



PERSONS WITH DEVELOPMENTAL DISABILITIES
 NORTHWEST ALBERTA COMMUNITY BOARD
 APPROVED MINUTES – September 9, 2008

PDD NW Alberta Community Board Office
 203 Junction Point Village, 9815 – 97 Street
 Grande Prairie, Alberta

IN ATTENDANCE: Paul Renfree (Chair), Ann Martfeld, Karen Egge, Al Bromling, Kerrie Patrick, Howard Antoniuk, Wil Porat, Susan McKenzie (CEO)

GUESTS: Diana Turcotte – PDD Finance Manager
 Judy Tremaine – PDD Community Resource Manager
 Waverley Bexson-Quinn – PDD Budget Officer
 Breanne London – NW Regional Manager, ICE
 Jim Rosin

ABSENT: Dolly McArthur
 Ann Bettenson

RECORDING
 SECRETARY: Patti Diewert, Executive Assistant

Topic	Discussions/Motion	Action
Call to Order	Paul Renfree called the meeting to order at 10:00 a.m.	
Review and Approval of Agenda	Addition: Board Member Evaluations The Agenda was approved by consensus.	
Review and Approval of Minutes	MOTION #39-08 – Al Bromling moved that the PDD Northwest Alberta Community Board Minutes dated August 12, 2008 be approved as presented. Seconded by Kerrie Patrick. CARRIED.	

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Minister's Tour	Paul Renfree reported: <ul style="list-style-type: none"> • Minister Jablonski toured the Northwest on August 13, 2008. • Tour of Northwest went very well. • Toured Signature Support Services (3 services provided by Signature Support Services). • Met with Board Members from the Northwest. • Wayne Drysdale – MLA, also toured with the Minister. 	
Board Fall Retreat	<ul style="list-style-type: none"> • October 14, 15, 16 – Overlander, Hinton. Agenda Development was discussed and a plan for the Board Retreat was decided upon.	
Committee Appointments	<p>MOTON #40-08 - Paul Renfree moved that the following Board Members be appointed on the following Board Committees:</p> <p>Board Intern Evaluation Committee</p> <ul style="list-style-type: none"> • Karen Egge • Dolly McArthur <p>Audit Committee</p> <ul style="list-style-type: none"> • Howard Antoniuk • Kerrie Patrick • Al Bromling, Chair <p>CEO Evaluation Committee</p> <ul style="list-style-type: none"> • Wil Porat • Paul Renfree, Board Chair • Another Board Member - to be appointed in December <p>Policy Committee</p> <ul style="list-style-type: none"> • Karen Egge • Ann Martfeld <p>Vice-Chair Appointment</p> <ul style="list-style-type: none"> • Dolly McArthur <p>Seconded by Kerrie Patrick. CARRIED.</p>	

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Council of Chairs Update	<p>Paul Renfree reported:</p> <ul style="list-style-type: none"> • Phone conference meeting was held on August 18, 2008. • Minister has received a report on the stakeholder engagement process – the Minister’s thank you letter is in the Board Package for information. Looking at stabilization centers – 8 unit buildings where people can receive support. Exploring options for support in the workforce for PDD. • Budgeting process / provincial Business Plan being submitted early October to cabinet. • Infrastructure – given go-ahead for Michener Services to be consolidated – improve efficiency. • Mission and core business of PDD update. <p>Ann Martfeld reported:</p> <ul style="list-style-type: none"> ○ Telephone conference on August 25. ○ Ready to be presented to the Minister in October. ○ Brief discussion about core businesses at provincial forum. ○ Recommending that this will be transitioned into the business plan within two years. ○ This will define what PDD “does” and what PDD “does not do”. <ul style="list-style-type: none"> • Board Governance Forum Agenda – Paul Renfree has distributed to Board Members by email. • Board Member Evaluations – Paul Renfree will send a letter advising that all the Board Member evaluations have been completed. 	
Committee Reports	<p><u>Audit Committee</u></p> <p>Al Bromling reported:</p> <ul style="list-style-type: none"> • Audit Committee has not met. • Self-assessment of committee work for 2007/08 will be taking place. • Draft Work Plan will be distributed to the Board • Trevor Peltin – coordinator for Audit Committee meeting at Governance Forum • Entrance Meeting with Office of the 	Audit Committee

Topic	Discussions/Motion	Action
	<p>Auditor General – November 17 – Audit Committee.</p> <ul style="list-style-type: none"> • Exit Meeting is June 9, 2009 – 10:00 to 11:30 a.m. – All Board Members <p><u>Community Linkages Committee - Evaluation</u> Paul Renfree reported:</p> <ul style="list-style-type: none"> • Community Linkages Committee will be discussed and assessed at the Board Retreat in October. 	
CEO Update	<p>Susan McKenzie presented the CEO Report dated September 9, including:</p> <ul style="list-style-type: none"> • Marla Forman, Planning/Project Coordinator has resigned effective September 15, 2008. She thanks the Board for their support and encouragement over the past seven years. • PDD Grande Prairie office has hired Anne Hubar, .5 Admin Support, as well as a Program Supervisor for the Coordinators, Rachelle Jobson. • Minister Jablonski and MLA Wayne Drysdale’s visit to the Northwest was very successful. The Assistant Deputy Minister, Dave Arsenault reported that the Minister was very impressed by Signature Support Services the staff person that toured them (Sandra Alstad). • Conversion to the new contracting process is proceeding. • Susan McKenzie continues to participate on the Northwest Workforce Council in conjunction with the Alberta Council of Disability Services – developing strategies to support the service provider sector in the Northwest. Continue to look for alternate sources of funding for training. • Quality of Life Indicators, Performance Measures in the Business Plan – Susan McKenzie briefed Board (as included in Board Package). • Susan McKenzie reviewed the Appeal Panel Hearings by Issue and Decision (All Regions) document. Susan to update Board Members monthly on appeal 	Susan McKenzie

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	<p>looking at teleconferencing for future meetings.</p> <p><u>Service Termination Notice Review – Judy Tremaine</u></p> <ul style="list-style-type: none"> • Comparison since 2005 = 5 people • 2006 = 4 people • 2007 = 11 people • 2008 = 5 people • Mostly due to behavioural needs – not able to provide services in the Northwest 	
Board Intern Update	<p>Ann Bettenson was absent from the Board Meeting – no report.</p> <ul style="list-style-type: none"> • Karen Egge will frame a few questions to Board Members for feedback regarding evaluation of the idea of the involvement of a Board Intern on the Northwest Board. Report back to Board at the January Board Meeting • Paul Renfree received information brochure and letter from Paulette McGinnis on behalf of Leadership Today. • Northeast Community Board Conference in Cold Lake – invitation to new Board Members (October 24 & 25) – one Board Member could attend on behalf of the Northwest Board. 	Karen Egge Bring forward to January Board Meeting
Board Workplan Review	Reviewed and included in the Board package.	
Roundtable	Board Members reported on their activities over the past month.	
Adjournment	<p>MOTION #41-08: Karen Egge moved that the meeting be adjourned. Seconded by Ann Martfeld. CARRIED.</p> <p>The meeting was adjourned at 2:30 p.m.</p>	

Minutes Approved: _____

Date: _____

Paul Renfree, Board Chair

Next Board Meeting – October 16, 2008 – Overlander, Hinton