

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

February 10,
2020

Present: A. Anderson, A. Baxter, A. Olaka, B. Berry (Banker), B. Smit (Provincial Coordinator), B. Towe (*teleconference*), B. van den Elst, J. Bertolin, L. Herzog (Administrator), S. Olstad, V. Caplette, W. Beland

Regrets: P. van Vugt, T. Crowley

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	
Review/Approve Agenda Review/Approve minutes from December 9, 2019	J. Bertolin added item 9.1.1: Project Proposal to the Provincial Coordinator report. Motion to approve meeting agenda with amendment: S. Olstad. All in favor. Carried. Motion to approve meeting minutes from December 9, 2019: S. Olstad. All in favor. Carried.	
Financials	Directors reviewed the Balance Sheet and Income Statement as provided by the banker, Healthy Families Healthy Futures (HFHF). Banker reported that the training supports is overspent but will be balanced out by the additional training revenue. Banker reported on the adjustment period in sorting out how to pay the credit card statements on time with the delay in mailed statements and cheque approvals. Banker will follow up with the option for online statement access. Motion to approve financials as presented: A. Anderson. Secunder: V. Caplette. All in favor. Carried.	
Review APCAP Bylaws, Election of Directors, and Standing Committees	<i>Election of Directors</i> B. Smit reported that the Council is open to new Director nominations in time for the June PCAP AGM. She recommended selecting Directors strategically to fill gaps in the knowledge base and representation of the current and anticipated Council composition. Directors discussed the importance of fair and equal opportunity in accepting Expressions of Interest for Director positions as to not limit any potential candidate. Directors have the opportunity to recommend potential Directors they believe would fit well with PCAP Council using the Expression of Interest listed on the website. Action Item: Advertise PCAP Council’s Expressions of Interest for Director positions publicly Action Item: Connect with directors individually via email to discuss term renewals prior to AGM	B. Smit B. Smit

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	<p>J. Bertolin announced that her term as Director and Council Chair will be ending this year. She reported that she is unable to attend the April 2020 board meeting and co-chair S. Olstad will act as chair until the June PCAP AGM.</p> <p><i>Standing Committees</i> B Smit made the recommendation to Council to add a Communications Committee as part of the Council’s Standing Committees.</p>	
<p>Review Strategic Planning session results from December 9</p>	<p>Directors reviewed the prioritization survey, compiling the main goals identified from the Strategic Planning session on December 9, 2019, and set priority levels and timelines to key identified goals.</p> <p><u>Goal: Training Deliverables re-visited to best ensure PCAP Programs are supported to implement the program province wide.</u> Directors discussed ways other programs provide their supervisors with training, such as receiving Leadership Degrees from institutes such as Northern lakes College. Directors discussed potential grants opportunities to facilitate the development of training materials that are aligned with relevant documents (Bill C-16, GBA+, trauma informed language) Action Item: Explore possible social work accreditation for APCAP 3-Day Core Training Action Item: Explore potential grant sources to develop Training Deliverables</p> <p><u>Goal: Connect with Similarly focused Agencies/Programs to supplement work we do to support healthy babies and healthy families</u> Directors discussed how this goal may be time sensitive due to the political climate and will revisit at a later date. Suggested to include this as a conversation topic for Mentors.</p> <p><u>Goal: To validate the work we do in Alberta as an Evidenced Based Program in order to demonstrate Social and Economic Return on Investment</u> Directors discussed the potential for the newly hired QA to create reports based on APCAP collected data to help support the PCAP model. Action Item: Advocate for APCAP Council’s Provincial Coordinator to provide updates at the monthly Network Coordinators meetings</p>	<p>B. Smit B. Smit</p> <p>B. Smit</p>

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	<p><u>Goal: Increase understanding of FASD in order to address stigma</u> Directors agreed that this is the defined role of the Prevention Conversation and Council can support by following the Prevention Conversation’s best practices around language and advocacy.</p> <p><u>Goal: Advocate to strengthen natural supports and increase treatment beds for families.</u> Directors discussed that this goal fits within the Supervisors Training identified in Goal 1.</p> <p><u>Goal: Evaluate PCAP funding sources to find ways to increase our ability to maintain and strengthen our deliverables</u> Directors discussed the identified gap of connecting with PCAP participants who are incarcerated or experience gaps in their service due to corrections. Suggested linking with support services who specialize in this area, ex: Restoring Balance.</p> <p><u>Goal: Develop a Strategic Recruitment Plan in order to maintain Council Strength.</u> Suggestion to keep Director’s resumes for internal reference. Tabled for April 2020.</p> <p>Directors discussed the need to identify a focused goal prior to applying for external funding sources. Suggested keeping a living document of all potential grant opportunities for Council that can also be shared with PCAP programs.</p> <p>Motion to approve training goal as priorities, including: the development of a Supervisors Training and overall PCAP curriculum, expanding agency level training, and training more PCAP trainers: W. Beland. All in favor. Carried.</p> <p>Motion to approve communications goal as priority: connecting with networks as a standing agenda item for the monthly Network Coordinators meeting: A. Anderson. All in favor. Carried.</p>	
Committee Updates & Reports	<p><u>HR and Personnel Committee/Policies and Procedures Committee</u> <i>Review membership policies</i></p> <p>L. Herzog reported that all active online membership expirations have been set to March 31, 2020 to allow for repurchase of 2020-21 memberships in time for the June AGM. Memberships will set to expire</p>	

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	<p>at the March 31 of the fiscal year instead of one year from purchase date. This will be done by the website administrator and has been updated in administrative procedures.</p> <p><i>OCAP alignment best practices</i> B. Smit reported that she has tried contacting the Alberta First Nation Information Governance Centre and will report to Council when a response is received.</p> <p><i>Staffing Update</i> B. Smit reported that a new Quality Assurance Analyst has been hired, starting on February 11, 2020.</p> <p><i>Annual Review of Provincial Coordinator</i> B. Smit reported that the HR Committee will be meeting later this day and will discuss moving forward with an annual review of the Provincial Coordinator.</p> <p><i>OHS and WCB considerations for staff and Directors</i> B. Smit reported that for under 10 staff members, there does not need to be formal OHS standard in place and Council and staff will refer to Alberta standards for any information. She reported forwarding OHS information to staff on a monthly basis and will debrief with them about the content to ensure it is understood and standards are met. B. Smit reported that Directors traveling to Council meetings are covered under their agency. Action Item: Review OHS and WCB considerations for community Directors</p> <p><u>Finance Committee</u> <i>Review draft 2020-21 APCAPC budget</i> Directors reviewed versions A and B of the draft 2020-21 budget. B. Smit reported the differences are due to staffing and program supports expenses. B. Berry noted that insurance may or may not increase, at which time the budget will be adjusted accordingly.</p> <p><i>Athena Software contract renewal</i> Directors reviewed the Penelope two-year renewal agreement with Athena Software Motion to approve the Athena contact: A. Anderson. All in favor. Carried.</p>	<p>B. Smit</p>

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	<p><i>Company credit cards and policies</i> Directors reviewed the draft Credit Card policies for Council. Suggested removing the specific payment dates and instead state that payments should be made monthly in a manner that does not incur interest to avoid any date conflicts or unexpected delays. Staff will submit credit card expense reports and receipts along with biweekly timesheets Action Item: Revise credit card policies for the April 6 Council meeting</p> <p><u>Training Committee</u> <i>NWC Core Training update</i> L. Herzog reported that the NWC FASD Network core training will take place from February 11-13, 2020 at the Star of the North Retreat Centre in St. Albert. The training has been opened to additional registrants.</p> <p><i>2020 Core training dates</i> L. Herzog reported that the 2020 Core Training will take place on May 13-15, 2020 in Edmonton (venue TBD) and on October 7-9, 2020 at the McMan office in Calgary. Directors discussed the current limitations of the 3-Day PCAP Core training as it is geared towards new PCAP frontline staff and at this time, a wider variety of participants and experience levels register for the training. Discussed opportunities to gear training towards different audiences without impacting the fidelity of the frontline training. Directors agreed that at this time the Core Training should remain open to anyone who would like to take it.</p> <p><u>Data Oversight Committee</u> B. Smit reported that DOC meetings were placed on hold pending the hiring of a new Quality Assurance Analyst. DOC meetings will resume beginning on the first Wednesday of each month.</p> <p><u>Events Committee</u> B. Smit reported that the tentative dates for the second annual PCAP Days have been set for early June 2020. Directors discussed what they would like to see made available at this event, suggestions included: a child and youth advocate, heart math, Gabor Mate, Jodi Kerrington, mental health/dual diagnosis training. Directors discussed the potential of splitting the event into one day for supervisors</p>	<p>B. Smit</p>

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	<p>for the June AGM and a multi-day event for mentors in the fall, or the potential of planning a paid event with a relevant speaker or training session.</p> <p>Action Item: Events Committee to meet and confirm date, budget, and event outlines for the 2020 year</p>	B. Smit
Council’s role in agency’s emergency preparedness	<p>W. Beland reported that she has written and submitted a detailed letter of response to various areas of government regarding the recent northern Alberta fires earlier this year. The letter includes numerous recommendations for mentors, clients, and persons with special needs in future emergency situations. W. Beland offered to share this document with the Council to use as a reference for emergency response recommendations. Suggested it may be beneficial for PCAP programs to have a nearby partner program that is able to assist if needed.</p>	
Process for newly opened PCAP programs	Tabled.	
Cost sharing/ reimbursement for Council meeting venue	Tabled.	
Reports	<p><u>Provincial Coordinator</u></p> <p>B. Smit reported she has been reviewing the results from the Strategic Planning session, connecting with PolicyWise to discuss grant opportunities, and interviewing and officially hiring a new QA staff member. B. Smit reported reviewing the identified training goals and recommended Council consider sourcing external support from an agency like Edmonton Chamber of Voluntary Organizations to support a comprehensive review of standard operations and all staff positions within the Short-Term Operational Planning Goals for 2020- 2021.</p> <p>B. Smit reported she has been working to finalize the credit card policies and procedures and has completed monthly and quarterly financial reviews.</p> <p>B. Smit reported that PCAP agencies were notified of the temporary interruption of data and Penelope services pending the hire of a new QA. Penelope administration was completed by the Administrator in the meantime. She reported that a training work-plan has been developed for the new Quality Assurance Analyst in consultation with Athena Software.</p>	

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	<p>B. Smit reported that she had requested a proposal for contract renewal and suggestions for improvement from the website host, Simple Cloud Works, to review the current service arrangement. B. Smit reported that Council has received two requests for out-of-province training/consultation from the First Nation Health Authority in Vancouver and the Yukon Health and Social Services Department. More information will follow at the next board meeting.</p> <p><i>Project proposal</i> Tabled for the April Council meeting.</p> <p><u>Communications</u> <i>Supervisors Teleconference</i> S. Olstad reported that attendance was low for the last teleconference.</p> <p><i>Newsletters</i> L. Herzog reported that the Q3 newsletter was sent at the end of January and the Q4 newsletter is set for the end of April 2020.</p> <p><i>Website Updates</i> Directors reviewed the quarterly website reports and the communications proposal submitted by Simple Cloud Works. Directors agreed with the recommendations for improvement to the PCAP websites and social media accounts. Directors discussed the potential to contract a specialized social media/website manager versus adding the task to a staff members' existing portfolio/hours.</p> <p><u>FASD-CMC update</u> B. Smit reported that she reported on PCAP's Schedule B outcomes to the FASD-CMC at their committee meeting, no feedback was received.</p> <p><u>Ad Hoc Committee: Frontline staff wages</u> Directors reviewed the finalized survey. Directors agreed that the goal of the survey and how the information will be shared is important to clarify prior to sending the survey to PCAP staff. Directors agreed the survey should inform the causes for high turnover rates in frontline staff to potentially</p>	

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	<p>advocate with the aggregated results. Directors noted that consent would be required. Suggested to request survey feedback from Network Coordinators. Tabled until after a training review has been completed.</p> <p>Directors discussed creating a tool to assist frontline staff with their client caseload management, suggested a weighted caseload form. Action Item: Review existing weighted caseload forms for the next Council meeting.</p> <p><u>PCAP Language</u> Directors discussed the importance of appropriate and consistent language used by all PCAP agencies. Directors discussed methods to address instances of improper language use and concluded that CanFASD should be notified and areas of concern should be brought forward to network funders. Directors agreed that Council will advocate appropriate language use by referring to third-party guides, such as the CanFASD language guide. Action Item: Include language guide resources in media publications and on the PCAP website</p>	<p>B. Smit</p> <p>B. Smit</p>
Review of Action Items	Reviewed.	
Round Table	<p>A. Olaka: Tammi is currently on leave and Beth will be covering her position until her return S. Olstad: Are currently waiting on news on funding to be received in April W. Beland: We are currently struggling with staff retention, am currently working frontline once a week. Are currently without any office space in one community until June. Have purchased the community treatment center and are in the process of renovating the space into a split office and residency space with a potential to expand with funding for residents for Mom’s with an FASD B. Berry: Our organization is restructuring and are uncertain of operational timelines at this moment B. Towe: Are currently fully staffed and getting new staff trained</p>	
Adjournment	<p>Motion to adjourn at 2:13PM: W. Beland. All in favor. Carried.</p> <p>Next meeting: April 6, 2020, 9:00AM-3:00PM at Grovenor Place; lunch provided.</p>	

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Attachments	Income Statement, Balance Sheet; Communication SWOT analysis; 2020-21 draft budgets; Credit card policies; SCW website reports and communications proposal; Penelope renewal agreement	

Signature of Approval:

Date of Approval:
