

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

Aug 12, 2019

Present: A. Anderson, A. Baxter, B. Smit (Provincial Coordinator), B. Towe, J. Bertolin, J. Pritchard (*teleconference*), K. Covey (QA), L. Herzog (Administrator), T. Crowley, T. Pirnak (Banker), V. Caplette, W. Beland

Regrets: C. Cross (FASD-CMC), P. van Vugt, S. Olstad

Minute Taker: L. Herzog

Agenda Item	Activity/Decisions Made	Action Item
Welcome/Introductions	J. Bertolin calls the meeting to order 9:04AM. Quorum is achieved	
Review/Approve Agenda Review/Approve minutes from June 10, 2019	Motion to approve meeting agenda: A. Baxter. All in favor. Carried. Motion to approve meeting minutes from June 10, 2019: T. Crowley. All in favor. Carried.	
Ratify e-vote	Motion to approve pay of Healthy Families Healthy Futures (banker) invoice in one payment to the total sum of \$20,000.00 for the 2019-20 fiscal year: B. Towe. Secunder: A. Baxter. 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 confirmed the sources for the higher than expected office supply expenses were appropriate. B. Smit reported the training expenses for this year are expected to be higher than estimated due to the third core training session. T. Pirnak reported that HFHF is in the process of moving over their banking needs to Bank of Montreal. <i>Credit Cards</i> T. Pirnak reported that credit cards were received for B. Smit and also for J. Bertolin and A. Baxter. She will follow up with Scotiabank for clarification as the credit card for L. Herzog was not included. Motion to approve financial reports: T. Crowley. Secunder: W. Beland. All in favor. Carried.	

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Committee Updates & Reports	<p><u>HR and Personnel Committee/Policies and Procedures Committee</u> <i>New committee member</i> B. Smit reported that the HR and Personnel Committee requires one additional Board Director to sit on the committee to meet as needed. A. Baxter agreed to join the HR and Personnel Committee.</p> <p><i>PCAP Director membership policy</i> B. Smit reported that as per section 3.2 of the Council Policy Manual, directors of the PCAP Board are required to hold a PCAP membership. She reported that this was something that had been overlooked and not enforced though will be rectified for current directors and in future years. Action Item: Confirm all Council Members hold either an individual membership or are under an agency membership for 2019-2020 fiscal year.</p> <p><i>Changes to staff overtime agreement</i> B. Smit reported that Alberta labor laws are changing beginning on September 1, 2019. She reported that a revised Overtime agreement had been prepared in lieu of the Flex Overtime Agreement previously in place for Alberta PCAP Staff. Directors discussed the how long staff should be allowed to bank overtime. Agreed that a 6-month period is in line with current Alberta legislation. Motion to approve changes to staff overtime agreement: W. Beland. All in favor. Carried.</p> <p><i>Staff wage and training review</i> Directors went in camera and discussed proposed changes to staff wage and reviewed training opportunities for the Council Administrator. Council discussed Wage Grid for APCAP Staff necessary Motion to approve one step increase for Council Administrator, retroactive to May 1, 2019: B. Towe. Seconder: W. Beland. All in favor. Carried. Action Item: HR Committee to develop Wage Grid for PCAP Council Staff.</p> <p><u>Training Committee</u> <i>Calgary core training update</i> L. Herzog reported that the Calgary core training will take place from October 9-11, 2019 with trainers P. van Vugt and D. Collins. There are currently 6 out of 7 registrations needed to meet minimum training requirements.</p>	<p>B. Smit</p> <p>B. Smit</p>

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	<p><i>High Level Core Training</i> B. Smit reported that a third core training has been approved for this year due to training demand in the High Level area. The core training will take place on August 21-23, 2019 with trainers P. van Vugt and T. Renshaw for 12 participants. Venue and catering will be provided by the Mackenzie Network FASD Society. Action Item: Post core training trainer openings for all PCAP trainers to apply for to ensure fair distribution of opportunities.</p> <p><i>Developing an expedited Train-the-Trainer procedure</i> B. Smit reported that supplementary training material is being developed to help facilitate learnings for new PCAP trainers. Action Item: Create outline of core training module deliverables and outcomes.</p> <p><u>Data Oversight Committee</u> <i>CAMH Data Request</i> K. Covey reported that he has completed the data to submit to CAMH once it is reviewed and approved at the next DOC meeting. Data covers medical conditions collected in the ASI, including FASD prevalence. K. Covey reported he is unsure if CAMH will continue to request data annually.</p> <p><i>Penelope Review with PolicyWise</i> K. Covey reported that PolicyWise has completed their contracted review of the submitted data and provided final reports. Have found that Penelope lacks the functionality to improve data entry but administration can change the wording of the questions for clarity. PolicyWise recommended addressing data entry error concerns in trainings. Found that Penelope works well for data collection and Tableau works well for reporting, but not for quality assurance. K. Covey reported that P.W. used two software programs to transpose the data into a format that could allow for better analysis in Tableau. ('R' and 'Pearl'). K. Covey reported on the findings in the Client Attrition report. Suggestion to address the high dropout rate of clients. B. Smit suggested another PolicyWise contract in the 2020-21 year to do exporting of data.</p>	<p>B. Smit</p> <p>B. Smit</p>

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	<p><i>Transfer Form update</i> L. Herzog reported the transfer form and guidelines have been updated to better maintain fidelity. Directors discussed difficulties in capturing transferred clients’ data in Penelope. Directors discussed difficulties with reporting on data collected on reserve regarding OCAP privacy regulations. Council agreed that to their current understanding of regulations and consent, programs are collecting data appropriately when consents are signed and ethnic backgrounds are not identified. Action Item: Revise Intake Form and Guidelines with suggestions from Council. Action Item: Review Council’s role as advisor for the FASD-CMC outcome deliverable 5.1.7. Action Item: Review PCAP Council’s alignment with OCAP regulations.</p> <p><u>Events Committee</u> <i>PCAP Days 2019</i> L. Herzog reported that the first Alberta PCAP Days took place on June 18-19, 2019 at the Fantasyland Hotel with 64 participants. The event included 3 speakers, the AGM, and mentor activity and the supervisors gathering. Directors reviewed the final expenses, evaluations, and event feedback.</p> <p><i>PCAP AGM 2019</i> Directors reviewed the draft AGM minutes to be approved at the 2020 AGM.</p>	<p>B. Smit B. Smit B. Smit</p>
<p>PCAP policy review for working with minors</p>	<p>Directors discussed Council’s recommended policy for programs serving minors in response to recent inquiries. Directors reviewed current Alberta legislation regarding consent, collection of personal information, and ability to provide services. Directors discussed concerns around informed consent, difficulties with navigating parent-child relationships, and legal considerations around case notes.</p> <p>Council agreed that best practice to ensure due diligence is to refer to supporting third party legislation documents such as the Children’s First Act and to act in the best interest of the child. Action Item: Inquire with Terra Edmonton program who work with youth on best practices and the Office of the Child and Youth Advocate (OCYA). Action Item: Include links to Children’s First Act on PCAP website.</p>	<p>B. Smit B. Smit</p>

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Process for newly opened PCAP programs	<p>B. Smit reported that she is working on resource materials to support the onboarding of new PCAP programs, transitioning programs, and new supervisors.</p> <p>Directors discussed suggested resources to provide new programs, such as: an introduction of PCAP fidelity, language guide, paperwork overview, training, reporting, information on the supervision model, and best practices for program transfers.</p> <p>Directors discussed the knowledge transfer to FASD Networks to ensure fidelity of new PCAP programs when RFP's are tendered.</p> <p>Action Item: Develop an FASD-CMC ad hoc committee to address concerns and prepare a statement to present at the next Network Coordinators meeting.</p>	FASD-CMC ad hoc committee
Reports	<p><u>Provincial Coordinator</u></p> <p><i>Centre of Excellence Stakeholder Request</i></p> <p>B. Smit reported that she received a request from the Centre of Excellence for Women's health for PCAP Council to participate in their four-year project to gather evidence on cannabis harm reduction resources.</p> <p>Directors reviewed request and agreed to participate where possible.</p> <p>B. Smit reported she has filed the GST rebate, submitted the Society Annual Return, and submitted the FASD-CMC final report.</p> <p>B. Smit reported an invitation to attend and participate in a portion of FASD-CMC Strategic Planning Session(s) September 11-13, 2019.</p> <p>B Smit reported she is working towards sending out the model training survey, reviewing the Chambers Group Insurance premiums, updating vision and mission statement materials, drafting the communications plan, and reviewing TOR for all committees.</p> <p><u>Quality Assurance Analyst</u></p> <p>K. Covey reported he has been learning new software, meeting with PolicyWise, working on the CAMH data report, and generating site specific outcomes reports. He is planning on scheduling one-on-one data feedback sessions with programs.</p> <p>K. Covey reported he has changed the document names for the Baseline Biannual and Pregnancy Outcomes documents in Penelope.</p> <p>K. Covey reported he has put in the request for a Penelope software update.</p>	

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	<p>K. Covey reported he is looking into developing more user functionality for supervisors in Penelope.</p> <p><u>Communications</u> <i>Supervisors Teleconference</i> No updates-on break for summer to return in September.</p> <p><i>Newsletters</i> L. Herzog reported that the Q1 newsletter was sent on July 30, 2019. The Q2 newsletter is set for the end of October 2019 and will include highlights of program 20-year anniversaries.</p> <p><i>Website Updates</i> L. Herzog reported that she is working on improving user functionality and simplifying the website and has reordered the forms and documents on the Penelope site. Directors discussed potential for programs to list job postings on the PCAP website. Director’s discussed addition of best practice for working alone safe work practice materials to be posted on PCAP website. Action Item: Include a statement in the next newsletter that allows programs to list job postings on the PCAP website. Action Item: Include best practice working alone references to PCAP website. Action Item: Present a website report identifying traffic origins to the Penelope section to ensure security of forms.</p> <p><i>PCAP Brochure</i> Directors reviewed the draft brochure with updated vision and mission statements. Action Item: Reviewing printing options for final brochure.</p> <p><u>FASD-CMC Updates</u> No updates.</p> <p><u>Ad Hoc Committee: Frontline staff wages</u> Reviewed the drafted employment survey.</p>	<p>B. Smit</p> <p>B. Smit B. Smit</p> <p>B. Smit</p>

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	Action Item: Revise Employment Survey with feedback and send to PCAP staff.	B. Smit
Election of executive officer positions	Motion to continue executive officer roles for J. Bertolin, S. Olstad, B. Towe, and A. Baxter as Chair, Vice-Chair, Secretary, and Treasurer, respectively for a one-year term: T. Crowley. All in favor. Carried.	
Review of Action Items	Reviewed.	
Round Table	No updates.	
Adjournment	Adjourned at 2:45PM. Next meeting: October 7, 2019, 9:00AM-3:00PM at Grovenor Place; lunch provided.	
Attachments	Income Statement, Balance Sheet; Banker Invoice; Working with Minors resources; Group Overtime Agreement; CAMH data report; PolicyWise reports; Brochure; Transfer Form and Guidelines; PCAP Days report	

Signature of Approval:

Date of Approval: