

Alberta PCAP Council – Regular Meeting
Zoom tele/videoconference

April 6, 2020

Present: A. Anderson, B. Berry (Banker), B. Smit (Provincial Coordinator), B. Towe, B. van den Elst (as proxy), L. Herzog (Administrator), P. van Vugt, S. Olstad, V. Caplette, W. Beland

Regrets: A. Baxter, T. Crowley

Minute Taker: L. Herzog

Agenda Item	Activity/Decisions Made	Action Item
Welcome/Introductions	<p>S. Olstad calls the meeting to order 9:06AM.</p> <p>Quorum is achieved</p> <p>S. Olstad announced that the APCAPC Quality Assurance Analyst will call in at 10:30AM and the FASD-CMC representative will call in at 2:00PM to present respective updates.</p> <p>Ratify e-vote: Motion to accept the new proposal from Foster Park for the 2020-21 Fiscal Year to the total sum of \$1542.00 to be made in one lump payment. A. Baxter. Seconder: A. Anderson. All in favor. Carried.</p>	
Review/Approve Agenda Review/Approve minutes from February 10, 2020	<p>Motion to approve meeting agenda: P. van Vugt. All in favor. Carried.</p> <p>Motion to approve meeting minutes from February 10, 2020: B. Towe. 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). Banker reported funding has been moved to a month-to-month schedule. She reported the Council has a net income from the 2019-20 year to be moved forward to next year. She reported that Banker and PCAP staff are in the process of sorting Credit Card expense timelines to ensure payments are made on time.</p> <p>Action Item: Set staff procedures for submitting Credit Card expense reports and receipts</p> <p>Motion to approve financials as presented: P. van Vugt. Seconder: B. van den Elst. All in favor. Carried.</p>	B. Smit
Council role in agency's emergency preparedness – COVID-	<p>L. Herzog reported that the upcoming May core training and June PCAP Days have been postponed indefinitely and will revisit next steps at the August meeting. A statement of support was sent in the last mailout.</p>	

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19 and upcoming PCAP events	<p>Directors discussed current emergency plans put into place, such as the Business Continuity Plans submitted to Networks and how programs have adapted to working from home. Directors shared that agencies have pandemic preparedness plans in place and are adapting by connecting with clients over the phone and/or dropping off items without contact.</p> <p>Directors discussed any additional supports the Council can communicate to agencies.</p> <p>Action Item: Send information on agency emergency support funding to supervisors</p> <p>Action Item: Administration to research Business Continuity Planning and present options to Council</p>	<p>B. Smit B. Smit</p>
Committee Updates & Reports	<p><u>HR and Personnel Committee/Policies and Procedures Committee</u> <i>OHS and WCB considerations for staff and Directors</i></p> <p>B. Smit reported that 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 the OHS newsletter to staff on a monthly basis and added as a standing item to Monthly Staff Meeting Agenda. B. Smit recommended reviewing legislative OHS and WCB requirements every 3 years.</p> <p><i>Committee Terms of Reference</i></p> <p>B. Smit reported that the TOR have been drafted and are ready for final approval by K. Bonot upon return.</p> <p>Tabled.</p> <p><i>Staff portfolio reviews</i></p> <p>B. Smit reported that Council has a goal to review staff portfolio and roles by June 2020.</p> <p>Tabled.</p> <p><u>Finance Committee</u> <i>Schedule B-Financial Accountability</i></p> <p>B. Smit reported on the projected budget, noting an increase to staffing, a decrease to the Leadership budget, and a higher insurance cost. She recommended reviewing alternative insurance quotes for the 2021-22 year.</p> <p><i>Schedule A-Operational Plan</i></p>	

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	<p>B. Smit presented the revised Operational Plan submitted to the FASD-CMC for this year’s grant application. The plan outlines mandated and identified Council goals and their outlines for implementation, measurements and deliverables.</p> <p><i>Signing Authority</i> B. Smit reported that since the Chair has stepped down, the Council requires an interim signing authority between now and the official election of a new Board Chair and the postponed 2020 AGM. Interim Board Chair, S. Olstad, has agreed to fill this role. Motion to add Interim Chair Stacey Olstad (Camrose Association for Community Living) as a APCAPC signing authority, effective immediately until September 15, 2020: P. van Vugt. Seconder: B. van den Elst. All in favor. Carried. Action Item: S. Olstad and Banker Coordinate signing authority for interim period.</p> <p><u>Training Committee</u> <i>Enoch and St. Albert Core Training Reports</i> Directors reviewed the event report and evaluations for the most recent two Core Trainings, hosted due to an additional demand in training. L. Herzog reported that the Enoch Cree Nation training provided a unique opportunity to adapt the Core Training material to a program in the beginning stages of their program development. Trainers adapted the training material and activities to best meet the needs of attendees, and notes were compiled on slide and activity edits to make the training more helpful to a First Nation audience. L. Herzog reported that both trainings were organized on a cost-sharing agreement rather than a per registration flat fee to allow for cost savings for agencies to provide venue and catering. Cost-sharing would allow the Council to plan trainings that break even on cost when there are higher training demands.</p> <p><i>Trainers In-Service Meeting</i> B. Smit reported that \$4500 has been included in the 2020-21 budget to support a one-day in-person meeting for PCAP trainers. Improvements to the training delivery, Penelope presentation, and activities will be discussed. Tabled.</p>	<p>B. Smit</p>

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<p>Reports</p>	<p><u>Provincial Coordinator</u> B. Smit reported she has been working on: financial reviewed in preparation for the annual audit, orientating the new QA, preparing a transition plan and strategic and operational planning for 2020-2023. Directors reviewed the confidential drafted pNAT FASD prevention initiatives for awareness.</p> <p><i>Transition plan</i> B. Smit reported she has been in contact with K. Bonot who has indicated her ability to return earlier than May 4, 2020. B. Smit recommended an earlier transition due to annual reports being due mid-May. Directors agreed to move forward with a transition period beginning as early as April 23, 2020 with a potential exit for the week of May 15.</p> <p><u>Quality Assurance Analyst</u> R. Jagodzinski reported that he has been working on getting Governance Agreements up to date and working on breach and confidentiality protocols for emergency preparedness. He has developed a Terms of Reference and a common language dictionary to ensure consistent language usage in reporting. He has been working through Athena training and has been testing potential for setting up triggers in Penelope. Action Item: Have Interim Chair sign and complete updated Governance Agreements.</p> <p><u>Communications</u> <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. Directors brainstormed training content to be included as a resource.</p> <p><i>Website Updates</i> L. Herzog reported that expiration dated on the members' website have been updated the March 31 of the given year.</p>	<p>B. Smit</p>

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	<p><u>FASD-CMC update</u> B. Eke reported that a 3-year strategic and operational plan has been completed and shared with the Board Chair for internal preview only. Directors confirmed Chair transition and report to be sent to S. Olstad. B. Eke reported that FASD-CMC meetings have been postponed at this time. He reported there are no changes to grant reporting for outcomes 1-11, however annual data reporting should be included.</p> <p><u>Ad Hoc Committee: Frontline staff wages</u> B. Smit recommended that due to this time of emergency COVID-19 response and uncertainty, the survey should be reviewed for sending in 2021.</p>	
Review of Action Items	Reviewed.	
Round Table	B. Smit: as this is my last official meeting wanted to thank all for the learning opportunity. Directors: Thanking Benita for her service this past year.	
Adjournment	<p>Motion to adjourn at 2:13PM: P. van Vugt All in favor. Carried.</p> <p>Next meeting: June 8, 2020, 9:00AM-3:00PM via Zoom</p>	
Attachments	Income Statement, Balance Sheet; Insurance quote; Schedule A & B; Core event reports; pNAT prevention strategies; Summarized leadership expenses	

Signature of Approval:

Date of Approval: