

Alberta PCAP Council – Regular Meeting
Grovenor Place, 10320 146 St NW, Edmonton, AB

April 8, 2019

Present: A. Anderson, B. Berry (Banker), B. Smit (Provincial Coordinator), B. Towe, K. Bonot (Provincial Coordinator), K. Covey (QA) L. Herzog (Administrator), P. van Vugt, S. Olstad, T. Crowley, W. Beland, W. Bouwman Oake

Regrets: A. Baxter, C. Cross (FASD-CMC), J. Bertolin, V. Caplette

Minute Taker: L. Herzog

Agenda Item	Activity/Decisions Made	Action Item
Welcome/Introductions	S. Olstad calls the meeting to order 9:09AM. Quorum is achieved Introduced Benita Smit as the new interim Provincial Coordinator.	
Review/Approve Agenda Review/Approve minutes from February 11, 2019	Motion to approve meeting agenda: T. Crowley. All in favor. Carried. Motion to approve meeting minutes from February 11, 2019: P. van Vugt. All in favor. Carried. Directors reviewed Council meeting date options for April 2020.	
Financials	Directors reviewed the Balance Sheet and Income Statement as provided by the banker, Healthy Families Healthy Futures (HFHF). B. Berry reported that there will still be final year-end adjustments and that the FASD-CMC grant has not yet been received. Motion to approve a withdrawal from the GIC account to cover expenses until funding is received from the FASD-CMC grant: T. Crowley. Seconder: P. van Vugt. All in favor. Carried. Motion to approve financial reports: T. Crowley. Seconder: A. Anderson. All in favor. Carried.	
Committee Updates & Reports	<u>HR and Personnel Committee/Policies and Procedures Committee</u> <i>Provincial Coordinator Position for 2019-20</i> B. Smit reported that K. Bonot will have her last day on April 9 and she will be taking on the full Provincial Coordinator role beginning this week. B. Smit reported that she disclosed a conflict of interest with an interim role to the HR and Personnel Committee, which was reviewed and approved. <u>Finance Committee</u> <i>Company Credit Card and Policies</i>	

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	<p>B. Smit reported that the application for two credit cards for PCAP staff has been delayed due to a staffing change with Scotiabank. Will resume the application process once the new hire is in place.</p> <p><u>Training Committee</u> <i>FNHIB: FASD in PCAP training request</i> B. Smit reported that in January, FNHIB inquired about receiving support from PCAP Council for FASD prevention training for the upcoming year. This training could potentially take place over tele/video conferencing or webinars with ABPCAP trainers. B. Smit will continue to maintain communication and clarify the details of the training request. Directors discussed the potential to strengthen connections with the federally funded First Nation PCAP programs and the benefit of having representation at the Council level.</p> <p><i>Refresher Training</i> L. Herzog reported that the final module has been completed and that she is moving forward with the final preparations for the refresher training launch. She reported that the Digital Chalk account has been upgrading to the professional tier to allow for discount codes and has been purchased for one year, to renew in March 2020. The launch date is set for the end of the month and will be announced in the Q4 newsletter. Action Item: Complete final online refresher training preparations to launch.</p> <p>Directors discussed potential to include more up to date training resources for mentors specific to changing trends in frontline work. Suggested to look into creating webinars, lunch and learns, or other video resources using ABPCAP trainers and other experts by topic.</p> <p><i>Developing an expedited Train-the-Trainer procedure</i> B. Smit reported that Dr. Therese Grant with the University of Washington is transitioning out of her role in preparation for retirement. Prior to this, Council will connect with her to inform the train the trainer process or potentially receive permission to develop an Alberta own train the trainer process. Directors discussed trainer requirements, and suggested setting a limit to how recently a trainer worked in PCAP to be able to train to ensure connection with the program. Directors also expressed the need for trainer succession planning by capturing the knowledge from experienced trainers.</p>	<p>B. Smit</p>

