

Edmonton Region Community Board
Persons with Developmental Disabilities

Public Board Meeting
PDD Edmonton Office – 10258 - 108 Street
March 17th, 2010
Approved Minutes

Attendance:

Members of the Board:

Blair Lundy (Chair), Doug Fletcher, Martin Prentice, Cathy Palmer, Cam Schwartz, Sheryl Pearson, Darcy Hines, Francine Berube

PDD Edmonton:

Hart Chapelle (CEO), Dan Orobko, Arlene James (Recorder)

Regrets:

Denise Armstrong, Tracy Zala

Call to Order: 6:35 p.m.

Topic	Discussion	Action
1. Welcome and Introductions <i>Call for presentations</i>	Mr. Blair Lundy welcomed everyone to the meeting. Members of the Board were introduced.	
2. Review of Agenda	Mr. Hart Chapelle requested item #10 Project Charter for KPMG directions be postponed.	Carry item forward to the April 21, 2010 public Board meeting
3. Review of Minutes	The Committee of Whole minutes for February 17, 2010 were received for information. There were no changes. The Public Board Minutes for February 17, 2010 were approved. There were no changes.	Moved by Martin Prentice/seconded by Cam Schwartz. Carried unanimously.
4. Business Arising from Minutes	None presented.	
5. Board Development	Representing Individual's Service Concerns: Mr. Martin Prentice spoke to the item about representation for individual's service concerns. Mr. Prentice is suggesting that PDD Edmonton consider dedicating a PDD Edmonton staff person to respond to complaints and concerns. Mr. Lundy responded, indicating the concept is positive and we want to ensure that people's concerns are heard and responded to. Mr. Lundy indicated that at present there are financial considerations that need to	

	<p>be carefully considered when looking at new initiatives and that we could look at options to see what may be possible.</p> <p>Mr. Hart Chapelle responded that in principle, it is an excellent idea. Mr. Chapelle explained that the Protection for Persons in Care Act, the local dispute resolution and appeal process are examples of some of the avenues available to people, so they can direct their complaints and concerns. Mr. Chapelle suggested he could provide a report to the Board that would outline the current avenues used by PDD Edmonton to address complaints and concerns. Mr. Chapelle would also include an overview of the kinds of complaints and look at how they are presently handled and provide a gap analysis.</p> <p>Mr. Chapelle suggested he could have the report ready in a couple of months.</p> <p>Alberta Council of Disability Services Conference The conference is being held in Edmonton on April 12th, 13th, 14th. At this time Denise Armstrong, Doug Fletcher, Francine Berube, Cathy Palmer have expressed an interest in attending.</p>	<p>Confirm bring forward date/time for report.</p> <p>Blair Lundy to confirm attendance with Board members.</p>
<p>6. Manage Relationship with CEO</p>	<p>CEO Evaluation Mr. Lundy indicated he will start the process with the Board's Executive Committee. Mr. Lundy will bring a preliminary report to the Board for approval. The report will then be forward to the Ministry.</p>	<p>Item to be brought forward to next Board Executive meeting.</p>
<p>7. Manage Board Governance and Operations</p>	<p>Motion for Executive Committee Member Extension Mr. Doug Fletcher spoke to motion requesting an extension for an Executive Committee member.</p> <p>Mr. Fletcher moved the following: <i>It is hereby moved that the Persons with Developmental Disabilities, Edmonton Region Community Board approve the proposed extension of Ms. Zala's membership on the Board's Executive Committee, for a term of six months, commencing March 17, 2010 and ending September 17, 2010.</i></p> <p>Mr. Fletcher explained the request is being made in the interest of continuity. Mr. Lundy indicated that he didn't expect this to happen, but it related to the issues the Executive is dealing with. Mr. Lundy is not anticipating requests for extensions will happen with any regularity.</p>	<p>Moved by Doug Fletcher/seconded by Sheryl Pearson. Carried unanimously.</p>

	<p>Motion for Audit Committee Member Extension</p> <p>Mr. Martin Prentice spoke to motion requesting an extension for an Audit Committee member. Mr. Prentice explained that Mr. Fletcher's experience is still required on the committee, and he is requesting Mr. Fletcher serve another six months to assist the committee.</p> <p>Mr. Prentice moved the following: <i>It is hereby moved that the Persons with Developmental Disabilities, Edmonton Region Community Board approve the proposed extension of Mr. Fletcher's membership on the Board's Audit Committee, for a term of six months, commencing March 17, 2010 and ending September 17, 2010.</i></p> <p>Evaluation Processes of the Board The Executive Committee will be sending out evaluation forms. Mr. Fletcher shared that we will be using the same format as was used last year, for both the Board evaluation and the Chair's evaluation.</p> <p>Bylaw Review Mr. Lundy indicated that the Board's Bylaws have not been reviewed for some time. Mr. Lundy shared that Mr. Martin Prentice has offered to take this task on. Mr. Chapelle suggested that Mr. Prentice may want to consider connecting with the Ministry's legal counsel, to ensure that the Ministry's requirements are addressed in the review.</p>	<p>Moved by Martin Prentice/seconded by Cathy Palmer. Carried unanimously.</p> <p>Arlene James to follow up with Martin Prentice regarding contact information for Ministry's legal services.</p>
<p>8. Provide Oversight</p>	<p>09/10 Budget Report</p> <p>Mr. Dan Orobko provided the February budget report, including the 2009/10 Forecast.</p> <ul style="list-style-type: none"> • The forecast between January and February has decreased by \$1.7 million primarily due to underutilization of Service Provider and Family Managed contracts. Finance has reviewed all agreements and has determined that the committed value of contracts will not be invoiced during the last two periods (Feb. and Mar.). • Total projected expenditures are \$173.4 million. Based on the current forecast our Board is \$1.8 million under the approved spending limit. <p>February Year to Date Expenditure</p> <ul style="list-style-type: none"> • Service provider contract expenditures of \$141.2 million are 98% expended due to advance payments. 	

- Family managed contract expenditures represent 10 months of the forecast.
- RSS and Board Administration February expenditures represent 11 months of the forecast. Board governance expenditures are well below the anticipated forecast and an adjustment of \$30K may be required next month.

New People Supported

- There were 176 new people supported between April and February compared with 142 for the same period last year an increase of 34 (24%). If the average number (16) of new people supported continues for the remainder of the year we are projecting 192 for 2009/10.

Deferred Individuals

- There were 7 individuals deferred at the end of February. 4 individuals are eligible to receive supports (Average waiting period is 12 months); 3 individuals are receiving supports and requesting changes (12 months is average waiting period)
- Administration is working at presenting this information in a different format to include all intakes, referrals, etc.

Origin of New People

- Detailed distribution of 176 new people served.
- Children's services increased by 19 new individuals over same period last year. Average cost increased by \$1,710.
- New people in Self/Family origin increase by 14 individuals between April and February compared with the same period last year. Average cost decreased by \$321.
- New individuals from institutions decreased by 4 individuals this year compared with the same period last year and the average cost decreased by \$3,263.
- Other regions: 7 individuals came from NE and 2 from Central, an increase of 3 when compared with last year. Average cost increased by \$1,305.
- Two individuals have come from out of province (Ontario 1 New Brunswick 1) this year compared with none last year.
- Overall average cost is \$337 higher between April and February compared with last year.

