Minutes of the Meeting of the Wheatland Family & Community Support Services (WFCSS) held at the Wheatland County Offices, June 1, 2022

Chair: D. Burke, Village of Rockyford

C. Schindel, Village of Hussar

R. Bryan, Village of Standard

D. Biggar, Wheatland County (regrets)

S. Laprise, Wheatland County

S. Klassen, Wheatland County (alt)

WFCSS Program Assistant C. Gaudet

WFCSS Bookkeeper A. Wolper

Recording Secretary: C. Harder

Call to Order

and related

Business **BURKE CALLED** the meeting to order at 7:01pm

**Resolution 22-06-01**

Approval of

Agenda **SCHINDEL MOVED** approval of the amended agenda.

Carried.

**Resolution 22-06-02**

Approve Regular

Meeting **BRYAN MOVED** approval of the minutes of the Regular Board Meeting of March 23, 2022 and April 27, 2022.

Carried.

Items for

Discussion **Business Arising**

AVAIL WFCSS Program Assistant had submitted / responded to all inquiries and is now waiting on final report (potential meeting in July may be required to review / approve report).

Items for

Discussion **New Business**

**Resolution 22-06-03**

WFCSS

Collabria Account **LAPRISE MOVED** that WFCSS Program Assistant (Crystal Gaudet) obtain a new credit card from Collabria for WFCSS business. Limits to reflect current practice.

Carried.

Memorial Memorial has been set up to honor Lynn Walker and her contributions to the WFCSS program in the WFCSS offices.

FCSS Regional

Spring Meeting WFCSS Program Assistant will attend in person in Canmore on June 2, 2022.

**Resolution 22-06-04**

New Horizons

Grant Signatures **BURKE MOVED** that current signing authorities sign / resign the New Horizons Grant contact form as necessary, due to WFCSS Board and Staff reorganization.

Carried.

Reports **Staff Reports**

**Resolution 22-06-05**

Financial Services **BRYAN MOVED** to accept the Financial Statements for March and April 2022 for WFCSS as information only, awaiting updated information at June 22, 2022 meeting.

Carried.

**Resolution 22-06-06**

Financial Services **LAPRISE MOVED** approval of the March and April 2022 Reconciliation reports for WFCSS as presented.

Carried.

**Resolution 22-06-07**

Financial Services **BRYAN MOVED** acceptance of the March and April Pay Tracking Report as presented.

Carried.

**Resolution 22-06-08**

Financial Services **SCHINDEL MOVED** acceptance of the monthly GIC report as information as presented.

Carried.

**Resolution 22-06-09**

Staff Report

Program Assistant **KLASSEN MOVED** approval of the Program Assistant report as presented. Key points of interest include Outcomes Report to Province under review, bank signing authority is complete, upcoming staff appreciation ($100 + team lunch) / retirement, Meals on Wheels has been switched over to the Program Assistant, Volunteer Appreciation will coincide with Christmas Celebration and a general operations report including clients and meetings.

Carried.

**Resolution 22-06-10**

Staff Reorganization **BURKE MOVED** to appoint Crystal Gaudet as Interim CAO for 60 days, upon which time C. Gaudet will provide a written notice of acceptance or withdraw from the CAO role at WFCSS.

Carried.

**Resolution 22-06-11**

Staff Reorganization **BRYAN MOVED** to direct C. Gaudet to advertise and hire an Administrative Assistant for WFCSS with a six-month probationary period.

Carried.

**Resolution 22-06-12**

Closed Session **BURKE MOVED** to go in camera at 8:05 pm (labour)

Carried.

**Resolution 22-06-13**

Closed Session **BRYAN MOVED** to come out of camera at 8:21pm.

Carried.

**Resolution 22-06-14**

Business Arising **BRYAN MOVED** that the interim CAO salary will be set at $4600 / month retroactive to May 1, 2022.

Carried.

**Resolution 22-06-15**

Business Arising **BRYAN MOVED** to increase the WFCSS contract Bookkeeper salary to $1,000 to account for increased activities with staff reorganization, retroactive to May 1, 2022, up until additional hours are no longer required.

Carried.

Next Meeting:

Regular Meeting June 22, 2022 @ 7:00pm at Wheatland County offices.

Adjournment

**Resolution 22-06-16**

Adjournment **BURKE MOVED** to adjourn at 8:26pm.

Carried.

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Chair

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Recording Secretary