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	<p>Action Item: Create succession planning procedures for Alberta based trainers.</p> <p><i>PCAP model training survey</i> B. Smit reported that a model training survey has been created to capture how programs are accessing the mandatory, priority, and recommended PCAP trainings. The survey will inform how many current staff are up to date on trainings and identify where there are accessibility gaps.</p> <p>Action Item: Send model training survey to Directors for feedback prior to sending out to agencies.</p> <p><u>Data Oversight Committee</u> <i>CAMH Data Request</i> K. Covey reported he is working on the CAMH data request and that the report should be less time intensive as it will follow the same reporting template as the last data request.</p> <p><i>Penelope Review with PolicyWise</i> K. Covey reported that he has touched based with PolicyWise who are doing an assessment of our current Penelope and Tableau use.</p> <p><i>Feedback on the new Intake Form</i> K. Covey reported that the Data Oversight Committee has reviewed some initial feedback from frontline staff on the new Intake Form and are reviewing how to capture missing data points from the ASI part A and B. The DOC decided that the ASI part B (information on the Target Child) is important, and is best collected via the existing form and that programs should continue completing this form. The form may be moved in with the biannuals in Penelope to eliminate the need to create Intake Service Files for every new participant and potentially improve the form's completion rate. K. Covey reported that the 00-month biannual will now be referred to as the baseline biannual. The DOC is revising how substance use frequency is captured in biannuals to better show harm reduction, and have discussed how this information can be used with other areas of collected information to show the triggers of a participant's substance use. The DOC is also reviewing how to best capture information on marijuana use, source, and form in response to recent legalization.</p>	<p>Training Committee</p> <p>B. Smit</p>

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	<p><i>Online client satisfaction surveys</i> L. Herzog reported that a data gathering consent box has been added to the PCAP client satisfaction survey to allow for aggregate reporting and that the online survey form has been piloted. Action Item: Send invite to PCAP programs to participate in optional online client satisfaction survey collection.</p> <p><u>Events Committee</u> <i>PCAP Days 2019</i> L. Herzog reported that the PCAP Days venue has been book at Fantasyland Hotel in Edmonton and the event registration page is now open. The Events Committee has confirmed two speakers for the first day of the event. Directors discussed potential speaker options for the second day, focusing on skills and trends applicable to frontline staff. Directors acknowledged that this year is the 20-year anniversary of PCAP in the province. Action Item: Confirm final PCAP Days speakers and session descriptions.</p>	<p>B. Smit</p> <p>Events Committee</p>
<p>Review PCAP vision, mission, and rationale statements</p>	<p>Directors reviewed current PCAP vision, mission, and rationale statements. Directors discussed changes to the wording to better reflect the nature of the PCAP program, PCAP participants, and Council supports in a gender neutral tone. Directors felt that the rationale statement is no longer relevant to include as the information is better covered in a description about the PCAP Council. Directors drafted newly worded vision and mission statements to be reviewed at the next Council meeting in time for final approval by the membership at the 2019 AGM. Action Item: Finalize newly drafted vision and mission statements at the June PCAP Council meeting.</p>	<p>All</p>
<p>Fidelity assessment for transferred clients</p>	<p>T. Crowley reported on recent concerns around receiving client transfers who are not meeting the primary intake criteria when transferred and who would not otherwise be accepted into the program due to capacity demands. Directors discussed the need for more communication when transferring clients and the importance of recognizing the different ability of programs to support clients with extenuating circumstances beyond the primary or secondary intake criteria. Directors suggested adding transfer procedures as an agenda item for the Supervisors Gathering portion of the 2019 PCAP Days. Directors discussed the importance of capturing data around clients who are not engaging with the program beyond signing the initial consent form. Directors discussed the importance of accurately</p>	

