li>. LACL sponsors a Family Leadership Series for families who have adult children. Geoff Meyering has been attending as a self-advocate.</li> <li>. Inclusion for children with autism has been very successful.</li> <li>. One in 150 children are now diagnosed with autism.</li> <li>. LACL is having an open house on Friday, December 21. Dave invited PDD board members to attend.</li> </ul> <p><u>South Region Self Advocacy Network (SRSAN)</u></p> <ul style="list-style-type: none"> <li>. Geoff Meyering reported about the International Day of Disabled. 150 people attended at the university. 50 attended at the Lethbridge Centre Mall.</li> <li>. The next meeting is January 16 from 10:00 a.m. – 3:00 p.m. at Taber Heritage Inn.</li> </ul> <p><b>Motion 07-60:</b> Joy moved Henry to attend the SRSAN meeting, seconded by Sylvain. Carried.</p> <p><u>Southern Alberta Disability Action Team</u></p> <ul style="list-style-type: none"> <li>. Joy, Geoff, and Pam picked four agencies to visit to collect success stories and help them identify the best practices.</li> </ul>

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	<ul style="list-style-type: none"> <li>. REDI, SASH, Taber Special Needs, and L'Arche Association participated.</li> <li>. The committee developed three questions to help agencies identify their best practices.</li> <li>. The selected agencies will make a presentation to the board; the board would like to video-tape the presentations.</li> </ul>
10. What is happening in our communities? (Upcoming Events)	<p><i>Open House: Lethbridge December 19</i>  <b>PDD Business Planning Session 1:00 p.m. January 11</b>  <b>PDD Audit Committee 10:00 a.m. January 8</b>  <b>PDD Audit Entry Meeting for the Audit Committee members at 9:00 a.m. on January 18.</b>  <i>Southwest Alberta Governance Council Meeting at 12:00 on January 17</i></p>
11. Motion to Adjourn	Henry adjourned the meeting at 12:45 p.m.

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Date of Approval

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Lorne Abells, Board Chair

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Shirley Warren, Recorder