

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

June 10, 2019

Present: A. Anderson (*teleconference*), A. Baxter, B. Smit (Provincial Coordinator), B. Towe, C. Cross (FASD-CMC), J. Bertolin, J. Pritchard (*teleconference*), L. Herzog (Administrator), P. van Vugt, T. Crowley, T. Pirnak (Banker)

Regrets: K. Covey (QA), S. Olstad, V. Caplette, W. Beland

Minute Taker: L. Herzog

Agenda Item	Activity/Decisions Made	Action Item
Welcome/Introductions	J. Bertolin calls the meeting to order 9:08AM. Quorum is achieved Announced resignation of board member Wendy Bouwman Oake.	
Review/Approve Agenda Review/Approve minutes from February 11, 2019	Motion to approve meeting agenda: P. van Vugt. All in favor. Carried. Motion to approve meeting minutes from April 8, 2019: T. Crowley. All in favor. Carried.	
Ratify e-vote	Motion to approve expenses for the special project (Creative Women’s Activity Subsidy) completed by the Mountain Rose Women’s Shelter in March 2019 as an expense within the 2019-20 budget year to the total sum of \$792.56: A. Anderson. Second: B. Towe. All in favor. Carried.	
Financials	Directors reviewed the Balance Sheet and Income Statement as provided by the banker, Healthy Families Healthy Futures (HFHF). T. Pirnak reported that she will review the higher than expected office supply expenses for the current fiscal year. Directors reviewed the draft financials and Schedule B to be presented at the 2019 AGM. T. Pirnak reported that HFHF is currently exploring options for a new banker. If a new one is chosen, the banking fees would be lower for all programs represented by HFHF, including the PCAP Council. The final decision will be made at a later meeting. Motion to grant authority to Healthy Families Healthy Futures to complete the daily banking needs of the PCAP Council: A. Baxter. Second: P. van Vugt. All in favor. Carried. Motion to give Healthy Families Healthy Futures authority to choose the bank that best fits the needs of the PCAP Council: T. Crowley. Second: A. Baxter. All in Favor. Carried. Motion to approve financial reports: T. Crowley. Second: P. van Vugt. All in favor. Carried.	

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Committee Updates & Reports	<p><u>HR and Personnel Committee/Policies and Procedures Committee</u> No updates as did not meet.</p> <p><u>Finance Committee</u> <i>Company Credit Card and Policies</i> B. Smit reported that she has been in contact with the bank manager regarding signing authorities for the credit card application. Executive directors confirmed they have signed the application forms. Action Item: Review options for staff credit cards pending new banking options.</p> <p><u>Training Committee</u> <i>Developing an expedited Train-the-Trainer procedure</i> B. Smit reported the Training Committee met in May to discuss the Train-the-Trainer process and reviewed options to shorten the trainer requirements to below 3 years. The Committee reviewed other methods of trainer-training used by other programs. B. Smit reported that she has contacted the University of Washington to inform on the Council’s decision to adjust training procedures.</p> <p><i>Core training recap</i> L. Herzog reported that the spring core training took place on May 15-17, 2019 at the St. John’s Institute in Edmonton with 22 participants. Directors reviewed the core training report and noted the increased expenses due to a high number of registrants and a last minute change to catering services. B. Smit reported that trainer evaluations are completed and that the in-training-trainers are close to full competency with the core training materials. Directors discussed setting an upper cap limit to the number of attendees per core training. Motion to set the minimum number of core training attendees to 7 registrants with a maximum of 25 registrants: T. Crowley. All in favor. Carried.</p> <p><i>FNIHB: FASD in PCAP training request</i> B. Smit reported that she has reached out to follow up with the request made earlier this year and has received no response yet.</p>	Finance Committee

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	<p><i>Refresher Training</i> L. Herzog reported that the Online Refresher Training has been launched and was announced in the April newsletter and listed on the PCAP website. She reported that there has been 1 registration and no course completions at this time.</p> <p><i>PCAP model training survey</i> Directors reviewed the draft model training survey and provided feedback. Action Item: Revise survey with feedback and prepare for distribution after the AGM.</p> <p><u>Data Oversight Committee</u> <i>CAMH Data Request</i> No update.</p> <p><i>Penelope Review with PolicyWise</i> Directors reviewed the PolicyWise contract update. B. Smit reported that PolicyWise has recommended permission be given to impute missing start and end dates for biannuals to create more usable data. B. Smit reported on the options for the remaining contracted 20-hours provided by PolicyWise and directors chose the recommended option to complete more analytics. Motion to allow the Quality Assurance Analyst to follow best practices and industry standards to impute missing data as recommended by PolicyWise: T. Crowley. All in favor. Carried.</p> <p><i>New Intake Form update</i> T. Crowley reported that she and Beth van den Elst have been working on revising the new Intake Form. She reported having removed many of the check boxes and text lines to make the form more conversational and useful when filling out the baseline biannual. She reported that the new Intake Form will be available for review at the Supervisors Gathering. Directors reviewed the in progress Intake Form and discussed feedback on using the new Intake Form vs. the ASI in terms of ease, client buy-in, and Penelope entry. Directors discussed potential to provide support for programs who prefer using the ASI Intake and Exit forms. Action Item: Revise Intake Form with input from Supervisors Gathering.</p>	<p>B. Smit</p> <p>Data Oversight Committee</p>

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	<p><i>Transfer Form update</i> T. Crowley reported that the Data Oversight Committee revised the Transfer Form and Guidelines to include intake criteria to better support transfer of client while maintaining program fidelity.</p> <p><u>Events Committee</u> <i>PCAP Days 2019</i> L. Herzog reported that there are currently 71 registrants so far for the event and that the AGM has been moved to the first day to better fit in the schedule. She reported that the Events Committee has finalized the remaining speaker and daily schedules.</p> <p><i>PCAP AGM 2019</i> B. Smit reported that the AGM agenda is similar to previous years and that she is working on the provincial coordinator report and the Penelope presentation with the QA. She reported that the AGM is currently at quorum and memberships may still be purchased. Directors discussed options to advertise for new director nominations. Action Item: Advertise for new director nominations to be due by August 5, 2019 in time for approval at the August Council meeting.</p>	B. Smit
Review PCAP vision, mission, and rationale statements	Directors reviewed the revised versions of the Alberta PCAP Council’s vision and mission statements tabled from the April Council meeting. Motion to approve the new vision and mission statements as drafted by the Council: P. van Vugt. All in favor. Carried.	
Process for newly opened PCAP programs	B. Smit reported that three new PCAP programs have been started or transferred in the province recently. Directors discussed potential processes to inform newly opened programs to ensure proper orientation to the model, fidelity, and connection to the Council. Directors discussed what requirements a program must have to be called a PCAP program and suggested connecting more with networks to create communication between funders and the Council. Directors discussed the impact on communities and PCAP clients when funding is shifted between programs and the loss of client connection when programs are transferred or discontinued. Action Item: Create an ad hoc committee to address the new program procedures and considerations.	B. Smit

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<p>Reports</p>	<p><u>Provincial Coordinator</u> B. Smit reported that she recently has been contacting PolicyWise, the University of Washington, and FNIHB to inform current and future projects and that she attended the spring PCAP Core training. B. Smit reported that she is currently working on preparing for the AGM, preparing for the society annual return, and working on troubleshooting recent misquotes from the Chambers health insurance plan. B. Smit reported that she is working towards taking the online Athena training to better help with future data projects.</p> <p><i>Copyright law for “PCAP”</i> B. Smit reported that the acronym “PCAP” is currently copy written as a translation for OCAP. She reported the she has contacted OCAP for more information and has not yet heard back.</p> <p><u>FASD-CMC</u> C. Cross reported that the upcoming Strategic and Operation plan will move to a 3-year term rather than a 1-year term to better capture long term projects and that it will be released in the fall. C. Cross reported that the Data Integration Project is moving along and they are taking into considerations all privacy, consent, and data ownership requirements. C. Cross reported that 5 networks have been affected by the fires in northern Alberta. Programs in the province have been sending supports for individuals with FASD who have been displaced. She reported that it has been a learning process around emergency response and that they are currently working on creating a better emergency preparedness plan. She suggested that the Council considers creating an emergency preparedness plan for PCAP clients and coordinate those plans with the networks. C. Cross reported that CanFASD is developing an FASD media kit to inform consistency in language.</p> <p><u>Quality Assurance Analyst</u> No additional updates.</p> <p><u>Communications</u> <i>Supervisors Teleconference</i></p>	

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	<p>J. Bertolin reported that attendance fluctuates per call but conversations remain beneficial. The teleconference is on break for the summer and will resume in September.</p> <p><i>Newsletters</i> L. Herzog reported that the Q4 newsletter was sent in April. The Q1 newsletter is set for the end of July and will include recaps from the core training and PCAP Days.</p> <p><i>Website Updates</i> Directors reviewed the revised website layout. B. Smit reported that the software for the website has been updated and she is working with Simple Cloud Works on revising the content and layout of the website to be more user friendly. Directors suggested having original photos to display.</p> <p><i>PCAP Brochure</i> Directors reviewed the draft brochure with updates. Directors suggested having copies available at PCAP Days for feedback. Action Item: Revise brochure with new vision statement and prepare for approval.</p> <p><u>Ad Hoc Committee: Frontline staff wages</u> Directors reviewed the drafted APCAP Employment Survey and provided feedback around question content and wording. Action Item: Review revised survey for Council approval and prepare for distribution in the fall.</p>	<p>B. Smit</p> <p>B. Smit</p>
Review of Action Items	Reviewed.	
Round Table	<p>J. Pritchard: Excited to attend PCAP Days. Are now meeting clients from any referral source. Have started a monthly Collective Wisdom meeting to coordinate wrap around services for clients and have seen a recent success of this system working.</p> <p>A. Anderson: Have has one community affected and displaced by fires have been coordinating services as an independent volunteer. Also working on annual network report.</p> <p>B. Towe: Have 2 staff leaving soon and are seeing a high number of referrals. Recently attended a Boys and Girls Club conference.</p>	

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	<p>A. Baxter: The new PCAP staff are still in place, seeing more referrals and high risk clients recently. Enjoying not having to do the ASI intake.</p> <p>J. Bertolin: Proposed starting community meetings for FASD with positive response, open to seeing what the community would like to see from the gatherings.</p> <p>T. Crowley: Have been busy and at client capacity. Recently hired a 6th mentor that will be starting soon. Learning to balance new staff training and new client additions. Have been seeing increases of fentanyl and crystal meth used which has caused trauma and stress for staff.</p> <p>P. van Vugt: Calgary had a mother’s day tea with 80 people, had a photographer, gift bags, and donated quilts to take home. Program is in the transition process with the new supervisor.</p>	
Adjournment	<p>Motion to adjourn meeting at 2:53PM: A. Baxter. All in favor. Carried.</p> <p>Next meeting: August 12, 2019, 9:00AM-3:00PM at Grovenor Place; lunch provided.</p>	
Attachments	<p>Income Statement, Balance Sheet, AGM Financials; Train the Trainer procedures; PolicyWise Contract update; Credit Card policies; Core training recap; Vision and mission statements; Draft brochure; Minutes from April 8</p>	

Signature of Approval:

Date of Approval: