

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

**Lethbridge PDD Boardroom**  
January 17, 2007

MINUTES

In attendance: Sharon Rowntree (Chair), Lorne Abells (Vice-Chair), Sylvain Bellefeuille, John Deys, Jo-lee Godfrey, Joy Lawson, Sandy Annis, Ken Dickie, Connie Cook, Noel McGarry, Leigh Bremner, Maureen Horvath, and Nina Lommerts (Recorder)

Other PDD staff and community partners: Pam Williams, Wendy Coleman, Charlene Haley, Dianne Garrick, Janet Rosentreter, Nancy Morris, Dave Lawson (Executive Director of Lethbridge Association for Community Living), Anne Kish (Lethbridge Association for Community Living), Sue Manery (Executive Director of Southern Alberta Community Living Association), Scott Wolsey (Executive Director of Southern Alberta Society for the Handicapped), Danielle Hanna (Family Voices), Barbara Kirby (Lethbridge Association for Community Living), Jen Meyer (Upside Down in LA), Jenny Nelson (student), and Geoff Meyering

Guests: Dianne Randall and Leslie Scott (City of Lethbridge)

TOPIC	DISCUSSION/MOTION/ACTION
1. Call to Order	Sharon called the meeting to order at 12:35 p.m.
2. Welcome and Introductions – Sharon	New Board Members and Guests
3. Review and approval of agenda	<b>Motion 06-71:</b> Jo-lee moved approval of the agenda, seconded by John. Carried.
4. What is happening outside the PDD Boardroom?	Lorne discussed that as the object of the Liaison & Community Governance Committee is to reach out to the broader community a great connection would be the Community & Social Development Committee. Lorne introduced Dianne Randall who is the chair of the committee.  <u>Road Map for a Brighter Future presentation</u> – Dianne Randall <ul style="list-style-type: none"> <li>• The purpose of this presentation is to give a snapshot of the Social Policy for the City of Lethbridge.</li> </ul>

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	<p>Vision Statement:  We envision a city in which all individuals, families and communities have opportunities for healthy development leading to social well-being.  It is their belief that the role of the City of Lethbridge in the area of social infrastructure is to:</p> <ul style="list-style-type: none"> <li>• Identify and build upon community strengths</li> <li>• Identify social assets and needs at the local level</li> <li>• Facilitate collaboration between the public, private and voluntary sectors</li> <li>• Respond appropriately to social needs</li> <li>• Monitor and evaluate the efficacy of the response</li> </ul> <p>Needs and Priorities from the findings of their Social Assets and Needs Assessment completed in 2005 (consultation with 150 people, plus an additional 16 different focus groups) were the following:</p> <ol style="list-style-type: none"> <li>1) Families with Children <ul style="list-style-type: none"> <li>• Primary issues include poverty, low wages, limited access to affordable housing and affordable childcare.</li> </ul> </li> <li>2) Youth <ul style="list-style-type: none"> <li>• Primary issues include poverty, substance abuse, lack of social and recreational opportunities and family violence.</li> </ul> </li> <li>3) Aboriginal People <p>Approximately 50% of Aboriginal people are living in urban areas and not on reserves. Treaty Seven Housing has a wait list of over 100 names.</p> <ul style="list-style-type: none"> <li>• Primary issues include affordable housing, racism, unemployment and family violence.</li> </ul> </li> <li>4) Seniors <ul style="list-style-type: none"> <li>• Primary issues faced by seniors are transportation, affordable housing, accessibility of services and deteriorating health.</li> </ul> </li> <li>5) New Canadians <p>Lethbridge will be posted on the Immigrant website as a “Community of Choice”.</p> <ul style="list-style-type: none"> <li>• Primary issues are limited inclusion within society, employment opportunities and educational opportunities.</li> </ul> </li> <li>6) People with Disabilities (mental and/or physical health challenges)</li> </ol>

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	<ul style="list-style-type: none"> <li>• Primary issues are poverty, limited access to transportation, housing and services.</li> </ul> <p>A Youth Summit will be held in April 2007 in Lethbridge. Target age group will be 15 – 22.</p> <p>Request has been made to Sharon to have someone from PDD to assist with this summit.</p> <p>Sandy Annis will be the board member, and Noel will submit a name from the PDD staff as well.</p> <p>Sharon indicated she will send a letter to Dianne with the names of the individuals who will assist with this request.</p> <p>The following questions were asked. Regarding individuals with disabilities - did the study talk about employment?</p> <ul style="list-style-type: none"> <li>• This area was not viewed as a priority when the consultations were done.</li> </ul> <p>Is there a listing of all associations or groups that operate in the city?</p> <ul style="list-style-type: none"> <li>• Community Links (328-5465) is the connection.</li> </ul>
5. What has the PDD Board been doing in the past month?	<p><u>Review and approval of minutes</u></p> <p><b>Motion 06-72</b> Syl moved approval of the minutes of December 13, 2006, seconded by Jo-lee. Carried.</p>
6. Business arising from the minutes	
7. Finance Report	<p>Finance Manager – Maureen Horvath Results to December 31, 2006. At this reporting period 9 months or 75% of our year has expired.</p> <ul style="list-style-type: none"> <li>• Current forecast is \$53,030,000.</li> <li>• The region is working towards ending the year balanced (current revenue to current expenditures).</li> <li>• PDD has been asked by the province to look at our non-critical spending.</li> <li>• Case count per month has stayed about the same. We currently support around 1034 individuals.</li> <li>• PDD is not allowed to spend the surplus money</li> </ul>

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	<p>from prior year revenue. These funds have to be returned to general revenues.</p> <ul style="list-style-type: none"> <li>• PDD South does not have a wait list. We do have individuals deemed eligible and are touring agencies, but have not yet received supports.</li> </ul> <p>Questions were asked regarding agency staff shortages.</p> <ul style="list-style-type: none"> <li>• PDD South has not heard of this being a widespread issue. More feelings of being a better option or fit, when individuals are requesting agency changes.</li> <li>• We have asked service providers to share this information with us and we have not heard of very many incidents of this. One of our service providers at the meeting has recently heard of two cases.</li> <li>• PDD South is hearing that provincially it is more about those individuals with complex needs.</li> <li>• Noel reported that the Ministry has made this a priority to address the area of staff shortage and retention. Provincial focus within the ministry is to address this in the short term, and as well as strategies for long term.</li> </ul> <p>A question was asked regarding if there is a Surplus Government Policy?</p> <ul style="list-style-type: none"> <li>• Maureen indicated that we have a Financial Administration Act that gives us an operating budget for the year.</li> </ul>
8. Committee Reports	<p><u>Audit Committee – Sylvain</u>  No report.  As Bryce is no longer a member on this committee they will be recruiting new members. This will be done sometime in February.  Sylvain will send out the Terms of Reference for the audit committee to current board members and at the next board meeting a member will be appointed then.  The Board has looked at having an external member on the audit committee as a possibility.</p> <p>There is an Exit Conference in June 2007.</p> <p><u>Executive Committee – Sharon</u>  No meeting in the last month.  Lorne, Syl and Sharon have met as a CEO Evaluation</p>

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	<p>Committee, which is responsible for completing the final CEO evaluation.  Syl has developed an evaluation form for this process. David Arsenault, our ADM will be part of this evaluation. Completion date will be middle of February.  David Arsenault has requested that we do an exit interview with Noel, which will give us an opportunity to ask Noel about his years as the PDD South CEO and talk about challenges, positive outcome etc.</p> <p><u>Policy Review Committee – John</u>  No report.  Are waiting to hear back from Ministry regarding the proper name for this committee.  Role of the Policy Review committee may be changing.</p>
<p>9. What is PDD doing in the South Region and across the province?</p>	<p><u>Chairperson’s Report</u>  A) Council of Chair’s met on December 8<sup>th</sup>. No report from this meeting.</p> <p>B) CEO recruitment process has started.</p> <ul style="list-style-type: none"> <li>• An ad has been put in the Lethbridge and Medicine Hat newspapers. Also this has been posted on our government website, in the government bulletin, and as well through our network of email addresses.</li> <li>• Closing date for this position is January 26<sup>th</sup>.</li> <li>• Sharon will meet with Dave Arsenault on February 8<sup>th</sup> to do the screening. Interviews will be conducted a week later in Lethbridge.</li> <li>• Panel will consist of David Arsenault, a representative of Executive Search, Scott Wolsey (representing our stakeholder group), Lorne and Sharon (from our board).</li> </ul> <p>C) Board member recruitment  At the end of March 2007 PDD South will be looking for 5 new board members. We have two vacancies right now. This recruitment will be taking place in January or February.  Sharon asked that those at the meeting go back to their groups and discuss the possibility of being a board member with them. For more information contact Noel or Sharon.</p> <p>D) Sharon attended a workshop with Joint Planning on January 16<sup>th</sup> to develop a mission and vision for the new Joint Planning Committee.</p>

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10. CEO Report	<p><u>PDD South Restructuring</u></p> <ul style="list-style-type: none"> <li>• We have created two acting Contract Coordinator positions to address the increasing operational requirements with contracting.</li> <li>• Further changes planned will include a reclassification of a position to work primarily with the growing number of families managing supports for their family member.</li> </ul> <p><u>Visit for Dave Arsenault, ADM</u></p> <ul style="list-style-type: none"> <li>• He will be visiting each of the regions to meet with families, individuals and some of the community agencies.</li> <li>• He will visit our region February 9th and will meet with Scott Wolsey at SASH, Dave Lawson and families.</li> </ul> <p><u>Board Development Workshop</u></p> <ul style="list-style-type: none"> <li>• Workshop offered on “Board Governance in Action”, February 9, 2007 at the University of Lethbridge.</li> </ul> <p><u>PDD South Website</u></p> <ul style="list-style-type: none"> <li>• Challenge is to keep this updated.</li> <li>• We will try to ensure that information is timely and current.</li> </ul> <p><u>Government Priorities and Ministry Directives</u></p> <ul style="list-style-type: none"> <li>• In mid-December the new government of Premier Stelmach announced his priorities for the new government.</li> <li>• Both the emphasis in the government priorities and the directives to Minister’s will likely set the tone for what we may expect over the coming months as we engage in the Business Planning process.</li> </ul> <p><u>Business Plan draft update – Leigh</u></p> <p>As we deal directly with the ministry, goals are now developed at the Ministry level and strategies to achieve these goals are the responsibility of the Community Board.</p> <p>Handout is <b>draft</b> form only. The “blue sections” indicate the PDD South regional input.</p> <p>The following three main goals are defined:</p>

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	<ol style="list-style-type: none"> <li>1. Communities welcome and include adults with developmental disabilities.</li> <li>2. PDD-funded services provide supports that contribute to community inclusion for adults with developmental disabilities.</li> <li>3. PDD community governance is effective and accountable.</li> </ol> <p>This draft has to be into the ministry by end of January so any feedback needs to be to Leigh by January 26<sup>th</sup>.</p>
<p>11. Liaison and Community Governance Committee</p>	<p>Lorne reported this committee has a new member: Fred Kramer, who comes with lots of expertise.  A symposium is being planned that will entail a 1 to 1 ½ day workshop.  At their next meeting on January 26<sup>th</sup> more details will be finalized and then shared at our February board meeting.</p>
<p>12. Board member reports</p>	<p>Sylvain attended the SRSAN meeting at the Medicine Hat College, which hosted a group called People First Alberta.  Request was made for representation from a SRSAN member to be on their board.</p> <p>Sylvain and Noel will be meeting on January 18<sup>th</sup> with Palliser Health Services.</p> <p>Connie, Lorne and Noel met with the Regional Governance Steering committee in December.</p>
<p>13. What are our partners doing?</p>	<p><u>Lethbridge Association for Community Living</u></p> <p>Dave expressed how positive the response from families is with the many opportunities/requests for family representation that are funneled through their office.  They are in the process of finalizing their Plan Coordinator replacement.  Today there was a story on the Lethbridge Herald front page about our “Third Academy” school (which is a private school for children with learning disabilities).</p> <p>Danielle Hanna gave a report on Family Voices.</p> <ul style="list-style-type: none"> <li>• They now have a committee devoted to inclusive education.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Planning a family conference in March 16 &amp; 17<sup>th</sup>, which will focus around families and inclusion in the community. On the LACL website there is a brochure for this conference.</li> <li>• Next meeting is January 25<sup>th</sup> @ 7:00 p.m. in Lethbridge and on February 7<sup>th</sup> in Medicine Hat.</li> </ul> <p><u>South Region Self Advocacy Network (SRSAN)</u></p> <p>Met on January 9<sup>th</sup> with People First Alberta, which is a group that just formed January 23, 2006 and has 7 members. This group has asked for representation from SRSAN.</p> <p>SRSAN will be selecting a member to be a representative to People First Alberta.</p> <p>Workshop update:</p> <ul style="list-style-type: none"> <li>• January 23 – 26, 2007 - Leadership Course, in Lethbridge. March 19 – 23, 2007 in Brooks.</li> <li>• February 12, 2007 - Supporting Self Advocacy, in Lethbridge. Please RSVP if planning to attend.</li> <li>• February 13, 2007 - Inclusive Boards, in Lethbridge.</li> <li>• February 13, 2007 - Partners in Advocacy, in Lethbridge.</li> </ul> <p>The Ripple newsletter will be out sometime in February or March.</p> <p>Next SRSAN meeting will be Friday, March 23<sup>rd</sup>, 2007 in Brooks at the Heritage Inn. This meeting will start at 10:00 a.m.</p> <p>Jo-lee and Sylvain will attend the March 23, 2007 meeting in Brooks to represent the Board.</p> <p><u>South Region Joint Planning Group</u></p> <p>The South Region Joint Planning Group meeting was January 16<sup>th</sup>. Representation was: four from PDD, three from families, three service providers, and four self advocates. Every group gave input, which is the focus of this committee.</p> <p><i>Mission Statement</i> was developed, which is a draft only.  “To work together in communicating, planning and promoting opportunities to better the lives of people with developmental disabilities”.</p> <p><i>Vision Statement</i> will be worked on at the January 31<sup>st</sup> meeting.</p>

