

**Calgary and Area Child and Family Services Authority
Board Meeting #06-141204
APPROVED MINUTES**

December 14, 2004

Town Hall, Heritage Park

Present: David Pickersgill (Chair), Jean Creagh (Acting Chair), Jeanette Nicholls, Eileen Grant, Catherine Thompson, Bill Dickson, Catherine Buchanan, Christene Howard, Amber Hewwing, Sharon Davis, Marie Poelman, Shawn Ottewell

Regrets: Art Cunningham, Cathy Sinclair-Smythe

Guests: Joanne Kerr

Ex Officio: Bonnie Johnston, CEO

Administration: Pat Johnston, Sandra Gafos (recorder)

Call to Order

Meeting was called to order at 5:40 PM.

1. Approval of Agenda

Add Agenda Item # 3.1 Farewell to Joanne Kerr
Agenda approved by consensus.

2. Approval of Minutes for October 19, 2004 Board meeting

The minutes of October 19, 2004 Board meeting were approved with noted changes.

3. CEO Dialogue (Bonnie Johnston)

Bonnie extended her appreciation to the Board members for the Christmas staff recognition event at Heritage Park.

The new Minister for Children Services, Heather Forsyth, was introduced at the Assembly of Co-Chairs in Edmonton. Minister Forsyth is an MLA in Calgary.

Phil Goodman, who has been on secondment in British Columbia, will rejoin the team in Edmonton.

The story regarding Bow Park Court and Persons with Developmental Disabilities (PDD) is scheduled to air on the CFCN news. Blair Riddle, Communication Manager, will send a detailed email on December 16, 2004.

Bow Park Court/Scenic Bow facility is run by PDD and has been under contract for the past five years with Calgary and Area Child and Family Services to provide long-term care for children with disabilities. The contract expires March 31, 2005 and PDD wants the facility to become adult only. Currently, there are no other suitable facilities available for children in this region. Bonnie has scheduled a meeting for December 22, 2004 with the medical director of the Alberta Children's Hospital and the directors of Homecare and PDD to identify gaps in the system and to find a suitable solution for these children. Bonnie has spoken to several parents and has assured them that the children will remain at the PDD facility until an appropriate alternative is found.

CEO Report did not address the Youth in Transition to Adulthood for children with disabilities.
Action: Konrad to provide information in the January CEO Report.

The Discharge Coordinator continues to review the Out-of-Home Placements and to address what the barriers and opportunities are for these children.

Adoption website information provided to the Board was very good and very thorough. It was suggested by Catherine Thompson to include the timeline for the process so that parents looking at the website understand it is not a two or three month process.

Action: Bonnie to have Gloria Atkinson review process, and if appropriate, take recommendation forward to Edmonton.

Catherine Buchanan commented that the information received in the Board package was very helpful in understanding the collaborative and integrative work of the organization. Catherine has heard positive comments about the CFSA management team.

3.1 Farewell to Joanne Kerr (David Pickersgill)

David presented a gift (sculpture of a family) to Joanne thanking her for the many years of service she provided to the Calgary and Area Child and Family Services Authority Board. It was commented that Joanne played a big role in linking the Board with other city events and nonprofit agencies. Joanne commented that it is amazing what Calgary and Area Child and Family Services does for children - kids and families are lucky to have Bonnie as their CEO.

4. Community Liaison Committee (Bill Dickson, Chair)

a) Plans for January Session

The January Planning Session will include Community Engagement Framework, Community Relationships and Communication. The Committee will meet on January 5 to finalize the pre-reading material, which will be included in the January Board package. The Community Engagement Framework document was included in the December Board package. This document was also circulated to the Community Coordinating Council co-chairs for feedback by January 26, 2005.

b) Community Engagement Framework

The Board members were encouraged to submit feedback on the Community Engagement Framework to Art.

c) Updates from Community Coordinating Council for Children with Special Needs (Jean Creagh)

This update was included in the December Board package. Past history has resulted in the Community Coordinating Council taking on an "advocacy" role rather than a typical "community link" to the CFSA. As a liaison, Jean will work with Konrad and his team to address this issue.

Catherine Buchanan commented that the report from Jean, as the Liaison, was excellent and clearly identified appropriate issues to the Board members.

5. Finance and Audit Committee (Jean Creagh)

a) Report from Finance and Audit Committee

We are currently forecasting a deficit of \$820,000. However, we are still optimistic that we will see this drop in the next couple of months to break even for the end of our fiscal year – March 31st. The 2% increase to agencies reduces the reserve by \$400,000.00.

Any remaining surplus retentions will be clawed back from agencies over their last quarter payments. In order to manage any mixed messages and ensure there are no surpluses, staff will be contacting each agency verbally and discussing their individual needs and impacts. A follow up letter will also be sent. As a result of changes to the contracting process and in response to previous audit concerns, Konrad's staff will be undertaking a contract sector review to ensure they are providing the right services, at the right place, at the right time, for the right dollars. Eighty agency contracts will be reviewed and it is expected that some may not be renewed or may be re-aligned in some way, shape or form.

A recommendation from the Department to proactively play a role with the Internal Auditors has come forward to the Finance and Audit Committee. The committee must decide on its role with the Internal Auditors and how it will complement the Auditor-General. A couple of Internal Audit reviews have taken place in 2004, although reports were not submitted in a timely manner. The Finance & Audit Committee will take on an active role with the Internal Auditors early in 2005 to ensure timely reporting.

Community Resource Centres will keep their surpluses and will not receive the 2% increase due to the increase they received earlier this year.

Konrad has prepared a draft analysis on agency growth since the 90's. It was suggested that Konrad attend a future Board meeting to provide a context of the analysis.

Action: Konrad to draft an Executive Summary and identify the next steps. Sandra to email the summary to the Board members.

b) Financial Statements

For information only.

6. Strategic Planning Committee (Jeanette Nicholls, Chair)

a) Vision, Mission and Values Statements

Jeanette requested approval of the Vision, Mission and Values Statements.

Catherine Buchanan agreed with the Vision and Values Statements, but disagreed with using the word 'vulnerable' in the Mission Statement as it is not representative of all the work we do (i.e Childcare Program, Early Intervention, etc.)

Motion to accept by Jeanette, seconded by Bill Dickson. Eleven members accepted, one member opposed.

b) Board Strategic Directions/Actions

Motion to accept by Jeanette, seconded by Sharon Davis. Carried unanimously.

c) Recommended Board Structure

The Strategic Planning Committee met and reviewed each of the Board members' feedback on how they view the new Board Structure. The Committee appreciated the Board members' comments, which created the basis for discussion. The Committee members then provided their pictures of how they viewed the new Board Structure. Unanimous consensus was reached to recommend the diagram in the board package.

The Board Structure Recommendations diagram provided in the Board package was reviewed. One Board member suggested accepting the three proposed Committees and Ad hoc Task Forces on the basis that they could be revised at a future date if necessary.

Discussed the pros and cons of having the Committee of Chairs.

There was a consensus to implement the three new committees, create Ad hoc Task Forces when necessary, and continue current practice of alternating between Planning Sessions and Board meetings. New Board Structure to be finalized by mid-March for new Board beginning in April.

Action: Sandra to forward minutes of all committees to all Board members on a monthly basis.

Action: Sandra to forward to Board members the Terms of Reference for existing four Committees.

Action: Board members to provide concerns with the existing Terms of Reference and suggestions for change by Monday, January 17, 2005.

Action: At the February Board meeting, the Strategic Planning Committee will submit the draft Terms of Reference and the allocated Strategic Directions for the three new committees. Then Board members to decide on the next steps and whether the Committee of Chairs is required.

7. New Minister and Deputy Minister

David met with the new Minister, Heather Forsyth, and her two Executive Assistants on December 13, 2004, and invited her to a board meeting, to meet the governors who are interested in partnering with the Minister. Historically, the Calgary and Area board has partnered with Minister on various issues. Minister Forsyth was informed that Region 3 has been pioneering initiatives, due to the fact they were the first region created. The Region is solution focused and many of the Board members continue to share their experiences and knowledge on provincial committees. She was also informed that this Region has not carried a deficit for eight years. Discussed the board's experience and success with recruiting, and Board size, reaching agreement to keep our board at 14.. Art and David will send a recommendation for reappointing and recruiting.

David also met with Deputy Minister Maria David-Evans, and shared essentially the same messages as with the Minister. The top five priorities for the Deputy Minister are:

1. Successful implementation of legislation
2. Rebuild a strong departmental team
3. Capacity building at regional level
4. Collaboration – to grow a strong cross ministry
5. Federal, Provincial and Regional – Childcare

8. Board Audit Committee Training Document from Alan Shugg

Jean discussed the Ministry's new learning strategies available to the Board members, the CEO and the financial officers. This is a full day course to broaden the understanding of the audit process and good governance practice for Board members. Discussed the possibility of presenting the course material at a three-hour Planning Session.

Action: Jean to follow up with Alan Shugg regarding a condensed course.

9. Adjournment

Meeting adjourned at 8:10 PM.