

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

October 7,
2019

Present: A. Anderson (*teleconference*), A. Baxter, B. Berry (Banker), B. Smit (Provincial Coordinator), B. Towe, J. Bertolin, J. Pritchard, K. Covey (QA), L. Herzog (Administrator), P. van Vugt, S. Olstad, T. Crowley, W. Beland

Regrets: V. Caplette

Minute Taker: L. Herzog

Agenda Item	Activity/Decisions Made	Action Item
Welcome/Introductions	<p>J. Bertolin calls the meeting to order 9:04AM.</p> <p>Quorum is achieved</p> <p>J. Bertolin announced that MaryAnn Ho with the FASD-CMC will be calling in the afternoon to provide an update.</p> <p>J. Bertolin reported that Bede Eke will be the new contact person for the FASD-CMC and will join in future Council meetings.</p>	
Review/Approve Agenda Review/Approve minutes from August 12, 2019	<p>Motion to approve meeting agenda: A. Baxter. All in favor. Carried.</p> <p>Motion to approve meeting minutes from August 12, 2019: A. Baxter. All in favor. Carried.</p>	
Financials	<p>Directors reviewed the Balance Sheet and Income Statement as provided by the banker, Healthy Families Healthy Futures (HFHF). Some areas are higher than expected for being 50% through the year.</p> <p>Motion to approve financials as presented: P. van Vugt. Seconded: B. Towe. All in favor. Carried.</p>	
Committee Updates & Reports	<p><u>HR and Personnel Committee/Policies and Procedures Committee</u> <i>Review PCAP membership policy</i></p> <p>B. Smit reported that membership policies are lacking accountability in regards to data governance and she recommends that agency governance agreements and Penelope data governance be a part of the membership policy. At this time, a membership is not necessary for Penelope data entry. Directors reviewed current Society bylaws regarding membership eligibility and admission. She reported that she will be contacting all agencies in the coming weeks to update governance agreements and will review current memberships at that time.</p>	

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	<p>Directors discussed if the data entry agreement should be updated annually. B.Smit clarified that a data governance agreement is signed by Alberta PCAP Council and a PCAP Agency and the terms of the agreement become a standing agreement until such time that the Agency is no longer participating in PCAP and entering data into Penelope, at such time, it would be required that a letter in writing be received from the Agency that they are terminating the data governance agreement.</p> <p>Directors discussed the need to support new supervisors and agencies to inform them of their obligations to governance, membership, and data entry. B. Smit reported that these obligations will be covered in the Agency Onboarding document being drafted.</p> <p>Motion to update the membership policy agreement to state that FASD-CMC funded agencies choosing to enter data into Penelope are required to hold an active PCAP membership and must give written notice a minimum of 6 months prior to discontinuing data entry: A. Baxter. All in favor. Carried.</p> <p>Motion to update the PCAP Agency Governance agreement item 7(i) to clarify that all PCAP sites entering data must hold an active PCAP membership: T. Crowley. All in favor. Carried.</p> <p>Action Item: Administration to update Membership Policy as noted above in first motion.</p> <p>Action Item: Administration to update Data Governance Agreement as noted above in second motion.</p> <p><i>OCAP alignment best practices</i></p> <p>B. Smit reported that she has been in contact with the Alberta First Nation Information Governance Centre and she recommends the APCAP Council consider coordinating a round table with AFNIG and First Nation APCAP programs to discuss OCAP alignment.</p> <p><u>Finance Committee</u></p> <p><i>Company credit cards and policies</i></p> <p>B. Smit reported that credit cards for the Provincial Coordinator and the Administrative Assistant are now operational. She reported that the first invoice for the credit cards have been received and will be finalizing the user policies and credit card agreements for staff to sign.</p> <p><u>Training Committee</u></p> <p><i>Calgary core training update</i></p> <p>L. Herzog reported that the Calgary core training is taking place from October 9-11, 2019 at the McMan Calgary office with 22 participants.</p>	<p>B. Smit B. Smit</p>

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	<p>Directors concluded that hosting venues should be given one complementary registration when hosting. Action Item: Administration to include one complementary registration for agencies providing own venue in updated procedures for Coordination of PCAP Core Training.</p> <p><i>Refresher training</i> Directors discussed the in-person component of the online refresher training. B. Smit reported that tentatively, the in-person portion is set to begin next fiscal year and will be completed through quarterly Zoom videoconferences with attendees selecting additional topics prior to the videoconference. Directors concluded that due to high core training demands, registration for refresher level in-person training at Core Trainings should be opened up after a period of time to allow all initial registrations first access. Action Item: Administration to update training registration set-up procedures (on-line) to define registration priorities ensuring new PCAP Staff to have first access to in person training with a defined window of time where refresher training requests will be pending until the window of time for New Staff registrations has closed.</p> <p>B. Smit recommended that the Council follow up with the University of Washington’s PCAP Supervisor training material to incorporate some of their resources into the Alberta training model. Directors suggested creating mentor orientation modules to be taken immediately once a PCAP Staff is hired to help bridge the time gap between a mentor’s hire and taking the in person Core Training. Directors discussed how to support remote workers to connect them to an agency and participant in job shadowing and what skills should be covered in a shadowing session. Suggestion to contract APCAP trainer to make support calls with new solo workers and new agencies. Suggestion to incorporate a training topic quarterly in the Supervisors Teleconference to help build participation in the monthly calls. Action Item: Review the Council’s suggestions for expanding the Alberta PCAP training model and identify the priority items moving forward for the December Council meeting.</p> <p><i>High Level Core Training</i> L. Herzog reported that the Mackenzie Network core training took place on August 21-23, 2019 in High Level with 9 attendees. Directors reviewed final event expenses and evaluations.</p>	<p>B. Smit</p> <p>B. Smit</p> <p>B. Smit</p>

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	<p><i>Enoch Wellness Centre training request</i> B. Smit reported that the Training Committee has agreed to move forward with the core training request from the Enoch Wellness Centre. The training is tentatively set for early 2020 and will be open to outside registrations to help cover the cost of the training to the Council and allow for core training waitlist individuals to attend sooner than the standing spring training.</p> <p><i>Biannual/Penelope Online Training</i> B. Smit reported that she and L. Herzog have begun outlining an online training course covering PCAP data entry, use of Penelope, and coding of the biannual. Directors provided input on what topics the training should cover. Action Item: Prepare a detailed outline to be reviewed by Council for the December meeting.</p> <p><i>Trainer update</i> B. Smit reported that APCAP in-training trainer Michelle Mazurenko has resigned from her position as PCAP trainer and will be completing an exit interview. Directors discussed potential to host a Trainers Meeting, the last was held in 2015. B. Smit recommended Council consider a training specific APCAP Council staff position to maintain this portfolio.</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 with an additional memo that describes the context around why capturing FASD specific data is difficult. He reported that the multiple dates used in Penelope (open, start, document) makes it difficult to pull data from a specific time period. Directors reviewed the CAMH summary for executive council and the attached memo. Motion to approve the finalized CAMH data report and additional memo: P. van Vugt. All in favor. Carried.</p> <p><i>Penelope Review with PolicyWise</i></p>	<p>B. Smit</p>

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	<p>B.Smit reported that the Data Oversight Committee has been working through recommendations made by PolicyWise in the Q1/2 Contract Reports in conjunction with the review of standardized PCAP forms. It was requested that Council consider further exploration of metrics and measurement tools with PolicyWise to ensure that data being captured by Alberta PCAP Council is in line with FASD-CMC Outcome Reporting deliverables.</p> <p>K.Covey reported that the Policywise report had shown attrition rates such as: 25% completed all 36 months, 21% only did intake and did not return, 16% in progress. Since there are gaps in reporting various biannuals, the QA calculated additional attrition rates for further clarification using the Biannual Question 0-D. Is the client currently active? Rough counts indicate that of those that were active for a 6-month biannual, 65% also were active at 24-month biannual and 50% were reported at active at 36-month biannual. Excluding the 6-month requirement indicated that 42% of all Cases in the system reported being active at 36-month biannual but missed completing a 6 month biannual. DOC is discussing a number of the issues with the data and questions in the Biannuals. One example is the problem of determining which clients are still in progress and which have withdrawn from the program and addressing the “why” of the attrition issue.</p> <p><i>Athena renewal update</i></p> <p>Directors reviewed the letter to Council regarding the updates to Athena’s price packages, including moving to two-year terms beginning in May 2020. B. Smit recommended Council contract PolicyWise to review the utility of Athena software in ensuring the current software is the best option for housing PCAP data and ensuring outcome reporting deliverables can be met and maintained over the long term prior to committing to a two-year term.</p> <p>B. Smit reported that user licenses are currently being reviewed to minimize the amount of inactive/outdated accounts in Penelope.</p> <p>Motion to approve a PolicyWise contract for a total of \$3000.00 to complete an analysis of data metrics and measurements and to make recommendations as to suitability of Penelope in moving forward with APCAP’s data reporting and outcome goals: W. Beland. Seconder: S. Olstad. All in favor. Carried.</p> <p>Action Item: Contract PolicyWise to explore utility of Penelope in outcome reporting deliverables.</p> <p><u>Events Committee</u></p>	<p>B. Smit</p>

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	<p>B. Smit reported that she has submitted an application to request a strategic planning session for Council and has been approved.</p> <p>Action Item: Schedule Council strategic planning session by January 2020.</p>	B. Smit
Process for newly opened PCAP programs	<p>B. Smit reported that she is continuing to draft the APCAP Onboarding Procedures and will receive more guidance once the FASD-CMC strategic plan has been released. The procedures should be completed in time for the next fiscal year.</p> <p>Directors suggested to have an Alberta PCAP Council update as a standing item for the monthly Network Coordinator’s meeting as the procedures document is being developed.</p> <p>Action Item: Provide input on the Onboarding Procedures document and updates to be shared at the Network Coordinators meeting by February 2019 prior to next fiscal year starting.</p>	FASD-CMC ad hoc committee
Council’s role in agency’s emergency preparedness	<p>Directors discussed the Council’s role in agency’s emergency preparedness as a response to a request received during the recent fires in and around High Level. Directors shared their experiences providing support to mentors and frontline staff during an emergency situation and the difficulty in balancing work and personal responses.</p> <p>Directors suggested to expand the networking of resources through a prepared line of communication. Directors suggested lobbying to government regarding the lack of response specifically for vulnerable populations.</p> <p>W. Beland reported that she has compiled a list of suggestions for future improvements and will be presenting them at the next Network Coordinators meeting.</p> <p>Action Item: Include topic as a standing agenda item.</p>	B. Smit
Reports	<p><u>Provincial Coordinator</u></p> <p>B. Smit reported that she attended the FASD-CMC strategic planning days from September 11-13, and presented on the APCAP Council. She suggested added a APCAP Council update as a standing item for future FASD-CMC meetings.</p> <p>Directors reviewed the Provincial Coordinator report and B. Smit provided updates on all active projects.</p> <p>Action Item: Advertise for a new APCAP trainer position.</p> <p><u>FASD-CMC update</u></p>	B. Smit

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	<p>M. Ho reported that the FASD-CMC recently hosted a strategic planning session with Network Coordinators, council chairs, and cross ministry partners to work on a 3-year strategic plan for FASD in the province. She reported that the strategic plan focuses on knowledge and capacity development around capturing data to create evidence based policies with the Data Lake in the future. She reported that the plan wants to expand supports and services across Alberta and individuals across fields to be FASD informed, one way to do this is providing free online training through CanFASD. She reported they are working on resources for employment and assessment and diagnosis. The strategic and operational plan will be completed by the end of November.</p> <p><u>Quality Assurance Analyst</u> K. Covey reported that 3 new sites have been set up in Penelope and is currently reviewing all active users. He is also activating password maintenance for all users. K. Covey reported that he and T. Crowley met to review funder reporting requirements and discuss how to simplify the process of providing data to agencies.</p> <p><u>Communications</u> <i>Supervisors Teleconference</i> S. Olstad reported that attendance was low for the last teleconference. Directors disused ways to encourage more participation. Action Item: Send a reminder calendar invite with the updated Supervisors contact list.</p> <p><i>Newsletters</i> L. Herzog reported that 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> Directors reviewed quarterly website reports. L. Herzog reported that she is working on improving website content and functionality.</p> <p><u>Ad Hoc Committee: Frontline staff wages</u> Reviewed the drafted employment survey.</p>	<p>B. Smit</p> <p>B. Smit</p>

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	Action Item: Revise Employment Survey with feedback and send to PCAP staff.	
Review of Action Items	Reviewed.	
Round Table	<p>S. Olstad: Are fully staffed and cross trained between PCAP and home visitation T. Crowley: Have experienced a difficult few weeks with a client passing and mentor leaves, are currently fully staff. Have taken a recent supervisors training specific to trauma exposed workplaces B. Towe: Have also experienced difficulties around clients passing and in hiring for mentor positions W. Beland: Have recently tried combining case workers with 2 mentors to help with the connection and reducing mentor stress A. Baxter: Are currently down 1 PCAP worker due to leave B. Berry: Are currently down 1 mentor and have received positive response to a recent job posting J. Bertolin: Have been hosting an FASD coalition in Whitecourt and will be doing a support group session P. van Vugt: Keeping some contact with McMan, currently going through some staff changes</p>	
Adjournment	<p>Motion to adjourn at 2:32PM: S. Olstad. All in favor. Carried.</p> <p>Next meeting: December 9, 2019, 9:00AM-3:00PM at Grovenor Place; lunch provided.</p>	
Attachments	Income Statement, Balance Sheet; CAMH data and memo; Draft Governance agreement; Athena renewal letter; Core training report; FASD-CMC ad hoc committee minutes; Coordinator report; Amendments to Society bylaws	

Signature of Approval:

Date of Approval: