

**Calgary and Area Child and Family Services Authority  
Board Meeting #05-191004  
APPROVED MINUTES**

**October 19, 2004**

*Canmore Civic Centre, 902 – 7 Avenue, Canmore*

**Present:** David Pickersgill (Chair), Art Cunningham, Jeanette Nicholls, Eileen Grant, Catherine Thompson, Bill Dickson, Catherine Buchanan, Christene Howard, Amber Hewwing, Sharon Davis, Marie Poelman, Jean Creagh, Cathy Sinclair-Smythe

**Regrets:** Shawn Ottewell, Mike Conroy, VP SE Community Portfolio

**Guests:** Barb Shillian, Director, Canmore and Banff Hospitals  
Susan Barry, CHR Board Members

**Ex Officio:** Bonnie Johnston, CEO

**Administration:** Konrad Dytnerki, Chris Brennan, Blair Riddle, Pat Johnston, Sandra Gafos (recorder)

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**1. Call to Order**

Meeting was called to order at 6:05 PM.

**2. Approval of Agenda**

Add 9d) Rural Meetings (Catherine Buchanan)  
Add 10a) Christmas Staff Recognition  
Add 10b) December Board/Committee Schedule  
Add 10c) November 16 Executive Team Visiting

**Agenda approved by consensus.**

**3. Approval of Minutes for July 13, 2004 Board meeting**

Reviewed the progress of action items, all were completed except for Action item #4 (to forward Executive Summary for Calgary and Area CFSA). Sandra circulated the Executive Summary at the meeting. No new business arising.

**The minutes of July 13, 2004 Board meeting were approved by consensus.**

**4. Approval of Minutes for September 21, 2004 Board Planning Session**

Action items were reviewed and all were complete with no new business arising.

**The minutes of the September 21, 2004 Board Planning Session were approved.**

**5. Region's Planning for and implementation of Family Supports for Children with Disabilities (FSCD) Act (Konard Dytnerki)**

Konrad reviewed the former Resources for Children with Disabilities (RCD) Act and presented a summary of the following for the new FSCD Act:

- Status and Impact
- Family Centred Practice
- Staffing/Contracts
- CHR Relationship – Shared Agreements (Southern Alberta Youth and Child Health Network (SAYCHN))
- Restructuring Offices

- Multi-Disciplinary Reviews (ASD Panel Observations and New Approaches)
- Education Relationships
- Persons with Developmental Disabilities (PDD) Relationship (Closure of Bow Park Court and Bow Park Place)
- Culture/Climate
- Cases/Costs

Catherine Buchanan expressed her appreciation to the CEO, Bonnie Johnston, for her quick response to a parents concern regarding their child with special needs.

Bonnie commended Konrad and his team for doing a good job in leading this new program.

## **6. CEO Dialogue (Bonnie Johnston)**

David read one of the letters he recently received from one of the Strategic Partners expressing their appreciation for the opportunity to participate in the decision making on how to best serve children in Calgary and Area CFSA. It was agreed that such letters express the level of commitment our region has to the children, youth and families.

Bonnie mentioned her attendance at the Enhancement Kick Off. She mentioned that the Kick Off celebration was a time for reflecting, looking forward to the changes and working together as a team to implement the new act on November 1, 2004. David offered greetings on behalf of the Board.

Out of School Care changes that occurred as a result of the new Social Care Facilities Act (implemented in August 2004) was reported to be one of the 'hot spots'. The issue was reported to be the province leading the standards as opposed to the City of Calgary as a result of the new Act. The City of Calgary currently allocates \$3 million dollars to the Out of School Care program. This issue will be dealt with on a provincial level on November 5, 2004.

Board members expressed their concern over the new Parent Link Centres and the community voice questioning the extra expenditure on this initiative instead of directing the funds to existing agencies providing similar services. Bonnie mentioned that the Parent Link Centre was a Provincial/Ministerial initiative and not part of the region's budget.

## **7. Finance and Audit Committee (Jean Creagh)**

### **a) Second Quarter Report**

Accepted as information.

### **b) September 2004 Financial and Forecast**

The committee reviewed the financial information to the end of September 2004 and commented that the projected deficit was expected to shrink as a result of the cost containment measures that were implemented in the past couple of months.

Cost containment strategies were reported to continue, however it was pointed out that moving the kids from secure care was not expected to impact the cost savings that much. Managers continue to review the cases and will report accountability for their areas. The audit of FSCD is complete and findings will be published later this month.

The committee suggested using the November 2004 meeting with the Executive Team of the Ministry as a forum to highlight the following concerns:

- Increase in the cost of initiatives (i.e. foster care) that the province implemented without any additional funding allocations to the regions.
- Lack of any incentives to achieve a balanced or below budget expenditure.

- Put forward a business case for the increased costs due to population growth as well as the demographic mix (increased number of families/kids with disabilities (including immigrants) choosing Calgary as their home base.
- Funds that have been generated from various partnerships that are assisting us in meeting our budget.

**It was agreed by consensus to discuss the above issues with the Executive Team on November 16, 2004, with Bonnie and Chris sending the Executive Team and the Board a discussion paper in advance.**

The November 9, 2004 meeting will include reviews of the audit recommendations from June 2004, the Financial Practice Review (comparable numbers from other regions), as well as the usual financial review with the Management.

**c) Six Month Update (Chris Brennan)**

We have revised our forecasted annual deficit to \$1.2 Million. We are continuing our cost management efforts with a view to eliminating this forecasted deficit entirely by year-end.

There continue to be several additional pressures, largely related to this year's new legislation, that are not yet included in our budget that may ultimately increase our deficit. Management continues to implement a number of cost management strategies to address our fiscal situation and to ensure that we are following best practices in providing services for children and youth and families

As a result of declining caseloads and a continuing focus on cost management strategies, September 2004 expenditures were much closer to budget expectations than we experienced in July and August 2004. September 2004 Child Welfare Program expenditures were essentially exactly on the budget target of \$2.4 million. September 2004 FSCD expenditures were closer to the budget than in previous months. Day Care expenditures continue to exceed expectations. These increased expenditures are the result of increased caseloads and several program changes.

Overall, salaries were over budget for August by \$56 thousand. This is primarily attributable to increased FSCD staffing as well as temporary case aides in several offices. The majority of the additional FSCD FTE's will be accommodated by a reduction, effective January 1, 2005, in an FSCD contract.

This budget is an estimate, and fluctuations will occur from one month to another. These fluctuations become more meaningful as we progress further into the year. Current budget allocations are preliminary and will be readjusted at the end of the second quarter to better reflect actual results.

**8. Strategic Planning Committee (Jeanette Nicholls, Chair)**

**a) Second Quarter Report**

The report was accepted as information.

**b) Draft Strategic Directions**

The final draft of the Strategic Directions reviewed and approved by consensus with noted changes.

**c) Board Actions**

Jeanette commented on the importance of the Board members providing feedback on the Board actions. One or two comments from each Board member was mentioned to be all that was required.

**d) Next Steps**

Collate and analyze the Board actions. Review the Board evaluations and design the Board Work Plan.

**e) Vision, Mission and Values Statement**

The Strategic Planning Committee members met with the consultants and Ruth Copot on October 18 to review comments and feedback received from two Focus Groups. It was recommended to change the words "we serve" and "vulnerable children" It was agreed by consensus by all the members to keep these words in the Vision, Mission statements.

**Action:** The Vision, Mission and Values Statement will be presented at the AGM on October 27, 2004. Only substantive change suggestions will be reviewed.

**9. Community Liaison Committee (Bill Dickson, Chair)**

**a) First Quarter Progress Report**

The report was accepted as information.

**b) Board /CCC Liaison Report**

The Task Force selected at the last Community Liaison Committee meeting with the CCC Co-chairs will provide a report at the next meeting scheduled for November 3, 2004. The report will include details on the implementation from the CCC Consultation Report.

**Action:** CLC to provide a partial report at the November 16, 2004 Planning Session with a final report in December.

**c) Protocol for Board Members' Communication with MLA's (Bill Dickson)**

Committee of Chairs recommended a Position Paper to be prepared by the Community Liaison Committee regarding appropriate protocol of Board members when attending meetings with MLAs. Bill met with Shiraz Shariff to discuss appropriate protocols and submitted the final draft to the Board members for approval.

**It was agreed by consensus to accept this protocol and add to the binder titled "Board Governance Reference Materials".**

**Action:** Sandra to include a tab called 'Protocol' for the Board Governance Reference Material Binder for the November 2004 Board package.

Blair Riddle, Communication Manager, to provide future updates to MLAs every four months. Board members to deliver message to newly elected MLAs.

**d) Rural Meetings (Catherine Buchanan)**

Catherine commented on the rural visits with different councils in the North and Western Rocky View area and presented a summary of her presentations to them. She received positive comments by those in attendance.

**Action:** Sandra to include Catherine Buchanan's summary in the November 2004 Board package.

**10 a) Christmas Staff Recognition**

This year's Christmas Staff Recognition event is scheduled for December 14th at Heritage Park. This will be on the same date as the Board meeting.

**It was agreed by consensus to hold the event from 2:00pm – 5:00pm and continue with the Board meeting from 6:00pm to 9:00pm based on availability of the room. It was also agreed for the Board members to participate in the organization of this event.**

**Action:** Sandra to contact Heritage Park on the availability of a meeting room.

**Action:** Marie Poelman and Eileen Grant to select the menu items for the evening.

**b) December 2004 Board/Committee Schedule**

It was noted that the December 2004 Board/Committee meetings are held one week prior than the usual due to the Christmas vacation.

**c) November 16, 2004 Board Planning Session**

It was mentioned that the Executive Team will attend the next Board Planning Session on November 16, 2004. There will be dialogue with the Executive Team from 5:00 – 6:00PM, followed by a partial report from the Community Liaison Committee. The remainder of the meeting will be allocated for the Strategic Planning Committee to discuss the Board's Work Plan.

**12. Adjournment**

Meeting adjourned at 8:30 PM.