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	capturing the data gaps as a way to highlight the need for more supports and rationalize a longer program length. Action Item: Revise transfer form to include information on intake criteria to ensure fidelity.	Data Oversight Committee
Reports	<p><u>Provincial Coordinator</u> B. Smit reported that she has been working with K. Bonot to prepare for the Provincial Coordinator role and has been reviewing materials and readings, has completed the GBA+ online course, and has attended the Board Leadership Conference and the ChooseWell Community Forum.</p> <p><i>PCAP women creative activity subsidy</i> L. Herzog reported that 7 applications were received for the creative women’s activity subsidy and that all were approved at their full requested amount up to \$1000. The final total for the subsidy used \$6505.29 of the approved \$8000 budget. All expenses have been received and processed, and program reports should be coming in shortly. Summaries for the events will be reported on over the next two quarterly newsletters.</p> <p><u>Quality Assurance Analyst</u> K. Covey reported that he has recently finished the Penelope module for the online refresher training and is now working on the outcomes report for programs, which have been shortened to one section at a time. K. Covey reported he is working on preparing his presentation for the AGM.</p> <p><u>Communications</u> <i>Supervisors Teleconference</i> S. Olstad reported that participation has been good during the past few teleconferences.</p> <p><i>Newsletters</i> L. Herzog reported that the Q4 newsletter will be sent in April. Directors discussed sharing procedures around the Funding Survey report and concluded that it will be for internal use only.</p>	

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	<p><i>Website Updates</i> Directors reviewed website visitor report for the main website and the members' website. B. Smit reported that she has been recommended by Simple Cloud Works to update our Wordpress account as it is currently outdated and will not be renewed again. The update would make the website more modern and user friendly. Motion to upgrade website account up to a fee of \$600: T. Crowley. Seconder: A. Anderson. All in favor. Carried.</p> <p><i>PCAP Brochure</i> L. Herzog reported that a teleconference was held in March to review the wording of the brochure. Directors reviewed the brochure and discussed changes to wording to be in line with previous discussion on vision and mission statements. Action Item: Revise brochure based on feedback and send out to PCAP Days attendees with a feedback form.</p> <p><u>FASD-CMC</u> No updates.</p> <p><u>Ad Hoc Committee: Frontline staff wages</u> B. Smit reported that she has begun a literature review of other paraprofessional wage surveys. The purpose of this survey would be to inform on the high turn over rates seen in PCAP mentors. Directors suggested beginning with a survey to service providers on why they are seeing high turnover rates to inform future surveying rather than engaging with frontline staff at first.</p>	B. Smit
Review of Action Items	Reviewed.	
Round Table	<p>T. Cowley: Had a recent position change within the agency and have been able to go up to 6 mentors again. Had 22 new intakes since August and 2 new staff, lots of work around orientation. Have 2 staff in their 11th year with PCAP. Are facing challenged with CS and barriers around apprehension.</p> <p>P. van Vugt: Retired at the end of January, the new PCAP supervisor is in place at McMan and will be taking the upcoming core training.</p>	

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	<p>W. Beland: Are dealing with staff retention issues, are also reconsidering what PCAP looks like to best serve the community due to a lack of other service providers.</p> <p>A. Anderson: Have been some changes within the network and the general council is up for election soon, should experience no major changes as a result.</p> <p>W. Bouwman Oake: Things are going well at Pregnancy Pathways, are having the first women who entered in now leaving the program. Try to connect them with PCAP after as a longer term support.</p> <p>B. Towe: Are currently down one staff member and are seeing staff look elsewhere for employment due to the high stress work.</p> <p>K. Bonot: Shared the updated PCAP mailing address available on the website.</p> <p>B. Berry: Went through the funding renewal process for the first time in a while, found it to be a learning process.</p> <p>S. Olstad: Have signed our funding contracts recently for the new fiscal year and have been focused on healing with the team.</p>	
Adjournment	<p>Motion to adjourn meeting at 3:11PM: P. van Vugt. All in favor. Carried.</p> <p>Next meeting: June 10, 9:00AM-3:00PM at Grovenor Place; lunch provided.</p>	
Attachments	Income Statement and Balance Sheet; Website visitor reports; PCAP brochure	

Signature of Approval:

Date of Approval: