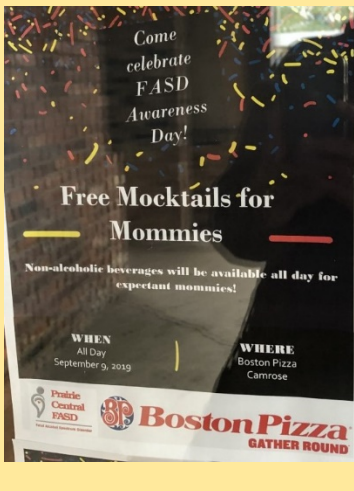




**Prairie
Central
FASD**

Fetal Alcohol Spectrum Disorder



Prairie Central FASD Association 2019-2020 AGM

June 17, 2020

AGENDA

- i. Call to order
- ii. Introductions
- iii. Approval of the agenda
- iv. Approval of the minutes from June 19, 2019
- v. Chairperson Report
- vi. Executive Director Report
- vii. Review of Financial Statements
- viii. Appointment of Auditor for 2020-2021
- ix. Nomination and Election of Officers

Mission

Ensuring services are coordinated and facilitated for individuals impacted by Fetal Alcohol Spectrum Disorder.

Vision

A culture of community acceptance exists where every person impacted by FASD has their needs met in meaningful ways.

Prairie Central FASD Association Council

ANNUAL GENERAL MEETING MINUTES

June 19th, 2019

Camrose Recreation Centre Meeting Room
(4512-53rd St Camrose)

In Attendance:

Council Members- Brenda Nelson, Laurie Jansen, Sherry Lehman, April McCorquindale, Colleen Pidzarko

Employees of the Organization- Karen Bovencamp-Manning, Jen Willes, Amanda Lindholm

Guests/Members- Paula Iverson, Monia Russell, Sheena Lawlor, Jaimie Graham, Sheila Kreutz, Tanis Halback, Christina Charest, Mariah O'Connor, Wayne Wilson, Garth Stewart, Lorraine McPhee, Ashley Longstaff

- I. **Called to Order:** 11:35 am
- II. **Introductions**
- III. **Approval of Agenda:** Motion to approve agenda by Colleen, seconded by Laurie, carried.
- IV. **Approval of 2018 AGM Minutes:** Motion to approve June 2018 minutes by Brenda, seconded by Sherry, carried.
- V. **Chairperson Report:** Karen Bovencamp-Manning summarized Brenda Nelson's report as distributed.
- VI. **Executive Report:** Karen Bovencamp-Manning read her report as distributed.
- VII. **Review of Financial Statements:** The Financial Summary is presented for information only.
- VIII. **Appointment of Auditor for 2019/2020:** Motion to appoint Grant Thornton as the Auditor for 2019-2020 by Laurie, seconded by Sherry, carried.
- IX. **Nomination and Election of Officers:**
Motion to have Brenda Nelson remain as Chairperson by Laurie, seconded by Colleen, carried.

Adjournment: 11:45 am

Chairperson's Report

Good morning,

Welcome to the 2019-2020, Prairie Central FASD Association Annual General Meeting.

I am Brenda Nelson, the Chairperson for the association. On behalf of our leadership Council, I would like to thank you for attending today virtually based on the present pandemic health restrictions.

This past year, the Council's primary focus was on continuing to work on growing a sustainable organization. The FASD Network model has been in place for 13 years. Over the past decade, Prairie Central has undergone significant change and growth. The province has committed to the continuation of this service model and has provided annualized funding. Therefore, Prairie Central FASD Association has been focused on strengthening its foundation to ensure sustainability moving forward over the next 3 years. This will help set the stage for future development and growth opportunities. We have continued to strive for autonomy and have taken more positive steps toward such within this past year. The leadership council has excellent staff in clinic and prevention programs within the network and recently hired a very skilled Executive Director that has very close connections with the GOA's FASD cross ministry provincial team.

Like other Networks in the province, Prairie Central FASD Association is aligned with the Alberta FASD Strategic and Operational Plan and is guided by key direction setting documents and evaluated best practices. In order to ensure cohesion with operating grant policies and these imperative documents, this past year has focused on internal operations, such as revised and improved insurance policies, bookkeeping practices and a comprehensive database of agencies, partners and FASD services.

Our goal is to have FASD informed communities. Our Prevention Conversation program has seen much growth and we are better positioned to provide education and support directly to agencies, community groups and families. Our Assessment and Diagnosis teams continue to flex and grow, and the Network has continued to provide funding to contracted service providers across the region, to deliver localized prevention and support services.

