

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

**February 21, 2007
Lethbridge PDD Boardroom**

MINUTES

In attendance: Sharon Rowntree (Chair), Sylvain Bellefeuille, John Deys, Jo-lee Godfrey, Joy Lawson, Sandy Annis, Noel McGarry, Leigh Bremner, Maureen Horvath, and Shirley Warren (Recorder)

Regrets: Lorne Abells

Other PDD staff and community partners: Nancy Morris, Dave Lawson (Lethbridge Association for Community Living) and Sue Manery (Southern Alberta Community Living Association), Scott Wolsey (Southern Alberta Society for the Handicapped), Buffy Verhoeuven (Alfred Egan Home), Danielle Hanna (Family Voices), Chris Evetts (Southern Alberta Individualized Planning), Colette Acheson (Centre for Board Development), Keelae Blackwood, Winona Wagenaar

TOPIC	DISCUSSION/MOTION/ACTION
1. Call to Order	Sharon called the meeting to order at 12:30 p.m.
2. Welcome and Introductions – Sharon	
3. Review and approval of agenda	Motion 07-01: John moved, seconded by Jo-lee, approval of the agenda with a few additions. Carried. Closed Meeting (Executive Committee) Add Service Provider Council for future agendas. Suggestion to add 2020 Vision Update.
4. What is happening outside the PDD Boardroom?	Colette Acheson from the Centre for Board Development passed out information regarding an upcoming workshop, which is “Writing Effective Policies and Procedures”. The Centre for Board Development offers teaching and training for groups. Colette suggested John Carstairs could do a workshop for this Board.
5. What has the PDD Board been doing in the past month? Review and approval of minutes of January 17, 2007	Motion 07-02: John moved, seconded by Sylvain, approval of the minutes of January 17, 2007 with corrections. Carried.

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6. Business arising from the minutes	
7. Finance Report – Maureen Horvath	<p>Maureen presented the highlights of the January 31, 2007 month end report.</p> <ul style="list-style-type: none"> ▪ There is a -2% variance in the operating expenses, which gives PDD South a surplus. ▪ 1021 December caseload is down; there has been a delay in taking new people on. ▪ We presently have more people leaving than are coming into service. ▪ We should have provincial direction by the end of the week about the use of this surplus. ▪ We are not presently able to draw on the \$400,000 prior year revenue. ▪ There may be one or two individuals in a year who leave PDD for the Health Care system.
8. Committee Reports	<p><u>Audit Committee Sylvain Bellefeuille</u></p> <p>The Committee has asked that Board members review information that was sent out, and to consider coming on the Audit Committee. Sylvain suggested the Board as a whole should be the Committee.</p> <p>Motion 07-03: Sylvain moved, seconded by Jo-lee, that the Board as a whole take the function of the Audit Committee until such time as our Board turnover is completed, and that the Board appoint a Chair of this committee. Carried.</p> <p>Motion 07-04: Jo-lee moved, seconded by Sandy, that Sylvain act as Chair of the new Audit Committee. Carried.</p> <p>June 27, 2007 at 10:00 a.m. is the date of the Audit Exit Meeting. All members of the Audit Committee should plan to attend.</p> <p><u>Executive Committee Sylvain Bellefeuille</u></p> <p>CEO Evaluation and CEO Exit Interview were done. Sylvain took the lead.</p> <p><u>Policy Review Committee John Deys</u></p>

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	<p>John as received Draft “Governance Policies for Community Boards”.</p> <p>John and Lorne will review the policies and come back and make recommendations at the March 21 meeting.</p> <p>Motion 07-05: John moved he, Lorne, Sandy, and Joy be the Policy Review Committee, seconded by Jo-lee. Carried.</p>
<p>9. What is PDD doing in the South Region and across the province?</p>	<p><u>Chairperson’s Report</u></p> <p>Council of Chairs meeting was February 20 in Edmonton.</p> <p>The Funding Allocation Working Group has called for proposals regarding allocation of funds to the regions.</p> <ul style="list-style-type: none"> ▪ Four contractors have responded. ▪ Once a contractor has been hired, regional action plans will be in place for October/November of this year. ▪ April 1, 2008 is the timeline for implementation of the new allocation model. <p>Surplus Funding</p> <ul style="list-style-type: none"> ▪ There was a verbal commitment from the Deputy Minister and Assistant Deputy Minister that a decision would be made by Friday. <p>The task force on new models of service responded February 14.</p> <ul style="list-style-type: none"> ▪ They advised taking long term action and short term action using pilot projects in each region. <p>An Advisory Council to report to the Minister on PDD Reform has commenced.</p> <ul style="list-style-type: none"> ▪ This Council will take in all stakeholder groups. <p>Discussion of new measures to serve individuals with complex needs is moving ahead at higher levels.</p> <ul style="list-style-type: none"> ▪ ADMs from several Ministries are planning to meet within two weeks on this topic. <p>PDD is now entering the second round of Board recruitment for 2007.</p> <ul style="list-style-type: none"> ▪ Across the province, there will be an entirely new PDD Board structure after 24 more members have been recruited. ▪ Newspaper ads will be going out March 2 and 3 for Board Chairs and Board members.

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	<ul style="list-style-type: none"> ▪ There will likely be appointment of new Board Chairs by end of April. ▪ Board members will be interviewed later. ▪ Board members who wish to be the Board Chair have to apply and be interviewed. <p>PDD Appeal Secretariat</p> <ul style="list-style-type: none"> ▪ The interim panel members may be reappointed by the Minister for one more year. ▪ There is a backlog of 15 appeals. <p>Policy Development is now the responsibility of the Minister.</p> <ul style="list-style-type: none"> ▪ Regions may develop “supplemental policies”, but they have to be approved by the Minister. <p>Community Board Evaluation</p> <ul style="list-style-type: none"> ▪ These evaluations have to be done each year. ▪ Sharon distributed the evaluations for the Board members to complete. ▪ Next year the Ministry will have developed their own tool for Board evaluation. ▪ Fax the evaluation to Sharon by the first Friday of March. <p>There is now a standard contract for CEO’s across the government and a standard tool for evaluation of the CEO.</p> <p>The South has built a sound foundation for community governance over the last nine years. South Board members are asking how much input will Boards have from hereon in.</p> <p>Sue Manery is a member of the ACDS Strategic Planning Committee.</p> <ul style="list-style-type: none"> ▪ At that table they are pushing for discussions about how to influence PDD. ▪ In their opinion, the South region is a region to be followed. ▪ Sue complimented Sharon and this Board for their commitment to community governance. <p>Selection of the new CEO</p> <ul style="list-style-type: none"> ▪ Sharon, Lorne, Dave Arsenault and Scott Wolsey did interviews with John Kelly of Human Resources. ▪ Of the 41 applicants, five people were interviewed. ▪ The ADM now takes the lead in notification.

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10. CEO Report – Noel	<p>Noel circulated a workshop being offered by Cara Milne.</p> <p>Sharon made a presentation to Noel on behalf of the Board of a Robert Croskery watercolor painting of his Ireland region for a remembrance of his nine years as CEO.</p> <p>Noel described the very busy agenda for the February 9 Assistant Deputy Minister tour of the South Region. At the end of this day, PDD Staff and Board hosted an evening for Noel's retirement.</p> <p>Noel reported the PDD transition into the Ministry is almost complete.</p> <p>Noel advised the group to continue to engage the ADM, the Minister, regarding our community, and things will go well.</p>
11. Liaison and Community Governance Committee	<p>Next meeting is March 2.</p> <p>We have a proposal from the Bennis for facilitating the fall symposium. It will be reviewed at the March meeting.</p>
12. Board Member Reports	<p>John and Lorne attended the SACLA Board meeting. John reported some of the agencies' concerns: the staffing issue, retention, retraining. They are asking if PDD wants the surplus back, why make so much effort to be cost effective.</p> <p>Joy reported she met with "2020 Vision" Committee and will continue to work with them.</p>
13. What are our Partners doing?	<p><u>Lethbridge Association for Community Living/Family Voices</u></p> <ul style="list-style-type: none"> ▪ Dave Lawson reported that the March 20 AGM will be held in the City Hall Culver City Room. ▪ Grants are available to families to attend the Family Conference in Edmonton on March 16 and 17. ▪ Dave attended the family meeting with Assistant Deputy Minister, David Arsenault, on February 9, 2007. ▪ Dave distributed the nomination criteria for the inclusive education award; this award is named in honor of Betty Grigg.