	<p>Deaths</p> <ul style="list-style-type: none"> • Number of deaths this year: 31 compared with 19 last year during the April to February period. 	
<p>9. Set Direction</p>	<p>Approval of the 2009/2010 Budget Core Governance Policies require that the 2009/2010 budget allocation be approved by the Edmonton Region Community Board. Mr. Blair Lundy explained that we received our budget figure from the Ministry that indicated the amount of money we had for the 2009/10 fiscal year.</p> <p>Motion: <i>Mr. Doug Fletcher moved that the 2009/10 budget allocation for the Edmonton Region Community Board be approved in the amount of \$175,311,000.</i></p> <p>PDD Council of Chairs report Mr. Lundy reported on the following items from the March 17, 2010 PDD Council of Chair meeting:</p> <ul style="list-style-type: none"> • The PDD Council of Chairs is reviewing their Memorandum of Understanding (MOU) and Charter. Copies have been shared with members of the Board for their review and feedback. • The Minister's six priority actions were discussed by the Council. • The Council talked about the 2010/11 budget. • The Annual PDD Governance Forum will not take place this fall, as originally scheduled, due to budget considerations. <p>Board Comments on Draft 2010/13 Business Plan The Board discussed their recommended additions for the 2010/13 PDD Edmonton Business Plan and is requesting the following items be included:</p> <ul style="list-style-type: none"> • The development of a "green" policy. • Addressing the deferral list and determine how it is to be reduced. • Upgrading and incorporating improvements to our electronic and technical infrastructure. • Education for elected officials and members of public on the value and mission of the PDD Program. • Enhance the overall governance capacity of the Board and work to ensure the governance structure is as cost effective as possible. <p>There was agreement to have the noted items included</p>	<p>Moved by Doug Fletcher/seconded by Cathy Palmer. Carried unanimously.</p> <p>Members of the Board are to provide feedback on the MOU and charter via e-mail to Arlene James, by March 31, 2010.</p> <p>Hart Chapelle to carry the items forward to PDD Edmonton Business Planner, Jillian Carson, for inclusion in the 2010/13 Business Plan.</p>

	<p>in the business plan.</p> <p>Mr. Hart Chapelle clarified that the Minister's six priority actions are not being included in PDD business plans, as they are part of an overall improvement process for the PDD program. Mr. Chapelle also commented that he is not certain if the development of a green policy can be included, as there is work underway by the Alberta Government to develop a government-wide green plan for all government departments and services. The importance of having a green plan in place was noted. Mr. Chapelle indicated that if a green plan does not end up being approved by the Ministry for inclusion in the regional business plan, he will ensure that it appears in the PDD Edmonton operational plan.</p> <p>Mr. Chapelle provided the Board with an overview of key dates in the 2010/13 business planning process.</p>	
<p>10. Manage Relationships with External Stakeholders</p>	<p>Regional Stakeholder Input Report: The PDD Priority Actions Analysis of Regional Stakeholder Input, internal document, was circulated to the Board for more information. The report requires the addition of numbers to show how many people attended. Mr. Hart Chapelle indicated he will arrange to have numbers included. The report will then go to Blair Lundy, before being forwarded to the PDD Program Branch.</p> <p>Recognition and Awards Program Mr. Blair Lundy provided the following background information; In 2009, PDD Boards were advised by the Ministry of Seniors and Community Supports that they were to have a regional awards program that would dovetail with the PDD Provincial Leadership Awards. To that end PDD Edmonton Administration has developed a draft PDD Edmonton Regional Awards program and is seeking the Board's approval on the program as proposed. Internal draft materials, outlining the process, were provided for the Board's information and review in the March 17, 2010 Board package. In summary the PDD Edmonton Regional Awards program will recognize individuals, families, businesses and organizations for their actions to promote community inclusion and improve the lives of individuals with developmental disabilities.</p>	<p>Hart Chapelle to add information to the report and forward, as per discussion.</p>

	<p>Mr. Lundy proposed the following motion:</p> <p><i>It is hereby moved that the PDD Edmonton Region Community Board approve the PDD Edmonton Regional Awards process, as presented.</i></p> <p>Mr. Lundy clarified there will continue to be a PDD provincial awards event. The date is to be determined. PDD Edmonton will plan for a regional event to take place in June 2010. A comment was received about the need to ensure that event locations are accessible.</p>	<p>Moved by Doug Fletcher/seconded by Martin Prentice. Carried unanimously.</p>
11. Open Time for Questions and Answers	An open time of questions and answered followed the regular meeting agenda.	
12. Adjournment	<p>The public board meeting adjourned at 8:46 p.m.</p> <p>Mr. Lundy reminded members of the Board of the requirement for a brief in-camera meeting to follow the public Board meeting.</p>	
Next Public Board Meeting	<p>April 21, 2010 6:30 – 8:30 p.m. PDD Edmonton Office</p>	

Signed copy on file

Blair Lundy, Chair

Date

Signed copy on file

Hart Chapelle, CEO

Date