

**NORTHEAST ALBERTA COMMUNITY BOARD
PERSONS WITH DEVELOPMENTAL DISABILITIES
PUBLIC MEETING**

Saturday, November 29th, 2008

10:00 a.m. to 3:00 p.m.

**Conference Room, 2nd Floor, Provincial Building,
St. Paul, Alberta**

APPROVED MINUTES

Present:

Board Members: Glenn Hennig, Chair, Dr. Douglas Fleming, Vice-Chair, Sherry Young, Robert P.R. Annett, Kathryn Kozak Wiebe, Maureen Kubinec, Treena Lane, Caren Mueller, Denis Duchesneau
Guests: Michael Mountford, Curt Corbett, Donna Desjardins, Steven Embree, Audrey Ellwood, Bev Webb
Administration: Dale Drummond, CEO; Sharon Salomon, Recording Secretary

A. **Glenn Hennig, Chair, called the meeting to order at 8:10 a.m., November 29th, 2008.**

A. Approval of Agenda

#08-11-0372 MOTION: Caren Mueller moved that the Board approve the Agenda with the addition of Item 1.8 Special Education and Item 1.9 Inclusive Business Communities in Cold Lake. Carried unanimously.

B. Approval of Minutes

#08-11-0373 MOTION: Robert Annett moved that the Board approve the Minutes. Carried unanimously.

D. Business Arising from the Minutes

E. Board Regional Feedback and Future Direction

Robert Annett, Plamondon

- Fort McMurray Community Council
 - There was no meeting held in Fort McMurray.

Sherry Young, Elk Point

- St. Paul Community Council
 - The last meeting was held on October 21st, 2008. Sherry Young was unable to attend.
 - The current Co-Chair, Lucille Froese, will be stepping down in December. Elections will take place for a new co-chair.
 - SPAN held training in Mental Health First Aid as well as standard First Aid.
 - Special Olympics bowling is underway with good attendance.
 - The SPAN Christmas Party is being held on December 6th, 2008 in the SPAN gymnasium.
 - Donna Desjardins, of Family Voices, attended the meeting and gave a presentation on Registered Disability Savings Plans. This Plan will greatly benefit individuals and will not affect AISH income.

Kathryn Kozak Wiebe, Bonnyville

- Bonnyville Community Council
 - The last meeting was held on October 30th, 2008.
 - The meetings are now held over lunch, with everyone bringing a brown bag lunch. The change of time has benefited with more individuals attending.
 - The group now has a new pamphlet to distribute in the community.
 - There was a fun festival held on November 21st in partnership with the local Boys and Girls Club. The local MLA was in attendance. Pizza was donated by a local business. FCSS was involved.
 - Special Olympics is very active with bowling.
 - International PDD day was celebrated in December, and an article will be placed in the local newspaper.

Dr. Douglas Fleming, Westlock

- Westlock Community Council
 - The meeting date was changed, and Dr. Fleming was unable to attend.
- Whitecourt Community Council
 - The next meeting is December 4th, 2008.
 - Discussion will take place on possibly bidding on the 2010 PDD Conference.

Glenn Hennig, Vegreville

- Vegreville Community Council
 - Glenn Hennig was unable to attend the last meeting.
 - Special Olympics is very active with bowling.
 - The November and December meetings have been cancelled. The next meeting is scheduled for January, 2009.

Maureen Kubinec, Westlock

- Barrhead Community Council
 - The last meeting was held on November 17th, 2008.
 - There was an enthusiastic discussion about the Cold Lake Conference.
 - The PDD Employment Survey was completed by all.
 - The Christmas party is scheduled for December 12th, 2008.
 - Maureen Kubinec attended the Norm McLeod awards in Edmonton on November 4th, 2008, and found the evening to be very inspiring.

Treena Lane, Cold Lake

- Cold Lake Community Council
 - The last meeting was held on October 29th, 2008.
 - Discussion took place on the PDD Conference recently held in Cold Lake as well as the upcoming Christmas party.

- The topic of inclusive business communities was also discussed. Treena Lane attended the last meeting of this group on November 19th, 2008.
- The Community Options Christmas party is scheduled for December 5th, 2008.
- Meetings were attended by Treena Lane with regard to the affordable housing project. The next meeting is scheduled for December 12th, 2008.

Caren Mueller, Vimy

- Athabasca Community Council
 - No report.

