



REGULAR BOARD MEETING AGENDA

Wednesday December 16, 2015

9:30 AM

Meeting Room
Green View FCSS Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Organizational Meeting- Green View Family and Community Support Services minutes held Nov. 23, 2015 – to be adopted.	1
		3.2 Regular Green View Family and Community Support Services Meeting minutes held November 23, 2015 – to be adopted.	4
		3.3 Business Arising from the Minutes	
#4	DELEGATION		
#5	REPORTS	5.1 Chair/Member	
		5.2 FCSS Coordinator, Adult/Senior	8
		5.3 FCSS Coordinator, Community Resource Center	11
		5.4 FCSS Coordinator, Support	13
		5.5 FCSS Coordinator, Youth	15
		5.6 FCSS Manager	17
#6	OLD BUSINESS		
#7	NEW BUSINESS	7.1 Benevolent Policies	20
		7.2 Green View FCSS Strategic Plan 2016-2018	25
		7.3 Financial Report 2015	32
		7.4 Green View FCSS Board Motion and Action List	37
#8	CORRESPONDENCE		
#9	IN CAMERA		
#10	ADJOURNMENT		

Minutes of a
ORANIZATIONAL MEETING
GREEN VIEW FAMILY AND COMMUNITY SUPPORT SERVICES
Green View Family and Community Support Services Building
Valleyview, Alberta, on Monday, November 23, 2015

1: FCSS Manager Lisa Hannaford called the meeting to order at 8:57a.m.
CALL TO ORDER

PRESENT Chairperson, Member at Large, Greenview Roxanne Perron
Vice Chair, Member at Large, Town of Valleyview Teresa Plontke
Board Member, Greenview Councillor Roxie Rutt
Board Member, Member at Large, Greenview Trina Parker- Carroll
Board Member, Member at Large, Greenview Robin McCullough
Board Member, Town of Valleyview Councillor Jim Joelson
Board Member, Greenview Councillor Dale Smith

ATTENDING FCSS Manager Lisa Hannaford
Recording Secretary Corinne D’Onofrio

ABSENT

#2: **MOTION: 15.11.77** Moved by: Plontke
AGENDA That the November 23, 2015 Organizational Meeting agenda be adopted as presented.

CARRIED

#3 NOMINATION FOR CHAIR Manager, Lisa Hannaford called for nominations for the election of Chair.

Board Member, Roxie Rutt nominated Board Member, Roxanne Perron.

Manager, Lisa Hannaford called a second time for nominations for Chair.
None were heard

Manager, Lisa Hannaford called a third time for nominations for Chair.
None were heard

NOMINATIONS FOR CHAIR CEASE **MOTION: 15.11.78** Moved by: Board Member, Roxie Rutt
That the Green View Family and Community Support Services Board cease nominations for Chair. CARRIED

SELECTION OF
CHAIR

Manager, Lisa Hannaford declared Board Member, Roxanne Perron as the elected Chair of the Green View Family and Community Support Services Board until the next Organizational Meeting and Chair Perron assumed the Chair. Manager, Lisa Hannaford passed the meeting to Chair Perron.

#4
NOMINATIONS
FOR VICE CHAIR

Chair Perron called for nominations for the election of Vice Chair.

Board Member, Dale Smith nominated Board Member, Trina Parker- Carroll as Vice Chair.

Chair Perron called a second time for nominations for Vice Chair.

Board Member, Roxie Rutt nominated Board Member, Teresa Plontke as Vice Chair.

Chair Perron called for a third time for nominations for Vice Chair.

None were heard.

MOTION: 15.11.79 Moved by: Board Member, Dale Smith
That the Green View Family and Community Support Services Board vote for position of Vice Chair by Secret Ballot.

CARRIED

#4 NOMINATIONS
FOR VICE CHAIR
CEASE

MOTION: 15.11.80 Moved by: Board Member Joelson
That the Green View Family and Community Support Services Board cease nominations for Vice Chair.

CARRIED

Chair Perron declared Board Member, Trina Parker- Carroll as the Vice Chair of the Green View Family and Community Support Services Board until the next annual Organizational meeting.

#5
MEETING DATES

5.0 REGULAR MEETING DATES

REGULAR GREEN
VIEW FCSS BOARD
MEETING DATES

5.1 REGULAR GREEN VIEW FAMILY AND COMMUNITY SUPPORT SERVICES BOARD MEETING DATES

MOTION: 15.11.81 Moved by: Board Member, Roxie Rutt

That the Green View Family and Community Support Services Board hold regular scheduled Board meetings on the third Wednesday of each month, commencing at 9:00 a.m. in the Green View FCSS meeting room at 4707-50th street, Valleyview, Alberta.

CARRIED

MOTION: 15.11.82 Moved by: Board Member, Teresa Plontke

That the Green View Family and Community Support Services Board hold regular scheduled Board meetings on the third Wednesday of each month, commencing at 9:30 a.m. in the winter months.

CARRIED

#6
ADJOURNMENT

6.0 ADJOURNMENT

MOTION: 15.11.83 Moved by: Board Member, Roxie Rutt

That this meeting adjourn at 9:17 a.m.

CARRIED

FCSS MANAGER

FCSS CHAIR

Minutes of a
REGULAR BOARD MEETING
GREEN VIEW FAMILY AND COMMUNITY SUPPORT SERVICES
 Green View Family and Community Support Services Building
 Valleyview, Alberta, on Monday, November 23, 2015

1: Chair Perron called the meeting to order at 9:18 a.m.
CALL TO ORDER

PRESENT	Chairperson, Member at Large, Greenview	Roxanne Perron
	Vice Chair, Member at Large, Town of Valleyview	Trina Parker-Carroll
	Board Member, Greenview Councillor	Roxie Rutt
	Board Member, Member at Large, Greenview	Teresa Plontke
	Board Member, Member at Large, Greenview	Robin McCullough
	Board Member, Town of Valleyview Councillor	Jim Joelson
	Board Member, Greenview Councillor	Dale Smith

ATTENDING	FCSS Manager	Lisa Hannaford
	Recording Secretary	Corinne D'Onofrio

ABSENT

#2: **MOTION: 15.11.84** Moved by: VICE CHAIR, TRINA PARKER-CARROLL
AGENDA That the November 23, 2015 agenda be adopted with the addition:
 7.4 Voting Delegates for the FCSSAA Conference

CARRIED

#3.1 **MOTION: 15.11.85** Moved by: BOARD MEMBER , JIM JOELSON
REGULAR COUNCIL That the Minutes of the Regular Green View FCSS Meeting held on Wednesday,
MEETING MINUTES October 21, 2015 be adopted with the changes:

- New Business items 7.2, 7.3, 7.4 Support for Peace Wapiti School to include that the money is to come from 2015 Operating, GL Code Grants to School Liaison Worker Program 6-36-365-000-6202.

CARRIED

#3.2
BUSINESS ARISING
FROM MINUTES

3.2 BUSINESS ARISING FROM THE MINUTES:

MOTION 15.10.86 Moved by: BOARD MEMBER, DALE SMITH
 That the Green View FCSS Board requests to view quarterly financial statements when they become available.

CARRIED

MOTION 15.10.87 Moved by: BOARD MEMBER, DALE SMITH
 That Green View FCSS Board request that an updated financial report including projections and actuals for the 2015 Budget is provided.

CARRIED

Chair Perron recessed the meeting at 10:15am.
Chair Perron reconvened the meeting at 10:23am.

#4 DELEGATION

4.0 DELEGATION

There was no delegation.

**#5
REPORTS**

5.1 CHAIR/MEMBER REPORTS

BOARD MEMBER SMITH

- Reported that Council attended the Provincial Alberta Association of Municipal District and Counties Meeting (AAMDC) in Edmonton last week where he met with the MLA's Wayne Drysdale, and Todd Lowen.

BOARD MEMBER PLONTKE

- Reported activities running through the Valleyview Recreation Department including Christmas Cooking for Adults, Christmas Craft programs, and Public Skating. The Valleyview Recreation Department also has Little Smoky ski passes for sale.

BOARD MEMBER JOELSON

- Board Member Joelson had no report at this time.

BOARD MEMBER PARKER-CARROLL

- Reported being part of the St. Stephen's Parent Council and spoke of Dwayne Piece coming to Valleyview in 2016 to speak at presentations.
- Spoke of the Valleyview Enhancement Gala in Valleyview on Saturday, November 21st, 2015 and the success of the event.
- Is a member of the Knowledge Tree Fundraising Committee and spoke the children's art auction that is coming in December.

BOARD MEMBER RUTT

- Attended an opening of an Assisted Living Women's shelter in Grande Prairie.
- Attended the Remembrance Day Celebration in DeBolt.

BOARD MEMBER MCCULLOUGH

- Reported that many craft shows are taking place, and the arena is busy with skating and hockey.
- December 12th, 2015 is the Kid's Carnival.

CHAIR PERRON

- Attended an Early Childhood Development meeting.
- Hosted a group at the cottages this weekend and spoke to mothers of young children about how they felt about the community and programming opportunities.
- Attending the FCSSAA Conference this week.

#7 NEW BUSINESS

7.2 INTRODUCTION TO COORDINATORS

#5 REPORTS

Written reports, as attached and forming part of these minutes, were provided by:

5.2 FCSS COORDINATOR, ADULT/SENIOR

MOTION 15.11.88 Moved by: BOARD MEMBER, DALE SMITH
That the Green View FCSS Board direct Administration to prepare a report on the services provided to Sturgeon Lake residents.

CARRIED

5.3 FCSS COORDINATOR, COMMUNITY RESOURCE CENTER

MOTION: 15.11.89 Moved by: VICE CHAIR, TRINA PARKER-CARROLL
That the Green View FCSS Board direct Administration to contact local stakeholders to find out if and what emergency services their organizations provide to families and persons in need.

CARRIED

5.4 FCSS COORDINATOR, SUPPORT

5.5 FCSS COORDINATOR, YOUTH

5.6 FCSS MANAGER

**GREEN VIEW
MANAGER /
COORDINATOR'S
REPORTS**

MOTION: 15.11.90 Moved by: BOARD MEMBER, TERESA PLONTKE
That the Green View FCSS Board accept the Manager and Coordinator's Reports as presented.

CARRIED

**#6
OLD BUSINESS**

6.0 OLD BUSINESS

There was no old business brought forward.

#7
NEW BUSINESS

7.0 NEW BUSINESS

Chair Perron recessed the meeting at 12:23 pm.
Chair Perron reconvened the meeting at 1:30 pm.

7.1 RFD- 2015 FCSS BOARD ORIENTATION MANUAL

MOTION: 15.11.91 Moved by: BOARD MEMBER, DALE SMITH
That Green View Family and Community Support Services Board accept the 2015 Board Orientation Manual as information.

CARRIED

7.3 RFD- 2015-2018 FCSS DRAFT STRATEGIC PLAN

MOTION: 15.11.92 Moved by: BOARD MEMBER , JIM JOELSON
That Green View FCSS Board accept the 2015-2018 FCSS Draft Strategic Plan for information with the revisions.

CARRIED

7.4 VOTING DELEGATES FOR THE FCSSAA CONFERENCE

MOTION: 15.11.93 Moved by: BOARD MEMBER, DALE SMITH
That Green View FCSS Board direct Chair Perron and Vice Chair Parker-Carroll to be voting members at the FCSSAA Conference.

CARRIED

8.0 CORRESPONDENCE

#8
CORRESPONDENCE

9.0 IN CAMERA CONFIDENTIAL ITEMS

There was no in camera presented.

#9
IN CAMERA

The next Green View FCSS Board Meeting will be scheduled for Wednesday, December 16, 2015

#10
ADJOURNMENT

10.0 ADJOURNMENT

MOTION: 15.11.94 Moved by: BOARD MEMBER , JIM JOELSON
That this meeting adjourn at 2:48 pm.

CARRIED

To: Lisa Hannaford, Manager
 From: Coordinator, Senior/Adult
 Subject: November Coordinators Report

- **Home Support**

57 clients (MD 31- VV 26)

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Home Support Clients	59	57	54	58	58	59	56	55	58	56	57	

- **Wheels 4 Meals**

17 clients in the Town of Valleyview

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Meals Delivered	69	85	88	93	107	117	134	127	149	151	194	

- **Balance**

Is therapeutic yoga specific to the need of increase balance, strength and flexibility for people whom are already compromised. The fall session started on Nov 4th and will run to Dec 14th. 20 people are attending and the participants are already asking if it can run again in January.

- **Stress Management for Caregivers**

Materials and facilitator training for this information session are provided by the Alberta Caregivers Association. These information sessions focus on preserving caregivers’ well-being. Stress Management is a two hour session scheduled on Dec 8th.

- **Older Adult Info Day in Grovedale**

Was held on Nov 18th in the Grovedale. We had 11 people in attend the information sessions. We had a presenter from Service Canada and Points West Living in the morning and a Diabetes Management Nurse from Alberta Health Services and a representative from the Grande Spirit Foundation in the afternoon. Feedback is positive, residents like having sessions brought into their community although next year we may hold it earlier in the year to try to boost attendance.

- **Senior/Adult Support and Referral**

30 support & referral clients with 33 different needs

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
MD of Greenview	5	5	11	8	10	9	7	8	14	14	11		102
Sturgeon Lake IR	6	7	11	6	4	3	6	4	8	6	10		71
Town of Valleyview	9	11	13	8	12	12	10	11	11	8	9		114
Total Clients	20	23	35	22	26	24	23	23	33	28	30		287
Other	2	3	4	5	5	7	7	4	4	9	5		55
Referral to other	1	1	2	1	0	5	0	0	0	1	0		11
Ab Seniors Supports	5	5	5	5	9	4	5	7	5	5	4		59
Canada Pension Plan	1	1	1	0	0	1	3	1	3	1	5		17
Old Age Security/ GIS	1	1	3	10	3	1	6	6	2	5	6		44
Death/ Wills (all)	1	3	2	0	3	2	1	0	1	2	0		15
CRA Inquiry	3	12	10	4	5	3	1	1	3	3	7		52
Elder Abuse Situation	0	0	0	0	0	0	1	0	0	0	1		2
Home Support	4	0	6	2	4	3	1	3	4	0	2		29
Commissioner/ Notary	3	4	8	1	0	3	7	6	11	6	3		52
Total Needs	21	30	41	28	29	29	32	28	33	32	33	0	336

- **Community Volunteer Income Tax Program (CVITP)**

In Nov I completed tax returned for 7 low income people, 3 of those returns were for families that have children and were not receiving their entitled benefits such as Child Tax Benefit and GST.

Senior	AISH	Low Inc	Children	GST	GIS	WITB	CCTB	REFUND	TOTAL	November
0	0	7	4	\$ 2,819	\$ -	\$ 1,441	\$ 4,197	6,986	\$ 15,443	
Senior	AISH	Low Inc	Children	GST	GIS	WITB	CCTB	REFUND	TOTAL	2015
136	24	229	153	\$144,223	\$762,986	\$35,165	\$374,072	81,296	\$1,397,743	
Total Returns										
389										

Definitions

AISH- Alberta Income for the Severely Handicapped

GIS- Guaranteed Income Supplement – Federal top up on the Old Age Security

WITB- Working Income Tax Benefit-refundable tax credit intended for eligible working low-income individuals and families

CCTB- Canadian Child Tax Benefit- non-taxable amount paid to low income families with children under 18 years of age.

Michelle Hagen
Senior/Adult Coordinator



Request for Decision

4707 – 50 Street, Box 1079, Valleyview AB T0H 3N0
T 780.524.7603 F 780.524.7603
www.mdgreenview.ab.ca

SUBJECT: **Senior/Adult Coordinators Report**
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 GM: (INT) MANAGER: LDH
DEPARTMENT: Green View Family & Community Support Services PREPARER: LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the November 2015 Senior/Adult Coordinators report as presented for information.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Option- the Green View FCSS Board has the option to accept or deny the report as presented.

Benefits- the benefits of accepting the report is to update the Board on services provided by the Senior/Adult Coordinator.

Disadvantages-None

COSTS / SOURCE OF FUNDING:
N/A

ATTACHMENT(S):

- November Senior/Adult Coordinators report.