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	<ul style="list-style-type: none"> ▪ Dave announced the new Planned Lifetime Advocacy (PLAN) Coordinator, who will be Tanya Buis. ▪ John Deys will attend the AGM on behalf of the Board. ▪ Family Voices will meet at 7:00 on February 22, 2007. <p><u>South Region Self Advocacy Network</u></p> <ul style="list-style-type: none"> ▪ Winona Wagenaar reported there have been several SRSAN agency meetings. ▪ The next meeting of the whole group will be March 9 in Brooks. ▪ People First have interviewed individuals and will choose a representative plus a backup. ▪ Books are for sale for \$20, t-shirts for \$15, etc.; all are available at SAIPA. <p><u>South Region Joint Planning Group</u></p> <ul style="list-style-type: none"> ▪ Scott indicated the new Mission /Vision/ Purpose/Guiding Principles were distributed today. ▪ The terms of reference are being put into plain language. ▪ Scott spoke at length with the Assistant Deputy Minister about Joint Planning. ▪ The members are discussing how to implement work from the last Annual meeting facilitated by the Bennis into the new group. ▪ The Bennis are coming to a meeting. ▪ The new Service Provider Council will be meeting tomorrow in Medicine Hat. ▪ The new Service Provider Council will be meeting in October in the South with ACDS and the Strategic Planning Committee regarding provincial initiatives. <p><u>PDD Staff</u></p> <p>Nancy Morris reported that the PDD staff has new staff roles. They are learning the new roles.</p> <p>John thanked Leigh and the PDD staff for their work to put on the retirement celebration for Noel.</p>
14. What do the PDD Board and its partners need to discuss?	"2020 Vision" – Danielle Hanna

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	<p>This group is working on a document for the Minister about what they want to change for the future. Next meeting is about how to make things change. They are writing strategies for the Minister; they have a lot of work to do. Joy Lawson was involved in the meeting.</p>
<p>15. What is happening in our communities</p>	<p>Upcoming Events:</p> <ul style="list-style-type: none"> a. March 16, 17 – Alberta Association for Community Living Annual Conference, Edmonton – Joy and Sandy to attend b. March 21 – PDD South Board Meeting (Medicine Hat) starts at 10:00 a.m. c. March 23 – South Region Self Advocacy Network (SRSAN) Brooks – Jo-lee to attend d. April 18-20 - Alberta Council of Disability Services Annual Conference, Kananaskis - Sandy, John, and Jo-lee <p>April Board meeting will be April 25 in Lethbridge.</p> <p>Motion 07-06: Jo-lee moved, seconded by Sylvain, to move into closed meeting. Carried.</p>
<p>16. Other</p>	<p>Motion 07-07:</p> <p>Sylvain moved that “Noel exceeded the performance standards in all three areas of his evaluation set out for the fiscal year 2006/2007. It is our recommendation that the PDD South Community Board evaluate Noel McGarry’s performance for the fiscal year 2006/2007 as having exceeded our expectations”, seconded by John. Carried unanimously.</p>
	<p>Jo-lee adjourned the meeting at 3:10 p.m.</p>