Denis Duchesneau, St. Paul

- Lac La Biche Community Council
 - The last meeting was held on November 12th, 2008. There were 12 members in attendance.
 - There is a vacancy in one co-chair position. Nominations from the floor were accepted, and 2 individuals were nominated. The election resulted in Arlene Sorensen being elected as co-chair together with Ron Cofer.
 - The next meeting will be a Christmas dinner held on December 10th, 2008.
 - The local agency held a mental health first aid training session. Good comments were submitted by all who attended this training.
 - The Town of Lac La Biche has facilitated public transportation by funding "Paratransit". This action bus seats 14 individuals and 2 wheelchairs. The charge of \$4.00 per trip allows 3 separate stops. Currently the service is restricted to the Town limits but they are currently exploring the possibility of expanding into the county to include Plamondon.
 - Discussion took place on the recent PDD Conference, and the comments were good. The group specifically enjoyed the keynote speaker, Cory Johnson.
 - Jennifer Sterling was congratulated for her award.
 - The Town of Lac La Biche has declared December 3rd, 2008 international day of disabilities.
 - Some concern was expressed with respect to no Family Voices representative in Lac La Biche. Denis Duchesneau will contact Donna Desjardins regarding this.

F. Delegations/Presentations

Athabasca Community Council – Steven Embree, Bev Webb, Audrey Ellwood

- The average meeting generally has 6 – 8 attendees. They would like to increase the membership to at least 12 attendees per meeting.
- The monthly meetings are held the third Tuesday of each month as a pizza supper meeting. Invitations are sent out.
- The room they now use for meetings is wheel-chair accessible.
- Steven Embree is in charge of taxi and travel arrangements for meetings.
- The Athabasca delegation discussed the annual PDD Conference held in Cold Lake and spoke of how they enjoyed the Conference.
- Audrey Ellwood is now a co-chair.
- Blue Heron Vocational Training Centre is hosting their annual potluck supper, gift exchange and Christmas party on December 10th, at the local Senior's Centre.
- Steven Embree is now a toastmaster and competent communicator and is studying interpretive reading.

Family Voices – Donna Desjardins

- Family Voices now has over 100 families to communicate with and support.
- Last week they held a teleconference on registered disability savings plans.
- Donna Desjardins challenged the Board to ensure that the information on Registered Disability Savings Plans goes out to all Service Providers and to all individuals in the northeast region. Powerpoint documentation will be forwarded to Dale Drummond for distribution.

G. Reports

1.1 Northeast Alberta Community Board Deferral Reports for October 2008

- As part of the regular reporting to the Northeast Alberta Community Board, reports were reviewed on the standard monthly deferral, a graph of deferrals for the period April 1, 2008 – October 31, 2008 and a monthly reporting of individuals who leave service in the Region.

- There are currently 2 individuals, 1 from St. Paul and 1 from Barrhead, in the intake process.
- There are currently no individuals who are deemed eligible and awaiting delivery of PDD-funded supports.
- There are currently no individuals who are receiving supports but are awaiting requested changes in PDD-funded supports.
- There are currently 12 individuals, 4 from Vegreville, 3 from Fort McMurray, 1 from St. Paul, and 4 from Barrhead, who have had their applications approved but services are not currently available.
- 15 individuals have left services in the region. Some of the reasons for leaving service in the region include moving out of the region, seeking independence, change in needs (educational opportunities), and one individual passed away.
- The overall intake at the end of October was 13 individuals, with 15 individuals leaving service, which results in a net growth of -2 individuals.
- Of the intake of 13 new individuals, 9 individuals had services delivered at a cost of \$4,000 per month or less.
- Steps will be taken to formalize an evaluation process for interviewing individuals who leave services in the region. The results of the evaluations will be brought to the Board.

#08-11-0374 MOTION: Sherry Young moved that Board accept this report as information. Carried unanimously.

1.2 Northeast Alberta Community Board Financial Report April 1, 2008 to October 31, 2008

- A summary of the financial statements of the Northeast Alberta Community Board for PDD for the period ending October 31, 2008 was reviewed.
- The total expenditures for the first seven months of the 2009 fiscal year for Northeast PDD were \$17,377,000 (57.9% of the budget).
- Based on recognized revenues of \$16,981,000 there was an over expenditure of \$396,000 for the first seven months.
- There was a \$4,000 over expenditure for Board Governance.
- There was a \$32,000 reduction in planned expenditures as a result of salary vacancies and salary vacancies due to staff on LTDI.
- There was a \$75,000 under expenditure for administrative services or supplies. These funds have been deferred for future expenditures.
- Expenditures for contracted services were \$666,000 more than expected for the first seven months.
- There was an estimated under expenditure of \$94,000 for Individual Funding.

- Actual expenditures for Community Capacity and Achieving Better Outcomes projects were \$73,000 less than estimated for the first seven months of the year. Expenditures in this category have been deferred to later in the fiscal year.
- Funds recovered from Service Providers and suppliers from the 2008 fiscal year amounting to \$7,000 were recognized as a prior year surplus, decreasing the overall over expenditure for October month end to \$389,000. The Northeast Alberta Community Board forecasts an over expenditure of \$400,000 for the 2009 fiscal year. A 10% reduction to program spending in the fourth quarter would be required to balance the budget.

**#08-11-0375 MOTION: Maureen Kubinec moved that the Board accept the Financial Report for information purposes.
Carried unanimously.**

**#08-11-0376 MOTION: Treena Lane moved that the Board direct administration to ensure that the 2008/2009 budget be balanced in all areas, including board costs, supports and community services (administration), contracted services, family managed services, individual funding and community capacity and innovation, and that implementation of a communication plan be effected.
Carried unanimously.**

1.3 Northeast Alberta Community Board 10th Annual Conference Report

- Highlights from the conference include: Change in the evaluation form format, which worked much better than in previous years, as there was very little confusion about how to rate each of the sessions.
- The total number of evaluations received is slightly over 10 percent of the number of registrations, and next year we will have to take this into account so that we can increase our number of evaluations received.
- There was a total of 55.48 percent overall excellent response, 23.01 percent overall very good responses, 12.65 percent overall good responses, 2.44 percent overall fair responses and 0.61 percent overall poor responses. Overall, the very good and excellent response rate is 78.51 percent.
- A financial breakdown should be available for the January Board meeting.

**#08-11-0377 MOTION: Denis Duchesneau moved that the Board accept this report for information purposes.
Carried unanimously.**

1.4 Northeast Alberta Community Board Audit Committee Report

- The Audit entrance meeting was held on November 28th, 2009.
- The Northeast Alberta Community Board has been served notice that the Auditor General is conducting a separate process in the near future with regard to the new contracting process. An evaluation will occur in January, 2009 with regard to steps taken to implement the new contracting process.
- The next audit committee meeting will be held in February, 2009.

**#08-11-0378 MOTION: Caren Mueller moved that the Board accept this report for information purposes.
Carried unanimously.**

1.5 2007-2008 Persons with Developmental Disabilities – Consolidated Annual Report

- Each year all Ministries, Boards and Commissions are to file an annual report with the Government of Alberta.
- All community boards have now signed off on annual reports, and reports will now be presented in the Legislature.
- Persons with Developmental Disabilities file one consolidated annual report reflecting the highlights of each of the Community Boards along with PDD Program Branch.

**#08-11-0379 MOTION: Treena Lane moved that the Board accept the Consolidated Reports for information purposes.
Carried unanimously.**

1.6 Northeast Workforce Council Update

- As part of the 2008/09 budget allocation for Human Resource and Retention, the Northeast Alberta Community Board was to provide up to \$120,000 to the Northeast Workforce Council for academic training and upgrading.
- For the period July 2008 to October 31, 2008 the Workforce Council is reporting the following:
 - Foundations Training (on site)- \$28,000 – 144 active students registered
 - Foundations Training (on line) - \$12,000 – 2 students in Module 1

- MacEwan Disability Studies - \$60,000 – West – 24 & East – 13. This includes 12 students from Whitecourt, 6 from Barrhead, 6 from Westlock, 2 from Fort McMurray, 2 from Lac La Biche, 1 from Cold Lake, 4 from Vegreville and 4 from St. Paul.
- Benchmarks Job Descriptions - \$10,000 (budget)
- Administration of Funds - \$10,000 (budget)
- The total project cost was slightly over \$100,000.
- The new tracking system has provided more accurate figures for turnover rates.
- Winter term registrations should parallel the spring registrations.

**#08-11-0380 MOTION: Dr. Douglas Fleming moved that the Board accept this report as information.
Carried unanimously.**

1.7 Northeast Alberta Community Board Quarterly Report – June 30, 2008 – September 30, 2008

- The Northeast Alberta Community Board prepares a report which outlines the activities and events undertaken by the Board and the results achieved in relation to the 2007-2008 Business Plan. Each quarterly report is presented in two sections.
- The first section of the report highlights the Board's activities under four key areas addressed under the framework of Second Century Communities, namely shared governance and right relationships, infrastructure, facilitation and assurance.
- The second section of the report summarizes the activities and results associated with the regional strategies for each of the Ministry Goals 1 through 3.

**#08-11-0381 MOTION: Denis Duchesneau moved that the Board accept this report as information.
Carried unanimously.**

1.8 Special Needs Education

- Special needs education is in the process of gathering data from community members, boards, parents, organizations and individuals from across the Province.
- The Board may want to provide feedback for this study.
- After the Board has reviewed the information, feedback can be provided to administration, and a first draft of a response will be available for the January Board meeting. Dr. Douglas Fleming is to coordinate a response from the Northeast Alberta Community Board.

- The Board accepted this report as information.

1.9 Inclusive Business Communities – Cold Lake

- The annual business awards night in Cold Lake would like to include businesses that employ persons with developmental disabilities.
- In the past, Community Capacity funds have been utilized for awards such as these.

#08-11-0382 MOTION: Sherry Young moved that the Northeast Alberta Community Board support, in principle, the inclusive business awards at the Cold Lake Regional Chamber of Commerce award ceremony. Carried unanimously.

2.1 Self Advocate Update

- Self-advocates are currently working on the provincial advocacy summit which will be held in Edmonton in September 2009. The Northeast has representatives at the provincial table who are part of the planning group. They have held one meeting to date.
- The Board reviewed and accepted this report as information.

2.2 Quality of Life/Community Inclusion Index

- This agenda item will be deferred to the January Board meeting.

2.3 Northern Alberta Development Council (NADC) Conference

- The Northern Alberta Development Council Conference will be held April 22nd to 24th at the Energy Centre in Cold Lake.
- The Northeast Alberta Community Board typically sends one or two Board members to this Conference.
- The Board received this report as information.

2.4 Northeast Contract Training

- Sessions were conducted on the new contract template.
- Two agencies did not attend the sessions. All other agencies are currently working on the conversion process. Training is ongoing across the Province.

- The Board accepted this report as information.

2.5 Core Governance Policies

#08-11-0383 MOTION: Dr. Douglas Fleming moved that the Northeast Alberta Community Board for Persons with Developmental Disabilities adopt the Core Governance Policies as presented.
Carried unanimously.

#08-11-0384 MOTION: Robert Annett moved that the Northeast Alberta Community Board amend the November 29th, 2008 Minutes to reflect the motion adopting the Core Governance Policies.
Carried unanimously.

H. Communication from Board Chair

- The next Council of Chairs meeting is scheduled for December 16, 2008. The Minister will be in attendance.
- The Board evaluation process will commence with forms required to be completed by the end of February. The process utilized last year will remain in place for this year.
- The annual CEO evaluation will commence with forms required to be completed by early April.

I. Communication from CEO

- Board members and PDD staff attended Annual General meetings for ECHO, VALID and WIN.
- With regret the Northeast Alberta Community Board announces the passing of Ed Becko, an individual who resided in Bonnyville. Condolences were sent on behalf of the Northeast Alberta Community Board for PDD.
- Correspondence was received confirming that the Town of St. Paul has Assumed operations of the local handibus. Services will continue at \$10 for a round trip within the Town of limits and special bookings after hours will be considered.

#08-11-0385 MOTION: Maureen Kubinec moved that the Board go In-Camera at 8:15 a.m. to discuss an organizational issue.
Carried unanimously.

#08-11-0386 MOTION: Dr. Douglas Fleming moved that the Board come out of Camera at 10:15 a.m.
Carried unanimously.

#08-11-0387 MOTION: Maureen Kubinec moved that the Board go In-Camera at 2:30 p.m. to discuss an organizational issue.
Carried unanimously.

#08-11-0388 MOTION: Maureen Kubinec moved that the Board come out of Camera at 2:45 p.m.
Carried unanimously.

J. Notice of Motion/Request for Information

K. Proposed Meeting Dates (Place & Community Invited)

January 24, 2009	in St. Paul	Invited Community - Barrhead
March 14, 2009	in St. Paul	Invited Community – Cold Lake
April 18 th , 2009	in St. Paul	Invited Community – St. Paul

L. Adjournment

#08-11-0389 MOTION: Denis Duchesneau moved that the Board adjourn at 2:55 p.m.
Carried unanimously.

Glenn Hennig, Chair

Dale Drummond, CEO