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	<p>Scott will chair the committee to work on vision statement and Lorne will chair the committee to work on Terms of Reference.</p> <p>Target date for finalizing the Mission and Vision Statements and the terms of reference is February 6<sup>th</sup>.</p>
<p>14. What do the PDD Board and its partners need to discuss?</p>	<p><u>Upside Down in LA – Danielle Hanna and Jen Meyer</u></p> <p>Upside Down in LA is a support group for families with children with Down syndrome. Started as a family support group with six families in 2001. For more information email address is <a href="mailto:upsidedowninla@hotmail.com">upsidedowninla@hotmail.com</a> or contact Flora MacKay at (403) 328-8041.</p> <p>Presentation by Danielle Hanna and Jen Meyer. Each read their own letter sharing experiences they have had being a mother who has a child with Down syndrome. They also read a letter written by Harolyn Grant.</p> <p>Challenges/concerns they have encountered:</p> <ul style="list-style-type: none"> <li>• Staffing and qualifications of staff. Need to be well equipped and trustworthy, who advocate on behalf of the individual.</li> <li>• Transition from Children Services to adult services needs to be simpler and smoother.</li> <li>• Seems to be a “menu” of services that are offered to families, rather than what they require individually.</li> <li>• Chance for an education and to be employed if possible.</li> <li>• AISH – not enough money given to ensure quality of life.</li> <li>• Fears: if caregivers are gone the child would be put in an institution or facility that would take away their independence or choices.</li> <li>• Need to have labels and barriers gone.</li> <li>• Programs focus on numerical age.</li> <li>• Main battle is against ignorance.</li> </ul> <p>Sharon suggested a committee needs to be formed to develop a document from the three presentations heard to take to the ministry.</p>

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	<p>This group will consist of:</p> <ul style="list-style-type: none"> <li>• Anne Kish, Jen Meyer, Harolyn Grant (parents), Scott Wolsey (Joint Planning), Barb Nish or Sue Manery (Service Providers), Joy Lawson (Board representative).</li> <li>• Noel will submit a name for the PDD staff representation.</li> <li>• Suggestion that a self advocate be on this group as well.</li> </ul> <p>Sharon has requested that this group will compile the presentations into one document and submit to the board meeting in February.</p>
<p>15. What is happening in our communities?</p>	<ul style="list-style-type: none"> <li>• March 16 &amp; 17, 2007 – Alberta Association for Community Living Annual conference, Edmonton.</li> <li>• April 18 – 20, 2007 – Alberta Council of Disability Services Annual conference, Kananaskis.</li> </ul> <p>Please forward any information when received to the board members. Submission to go will be forwarded to Sharon.</p> <ul style="list-style-type: none"> <li>• March 2 – 4, 2007 – Ideas that Change People’s Lives conference, Edmonton. This is two free events for individuals with developmental disabilities and families. Nancy Morris can be contacted for more information.</li> <li>• May 5, 2007 – LACL’s Annual Dinner and Dance.</li> <li>• October 3 – 5, 2007 – Service Providers Council Annual Planning meeting, Waterton.</li> </ul>
<p>16. Motion to adjourn</p>	<p>Jo-lee moved to adjourn at 3:35</p>