

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

Lethbridge PDD Boardroom  
January 24, 2008, 11:00 a.m.

MINUTES

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

PDD staff: Leigh Bremner (CEO), Heather Ries, Brenda Carlson, Janet Rosentreter, Von Alexander

Other PDD staff and community partners:

**Guests and presenters:** Cathy Allemekinders, Colette Acheson, Wendy Smith, Brad Newcott, Dave Lawson, Sue Manery, Sharon Rowntree.

TOPIC	DISCUSSION/MOTION/ACTION
1. Call to Order	Lorne called the meeting to order at 11:10am.
2. Welcome and Introductions	Lorne welcomed people to the first meeting of the board for 2008. General introductions from around the table were undertaken.
3. Review and approval of agenda	<p><b>Motion 08-61</b> Leo motioned, seconded by Jo Lee, approval for agenda with one addition. Item on process of appointing board members to attend events added as 8c. Carried.</p> <p>Review:</p> <ul style="list-style-type: none"> <li>- Brenda Carlson gave a brief overview of the regions Achieving Better Outcomes Initiatives. 16 new projects had been approved.</li> <li>- Evaluations of projects to be done internally and externally.</li> <li>- The projects fall within the following categories: Employment, Post Secondary Education, Family and Individual Leadership.</li> </ul>
4. What do the PDD Board and its Partners need to discuss?	<p><i>Presentation by Cathy Allemekinders – Rotary Project</i></p> <ul style="list-style-type: none"> <li>- Cathy gave a brief introduction about herself and why she had chosen to undertake the job of Rotary Project Coordinator.</li> <li>- Rotarians of Alberta were the driving force behind providing positive influences between employers and agencies, networking and building relationships. With the result that adults with developmental disabilities are accessing diverse employment opportunities.</li> <li>- Cathy then showed a 5 minute presentation on 'Community Living Works'. (Copies of DVD available from Cathy if required).</li> </ul>

TOPIC	DISCUSSION/MOTION/ACTION
	<ul style="list-style-type: none"> <li>- Cathy said that she was working closely with a number of agencies, committees, employers and individuals to promote the employment of individuals with developmental disabilities.</li> <li>- Lorne expressed congratulations to Dave, AACL and Cheryl Dick who sit on the Liaison Committee for initiating this initiative.</li> <li>- Lorne also congratulation Cathy on her appointment and for her enthusiasm and wished her well for the future.</li> </ul> <p><i>Presentation by Wendy Smith – Campus Connections</i></p> <ul style="list-style-type: none"> <li>- Wendy gave a brief outline to her background and to Connections.</li> <li>- The service is offered to students of Lethbridge College. Currently the service is offered to 7 students, but this will rise to 10 in September.</li> <li>- Due to this increase a new member of staff has been appointed – Brad Newcott</li> <li>- The service allows students with developmental disabilities to access and audit most college courses.</li> <li>- Courses are tailored to meet individual students needs and intense tutoring/peer helpers are provided where necessary.</li> <li>- The service has five outcomes it works to: <ul style="list-style-type: none"> <li>Developing relationships</li> <li>Finding meaningful employment</li> <li>Becoming educated</li> <li>Enrichment of life experiences</li> <li>Developing self identity.</li> </ul> </li> <li>- Wendy said that students received recognitions of achievement and portfolios were also created which could be used in conjunction with resumes, to help students gain employment or further educational support.</li> <li>- Asked for a negative point of her work, Wendy said that the recent increases in tuition fees had caused some problems but AACL have funded for a couple of semesters and were looking to businesses for future funding.</li> <li>- Lorne thanked Wendy for her presentation and the work she did.</li> <li>- Lorne also congratulated Brad on his new position.</li> </ul> <p><i>Dave Lawson – University of Lethbridge</i></p> <ul style="list-style-type: none"> <li>- Dave added that the University was also looking at this as an opportunity for inclusive post secondary educational experience.</li> <li>- Currently the President and his assistant were meeting with Deans to look for approval.</li> <li>- General consensus was that the service would get supported.</li> </ul>

TOPIC	DISCUSSION/MOTION/ACTION
5. Review and approval of minutes of December 19, 2007	<b>Motion 08-62</b> Henry motioned, seconded by Tom, approval for minutes with an amendment on page 3 reading Sylvain, not Henry. Carried.
6. What is PDD doing in the South Region and across the Province?	<p><b>a. Chairperson's Report</b></p> <ul style="list-style-type: none"> <li>- Lorne advised that Terry Olsen had given her resignation to the Minister.</li> <li>- Lorne thanked Teri for her contribution.</li> <li>- Sandy and Joy have been re-appointed for 3 years terms.</li> <li>- Ministry has began recruitment process to find a replacement for Teri. Applications close on February 8<sup>th</sup>.</li> <li>- Lorne asked if any board members knew of anyone interested in applying, to encourage them to apply.</li> <li>- Shirley will have information packages available for those interested in position.</li> <li>- Interviews will be held end of February/beginning of March.</li> </ul> <p><i>Lorne then undertook a tribute to board members, highlighting their contributions and thanked them for all their hard work.</i></p> <ul style="list-style-type: none"> <li>- In turn the board thanked Lorne for his contribution and hard work, adding he had done a great job.</li> <li>- Lorne advised that he had recently attended a Council of Chairs meeting in Edmonton and had come away with a positive outlook in dealing with issues affecting PDD, Service Providers, Recruitment &amp; Retention and Restructuring.</li> <li>- Lorne indicated the priority at provincial level for risk management.</li> <li>- Meeting had been set up with Palliser Health Region committee for 20<sup>th</sup> March.</li> </ul> <p><b>Motion 08-63</b> Recommend that Lorne, Pam, Syl, Jo-Lee or Joy attend. Motioned by Henry Seconded by Sandy. Carried</p> <ul style="list-style-type: none"> <li>- Lorne asked that a committee be formed to organize the Sharon Rowntree Family Leadership Award.</li> </ul> <p><b>Motion 08-64</b> Sandy and Joy will be the 2 board members on the organizing committee. Leigh will formally request the involvement of a LACL Board Member. Motioned by Jo-Lee. Seconded by Leo. Carried.</p> <p><b>Motion 08-65</b> Joy-Lee to have expenses paid for attending the SRSAN meeting on January 16<sup>th</sup> 2008. Motioned by Henry, Seconded by Joy. Carried.</p>

TOPIC	DISCUSSION/MOTION/ACTION
	<ul style="list-style-type: none"> <li>- Council of Chairs will be embarking on a facilitated process around the development of a common mission and core business. Two board members from each community board will be involved along with the DM, ADM and the CEO's who will participate in an advisory capacity.</li> </ul> <p><b>Motion 08-66</b> Lorne and Sylvain attend on behalf of the PDD South Board. Motioned by Joy. Seconded by Leo Carried.</p> <p><u>b. CEO Report</u></p> <ul style="list-style-type: none"> <li>- Leigh circulated copies of her report for information</li> <li>- Leigh went through report with members and advised that it was a busy time in PDD South.</li> <li>- Leigh advised that she was currently working on the Business Plan which was due on 25<sup>th</sup> January at 4.30pm. Highlights of the report: <ul style="list-style-type: none"> <li>o meeting with AACL, SRSAN &amp; the Ministry</li> <li>o critical concern about number of individuals requesting funded supports</li> <li>o PDD South is well aware of the retention and recruitment issues plaguing the service sector. She would like to meet with the Service Provider Council and its HR Committee to strategize multifaceted solutions.</li> <li>o Navigator Project is moving forward. Barbara Nish accepted the position as Project Coordinator for 14 months. This position is premised on community based person to navigate community resources outside system resources. More information to follow.</li> <li>o Following up on the 'Leading the Change' action steps.</li> </ul> </li> <li>- Sandy commended Leigh.</li> <li>- Leigh gave credit to the staff of PDD, for their hard work and commitment.</li> </ul> <p><u>c. Liaison and Community Governance Committee</u></p> <ul style="list-style-type: none"> <li>- Next meeting to be held 1<sup>st</sup> February 2008.</li> <li>- Meeting with MLA's on hold.</li> <li>- Liaison Committee recommended Board meet with City Councils in Lethbridge and Medicine Hat. – scheduled for April</li> <li>- South West Alberta Governors Council Meeting – postponed.</li> </ul>

TOPIC	DISCUSSION/MOTION/ACTION
	<p>d. <u>Committee Reports</u></p> <p>1. <i>Executive Committee</i> Nothing to report.</p> <p>2. <i>Audit Committee</i></p> <ul style="list-style-type: none"> <li>- Committee met with Jim Menzies to discuss issues re: Risk Assessment and how that could be different from the scope of the Audit Committee. It was clear that risk assessment goes beyond financial matters.</li> <li>- Terms of Reference to be presented at board meeting in March</li> <li>- Risk management clause in contracts to be challenged to see if the clause can be amended.</li> <li>- Audit meeting held on January 18<sup>th</sup> Audit planned and approved.</li> <li>- Leo asked board to request meeting in June with Auditor General. Attendance by all board members is required. Suggested dates for week ending June 13<sup>th</sup>.</li> <li>- The 12<sup>th</sup>/13<sup>th</sup> June are suggested.</li> </ul> <p>3. <i>Policy Review Committee</i></p> <ul style="list-style-type: none"> <li>- Meeting February 25<sup>th</sup> at 8.30am.</li> <li>- Looking at terms of reference, communication policy. Leigh to attend.</li> </ul> <p>4. <i>Board Evaluation Committee</i></p> <ul style="list-style-type: none"> <li>- Draft terms of reference to be completed.</li> <li>- Committee to meet in February before regular meeting in March.</li> </ul> <p>5. <i>Risk Assessment Committee</i> This item covered under <i>Audit Committee</i></p> <p>6. <i>Dispute Resolution Committee</i></p> <ul style="list-style-type: none"> <li>- Awaiting feedback from Ministry Office, have to meet to finalize.</li> <li>- No appeals in past year.</li> <li>- Tribute to management for resolving issues before becoming a problem.</li> </ul> <p>7. <i>CEO Evaluation Committee</i></p> <ul style="list-style-type: none"> <li>- Met this morning, relevant paperwork has been circulated.</li> </ul> <p>8. <i>Task Force on Community Engagement</i></p> <ul style="list-style-type: none"> <li>- Tom gave overview of Self Advocate meeting he had attended in November. Purpose of meeting was to ascertain 'wants and needs' of persons with development disabilities.</li> </ul>

TOPIC	DISCUSSION/MOTION/ACTION
	<ul style="list-style-type: none"> <li>- Tom gave presentation of information collected. Presented in pie chart form entitled 'Wheel of Life'.</li> <li>- Overall values were: <ul style="list-style-type: none"> <li>o Right to choose</li> <li>o Financial</li> <li>o Relationships</li> <li>o Sense of Belonging</li> <li>o Independence</li> </ul> </li> <li>- copies of presentation available from Tom.</li> <li>- Approximately 63/64 people took part in process</li> <li>- Would like to continue process with service providers etc to complete the circle.</li> </ul> <p>e. <u>Monthly Financial Report up to December 31, 2008 – Heather Ries</u></p> <ul style="list-style-type: none"> <li>- The current 2207/2008 forecast is \$57,476,000</li> <li>- A \$572,000 surplus is currently estimated.</li> <li>- PDD South is currently serving 1,111 individuals</li> <li>- Currently 14 individuals have been deemed eligible and are actively looking for services.</li> <li>- Additional 8 individuals who are currently under 18 have been preliminary deemed eligible and will require supports upon their 18<sup>th</sup> birthday.</li> <li>- A further 33 new individuals have approached PDD South and we are in the process of determining eligibility.</li> <li>- We also have another 3 individuals who are receiving services from another region and are looking to move south.</li> <li>- Year to date: 50 new people, 27 absorbed to contract and 12 files closed.</li> <li>- Leigh expressed concern over supporting 33 new individuals.</li> <li>- Information received showed difficulty in supporting families and individuals who are requesting residential supports.</li> <li>-</li> </ul> <p>f. <u>Board Member Reports</u></p> <ul style="list-style-type: none"> <li>- Henry, Jo-Lee and Joy had attended a meeting of SRSAN at Taber on Wednesday.</li> <li>- The mayor of Taber had also attended .</li> </ul> <p><b>Motion 08-67</b> Reports accepted as presented  Motioned by . Seconded by Carried</p>
7. 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>- Dave gave an outline of events coming up.</li> <li>- Link with West Side Safeway this weekend. Will be having displays and asking people to have air miles go</li> </ul>

TOPIC	DISCUSSION/MOTION/ACTION
	<p>to support LACL.</p> <ul style="list-style-type: none"> <li>- Presentation on Registered Disabled Saving Plan scheduled for January 31<sup>st</sup> at 7pm – speakers Dean Fowler and Garth Bluekens.</li> <li>- Website launch at Webtech – on 14<sup>th</sup> February, invitations will be sent out.</li> <li>- Colin Sobey – Consultant will be talking to schools re: ‘achieving inclusion’.</li> <li>- AACL Conference to be held at Edmonton on March 14<sup>th</sup> &amp; 15<sup>th</sup>– Fantasy Land Hotel. Grants will be available for people to attend. Further information available through Dave.</li> </ul> <p><u>South Region Self Advocacy Network (SRSAN) – Winona Wagenaar</u></p> <ul style="list-style-type: none"> <li>- Last meeting held on January 16<sup>th</sup>.</li> <li>- Society for People First conference to be held on February 15<sup>th</sup> &amp; 16<sup>th</sup>. To be held in Medicine Hat April 9<sup>th</sup>.</li> <li>- Leadership conference to be held at college on 9<sup>th</sup> April.</li> <li>- Train the trainer courses to be held in March &amp; May</li> <li>- AGM to be held in June.</li> <li>- Bringing forth GIFTS Brochure and Ripples newsletter circulated to members.</li> <li>- Bringing forth GIFTS training event – February 27<sup>th</sup> – 28<sup>th</sup>. Received some financial support from PDD to subsidize event. Cost now \$50 per person. Need to register quickly if you want to attend.</li> <li>- Self advocacy training information and tools have been ordered and will be circulated to agencies/self advocates when available.</li> </ul> <p><u>Southern Alberta Disability Action Team</u></p> <ul style="list-style-type: none"> <li>- Joy talked about an initiative related to collecting information on best practices. She and fellow committee member Geoff Meyering met with staff from Taber Special Needs Society.</li> <li>- Geoff and Joy hope to meet with staff from SASH in the near future.</li> </ul> <p><u>Service Provider Council</u></p> <ul style="list-style-type: none"> <li>- Met last week.</li> <li>- Looking at terms of reference for council and committee</li> <li>- Communication important issue</li> <li>- Next meeting February 14<sup>th</sup>.</li> <li>- As part of the ACDS Workforce Council there will be 30 second radio announcements promoting the disability service section as a rewarding career.</li> </ul>

TOPIC	DISCUSSION/MOTION/ACTION
	<p>- Sue Manery complimented the board on its commitment to PDD and to working with community.</p> <p><u>South Region Board Chairs Council</u></p> <p>No report.</p>
<p>8. What is happening in our communities? (Upcoming Events)</p> <p><i>Other Business</i></p>	<p>Items a and b had already been discussed.</p> <p>I8c 'Process for board members to attend meetings'</p> <ul style="list-style-type: none"> <li>- Lorne advised that committee chairs call meetings as they see appropriate.</li> <li>- Individuals to contact chairs before attending meetings.</li> <li>- Expenses for attending meetings can be approved by committees afterwards.</li> <li>- Sylvain reported that there will be a facilitated community meeting on January 31<sup>st</sup> in Medicine Hat.</li> <li>- Julie Friesen will be facilitating the meeting.</li> </ul> <p><b>Motion 08-68</b> Sylvain attend this community meeting as boards official designate. Motioned by Sandy. Seconded by Joy. Carried.</p> <p>Colette Acheson shared that there will be a session on self employment and self direction at City Hall, Culvert Room on February 11<sup>th</sup> between 3- 5pm.</p>
<p>9. Motion to Adjourn</p>	<p>Henry moved to adjourn (2:35pm)</p>
<p>10. Next Meeting</p>	<p>February 28, 2008, 10:00 a.m. Room 2, Second Floor Lethbridge Centre Mall</p>

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Lorne Abells, Board Chair

\_\_\_\_\_  
Sue Edwards, Recorder