# heatland Family and Community Support Services (WFCSS) Regular Meeting Minutes of September 28, 2022



Minutes oft e Meeting of the Wheatland Family & Community Support Services (WFCSS) WFCSS Office (ECC Room), September 28, 2022

Chair:

Vice Chair:

WFCSS CAO

Recording Secreta

Call to Order and related Business

D. Burke, Village of Rockyford

D. Biggar, Wheatland County

C. Schindel, Village of Hussar (via Zoom)

R. Bryan, Village of Standard

S. Laprise, Wheatland County

C. Gaudet (Interim Recording Secretary)

C. Harder (Regrets)

**BURKE CALLED** the meeting to order at 7:02pm

**Resolution 22-09-01** Approval of Amended Agenda

**BIGGAR MOVED** approval of the amended agenda.

Carried.

**Resolution 22-09-02** Approve Regular Meeting

**BRYAN MOVED** the adoption of meeting minutes from June 22 and July 2'. meetings.

Carried.

Items for Discussion

**Resolution 22-09-03**

Avail Audit Shield

# New Business

**BRYAN MOVED** to purchase Audit Shield from AVAIL from one year, contract ending September 30, 2023

Carried

**Resolution 22-09-04**

Surplus Funding

**BURKE MOVED** CAO to write a letter to the 2022 Funding Recipients to gauge interest in receiving additional funding on the terms they can use and report outcomes by December 31, 2022. Response deadline October 7th, 2022

Carried

**Resolution 22-09-05**

Donations

**BRYAN MOVED** donations received (In memory of Lynn) used to purchase gas cards and grocery cards for families in need residing in Wheatland County.

Donations total $500.00 $25.00 for gas and $50-$100 for grocery.

Carried

**Resolution 22-09-06**

FCSSAA Conference

**Resolution 22-09-07**

Grant Application

D. Biggar, S. Laprise and C. Gaudet will attend the conference in Edmonton November 16-18.

**PRISE MOVED** the grant application for the WRREH approved. Previous approve

# I heatland Family and Community Support Services (WFCSS)

**t**

**Regular Meeting Minutes of September 28, 2022**

ia email due to application deadline.

Carried

**Resolution 22-09-08**

Records Disposition

**BRYAN MOVED** to have boxes 22-1 and 22-2 destroyed with Wheatland County records disposition.

Carried

CAO will research options on moving records storage to electronic and secondary data storage options.

**Resolution 22-09-10**

Commissioner of Oaths

**LAPRISE MOVED** to approve CAO's application for Commissioner of Oaths.

Carried

**Resolution 22-09-11** Credit Cards/ Cheque Listing

**Resolution 22-09-12**

Meals on Wheels

**BIGGAR MOVED** to accept report on credit card purchases as information received

Carried

CAO to provide a listing of cheques and e-transfer completed for the month at boarc meetings moving forward.

**SCHINDEL MOVED** to accept report on Meals on Wheels price increase as information received.

Carried

Reports

**Resolution 22-09-13**

Financial Services

# Staff Reports

**BIGGAR MOVED** to accept the Financial Statements for July and August 2022 and as presented.

Carried.

**Resolution 22-09-14**

Financial Services

**LAPRISE MOVED** to approve the July and August 2022 Reconciliation report for WFCSS as presented.

Carried.

**Resolution 22-09-15**

Financial Services

**BURKE MOVED** to approve the GIC report as presented. CAO to investigate the low interest rate on GIC #722821415006.

Carried.

**Resolution 22-09-16**

Financial Services

**BIGGAR MOVED** acceptance of the July and August 2022 payroll report as presented.

Carried.

**Resolution 22-09-17** Staff Report Operations

**SCHINDEL MOVED** approval of the Operations Report as presented. Key points of interest include Home Support, Collective Cooking, Compass for the Caregiver lnteragency Council and additional training.

CAO to start working with bookkeeper on 2023 budget. To be presented Dec/Jan

Carried.

# heatland Family and Community Support Services (WFCSS) Regular Meeting Minutes of September 28, 2022

**Correspondence**

Acceptance Letter

# Next Meeting:

Regular Meeting

Adjournment

CAO presented letter of acceptance for job position effective May 1, 2022.

October 26, 2022 @ 7:00pm at Wheatland County office.

**Resolution 22-09-18**

Adjournment

**BURKE MOVED** to adjourn at 8:05.

Carried.

Recording Secretary