December 3, 2015

TO: Lisa Hannaford, Manager
 FROM: Corinne D'Onofrio, Community Resource Center Coordinator
 SUBJECT: November Coordinator Report

Stats Report November 2015:

Green View FCSS Community Resource Center assisted a total of 289 clients in the month of November.
 Of the 289 clients assisted:

Year End Report 2015	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
CFS	1	0	0	0	0	0	0	2	0	0	0	0
Canadian Child Tax Benefits	1	0	1	1	4	1	2	4	1	0	0	0
AISH	3	0	6	5	6	1	2	6	5	4	5	5
Income Support	28	27	43	35	40	29	43	31	60	47	47	47
Alberta Adult/Child Health Benefit	1	1	0	1	2	2	4	1	7	1	2	2
Housing/ Heart River Housing	2	9	3	5	2	1	2	4	6	1	4	4
Service Canada	8	6	7	7	0	10	2	5	17	23	22	22
ECD Calendar	2	0	3	0	1	0	0	0	3	0	0	0
Seniors Information	5	7	11	14	18	15	24	10	6	11	11	11
Canada Revenue Agency	4	16	104	69	37	19	25	10	5	5	16	16
Employment Supports	84	69	67	75	65	69	100	108	145	114	117	117
Computer Class Participants & Inquires	18	8	3	19	22	0	0	2	15	38	3	3
Childcare subsidy	3	0	0	1	2	1	0	0	2	0	0	0
Other questions/inquires	27	69	194(104 CRA)	155(69 CRA)	49	66	120	91	61	44	56	56
Total Clients	184	165	304	265	237	207	263	230	337	283	289	

Items in the "other" category includes advocating for clients with the Worker's Compensation Board, assisting with Computer non employment related searches and program assistance and referrals to other agencies such as the Food Bank.

A challenge faced with the Welcome Baskets is to find support in way of donations from businesses and agencies in Greenview. In the New Year a request will be submitted to businesses in Greenview and contact will be made to the volunteers to continue to spread the word about the service.

Respectfully Submitted,

Corinne D'Onofrio

Green View Family & Community Support Services
 4707 – 50 Street, Box 1079
 Valleyview, Alberta T0H 3N0



Request for Decision

4707 – 50 Street, Box 1079, Valleyview AB T0H 3N0
T 780.524.7603 F 780.524.7603
www.mdgreenview.ab.ca

SUBJECT: Community Resource Centre Coordinators Report
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 **GM:** (INT) **MANAGER:** LDH
DEPARTMENT: Green View Family & Community Support Services **PREPARER:** LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the November 2015 Community Resource Center Coordinators report as presented for information.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Option- the Green View FCSS Board has the option to accept or deny the report as presented.

Benefits- the benefits of accepting the report is to update the Board on services provided out of the Community Resource Centre.

Disadvantages-None

COSTS / SOURCE OF FUNDING:
N/A

ATTACHMENT(S):

- November 2015 Community Resource Centre Coordinators report.



December 2, 2015

TO: Lisa Hannaford

FROM: Caitlin M^cNickle, Support Coordinator

SUBJECT: November Coordinator's Report

During the month of November, the following tasks/outcomes were met:

- 2 ongoing clients were supported in a one-on-one setting in Grief & Loss and Healthy Functioning within Families (both are residents of the Town of Valleyview).
- 4 Girls Circles continued at Harry Gray Elementary, with a total of 23 girls participating, and is being co-facilitated with the Youth Coordinator; this program began upon request of the principal, and is focused on developing social and conflict resolution skills amongst participants.
- 1 Boys Council continues at Harry Gray Elementary, with a total of 4 boys participating; this program is being co-facilitated with a male Valleyview RCMP Constable; this program began upon request of the principal, and is focused on developing social skills amongst participants.
- Finding Our Voices, self-esteem for women, completed 4/6 sessions and will have an anticipated 4 women complete the program (3 of the participants are residents of the Town of Valleyview; 1 is a resident of Sturgeon Lake); participant feedback from this program has been very positive so far, for example, one participant commented "Every week I leave with a new idea. It takes practice, but this is working. It's making me a more positive person. I'm better at setting boundaries now." Full outcomes will be gathered at the final session, December 14th, 2015.
- Assisted 18 of the total 289 Community Resource Centre clients due to high traffic and the need for two front-line staff; of these 18 clients, 2 specifically requested assistance from a registered social worker for assistance completing CFS forms and family court forms; these clients shared an appreciation of having a community social worker available.
- The Red Silhouette Campaign ran again this year, with updated outcome measurements including a new online community survey component which received 13 responses so far, in addition to the 20 responses received from businesses who adopted a silhouette; while the program is designed to raise awareness of domestic violence, feedback from the initiative indicates a need to evolve the program; one commenter stated "it's been around for so long, it's time to mix things up, people aren't looking anymore"; a more in-depth continuous quality improvement analysis will be completed alongside the Program Summary Report which will be completed by January 1, 2016.

Respectfully Submitted:

Caitlin M^cNickle

Green View Family & Community Support Services
Box 1079
Valleyview, Alberta
T0H 3N0



Request for Decision

4707 – 50 Street, Box 1079, Valleyview AB T0H 3N0
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SUBJECT: **Support Coordinators Report**
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 GM: (INT) MANAGER: LDH
DEPARTMENT: Green View Family & Community Support Services PREPARER: LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the November 2015 Support Coordinators report for information.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Option- the Green View FCSS Board has the option to accept or deny the report as presented.

Benefits- the benefits of accepting the report is to update the Board on services provided by the Support Coordinator.

Disadvantages-None

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- November 2015 Support Coordinators report.



December 8, 2015

TO: Lisa Hannaford

FROM: Bretley Dunn, Coordinator, Youth

SUBJECT: November Coordinator's Report

- Programs currently running at **St. Stephen's Catholic School:**
 - I Can Handle Anger (grade 2) *Program teaches children to deal with anger and other difficult emotions.*
 - KIDO (grade 6) *Program helps educate students on issues of bullying, domestic abuse, substance abuse, and online safety.*
 - Girls groups (grades 4/5 and grades 6/7) *Program helps students develop social competencies.*
- Programs currently running at **Ridgevalley School:**
 - Hands are not for Hitting (grade 1) *Program helps student gain restraint skills.*
 - I Can Handle Anger (grade 2)
 - Girls groups (grade 3 and grade 8)
- Programs currently running at **Harry Gray:**
 - Girls Groups (grade 4)
- Encountered some challenges with scheduling in schools. On a couple occasions sessions of FCSS programs were cancelled due to other community events (Aladdin production etc.) interfering with the previously scheduled dates.
- Attended a planning meeting for the P.A.R.T.Y. program scheduled for May 12 and 13, 2016. P.A.R.T.Y. stands for Preventing Alcohol and Risk-Related Trauma in Youth and includes working with partners from ATCO, Town of Valleyview, Victims Assistance, AHC, Highway Safety, Valleyview Fire Department and the local RCMP. The P.A.R.T.Y. program will be presented to a number of schools in the surrounding area.

Respectfully Submitted:

Bretley Dunn

Green View Family & Community Support Services
Box 1079
Valleyview, Alberta
T0H 3N0



Request for Decision

4707 – 50 Street, Box 1079, Valleyview AB T0H 3N0
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www.mdgreenview.ab.ca

SUBJECT: **Youth Coordinators Report**
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 GM: (INT) MANAGER: LDH
DEPARTMENT: Green View Family & Community Support Services PREPARER: LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the November 2015 Youth Coordinators report as presented for information.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Option- the Green View FCSS Board has the option to accept or deny the report as presented.

Benefits- the benefits of accepting the report is to update the Board on services provided by the Youth Coordinator.

Disadvantages-None

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- November 2015 Youth Coordinators report.



Managers Board Report – Regular FCSS Board Meeting December 16, 2015

- Met with Town of Valleyview CAO and senior planner Peter Whitelaw to provide input on Valleyview’s municipal development plan. Topics discussed included community economic and social demographics; affordable housing & senior’s needs.
- Grande Cache Home Support Pilot Program has 4 clients. Within the last 2 months the Grande Cache FCSS office has received 12 phone calls regarding the Home Support Program. Half of these calls were regarding interest towards the Home Support Worker position, 2 of the calls were clients wanting to make an appointment for intake and 4 calls were general inquiries about the program.
- Chaired the HEART meeting. Dates chosen for the 2016 HEART conference are September 13 & 14th. The team is currently working on identifying topics and researching guest speakers.
- Attended the FCSS Directors Network Society meeting. The main topic of conversation included using the remaining professional development funds to update and digitalize the professional development series for FCSS directors and staff.
- Presented the 2016 proposed FCSS budget to Council.
- Completed annual performance evaluations for FCSS staff. All staff are meeting and often exceeding expectations.
- Completed module 6 of the CMML-(Certificate in Municipal Management and Leadership) program through the University of Alberta.

- Confirmed dates of Spring Regional meeting hosted in Valleyview by Green View FCSS May 18 & 19th, 2016.
- The Alberta Works contract will be moving to an RFP (request for proposals) process for continuation of the career services in the Valleyview area. This RFP will be posted on APC (Alberta purchasing Connection) within the next couple weeks and is a result of processes shifting away from sole sourced contracts. The proposal submission process will close mid to end of January, and the new contract service will start up April 1st and run for 1 year with the possibility of extension.



Request for Decision

4707 – 50 Street, Box 1079, Valleyview AB T0H 3N0
T 780.524.7603 F 780.524.7603
www.mdgreenview.ab.ca

SUBJECT: **Managers' Report**
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 GM: (INT) MANAGER: LDH
DEPARTMENT: Green View Family & Community Support Services PREPARER: LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the November/December 2015 Managers report as presented for information.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Option- the Green View FCSS Board has the option to accept or deny the report as presented.

Benefits- the benefits of accepting the report is to update the Board on business conducted by the Manager.

Disadvantages-None

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- November/December 2015 Managers report.

SUBJECT: **Benevolent Guidelines of Churches and Agencies in Valleyview**
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 GM: (INT) MANAGER: LDH
DEPARTMENT: Green View Family & Community Support Services PREPARER: LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the December 2015 report on benevolent guidelines of churches and agencies in the Valleyview area.

BACKGROUND / PROPOSAL:

At the November 23, 2015 regular FCSS Board meeting, the Board directed Administration to research benevolent guidelines or policies of churches and other community stakeholders in the Valleyview area. This information will be used to ensure that people are accessing the emergency help they require, and to ensure communication and coordination of benefits between various agencies.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Option- the Green View FCSS Board has the option to accept or deny the report as presented.

Benefits- the benefits of accepting the report is to update the Board on benevolent guidelines provided in the Community by other stakeholders.

Disadvantages-None

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- Benevolent policy report

Strategic Plan 2016-2018

A. Goal: To provide services that enhance the well-being of individuals, families and community through prevention.

1. Strategy: Develop programs and services to promote positive development for children and youth.

Programs may be implemented in the Valleyview, Ridgevalley and Grovedale schools for the youth between six (6) to eighteen (18) years of age. All programs may be provided upon the request of the individual schools requirements in consultation with the principal. Summer Day Camps may be initiated in Valleyview, DeBolt, Grovedale, Little Smoky, Sunset House and New Fish Creek.

Time Frame:	Action:	Status:
School year – 6 week program	Deliver the “I Can Handle Anger” program.	
School year – 10 week program	Deliver the “Why Try” program.	
School year – 6 - 10 weeks program	Deliver the “Girls Circle” program.	
School year – 10 week program	Deliver the “SKILLS” program.	
School year – 1 day program	Deliver the “Cool Camp” program.	
School year – 2 day program	Deliver the “Home Alone” program.	
School year – 4 – 8 week program	Deliver the “KIDO” program.	
July and August	Deliver the “Summer Day Camps” program.	
Annually	Deliver the “Grief and Loss” program.	
School year	Coordinate guest speakers for presentations at all schools.	
3 to 4 times per year	Coordinate Babysitting Courses in Valleyview and DeBolt.	
School year – 6 – 8 week program	Deliver “Friendship Groups”.	
School year – 4 week program	Deliver the “Hands are Not for Hitting” program.	
School year – 6 – 10 week program	Deliver the “Boys Council” program.	





2. Strategy: Develop programs and services to enhance the lives of individuals and families within the community.

Enhance the lives of adults and families to promote economic, mental and physical wellbeing. Programs may be available annually and are based upon the needs and requests of clients.

Time Frame:	Action:	Status:
Annually	Coordinate the FCSS Baby Book Bags.	
Annually	Deliver the "Growth Circle" program.	
Annually / 6 week program	Deliver the "Mother Daughter Circle" program.	
Annually / 6 week program	Deliver the "Finding Our Voices" program.	
Annually	Deliver Employment Supports.	
Annually	Coordinate access to Income Supports.	
Annually / 3 blocks of 6 sessions	Coordinate the "Computer Basic" program.	
Annually	Coordinate the "Defuse" anger management program.	
Annually	Deliver the "Income Tax Program."	
Annually / 6 week program	Deliver the "Better Choices Better Health" program.	
Annually / 20 sessions per year	Coordinate the "Balance" program.	
Annually / one day per year	Deliver the "Older Adult information Day."	



3. Strategy: Develop programs and services to enhance the lives of adults and seniors within the community.

Enhance the lives of adults and seniors to promote economic, mental and physical wellbeing. These programs may be delivered annually as part of the ongoing operations.

Time Frame:	Action:	Status:
Annually / One day per year	Deliver the "Compass for the Caregiver" program.	
Annually	Deliver the Home Support program.	
Annually	Deliver the "Wheels for Meals" program within the Town of Valleyview.	
Annually	Deliver individual support with forms and subsidy applications.	



B. Goal: Promote and provide services with various stakeholders for the benefit of residents within the community.

1. Strategy: Explore partnerships with various stakeholders so as to meet the residents' needs.

Partnerships are vital in the community so as the residents' needs may be addressed in cooperation with various stakeholders. The stakeholders may be consulted on an annual basis to review possible partnership opportunities.

Time Frame:	Action:	Status:
Reviewed annually	Alberta Health Services Partnership - "Mental Health Services" and "Better Choices and Better Health."	
Reviewed annually	Town of Grande Cache and AWN Nation to provide Home Support services within the co-ops.	
Reviewed annually	Victims Assistance	
Reviewed annually	Northern lakes College	
Reviewed annually	Alberta Health Services-Mental Health Therapist	
Reviewed annually	Red Willow Lodge- Wheels for Meals	
Reviewed annually	Alberta Works Contract- Employment Services	
Reviewed annually	Provide Preventative Community Grants to non-profit agencies or organizations.	
Reviewed annually	Northern Gateway School Division	
Reviewed annually	Holy Family Catholic School Division	
Reviewed annually	Peace Wapiti School Division	
Reviewed annually	Grande Yellowhead School Division	
Reviewed annually	Early Childhood Development Coalition	
Reviewed annually	PACE	
Reviewed annually	Seniors Outreach	
Reviewed annually	ESSNA-Emergency Social Services Network of Alberta	
Reviewed annually	Parent Link	
Reviewed annually	Peer Support Services for Women	
Reviewed annually	W.J. Stelmach and Associates (WJS)	
Reviewed annually	Town of Valleyview Library	
Reviewed annually	Royal Canadian Legion	
Reviewed annually	Suicide Prevention Resource Center	
Reviewed annually	Calgary Legal Guidance	
Reviewed annually	Sturgeon Lake Cree Nation	
Reviewed annually	Valleyview and Districts Agricultural Society	
Reviewed annually	Town of Valleyview	
Reviewed annually	RCMP	
Reviewed annually	Child and Family Services	

2. Strategy: Explore opportunities that may enhance resident access to services within the community.

Create a relationship with all relevant stakeholders so as programs and services may be coordinated to meet the community's needs.

Time Frame:	Action:	Status:
Annually / September to June	To participate in interagency meetings to share information and identify social service gaps within the community.	
Annually / 3 to 4 meetings per year	FCSS Manager be a member of the Directors Network Society as to represent the residents of the community.	
Annually / September to June	Coordinate Seniors Interagency meetings.	
Annually	Deliver the "Welcome Basket" program.	
Annually	Coordinate the Community Information Board.	
Annually	Deliver Information and Referral services.	
Annually	Host Community Training Sessions.	
Annually / weekly	Coordinate Mental Health Services out of the CRC.	

C. Goal: Provide opportunities whereby residents are actively engaged within the community.

1. Strategy: Promote resident participation and engagement within the community.

Community engagement and connection contributes to improved social wellbeing. Residents are encouraged to assist in various deliverable opportunities.

Time Frame:	Action:	Status:
Annually	Deliver the "Celebration of Cultures" program.	
Annually / November	Deliver the "Red Silhouette" program.	
Annually / April	Host Volunteer Appreciation events.	
Annually	Provide residents with volunteer opportunities to assist with various deliverable programs.	



D. Goal: Provide service excellence to residents within the community.

1. Strategy: Develop actions that enhance Green View FCSS service deliverable excellence.

Time Frame:	Action:	Status:
Annually	Review the Green View FCSS Strategic Plan annually.	
Annually	Provide measurable outcomes where applicable for programs and services.	
Annually	Ensure that staff has access to effective training opportunities.	
Annually	The Green View FCSS Board will draft and present the annual budget to the respective Councils.	
Annually	Staff performance appraisals will be administered annually to all staff.	



Request for Decision

4707 – 50 Street, Box 1079, Valleyview AB T0H 3N0
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SUBJECT: **2016-2018 FCSS Strategic Plan**
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 GM: (INT) MANAGER: LDH
DEPARTMENT: Green View Family & Community Support Services PREPARER: LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board approve the 2016-2018 Green View FCSS Strategic Plan as presented.

BACKGROUND / PROPOSAL:

On July 7 & 8, 2015, Board members gathered for a two day strategic planning session. Administration compiled information and composed a draft for the new Board to review.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Options – The Board can choose to approve or make changes to the strategic plan.

Benefits –The benefit of approving of the Strategic plan will guide the Board and administration throughout the next three years.

Disadvantages – There are no foreseen disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- 2016-2018 Strategic Plan

OLD GL	FCSS BOARD ADMINISTRATION	Beginning of November		NEW GL
		2015 BUDGET	2015 ACTUAL	
2-51-10-00-149	EMPLOYEE CONTRIBUTIONS	\$ 400	\$ 853	6-36-361-000-6004
2-51-10-00-151	HONORARIUM - FCSS BOARD	\$ 34,000	\$ 18,053	6-36-361-000-6003
2-51-10-00-211	ACCOMMODATION & SUBSISTENCE	\$ 5,500	\$ 1,349	6-36-361-000-6011
2-51-10-00-212	MILEAGE	\$ 5,000	\$ 3,924	6-36-361-000-6012
2-51-10-00-214	MEMBERSHIP/CONFERENCES	\$ 4,000	\$ 2,878	6-36-361-000-6015
2-51-10-00-519	GENERAL SUPPLIES	\$ -		
		\$ 48,900	\$ 27,057	
HOME SUPPORT				
2-51-10-01-100	SALARIES	\$ -	\$ -	Included in Administration
2-51-10-01-121	WAGES	\$ -	\$ -	Included in Administration
2-51-10-01-149	EMPLOYEE CONTRIBUTIONS	\$ -	\$ -	Included in Administration
2-51-10-01-211	ACCOMODATION & SUBSISTENCE	\$ 1,500	\$ 299	6-36-364-001-6011
2-51-10-01-212	MILEAGE	\$ 35,000	\$ 40,013	6-36-364-001-6012
2-51-10-01-239	TRAINING/EDUCATION	\$ 1,500	\$ 1,007	6-36-364-001-6013
2-51-10-01-266	MOBILE COMMUNICATION EQUIPMENT	\$ 8,000	\$ 4,701	6-36-364-001-6036
		\$ 46,000	\$ 46,020	
GRANTS/LIAISON WORKERS				
2-51-10-00-734	GRANT LIAISON WORKER - FCSS	\$ 54,100	\$ -	6-36-365-000-6202
2-51-10-00-735	GRANTS TO INDIVIDUAL ORGANIZATIONS	\$ 65,000	\$ 45,300	6-36-366-000-6202
2-51-10-03-736	PILOT PROJECT - GRANDE CACHE HOME SUPPORT	\$ 60,000	\$ -	6-36-367-003-6001
2-51-11-03-735	GRANTS SENIORS PROG - FCSS	\$ -	\$ -	
2-51-10-03-737	VEHICLE OPER. EXPENSES - GC PILOT PROJECT	\$ 10,000	\$ -	6-36-367-003-6012
		\$ 189,100	\$ 45,300	
FAMILY FACILITATOR				
2-51-10-02-100	SALARY	\$ -		Included in Administration

2-51-10-02-149	EMPLOYEE CONTRIBUTIONS	\$	-		Included in Administration
2-51-10-02-211	ACCOMMODATION & SUBSISTENCE	\$	700	\$ -	6-36-368-000-6011
2-51-10-02-212	MILEAGE	\$	500	\$ 29	6-36-368-000-6012
2-51-10-02-239	TRAINING/EDUCATION	\$	600	\$ -	6-36-368-000-6013
		\$	1,800	\$ 29	

FCSS ADMINISTRATION

2-51-11-01-100	SALARIES	\$	633,759	\$ 451,723	6-36-360-001-6001
2-51-11-01-149	EMPLOYEE CONTRIBUTIONS	\$	169,800	\$ 115,612	6-36-360-001-6004
2-51-11-01-211	ACCOMMODATION & SUBSISTENCE	\$	3,500	\$ 3,068	6-36-360-001-6011
2-51-11-01-212	MILEAGE	\$	800	\$ 3,597	6-36-360-001-6012
2-51-11-01-215	FREIGHT/COURIER	\$	300	\$ -	6-36-360-001-6032
2-51-11-01-217	TELEPHONE	\$	3,500	\$ 3,502	6-36-360-001-6033
2-51-11-01-239	TRAINING/EDUCATION	\$	5,700	\$ 5,688	6-36-360-001-6015
2-51-11-01-249	Auditing & Accounting Services	\$	2,000	\$ -	6-36-360-001-6041
		\$	819,359	\$ 583,190	

FCSS PROGRAMS

2-51-11-08-100	SALARIES	\$	-		Included in Administration
2-51-11-08-121	WAGES	\$	-		Included in Administration
2-51-11-08-149	EMPLOYEE CONTRIBUTIONS	\$	-		Included in Administration
2-51-11-08-211	ACCOMMODATION & SUBSISTENCE	\$	1,200	\$ 101	6-36-362-000-6011
2-51-11-08-212	MILEAGE	\$	700	\$ 1,932	6-36-362-000-6012
2-51-11-08-221	ADVERTISING	\$	2,500	\$ 1,253	6-36-362-000-6021
2-51-11-08-239	TRAINING	\$	1,000	\$ 215	6-36-362-000-6013
2-51-11-08-249	PROFESSIONAL SERVICES	\$	7,600	\$ 10,395	6-36-362-000-6040
2-51-11-08-262	BUILDING RENTAL	\$	1,200	\$ 430	6-36-362-000-6143
2-51-11-08-519	GENERAL SUPPLIES	\$	25,000	\$ 12,834	6-36-362-000-6109
		\$	39,200	\$ 27,160	

COMMUNITY RESOURCE CENTRE

2-51-11-10-100	SALARY	\$	-		Included in Administration
2-51-11-10-121	WAGES	\$	-		Included in Administration
2-51-11-10-149	EMPLOYEE CONTRIBUTIONS	\$	-		Included in Administration
2-51-11-10-211	ACCOMMODATION & SUBSISTENCE	\$	700	\$ 48	6-36-363-001-6011
2-51-11-10-217	TELEPHONE	\$	5,000	\$ 2,357	6-36-363-001-6033
2-51-11-10-239	TRAINING/EDUCATION	\$	700	\$ -	6-36-363-001-6013
2-51-11-10-252	BUILDING MAINTENANCE/REPAIRS	\$	-		
2-51-11-10-262	ANNUAL BUILDING FEE	\$	37,200	\$ -	6-36-363-001-6143
2-51-11-10-519	GENERAL SUPPLIES	\$	9,000	\$ 15,046	6-36-363-001-6109
2-51-11-10-551	OPERATIONAL SUPPLIES	\$	9,300		6-36-363-001-6109
		\$	61,900	\$ 17,451	

FCSS SUPPORT COORDINATOR PROGRAM

2-51-11-05-100	SALARY	\$	-		Included in Administration
2-51-11-05-149	EMPLOYEE CONTRIBUTIONS	\$	-		Included in Administration
2-51-11-05-211	ACCOMMODATION & SUBSISTENCE	\$	700	\$ -	6-36-369-000-6011
2-51-11-05-212	MILEAGE	\$	400	\$ 502	6-36-369-000-6012
2-51-11-05-239	TRAINING	\$	700	\$ 425	6-36-369-000-6013
		\$	1,800	\$ 927	

Total FCSS Budget & Expenditures

\$ 1,208,059 \$ 747,134

FCSS REVENUE

OLD GL		BUDGET	ACTUALS	NEW GL
1-51-00-00-490	SALES OF SERVICES	\$ (42,000.00)	\$ (30,953.00)	5-53-537-000-5200
1-51-00-00-493	COMMUNITY RESOURCE CENTRE	\$ (43,000.00)	\$ (36,150.00)	5-53-537-000-5299
1-51-10-00-840	PROVINCIAL GRANTS	\$ (192,600.00)	\$ (207,078.00)	5-55-360-000-5706
1-51-10-00-842	MISCELLANEOUS GRANTS	\$ (1,000.00)	\$ (675.00)	5-53-537-000-5809
1-51-10-00-843	CFSA CONTRACT	\$ (50,000.00)	\$ (9,922.00)	5-53-360-000-5703
1-51-10-01-750	FCSS FROM TOWN OF VALLEYVIEW	\$ (87,862.00)	\$ (87,811.00)	5-55-360-000-5709
		<u>(416,462.00)</u>	<u>(372,589.00)</u>	

Lisa, please note that any description changes you

requested will not be reflected until we have an opportunity to update the financial system and these worksheets.

The highlighted info above is to alert you to the fact that the old GL codes ending in 519 & 551 are combined into the new code ending 6109.

Reviewed these actual numbers on December 4/15



Request for Decision

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SUBJECT: **Financial Report**
SUBMISSION TO: Green View Family & Community Support Services REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: Wednesday, December-16-2015 GM: (INT) MANAGER: LDH
DEPARTMENT: Green View Family & Community Support Services PREPARER: LDH

RECOMMENDED ACTION:

MOTION: That Green View Family and Community Support Services Board accept the November 2015 Financial report for as presented for information.

BACKGROUND / PROPOSAL:

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Option- the Green View FCSS Board has the option to accept or deny the report as presented.

Benefits- the benefits of accepting the report is to update the Board on financial actuals as of November 1, 2015.

Disadvantages-None

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

- Financial Report

Green View FCSS Board Action Items	Notes and Status
<p>MOTION: 15.11.84 Moved by: VICE CHAIR, TRINA PARKER-CARROLL That the November 23, 2015 agenda be adopted with the addition: 7.4 Voting Delegates for the FCSSAA Conference CARRIED</p>	Complete
<p>MOTION 15.10.86 Moved by: BOARD MEMBER, DALE SMITH That the Green View FCSS Board requests to view quarterly financial statements when they become available. CARRIED</p>	In Progress
<p>MOTION 15.10.87 Moved by: BOARD MEMBER, DALE SMITH That Green View FCSS Board request that an updated financial report including projections and actuals for the 2015 Budget is provided. CARRIED</p>	Complete
<p>MOTION 15.11.88 Moved by: BOARD MEMBER, DALE SMITH That the Green View FCSS Board direct Administration to prepare a report on the services provided to Sturgeon Lake residents. CARRIED</p>	In Progress
<p>MOTION: 15.11.89 Moved by: VICE CHAIR, TRINA PARKER-CARROLL That the Green View FCSS Board direct Administration to contact local stakeholders to find out if and what emergency services their organizations provide to families and persons in need. CARRIED</p>	In Progress
<p>7.3 RFD- 2015-2018 FCSS DRAFT STRATEGIC PLAN MOTION: 15.11.92 Moved by: BOARD MEMBER , JIM JOELSON That Green View FCSS Board accept the 2015-2018 FCSS Draft Strategic Plan for information with the revisions.</p>	Complete

CARRIED	
MOTION: 15.11.93 Moved by: BOARD MEMBER, DALE SMITH That Green View FCSS Board direct Chair Perron and Vice Chair Parker-Carroll to be voting members at the FCSSAA Conference. CARRIED	Complete