

**Wheatland Family and Community Support Services (WFCSS)
Regular Meeting Minutes of September 27, 2023**

Minutes of the Meeting of the Wheatland Family & Community Support Services (WFCSS) held by at the Wheatland County Offices on September 27, 2023.

Chair:
Vice Chair:

S. Laprise, Wheatland County
D. Biggar, Wheatland County
R. Bryan, Village of Standard
D. Burke, Village of Rockyford (video)
C. Schindel, Village of Hussar

WFCSS CAO
Recording Secretary:

C. Gaudet
C. Harder

Call to Order
and related
Business

LAPRISE CALLED the meeting to order at 7:05pm

Resolution 23-09-01
Approval of
Agenda

BRYAN MOVED approval of the amended agenda. Carried.

*Note amendment: Next meeting date change. Movement of Policy Manual revision from 5.2 to 2.2.a.

Resolution 23-09-02
Approve Regular
Meeting

BIGGAR MOVED approval of the amended minutes of the Regular Board Meeting of June 28, 2023. Carried.

*Note amendment: typo page 1 "competition/completion"

New Business

Resolution 23-09-03
Working Alone
Monitoring

SCHINDEL MOVED to accept information as circulated and presented, noting that WADEMSA has 24 hour monitoring availability at no cost should WFCSS wish to pursue at a later date. Carried.

Resolution 23-09-04
Home Support
Program Update

SCHINDEL MOVED to accept information as presented and direct CAO to present home support program fee schedule with last known updates at next regular board meeting. Carried.

Resolution 23-09-05
FCSSAA Conference

BIGGAR MOVED to accept information as presented. Carried.

Resolution 23-09-06
Events Calendar

BRYAN MOVED to direct CAO to include WFCSS focused event calendar to the WFCSS website containing links to the Villages of Standard, Rockford, Hussar and Wheatland County. Carried.

Resolution 23-09-07
Audit Shield Fee

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Waiver Service	BURKE MOVED to accept as information. Carried.
Resolution 23-09-08 Bookkeeper Contract Fee	BURKE MOVED to direct WFCSS CAO to negotiate a fair rate with the current Bookkeeper. Carried.
New Business	
Policy Manual	Discussion of current policy manual as it relates to administrative staffing. CAO will review wording in policy manual and assess need for board review.
Reports	Staff Reports
Resolution 23-09-09 Financial Services	BRYAN MOVED approval of the Income Statement(s) for June/July/August 2023. Carried.
Resolution 23-09-10 Financial Services	SCHINDEL MOVED approval of the Reconciliation Statement(s) for June/July/August 2023. Carried.
Resolution 23-09-11 Financial Services	BURKE MOVED acceptance of the GIC reports for June/July/August 2023. Carried.
Resolution 23-09-12 Financial Services	BIGGAR MOVED acceptance of the August 2023 Payroll Report Carried.
Resolution 23-09-13 Staff Report Operations	SCHINDEL MOVED approval of the July and August 2023 Operations Report as presented. Key points of interest included the Good Food Box, Senior Power Conference, Lunch and Learn, Collective Cooking, Meals on Wheels, Community Fee Assistance Program, Elder Abuse Resource Awareness Coalition and Social Prescribing for Older Adults. Carried.
Resolution 23-09-14 Closed Session	LAPRISE MOVED to go in camera at 8:25 pm (labour) Carried. Note: C. Gaudet and C. Harder exited the meeting.
Resolution 23-09-15 Closed Session	LAPRISE MOVED to come out of camera at 8:46pm Carried. Note: C. Gaudet and C. Harder re-entered meeting.
Resolution 23-09-16 Business Arising	BRYAN MOVED to send the preliminary contract for the WFCSS CAO role to the Human Resources Department of Wheatland County for review prior to presenting to the existing WFCSS CAO. Carried.

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Next Meeting:
Regular Meeting

October 25, 2023 @ 7:00pm at Wheatland County offices.

Adjournment

**Resolution 23-09-17
Adjournment**

LAPRISE DECLARED adjournment at 8:48pm. Carried.



Chair



Recording Secretary