

**Calgary and Area Child and Family Services
Board Meeting #07-140205
APPROVED MINUTES**

February 15, 2005

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

Regrets: Christene Howard, Jean Creagh

Ex Officio: Bonnie Johnston, CEO

Administration: Pat Johnston, Sandra Gafos (recorder)

Call to Order

Meeting was called to order at 7:15 PM.

1. Approval of Agenda

Add Agenda Item #10 Resource Distribution Framework

Agenda approved by consensus.

2. Approval of Minutes for January 18, 2005 Planning Session

The minutes of January 18, 2005 Board Planning Session were received.

Future agenda to reflect received rather than approved.

Action: Communication Plan will address the Board minutes in relation to the website.

3. CEO Dialogue (Bonnie Johnston)

To date there have been 111 adoptions. This total represents half of the whole provincial total. Board to discuss how they would like to express appreciation to the adoption team. Sharon shared a story about a successful Nashville singer who grew up in an adopted home in High River.

Action: Sharon will bring the CD titled "They Gave me More than their Name" to be played at one of the Board meetings.

Action: Board to schedule an appreciation event for the Adoption Team.

Discussed the FSCD letter to service providers that was included in the Board package. There will be 'wording changes' to this draft. In order to ensure quality services to families, a tendering process will take place for Aide Support and Specialized Services.

Bonnie provided an update to the Persons with Developmental Disabilities (PDD) Bow Park Court and Bow Place issue. Negotiations are now complete; there will be six beds available in Bow Place for children that require less intervention, and three beds available in Bow Park Court for children with severe disabilities. This has been a good resolution with PDD. PDD is committed to best outcomes for children and families.

Three events are planned for staff receiving Ovation long-term service awards:

- o March 12 Glenmore Inn (dinner) 23 staff awards
- o March 15 Coast Plaza Hotel (luncheon) 16 staff awards (date TBA)
- o March 22 Afternoon Tea 58 staff awards

Staff receiving awards for 20, 25 or 30 years of service will attend the dinner at the Glenmore Inn; awards for 10 or 15 years of services will attend the luncheon at the Coast Plaza Hotel and staff completing five years of service will attend an afternoon tea. Board members were invited to bring greetings. Catherine Buchanan, Jeanette Nicholls and Eileen Grant will attend the dinner.

Action: Sandra will forward an email with the new luncheon date.

The draft Business Plan was circulated and discussed. The Business Plan will consist of four parts:

- Section A Requires input from Board members. David requested someone to work with Blair to craft this section. In previous years, Fay Hodson drafted this section for Board approval.
- Section B A template from Ministry.
- Section C Addresses financial strategies, gaps, trends and sustainability issues.
- Section D Operations Plan.

The Region will receive feedback from the Ministry prior to the final draft. The Business Plan to be complete by April 2005 with a first draft to the Ministry on February 15.

Action: Jeanette agreed to work with Blair on Section 'A' of the Business Plan.

Fay Hodson submitted her resignation in order to pursue personal interests. The Committee of Chairs has discussed and approved contracting this position. David and Bonnie are currently interviewing for this contracted position. Three candidates have been identified. Chris Brennan is currently reviewing the rules for contracts. A decision will be made the week of February 22, 2005 unless other suggestions come forward.

The CFSA Newsletter was circulated to the Board. Bonnie requested feedback from the Board to assist with improving future editions. This Newsletter can be made available to our partners and other agencies as a tool for communication.

Another communication tool suggested to keep Board members connected was telling real life stories about children in care. A story was presented by Bonnie regarding one of her roles as a CEO. 'Do Not Resuscitate Orders' can only be signed by a CEO. This is a role Bonnie takes very seriously and makes a point of visiting the child at home or at the hospital before she signs the Order. At a meeting with the doctor, caseworker and foster parent, the kind and loving foster parent requested the organs to be donated to help another child. Bonnie pointed out that we as an organization live this everyday during our work hours, but foster parents live this 24 hours a day. Ovation Awards for Foster Parents will be developed in the future.

A Task Force will be formed to provide input for grant money in the area of Prevention of Family Violence and Bullying. Board members were asked to participate on this Task Force to review 83 Letters of Intent. The deadline for submission to the Ministry is March 15, 2005.

Action: Cathy Thompson and Amber Hewwing volunteered. Sandra will inform Cathy and Amber as to the dates and times of the meetings.

4. Finance and Audit Committee (Chris Brennan, Finance Manager)

Excluding Contracted Services, January expenditures totaled \$7.6 Million, which was \$327 K less than the December budget of \$8.0 Million. Based on year-to-date results, we have decreased our annual forecasted deficit from \$1.247 M to \$400 K.

Minister Forsyth was successful in obtaining \$25 million from the Treasury Board for this year's budget to deal with all the Ministry's cost pressures. This includes additional grants to the CFSAs to eliminate their projected deficits. Region 3's report on the December deficit was \$1.377 million (most of this deficit was the fostercare increase by the province). The total will not be included into the forecast until the money is received, which will result in a \$250 thousand surplus.

The Finance and Audit Committee met with the Auditor General's staff prior to the Board meeting to review the Audit Plan. They will begin their fieldwork in April. The Exit Conference with management will be held on June 8 and the Finance and Audit Committee Exit meeting will be held on June 14, 2005. The audited financial statements and management letter will be issued on July 15, 2005.

The Audit Board training is scheduled for March 8, 2005 with all costs being covered by the Auditor General's office.

5. Community Liaison Committee (Bill Dickson, Chair)

a) Community Coordinating Council January 26 meeting

There were 10 Community Coordinating Council Co-chairs in attendance. The main topic of discussion was Community Engagement and how the Regional Authority Board is changing their focus from stewardship to community, and developing a Communication Plan to support Community Engagement. They were informed about the Strategic Partners Board Chairs engaging in the same discussions, the importance of a "Collective Voice", and engaging each other's contacts. The Co-chairs were asked to identify five priorities (issues) within their communities and submit them to Sandra for discussion at the next meeting scheduled for March 2, 2005 (6:00 - 8:00pm).

The CLC members expressed an interest in meeting with the new Communication Committee to discuss the future direction of the CCCs.

The March Planning Session will be used to further discuss Community Engagement.

b) Community Coordinating Council Reports (Catherine Buchanan)

Catherine circulated the Community Coordinating Council Reports from North Rocky View and Western Rocky View and provided a summary regarding initiatives, events and issues taking place with each Community Coordinating Council.

6. Strategic Planning Committee (Jeanette Nicholls, Chair)

a) Board/Committee Restructuring – Proposed Terms of Reference

Reviewed the three proposed Terms of Reference for the new committees. The Strategic Direction's Board Actions were assigned and on display.

The co-chair asked if there was any objection to addressing all Committees together. No objections.

The three Committees' Terms of Reference were approved by consensus.

The assigned Board Actions were approved by consensus.

b) Committee of Chairs/Intention to dissolve

Reviewed and discussed the tasks of the existing Committee of Chairs. Each task was tentatively assigned to a new Committee, the Co-chairs or the Board Assistant in order to support dissolving of the committee.

A recommendation was made to dissolve the Committee of Chairs. Recommendation agreed by consensus.

Next Steps

It was agreed by consensus to wait until the upcoming board member appointment process is complete before instituting the new committees or dissolving the committee of chairs..

It was agreed by consensus that David would continue to pursue the decision made in January regarding Board reappointment/recruiting process.

Key Messages

The key message about 'Vulnerable Children' was included in the Board package for information.

7. Provincial Strategic Planning (Shawn Ottewell)

Shawn represented our Region on January 28, 2005 at the Assembly of Co-chairs Sub Committee meeting for Strategic and Business Planning. The work of this committee centered on developing a process to provide meaningful input into the Ministry's vision of the desired future for Alberta's children. A format and agenda were developed for the Assembly of Co-chairs meeting on March 14 and 15.

8. School Board Visit (Sharon Davis)

The Livingstone Range School Division held a meeting on January 26, 2005 to share information about their organization. Sharon attended the meeting and provided a summary that was included in the Board package. At the meeting, Sharon circulated the CFSA Executive Summary, a Newsletter from the Child Youth and Family Enhancement Act, and the News Release for Adoption Records.

9. Report on Assessment of Board Members' Performance (David Pickersgill)

The Core Governance Policy states that a Summary Report must be prepared and given to board members. The document was approved by consensus with minor editing changes. Eileen will present the document at a provincial Board Development Committee meeting on February 22, 2005.

Action: Sandra to email Eileen the revised copy of pages 1 – 3 of the Report.

10. Resource Distribution Framework (Bonnie Johnston)

The Deputy Minister requested a Budget Funding Model to be presented by the 10 CEOs in the Province within the next four weeks. Two CEO Committees were established (Resource Distribution Model and Contract Redesign Funding Model). Bonnie and four other CEOs will meet on February 10 and 11. Bonnie requested participation from the Board members to provide feedback after this Committee meeting. A decision and consensus to be reached by the two committees at a meeting scheduled February 24. Recommendations will be made to the Assembly of Co-Chairs on March 14, 2005.

Action: An invitation for feedback to be sent to the Board members via email.

11. Adjournment

Meeting adjourned at 9:15 PM.