We are proud to work with dedicated, caring individuals and organizations across our region. From government to service providers to community stakeholders, there is a genuine focus on FASD prevention and support. This year alone, we have provided direct services to 342 individuals and caregivers affected by FASD. In addition, we reached 2354 individuals through media and community development initiatives and 318 through direct education and training. This work would not be possible without the dedication of our Council members, Employees, Contracted Service Providers and the ongoing support of our Partners and Community Stakeholders.

Our success is your success.

Thanks to all of you for your dedication and commitment to these individuals and families affected by FASD. We look forward to our continued collaboration!

Executive Director's Report

Prairie Central FASD Association underwent a major change in leadership this year, benefitting from having had two Executive Directors supported by the foundation of experienced, dedicated, and professional staff in clinic and education programs.

To better serve our region, a shift in business strategies saw the closure of the Killam office and advancement to mobile access for the executive director functions and increased connectivity for mobile clinics and audio-conferenced meetings. We moved resources to a cloud platform to fully realize the ability to conduct efficient network business, clinics, and services throughout the area.

Although the face of PC-FASD has changed, our relationships with funded agencies, inter-agency groups, clinical teams and communities has strengthened.

A thorough review of service contracts was conducted which highlighted the exceptional services being provided by our funded agencies, brought PC-FASD contracts in line with Government of Alberta funding guidelines, and identified gaps and challenges and the opportunities to address them.

In February, the Government of Alberta announced that FASD network funding would be granted on a three-year basis to coincide with the Alberta FASD Cross-Ministry Committee's Three-Year Strategic Plan. Considerable time and effort were spent preparing for the upcoming grant and incorporating major changes to grant funds and network program oversight for 2020-2023. New business practices were planned and implemented to prepare for the responsibilities to come.

The Covid19 crisis affected all aspects of PC-FASD and our funded partner agencies' ability to provide services. The immediate response and actions taken by all agencies to ensure the safety and wellbeing of individuals with FASD and their caregivers was inspiring. With the exception of holding assessment and diagnostic clinics, PC-FASD carried on all aspects of business throughout the month of March.

This has been a year of changes, challenges, partnerships, and promise. We look forward to stepping into the next phase of FASD supports and services together.





2019-2020 Highlights

2672 individuals, professionals and educators received FASD education

Mayor Norman Mayer joined staff to sign a declaration honoring Sept. 9, 2019 as FASD Awareness Day

Adult Assessment & Diagnostic Clinic continued to manage capacity with referrals to avoid waitlists

Work began to address FASD service gaps in the counties of Minburn, Two Hills and Lamont

Staff continued to carry out their duties during the Covid19 crisis and helped to support our partner agencies

95% of youth attending "Let's Talk" felt Jen created a welcoming and safe place to talk about sex and alcohol

Administration and Human Resources

- Executive Director Stacy Graff resigned her position and her maternity leave replacement, Karen Bovencamp-Manning, completed her term in September. Our greatest respect and appreciation to them both for their outstanding work.
- Cathy Cross, formerly with the Government of Alberta's FASD and Disabilities Program, accepted the position of Executive Director in September.
- Amanda Lindholm completed her fifth year of employment and currently serves as the Adult Assessment and Diagnostic Clinic Coordinator. Jen Willes completed her third year of employment and serves as the FASD Educator.
- PC-FASD increased insurance to cover Assets and Legal Liability.
- The Killam location was closed, and executive director duties moved to a home-based office with complete mobile ability.
- An audio-conferencing system was put in place for board, staff, and agency meetings. This proved extremely helpful when local States of Emergency prevented face to face gatherings.

Education and Community Development

- Education and Community Development is an internal role of PC-FASD carried out by Jen Willes, FASD Educator with support from the executive director and clinic coordinator
- The role of FASD Educator was officially expanded from Prevention Conversation, an Alberta-wide initiative) to include the Navigator role which assists clients directly with consultations and referrals to community services in the absence of a support agency.
- The Network reported more community development initiatives in 2019-2020 than in previous fiscal years, with greater emphasis on professional networking, and more frequent inclusion of adult and youth curricula, with 45 community development initiatives, 170 prevention conversations and 18 trainings
- 246 surveys were completed

**figures quoted represent data reported under specific criteria, they do not represent the full scope of education and community development*



Parent Child Assistance Program (PCAP)

- PCAP and Non-PCAP services are offered through PC-FASD funded agencies across the region: Camrose Association for Community Living, Catholic Social Services, Midwest Family Connections and Montana First Nation.
- PCAP is a three-year program for expectant mothers or mothers who have just given birth and are at risk of alcohol abuse.
- In 2019-2020, 80 families were enrolled in, graduating from, or participating in the three-year PCAP program.
- Programs are reviewed annually with PCAP programs adhering to the Washington PCAP model through Alberta PCAP Council and Non-PCAP programs serving women, children, and their families with similar supports.
- Camrose Association for Community Living served 36 families with 556 home visits providing 137 referrals to community resources.
- PC-FASD purchased a membership with the Alberta PCAP Council.

**figures quoted represent data reported under specific criteria, they do not represent the full scope of PCAP and Non-PCAP services*

Support Services

- Individual and caregiver support services are offered through the internal Navigator supports and through PC-FASD funded agencies across the region: Catholic Social Services, McMan Central and Camrose Open Door Program.
- In 2019-2020, 149 individuals and 25 caregivers were supported in 916 areas of needs.
- Top 3 presenting areas of need for clients and caregivers are Adaptive Abilities/Life Skills, Mental Health and Social Skills Development
- An increase in group programs for youth, adults and caregivers provides valuable peer supports and stronger relationships with support staff

**figures quoted represent data reported under specific criteria, they do not represent the full scope of support services*

Assessment and Diagnosis

- Adult Assessment is offered under an internal Clinic program managing mobile Assessment and Diagnostic service teams across the region.
- Child and Youth Assessment is offered through a PC-FASD funded program with Alberta Health Service and is based in Camrose.
- In 2019-2020, 134 clients were served with 45 adults and 28 children and youth assessed in clinic. 24 adults are pending assessment and 57 children are either pending assessment or on a waitlist.
- Mobile Adult Clinics are hosted by Camrose Open Door, Gemini Centre - Alberta Works, Catholic Social Services Wetaskiwin, and Killam Hospital, among others.
- Long term partnerships with support programs before, during and after clinic maximizes the benefits to clients regardless of their diagnoses.
- Clinic services were postponed indefinitely due to Covid19 restrictions.

**figures quoted represent data reported under specific criteria, they do not represent the full scope of services provided by assessment and diagnostic clinic staff*



2019-2020 Financial Summary

Bank Balance as of April 1, 2019 (balance forward)	\$128,279.82
Revenue	
*Operating Grant	\$1,269,812.12
Bank Interest	\$2,056.33
Other Income (contractor surplus, miscellaneous)	\$0.00
Total Revenue	\$1,271,868.45
Expenditures	
* Administration and Awareness	\$99,333.92
*Assessment and Diagnosis	\$186,915.41
*Prevention (PCAP and Prevention Conversation)	\$579,684.83
*Support Services	\$383,550.28
*Total Expenditures	1,249,484.44
Total Revenue – Total Expenditures	\$22,384.01
Bank Balance as of March 31, 2020	\$413,697.67
Difference + Opening Bank Balance	\$154,663.83 (O/S payables \$259,033.84)

*See Schedule B – Audited Financial Statements

Assets & Held Funds	
GIC Non-Redeemable as of March 31, 2020	\$50,950.00
GIC Non-Redeemable as of March 31, 2020	\$59,333.99
Total GIC Non-Redeemable	\$110,283.99
Holding Account as of March 31, 2020	\$112,640.15
Total Assets	\$222,924.14

Acknowledgements of our Partners

Leadership Council

Brenda Nelson- Chairperson
Judith Mazankowski - Vice Chair
Sherry Lehman- Director
Colleen Pidzarko- Director
Karla Janzen – Family Advisory Council Representative
April McCorquindale - Resigned
Laurie Jansen - Resigned

Assessment & Diagnosis Teams

Dr. Naidoo- Physician for adult assessment
Dr. Ogbeide- Physician for adult assessment
Dr. Gross- Physician for pediatric assessment
Dr. Stewart- Psychologist for adult assessment
Lorraine McPhee and the Pediatric Ax Team, Alberta Health Services
Del Marlow, Alberta Supports
Wendy Martin, Justin Miskolzie and Julia Wolney - Addiction & Mental Health

Contracted Agencies

Camrose Association for Community Living – Healthy Families (PCAP)
Camrose Open Door Association – FASD Support Program
Catholic Social Services – FASD Support and FASD Outreach (PCAP)
McMan Youth, Family and Community Services – FASD Community Outreach Program
Midwest Family Services – Enhanced Home Visitation (PCAP)
Montana First Nation – First Nations PCAP

Community Supports

Alberta Health Services
Alberta Supports
Camrose Family Resource Centre
Families, Caregivers, Friends and Individuals affected by FASD

Staff

Cathy Cross - Executive Director
Amanda Lindholm - Clinic Coordinator
Jen Willes - FASD Educator
Karen Bovencamp-Manning – Resigned

***Thank You - We value your dedication and partnership
and look forward to continuing our collaboration!***