

**FFCS BOARD
MEETING**
April 10TH 2024



FFCS BOARD AGENDA

Wednesday April 10th, 2024

Zoom and In-person meeting 6 pm

FFCS Board Room

4809 49th Avenue, Killam, AB T0B 2L0

Call to order

Additions to Agenda

Approval of Agenda

Approval of Minutes February 14th, 2024

Financials

- 1.) Welcome Justin Tanner with Gitzel and Company with the 2023 Financials
- 2.) Financial Statements for January and February 2024
- 3.) Disbursements for February and March 2024

Program Reports

- 1.) Director Report
- 2.) Counsellor's Report

Correspondence

Information:

- 1.) FCSS Provincial office update
- 2.) FCSSAA news
- 3.) Flagstaff County request for info, do other Municipalities need similar info for any annual reports?
- 4.) Flagstaff County grant to FIRST
- 5.) Directors Network Provincial Conference in Grand Prairie

New Business

- 1.) East Central regional FCSS meeting at Killam Seniors Centre. Tuesday May 28th, 2024 at 10 am to 4 pm.
- 2.) Succession Planning
- 3.) CRA Authorization
- 4.) Closed Meeting
- 5.) Date of next meeting June 12th, 2024

FLAGSTAFF FAMILY & COMMUNITY SERVICES

BOARD MINUTES –February 14th, 2024

PRESENT: Dianne Roth, Town of Daysland
Mel Thompson, Flagstaff County
Ian MacEachern, Town of Sedgewick
Shawn Sieben, Village of Loughheed
Elaine Fossen, Village of Forestburg
Brenda McDermott, Town of Killam
Beverly Rohe, Village of Heisler
Christine Ruzicka Drager, Town of Hardisty
FFCS Staff: Lynne Jenkinson, Executive Director
Sue Freadrich, Recording Secretary
REGRETS: Denise Nychyporuk, Village of Alliance
Brooke Grove, Finance Manager

.....
Elaine Fossen called the meeting to order at 6:00 pm

Approval of Agenda

02-01-2024

Dianne Roth made a motion to approve the February 14th, 2024 agenda with the addition of #5 East Central FFCS regional meeting May 28, and presentation by Holly Bovencamp re: Seniors Choices

Carried

Approval of Minutes

02-02-2024

Beverly Rohe made a motion to approve the December 13th, 2023 minutes

Carried

Presentation by Holly Bovencamp: received a grant from the Federal Government Camrose FCSS, and the Flagstaff FCS partnered. Seniors Choices program was created to help low- income seniors with visitations, snow removal, lawn care, house maintenance, picking up prescriptions, travelling to medical appointments if the Care A Van is not available etc. The senior must make less than \$30,000 to qualify for the program. Gary Buchholz has been hired as the team lead for volunteers to help seniors age well at home.

Financials

Lynne Jenkinson presented the Financial Statements for December 2023 and the Disbursement list for December 2023, and January 2024

02-03-2024

Dianne Roth made a motion to accept the Financial Statements for December 2023 and the Disbursement list for December 2023 and January 2024

Carried

Program Reports

- 1. Director's report was included in board package.**
- 2. Counsellor's report was included in board package**

02-04-2024

Christine Ruzicka-Drager made a motion to accept the Director's, and Counsellor's report as information

Carried

Correspondence

1. Email from Calgary FCSS-Lynne Jenkinson requesting the FCSSAA to remove Flagstaff FCS from their list of FCSS's which grant out funds
2. Invitation from Flagstaff County to attend the Rural Farm Security Workshop
3. Forestburg school request for FFCS to pay for bussing fees
4. Alberta Pension Services thank you for closing the 2023 pension reporting year early

02-05-2024

Dianne Roth made a motion to accept and file information as presented.

Carried

Information

1. FCSSAA newsletter attached
2. Information request from Bawlf school for ideas to engage parents within their school with topics such as dealing with anxiety, stress, drug awareness etc.
3. Suicide Grief workshop poster March 22 at FFCS
4. New taxi service in Flagstaff poster included

02-06-2024

Beverly Rohe made a motion to accept and file information as presented.
Carried

New Business

1. Date of next meeting April 10, 2024

Elaine Fossen adjourned the meeting at 6:37 pm.

Elaine Fossen, Chairperson

FLAGSTAFF FAMILY & COMMUNITY SERVICES
SURPLUS/DEFICIT
MONTH ENDING Janaury , 2024

	BUDGET MONTHLY	ADMIN	FCS COUNSELLING	OTHER PROJECTS	FEES FOR SERVICES	TOTAL	SPENT DIFFERENCE
REVENUES							
Provincial Grant Revenue	25,174.00	19,636.04	5,538.36	1,000.00	0.00	26,174.40	1,000.40
Municipal Grant Revenue	6,367.00	4,966.56	1,400.82	-	-	6,367.38	0.38
Administrative services	2,500.00	-	-	-	23,500.00	23,500.00	21,000.00
Program client fees	-	-	-	-	-	-	-
Outside Agency Fees	-	-	-	-	-	-	-
Resource Account	7,286.00	-	-	-	-	-	(7,286.00)
Donations	-	-	-	-	-	-	-
Miscellaneous Revenues	42.00	-	-	-	-	-	(42.00)
Interest Income	-	-	-	-	-	-	-
TOTAL REVENUES	41,369.00	24,602.60	6,939.18	1,000.00	23,500.00	56,041.78	14,672.78
Staff Expenditures							
Wages	26,638.00	19,546.65	3,547.95	-	-	23,094.60	3,543.40
Benefits	6,015.00	4,504.10	682.17	-	-	5,186.27	828.73
Contract Wages	-	-	-	-	-	-	-
Counselling Supervisor	300.00	-	-	-	-	-	300.00
Travel & Subsistence	667.00	78.20	78.20	-	-	156.40	510.60
Board Per Diem	167.00	-	-	-	-	-	167.00
Board Travel	167.00	-	-	-	-	-	167.00
Subtotal	33,954.00	24,128.95	4,308.32	-	-	28,437.27	5,516.73
Program Essentials							
Rent	2,988.00	1,493.67	1,493.67	-	-	2,987.34	0.66
Phone & utilities	1,667.00	890.32	800.30	-	-	1,690.62	(23.62)
Insurance	167.00	609.76	609.76	-	-	1,219.52	(1,052.52)
Professional fees	485.00	-	-	-	-	-	485.00
Capital assets	-	-	-	-	-	-	-
Copier Lease	384.00	-	-	-	-	-	384.00
Bank charges & interest	25.00	5.00	-	-	-	5.00	20.00
Consulting Fees	-	-	-	-	-	-	-
Subtotal	5,716.00	2,998.75	2,903.73	-	-	5,902.48	(186.48)
Other Expenses							
Advertizing	84.00	33.00	33.00	-	-	66.00	18.00
Memberships	126.00	30.00	30.00	-	-	60.00	66.00
Office	1,000.00	152.61	152.61	-	-	305.22	694.78
Training & development	417.00	-	-	-	-	-	417.00
Miscellaneous	63.00	-	-	-	-	-	63.00
GST Paid on Purchases	-	115.43	115.42	-	-	230.85	(230.85)
Subtotal	1,690.00	331.04	331.03	-	-	662.07	1,027.93
TOTAL EXPENSES	41,360.00	27,458.74	7,543.08	-	-	35,001.82	6,358.18
SURPLUS (DEFICIT)	\$ 9.00	\$ (2,856.14)	\$ (603.90)	\$ 1,000.00	\$ 23,500.00	\$ 21,039.96	\$ 8,314.60

FLAGSTAFF FAMILY & COMMUNITY SERVICES
SURPLUS/DEFICIT
YEAR TO DATE January , 2024

	TOTAL BUDGET	BUDGET YEAR TO DATE	ADMIN	COUNSELLING	OTHER PROJECTS	FEES FOR SERVICES	TOTAL	VARIANCE	% BUDGET USED
REVENUES									
Provincial Grant Revenue	302,092.00	25,174.00	19,636.04	5,538.36	1,000.00		26,174.40	1,000.40	8.66%
Municipal Grant Revenue	76,408.00	6,367.00	4,966.56	1,400.82			6,367.38	0.38	8.33%
Administrative services	30,000.00	2,500.00	-	-		23,500.00	23,500.00	21,000.00	78.33%
Program client fees		-	-	-		-	-	-	
Outside Agency Fees		-	-	-		-	-	-	
Resource Account	87,432.00	7,286.00	-	-	-	-	-	(7,286.00)	0.00%
Donations		-	-	-		-	-	-	
Miscellaneous Revenues	500.00	42.00	-	-		-	-	(42.00)	0.00%
Interest Income		-	-	-		-	-	-	
TOTAL REVENUES	496,432.00	41,369.00	24,602.60	6,939.18	1,000.00	23,500.00	56,041.78	14,672.78	11.29%
Staff Expenditures									
Wages	319,656.00	26,638.00	19,546.65	3,547.95	-		23,094.60	3,543.40	7.22%
Benefits	72,180.00	6,015.00	4,504.10	682.17	-		5,186.27	828.73	7.19%
Contract Wages		-	-	-	-		-	-	
Counselling Supervisor	3,600.00	300.00	-	-	-		-	300.00	0.00%
Travel & Subsistence	8,004.00	667.00	78.20	78.20	-		156.40	510.60	1.95%
Board Per Diem	2,004.00	167.00	-	-	-		-	167.00	0.00%
Board Travel	2,004.00	167.00	-	-	-		-	167.00	0.00%
Subtotal	407,448.00	33,954.00	24,128.95	4,308.32	-	-	28,437.27	5,516.73	6.98%
Program Essentials									
Rent	35,846.00	2,988.00	1,493.67	1,493.67	-		2,987.34	0.66	8.33%
Phone & utilities	20,004.00	1,667.00	890.32	800.30	-		1,690.62	(23.62)	8.45%
Insurance	2,004.00	167.00	609.76	609.76	-		1,219.52	(1,052.52)	60.85%
Professional fees	5,820.00	485.00	-	-	-		-	485.00	0.00%
Capital assets		-	-	-	-		-	-	
Copier Lease	4,608.00	384.00	-	-	-		-	384.00	0.00%
Bank charges & interest	300.00	25.00	5.00	-	-		5.00	20.00	1.67%
Consulting Fees		-	-	-	-		-	-	
Subtotal	68,582.00	5,716.00	2,998.75	2,903.73	-	-	5,902.48	(186.48)	8.61%
Other Expenses									
Advertizing	1,008.00	84.00	33.00	33.00	-		66.00	18.00	6.55%
Memberships	1,512.00	126.00	30.00	30.00	-		60.00	66.00	3.97%
Office	12,000.00	1,000.00	152.61	152.61	-		305.22	694.78	2.54%
Training & development	5,004.00	417.00	-	-	-		-	417.00	0.00%
Miscellaneous	750.00	63.00	-	-	-		-	63.00	0.00%
GST Paid on Purchases		-	-	115.42	-		115.42	-	
Subtotal	20,274.00	1,690.00	331.04	331.03	-	-	662.07	1,027.93	
TOTAL EXPENSES	496,304.00	41,360.00	27,458.74	7,543.08	-	-	35,001.82	6,358.18	7.05%
SURPLUS (DEFICIT)	\$ 128.00	\$ 9.00	\$ (2,856.14)	\$ (603.90)	\$ 1,000.00	\$ 23,500.00	\$ 21,039.96	(2,242.67)	

FLAGSTAFF FAMILY & COMMUNITY SERVICES
SURPLUS/DEFICIT
MONTH ENDING February, 2024

	BUDGET MONTHLY	ADMIN	FCS COUNSELLING	OTHER PROJECTS	FEES FOR SERVICES	TOTAL	SPENT DIFFERENCE
REVENUES							
Provincial Grant Revenue	25,174.00	19,636.04	5,538.36	0.00	0.00	25,174.40	0.40
Municipal Grant Revenue	6,367.00	4,966.56	1,400.82	-	-	6,367.38	0.38
Administrative services	2,500.00	-	-	-	1,500.00	1,500.00	(1,000.00)
Program client fees	-	-	-	-	-	-	-
Outside Agency Fees	-	-	-	-	-	-	-
Resource Account	7,286.00	-	-	-	-	-	(7,286.00)
Donations	-	-	-	-	-	-	-
Miscellaneous Revenues	42.00	-	-	-	-	-	(42.00)
Interest Income	-	-	-	-	-	-	-
TOTAL REVENUES	41,369.00	24,602.60	6,939.18	-	1,500.00	33,041.78	(8,327.22)
Staff Expenditures							
Wages	26,638.00	19,546.65	3,547.95	-	-	23,094.60	3,543.40
Benefits	6,015.00	4,415.41	682.17	-	-	5,097.58	917.42
Contract Wages	-	-	-	-	-	-	-
Counselling Supervisor	300.00	-	-	-	-	-	300.00
Travel & Subsistence	667.00	39.26	39.26	-	-	78.52	588.48
Board Per Diem	167.00	-	-	-	-	-	167.00
Board Travel	167.00	-	-	-	-	-	167.00
Subtotal	33,954.00	24,001.32	4,269.38	-	-	28,270.70	5,683.30
Program Essentials							
Rent	2,988.00	1,493.67	1,493.67	-	-	2,987.34	0.66
Phone & utilities	1,667.00	989.03	989.00	-	-	1,978.03	(311.03)
Insurance	167.00	-	-	-	-	-	167.00
Professional fees	485.00	-	-	-	-	-	485.00
Capital assets	-	-	-	-	-	-	-
Copier Lease	384.00	-	-	-	-	-	384.00
Bank charges & interest	25.00	5.00	-	-	-	5.00	20.00
Consulting Fees	-	-	-	-	-	-	-
Subtotal	5,716.00	2,487.70	2,482.67	-	-	4,970.37	745.63
Other Expenses							
Advertizing	84.00	-	-	-	-	-	84.00
Memberships	126.00	-	-	-	-	-	126.00
Office	1,000.00	709.62	665.63	-	-	1,375.25	(375.25)
Training & development	417.00	-	-	-	-	-	417.00
Miscellaneous	63.00	-	-	-	-	-	63.00
GST Paid on Purchases	-	132.03	129.96	-	-	261.99	(261.99)
Subtotal	1,690.00	841.65	795.59	-	-	1,637.24	52.76
TOTAL EXPENSES	41,360.00	27,330.67	7,547.64	-	-	34,878.31	6,481.69
SURPLUS (DEFICIT)	\$ 9.00	\$ (2,728.07)	\$ (608.46)	\$ -	\$ 1,500.00	\$ (1,836.53)	\$ (14,808.91)

FLAGSTAFF FAMILY & COMMUNITY SERVICES
SURPLUS/DEFICIT
YEAR TO DATE February, 2024

	TOTAL BUDGET	BUDGET YEAR TO DATE	ADMIN	COUNSELLING	OTHER PROJECTS	FEES FOR SERVICES	TOTAL	VARIANCE	% BUDGET USED
REVENUES									
Provincial Grant Revenue	302,092.00	50,348.00	39,272.08	11,076.72	1,000.00		51,348.80	1,000.80	17.00%
Municipal Grant Revenue	76,408.00	12,734.00	9,933.12	2,801.64			12,734.76	0.76	16.67%
Administrative services	30,000.00	5,000.00	-	-		25,000.00	25,000.00	20,000.00	83.33%
Program client fees		-	-	-		-	-	-	
Outside Agency Fees		-	-	-		-	-	-	
Resource Account	87,432.00	14,572.00	-	-	-	-	-	(14,572.00)	0.00%
Donations		-	-	-		-	-	-	
Miscellaneous Revenues	500.00	84.00	-	-		-	-	(84.00)	0.00%
Interest Income		-	-	-		-	-	-	
TOTAL REVENUES	496,432.00	82,738.00	49,205.20	13,878.36	1,000.00	25,000.00	89,083.56	6,345.56	17.94%
Staff Expenditures									
Wages	319,656.00	53,276.00	39,093.30	7,095.90	-		46,189.20	7,086.80	14.45%
Benefits	72,180.00	12,030.00	8,919.51	1,364.34	-		10,283.85	1,746.15	14.25%
Contract Wages		-	-	-	-		-	-	
Counselling Supervisor	3,600.00	600.00			-		-	600.00	0.00%
Travel & Subsistence	8,004.00	1,334.00	117.46	117.46	-		234.92	1,099.08	2.94%
Board Per Diem	2,004.00	334.00	-		-		-	334.00	0.00%
Board Travel	2,004.00	334.00	-		-		-	334.00	0.00%
Subtotal	407,448.00	67,908.00	48,130.27	8,577.70	-	-	56,707.97	11,200.03	13.92%
Program Essentials									
Rent	35,846.00	5,976.00	2,987.34	2,987.34	-		5,974.68	1.32	16.67%
Phone & utilities	20,004.00	3,334.00	1,879.35	1,789.30	-		3,668.65	(334.65)	18.34%
Insurance	2,004.00	334.00	609.76	609.76	-		1,219.52	(885.52)	60.85%
Professional fees	5,820.00	970.00	-	-	-		-	970.00	0.00%
Capital assets		-	-	-	-		-	-	
Copier Lease	4,608.00	768.00			-		-	768.00	0.00%
Bank charges & interest	300.00	50.00	10.00		-		10.00	40.00	3.33%
Consulting Fees		-	-	-	-		-	-	
Subtotal	68,582.00	11,432.00	5,486.45	5,386.40	-	-	10,872.85	559.15	15.85%
Other Expenses									
Advertizing	1,008.00	168.00	33.00	33.00	-		66.00	102.00	6.55%
Memberships	1,512.00	252.00	30.00	30.00	-		60.00	192.00	3.97%
Office	12,000.00	2,000.00	862.23	818.24	-		1,680.47	319.53	14.00%
Training & development	5,004.00	834.00			-		-	834.00	0.00%
Miscellaneous	750.00	126.00	-	-	-		-	126.00	0.00%
GST Paid on Purchases		-	-	245.38	-		245.38		
Subtotal	20,274.00	3,380.00	1,172.69	1,126.62	-	-	2,299.31	1,080.69	
TOTAL EXPENSES	496,304.00	82,720.00	54,789.41	15,090.72	-	-	69,880.13	12,839.87	14.08%
SURPLUS (DEFICIT)	\$ 128.00	\$ 18.00	\$ (5,584.21)	\$ (1,212.36)	\$ 1,000.00	\$ 25,000.00	\$ 19,203.43	(2,242.67)	

Flagstaff Family & Community Services
February and March 2024 Disbursements

February	Wages	P24020901	1,000.00
	Jenkinson, Lynne	V24020901	367.64
	Guardian Drugs	6422	3.15
	Iron Mountain Canada Ops ULC	6423	165.01
	Killam Plumbing & Heating	6424	150.00
	Town of Killam	6425	429.52
	Xerox Canada Ltd.	6426	127.17
	Wages	P24022301-04	13,201.32
	Bovencamp-Manning, Karen	V24022301	45.00
	Grove, Brooke	V24022302	45.00
	AMSC Insurance Services Ltd.	6427	2,182.02
	Community Press	6428	42.75
	Flagstaff Community Foundation	6429	3,136.72
	Novexco	6430	112.26
	Local Authorities Pension Plan	6431	3,911.27
	Receiver General - Payroll	6432	7,897.57
	Telus Communications Inc.	6433	662.73
	Telus Mobility	6434	249.39
	Wildrose Co-op Ltd.	6435	515.05
	Coombs, Donna	6437	1,545.55
	Epcor Energy Services Ltd.	6436	629.74
March	Grove, Brooke	P24031501	1,000.00
	Jenkinson, Lynne	V24031501	309.03
	Iron Mountain Canada Ops ULC	6437	165.01
	Jenkinson, Lynne	6438	20.00
	Town of Killam	6439	365.28
	Pamela Moskie Psychological Services	6440	472.50
	Xerox Canada Ltd.	6441	1,154.30
	Enter CAFT Monthly Service Fee	02-2-24	5.00
	Bovencamp, Karen	P24032801-04	13,201.32
	Bovencamp, Karen	V4032801	45.00
	Grove, Brooke	V24032802	45.00
	AMSC Insurance Services Ltd.	6443	2,182.02
	Coombs, Donna	6444	1,696.21
	Flagstaff Community Foundation	6445	3,136.72
	Killam Senior Citizens Society	6446	125.00
	Killam Senior Citizens Society	6447	125.00
	Local Authorities Pension Plan	6448	3,911.27
	Novexco	6449	40.19
	Receiver General - Payroll	6450	7,897.57
	Telus Communications Inc.	6451	658.75
	Telus Mobility	6452	249.39
	Wildrose Co-op Ltd.	6453	132.77
	Xerox Canada Ltd.	6454	465.51
	FCSSAA	6456	350.00
	Epcor Energy Services Ltd.	6455	512.57

FFCS Executive Director's Report
December 9th to April 3rd, 2024

FFCS:

- We have yet to hear back from the Federal Government on the 5 grant applications we have put in, this includes funding for a summer student.
- This grant has been successful and I am meeting with Nora-Lee Rear from the Camrose Women's Shelter on Monday April 8th, to see how we roll the programs out, out here. (I have worked with the Camrose Women's Shelter on a grant application with the Alberta Status of Women Ministry for \$400-thousand to fund outreach workers and institute a coffee with the cops' program and a confidence building program for young women.)
- Healthy Aging Alberta has funds available for rural transit solutions and FIRST has applied for money for a hybrid vehicle, partnering with the new local taxi company on subsidies, and for caravan drivers' honorariums. We should hear by June if we are successful.
- FIRST applied to Flagstaff County for funding for CARAVAN drivers as part of their new community granting program and was successful in receiving 25-thousand per year over the next three years for CARAVAN Drivers.
- Lynne is a Rural Health Animator under a Canadian Mental Health program in Alberta and she has applied for \$25-thousand through that program to fund rural volunteers to assist Seniors living at home decrease isolation in partnership with the Seniors Choices program and NAV Care. Funding volunteers for mileage in our large geographic area is very important. We have been approved for this grant and are working out all the kinks to receive the money.
- FIRST has received a \$15-thousand grant from Health Care Excellence Canada and we have hired Brenda McDermott to travel around Flagstaff to find out what kinds of programs Seniors need to Age healthy at home or in our community. We are winding up this grant and will apply for 25-thousand to fund visitors with the NAV Care/Seniors Choices program.

Counselling:

- Counsellor is completing counselling by phone and in office and continues her training. Karen is enrolled in a Masters in Counselling program. Karen has been accepted into a practicum placement with an Ontario Counselling firm that does virtual counselling. This is separate from her job at FFCS.

Community Engagement:

- Brooke and Lynne met with Inter Pipeline to talk about continuing the 40-thousand per year funding for the FIRST Inter Pipeline Mental Wellness Initiative.

- As part of Flagstaff Rural Crime Watch, we held another gun course on April 6th at The Hive in Sedgewick with 23 registrants.
- As part of our partnership with FRCW we hosted an education forum on Internet Child Exploitation in Sedgewick at the County Building on April 4th.

Meetings:

- Staff meetings take place monthly.
- Interagency continues to be hosted by FFCS. This is a gathering of front-line human services workers that serve clients in Flagstaff. Our last meeting had 165 attendees. Sometimes it is as high as 22.
- Lynne is a member of the FCSSAA Directors Network Committee as one of two reps from East Central Alberta. The next Directors network takes place in Grand Prairie in early May at the Directors Network Conference..

Workshops:

- We hosted a Suicide Grief Workshop on March 22nd, 2024 at the office in partnership with Hospice society of Camrose and District. There were 10 attendees from all over Central Alberta.

Website/ Social Media:

- FIRST has a website firstforflagstaff.ca. and we are working with a BRIC/BREOC program to update the site.
- FFCS has a Facebook page.
- Sue also runs the Gibson Place Facebook page with assistance from the workers.
- Sue and Lynne run the Flagstaff Food Bank page on Facebook.
- Lynne and Jan Bergseth run the FRCW page on Facebook.

FIRST:

- FIRST is the organization that we use to get most of our grants other than the Federal grants. We continue to look for funding opportunities to serve Flagstaff.



A handwritten signature in cursive script, reading "Lynne Jankin". The signature is written in dark ink on a white background.

FCSS/FIRST Board Meeting
Counselling Program
Monthly Stat Report
January 2024

FIRST Cases	Individual Counselling	Family Counselling	Total # of Cases	Total # of Sessions
-	8	-	8	10

Case/Client Location

Alliance	-
Daysland	-
Forestburg	1
Galahad	1
Hardisty	-
Heisler	-
Killam	2
Lougheed	1
Sedgewick	1
Strome	-
Out of County	2

Gender

Male	Female	Non-Binary
2	6	-

Reschedule -2

No Show -2

Updates/Training/Meetings

- Attended Staff Meeting
- Completed ACT (Acceptance & Commitment Therapy) training

FCSS/FIRST Board Meeting
Counselling Program
Monthly Stat Report
February 2024

FIRST Cases	Individual Counselling	Family Counselling	Total # of Cases	Total # of Sessions
-	7	-	7	11

Case/Client Location

Alliance	-
Daysland	1
Forestburg	-
Galahad	1
Hardisty	-
Heisler	-
Killam	2
Lougheed	1
Sedgewick	1
Strome	-
Out of County	1

Gender

Male	Female	Non-Binary
2	5	-

Updates/Training/Meetings

- Attended Supervision
- Attended FIRST Auction
- Presented for Mom's Connection Group

From: CSS FCSS Admin CSS.FCSSAdmin@gov.ab.ca
Subject: Provincial FCSS Office Update
Date: February 20, 2024 at 11:17 AM
To: CSS FCSS Admin CSS.FCSSAdmin@gov.ab.ca

CA

Sent on behalf of Cheryl Naundorf, Executive Director of Civil Society and Community Initiatives

Good morning,

I wanted to share a brief update from the Family and Community Support Services provincial office. Most importantly, you will see below that we are introducing you to the team who is here to assist you. We are very excited to be able to offer this support - and as the months go on, will look to finding opportunities for you to meet them face to face.

New Staff

I am pleased to welcome Ernestina Achampomaa to the FCSS team. Ernestina joins us after working as a Policy Analyst with several Federal government departments including Public Works and Government Services, Health Canada, and Employment and Social Development Canada. She holds a BA in International Development and Globalization from the University of Ottawa.

FCSS Program Support

The provincial FCSS team is here to support you with annual reporting, IT system/MADI B access, and program design. Moving forward, regions will have a specific provincial office team member supporting them. Lynn Pack will continue to provide support to the Metis Settlements.

Alicia Maina-Sabeski: North East, Calgary Bow, West Central, South
Ernestina Achampomaa: East Central, Edmonton Evergreen, North West
Nicole Nowakowski: Yellowhead

Please continue to direct all email inquiries to the team through shared FCSS mailbox. As an update to your email contact, I would note that that the email address has been changed to scss.fcssadmin@gov.ab.ca to reflect the Seniors, Community and Social Services ministry name. A contact list is attached to this email.

2023 Annual Reports

As a reminder, the 2023 FCSS Annual Report is now available in the FCSS online system at <https://goaproduct.service-now.com/fcss>. The deadline for municipalities to submit the 2023 FCSS annual report is April 29, 2024, and Metis Settlements is July 29, 2024.

If you are unfamiliar with the report, the Annual Reporting Training Guide (attached) provides thorough step-by-step instructions with screenshots.

Please take the opportunity to reach out to the team member assigned to your region as early as possible to ensure we can provide support and review well in advance of the deadline.

We look forward to connecting with everyone at the FCSS Regional Spring Meetings.

Kind Regards,

Cheryl Naundorf

Executive Director, Civil Society and Community Initiatives
Seniors, Community and Social Services
Government of Alberta

**Provincial Family and Community Support Services (FCSS)
Office Contacts**

FCSS Region	Provincial FCSS Office Staff Contact
North East Calgary Bow West Central South	Alicia Maina-Sabeski SCSS.FCSSAdmin@gov.ab.ca 780-984-6978
East Central Edmonton- Evergreen North West	Ernestina Achampomaa SCSS.FCSSAdmin@gov.ab.ca 780-920-3419
Yellowhead	Nicole Nowakowski SCSS.FCSSAdmin@gov.ab.ca 587-989-4102
Program Leadership	
Executive Director, Civil Society and Community Initiatives	Cheryl Naundorf Cheryl.Naundorf@gov.ab.ca 587-545-0829
Director, Community Preventive Initiatives	Courtney Ripplin Courtney.Ripplin@gov.ab.ca 780-644-2162
Manager, Policy and Programs	Kristi Prout Kristi.Prout@gov.ab.ca 780-293-7394

From: FCSSAA Family and Community Support Services Association of Alberta director@fcssaa.org
Subject: FCSSAA News: Book You Spring Regional Meeting
Date: February 26, 2024 at 11:29 AM
To: Lynne Jenkinson director@flagstaffcs.ca



[View this email in your browser](#)

FCSSAA NEWS

January 2024



Thank You for Subscribing!

FCSSAA Upcoming Office Closures:

March 29 - April 1 *Good Friday, Easter Monday*





FCSS Framework Rubric

Program Sharing Marketplace: 2023 FCSSAA Conference

Bonnyville and District FCSS staff created an FCSS Framework Program Rubric. This Rubric assists our staff and board when evaluating the programs that we currently have and any future programs. The rubric has two sides to it, the front page includes the criteria and the categories that are focused on in the framework; some of the criteria includes the Key Performance Measures, target population, and data to support the program. On the back side of the rubric, it has the descriptions for each category on the front. The rubric is a tool to help show the strengths of a program based off the framework and the areas of the program in which the program could use improvements. An example of this is when a program scores low in the Key Performance Measures, adding volunteers or partnerships to improve the program strength.

[Download the rubric here \(PDF\)](#)

For more information or questions around the rubric please contact Aleesha from Bonnyville and District FCSS at acabay@town.bonnyville.ab.ca





Upcoming FCSSAA Webinar

Sharing the Medicine of the Moose Hide: FCSSAA with the Moose Hide Campaign Date: February 27, 2024 Time: 10 – 11 am

Moose Hide Campaign Day is a national day of ceremony where all Canadians are invited to stand up and raise a collective voice against violence towards women, children, and all those along the gender continuum. On February 27 join us to learn ways to engage in the day in a way that feels meaningful in your community.

[Register HERE](#)

Reminder: Webinar resources for previously held webinars are available on the FCSSAA website: <https://fcssaa.org/documents-resources/webinars/>



New Outcome Model Project Awarded No changes to current reporting yet

We are happy to announce that the FCSSAA and the provincial FCSS team will work with Three Hive Consulting and Tammy Horne to begin the implementation of the new outcome model and key performance measures identified in the FCSS Accountability Framework. This project is the next step in implementing the Framework. We have formed a working group to oversee the

project which includes four FCSS Directors. As the work progresses, your program may be called on to provide feedback and/or to complete surveys. We thank you in advance for your valuable insights and will provide project updates as they are available.

This important work will take the remainder of the year, and we look forward to hosting a presentation at the FCSSAA Annual Conference in November.

Please note that this work does not impact your current reporting. Our goal is to have the work completed with Three Hive Consulting in early 2025, which will provide time for the changes to be introduced and various training opportunities offered throughout 2025. The new reporting system will be implemented in 2026 with the first reports using the new system due in 2027.

2024 DIRECTORS' NETWORK CONFERENCE

Evolving Needs Adaptive Strategies

GRANDE PRAIRIE, AB
May 1 (Afternoon) - New Directors
May 2-3 - Directors' Network Conference

UPDATES

- Registration will open mid to late March. Watch for email
- Book your hotel by March 18th to guarantee conference room rate
- Costs
 - New Director's - \$25.00
 - Conference - \$175.00
 - Optional Evening Activity "Art, Appetizers, and Wine in Downtown Grande Prairie" - \$55.00
- Questions about how to get to Grande Prairie, contact either:
 - **Tammy Wentzell** at twentzell@cityofgp.com or
 - **Kathleen Turner** at kturner@countyp.ab.ca



Delta Hotels Grande Prairie Airport
11700 99 Ave Grande Prairie, AB
Phone Reservations 780-533-6000
Group Booking Name "City of Grande Prairie May 2024"
Use the QR code above or [click here for reservation](#)



2024 Directors' Network Conference

The 2024 Directors' Network Conference will be held May 1-3, 2024 in Grande Prairie, Alberta. If you have any questions please contact Kathleen Turner at kturner@countyp.ab.ca or Crystal Tremblay at crystal@srfcss.com

Meeting Together

Meetings around the province

Spring Regional Meetings

Book your spring regional meetings quickly! The following regions have already indicated their dates and locations. Make sure to book your meetings around the dates that are already selected. Please invite FCSSAA and the provincial FCSS office as soon as you've booked your meeting.

- April 12 Yellowhead (Marlboro)
- April 15 Calgary-Bow River (Calgary)
- May 9 West Central (Penhold)
- May 10 Northeast (Lac Ste. Anne County)
- May 15-16 or 16-17 Northwest (Wabasca)
- May 28 East Central (Killam)
- June 7 Edmonton Evergreen (Spruce Grove)
- June 5 South (tentative Lethbridge)

Reminder: The subsidy to host your regional meeting has been increased from \$500 to \$1000. Once you have the meeting details, send us an email to receive the subsidy. There is no reporting or receipts required. Once your meeting details are confirmed, send us an [email](#) to request the subsidy.

Board Meeting Dates

In 2024 the FCSSAA Board will meet on:

- March 22
- May 24
- July 5
- September 13
- October 4

- November 13 (at the conference)

Current FCSSAA board members can be found on our [website](#). Please connect with your Regional Representative on the board if there is something you would like to bring forward to the FCSSAA.

FCSS Program Support Provincial FCSS Office Update



The provincial FCSS team is here to support you with annual reporting, IT system/MADI B access, and program design. Moving forward, regions will have a specific provincial office team member supporting them. Lynn Pack will continue to provide support to the Metis Settlements.

- Alicia Maina-Sabeski: North East, Calgary Bow, West Central, South
- Ernestina Achampomaa: East Central, Edmonton Evergreen, North West
- Nicole Nowakowski: Yellowhead

Please continue to direct all email inquiries to the team through shared FCSS mailbox. Note that the email address has been changed to scss.fcssadmin@gov.ab.ca to reflect the Seniors, Community and Social Services ministry name. [Access the new contact list here \(PDF\)](#).

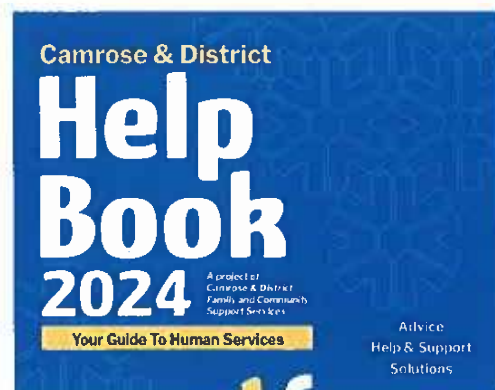
What Members Are Up To Sharing Program Stories and Successes

Camrose & District FCSS releases 2024 Help Book

The 2024 Camrose & District Help Books have arrived. This book is a guide to human services in the area.

Visit

<https://camrosefcss.ca/resources/help-book/>



<https://camrosefcss.ca/resources/membershipbook/> to view the book online.



Rainbows
Join us in this fun, interactive 7 week program for youth aged 10-12. Gain useful knowledge and skills to practice self-care and learn healthy ways to cope when life seems overwhelming.

Sessions deal with: All-verse Childhood Experiences (ACE's) like death, separation/divorce, sibling loss, deployment, incarceration and immigration.

Learn more at
rainbows.ca

**starting March 7
for ages 10-12 years**

4PM-5PM

ER, Point FCSS, 4906 A 48 Street

FREE TO REGISTER

Call 780-724-3800



St Paul Regional FCSS offers seven-week program **Rainbows**

A program to learn self-care and how to weather life's storms not only helps prevent mental health issues, but also helps ensure kids are ready with the right skills to be productive in the workforce.

Learn more: rainbows.ca

We love highlighting program stories, successes and projects.
If there is something you would like us to share,
please email communications@fcssaa.org.



Program Information Sharing Sharing Information & Resources

Last month several questions went out to FCSS programs through the Info Sharing request structure.

- Community Volunteer Income Tax Program
- Business License Fees
- Community Services Assistant
- AHS ID Clinic Partner
- Board Governance Training

Thank you to everyone who responded and contributed to the information sharing process. The replies are available in the Info Sharing section of the Library on the FCSSAA website: <https://fcssaa.org/documents-resources/library/>.

FCSSAA Offers Design Support

Implementing the new brand and need graphic design support?

If your program is ready for a new, customized FCSS logo with your program name, [click for full details on the free logo support offer](#).

If you missed us in the Program Sharing Marketplace during the conference, we shared a few projects that we've worked on since the rollout of the new FCSS brand. [Here are some examples, including folders, banners, signatures and document suites.](#)

Request Logo Support

Follow Us On Social Media



From: FCSSAA Family and Community Support Services Association of Alberta director@fcssaa.org
Subject: March News: Data collection, meet and greets, work underway
Date: March 21, 2024 at 11:45 AM
To: Lynne Jenkinson director@flagstaffics.ca



[View this email in your browser](#)

FCSSAA NEWS

March 2024



Thank You for Subscribing!

FCSSAA Upcoming Office Closures:

March 29 - April 1 *Good Friday, Easter Monday*

Upcoming week to note: April 14-20, 2024 National Volunteer Week





Shifting from Direct Delivery to Community Development

Program Sharing Marketplace: 2023 FCSSAA Conference

Vegreville FCSS recently made a huge shift away from the typical direct delivery model. Functioning within the FCSS directive of *helping people and communities to assume responsibility for decisions that affect them*, Vegreville wanted new projects and initiatives to be community led. Working together has encouraged and empowered us to pool resources in our community to follow through on larger, more abstract projects than if we were all working alone.

One of the challenges is changing the perspective on what our role as FCSS is in the community. (Letting go of our self-assigned responsibility also hasn't been easy!) But, our successes have been mighty and our projects have grown and evolved. There is a magic that comes from a room full of different voices and perspectives who all want to the same thing – to make their community better.

For more information contact: fcsscommunity@vegreville.com

Read more on this positive shift in approach: <https://fcssaa.org/wp-content/uploads/2024/01/FCSS-Community.pdf>

2024 DIRECTORS' NETWORK CONFERENCE

Evolving Needs Adaptive Strategies

GRANDE PRAIRIE, AB
May 1 (Afternoon) - New Directors
May 2-3 - Directors' Network Conference

UPDATES

- Registration will open mid to late March. Watch for email
- Book your hotel by March 18th to guarantee conference room rate
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Phone Reservations 780-533-6000
Group Booking Name "City of Grande Prairie May 2024"
Use the QR code above or [click here for reservation](#)

fcssaa
Family and Community Support
Services Association of Alberta

2024 Directors' Network Conference

The 2024 Directors' Network Conference will be held May 1-3, 2024 in Grande Prairie, Alberta. If you have any questions please contact Kathleen Turner at kturner@countypg.ab.ca or Crystal Tremblay at crystal@srfcss.com

Please note: the Directors' Network Conference is for FCSS Directors only.



Volunteer Income Tax Program Update

Data will no longer be collected

Late last year, as program consultant contracts were expiring, we received enthusiastic feedback about continuing the volunteer income tax program. To be sure, we had every intention of assisting in continuing this program; however, after considering the resources required, it has been determined that the FCSSAA does not have the capacity to collect and collate this information.

Please note this information is not a requirement for your annual reporting to the Ministry of Seniors, Community and Social Services, but we do encourage programs to continue to collect the information and share the impacts of it in your community, with elected officials and on social media channels.



FCSS Provincial Office Update

Virtual Meet the Team Sessions

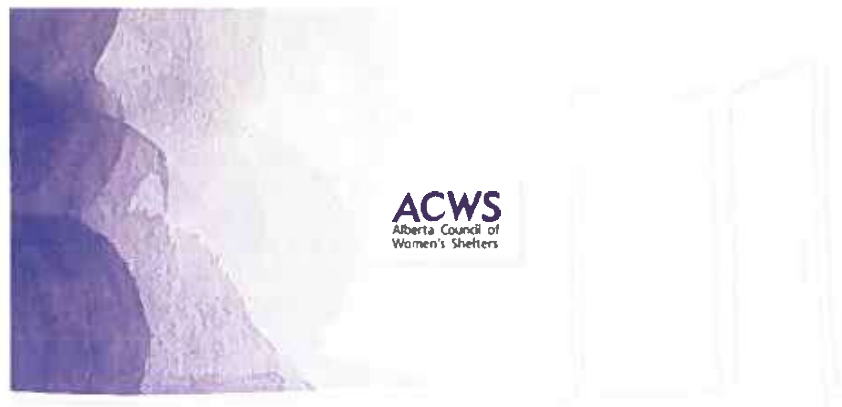
These sessions are an opportunity for you to meet the FCSS provincial team, ask any questions you may have about annual reporting, system access or program planning.

Regions: Calgary Bow, North East, South, West Central

- March 26, 2024 10 - 11 am [Join Here](#)
- April 3, 2024 10 - 11 am [Join Here](#)

Regions: East Central, Edmonton Evergreen, North West, Yellowhead

- March 26, 2024 11 - 12 pm [Join Here](#)
- April 3, 2024 11 - 12 pm [Join Here](#)



The Impact of the COVID-19 Pandemic on Domestic Abuse
Survivors and the Shelters and Staff that Support Them

The Impact of COVID-19 Pandemic **When Other Doors Were Closed, Ours Were Open**

The Alberta Council of Women's Shelters undertook significant research on the impact of the Covid-19 pandemic on the organizations, their staff, and survivors of domestic violence and abuse.

The recently released report *When Other Doors Were Closed, Ours Were Open* looks at the lasting effects of the pandemic and how they continue to impact our members, survivors and communities. Download this powerful report here: [When Other Doors Were Closed, Ours Were Open](#).

Accessing Mental Health Supports **Share your feedback!**

The dramatic effects of increased social isolation and lack of services during the last few years have severely impacted the mental health of Albertans with

disabilities. The [Office of the Advocate for Persons with Disabilities](#) invite Albertans with disabilities, their supports and stakeholders to share their experiences accessing mental health services in Alberta by either:



👉 Registering to attend a virtual session (multiple dates and times in April and May 2024): <https://www.eventbrite.ca/e/818579311757/>

OR

👉 Responding to this online survey open until May 15, 2024:
<https://extranet.gov.ab.ca/opinio6//s?s=62514>

For further information or questions, please email: advocate.disability@gov.ab.ca
(use subject line mental health priority) or call 1-800-272-8841.

What Members Are Up To Sharing Program Stories and Successes



Wainwright & District FCSS understanding community needs

A great support for the community in the areas they need it - and what a great way to track trends in community needs.

Swan Hills FCSS focuses on Employment Priority

A very practical offering of valuable services to help keep Albertans employed.

(And a donut too!)

WHITECOURT EMPLOYMENT SERVICES & SWAN HILLS FAMILY AND COMMUNITY SUPPORT SERVICES EMPLOYMENT SUPPORT MEETING

TUESDAY, MARCH 19, 2024

SWAN HILLS FCSS: 5536 MAIN STREET

1:30 - 3:00PM



STOP BY FOR A DONUT!

- RESUME FEEDBACK
- JOB SEARCH ASSISTANCE
- COVER LETTER CREATION
- CAREER COUNSELLING
- INTERVIEW PREPARATION
- LABOUR LAW INFORMATION



We love highlighting program stories, successes and projects

we love highlighting program stories, successes and projects.

If there is something you would like us to share,
please email communications@fcssaa.org.

New Outcome Model Project

Update on work underway



We are working with Three Hive Consulting and Tammy Horne to design and build a new shared measurement system based on our FCSS Accountability Framework. The goal is to make reporting easy but meaningful. As the work progresses, we're gearing up to release surveys to FCSS Directors and staff. Your participation is important to this work, as your insights will help shape the implementation of the new measurement system. Please keep an eye out for those surveys next month and thank you in advance for your time!

We will aim to provide regular updates in the FCSSAA newsletter through the coming months, so stay tuned!

Please note that this work does not impact your current reporting. The new reporting system will be implemented in 2026 with the first reports using the new system due in 2027.

Meeting Together

Meetings around the province

Spring Regional Meetings

Spring Regional Meetings are fast approaching.

- **Yellowhead** April 12 (Marlboro)
- **Calgary-Bow River** April 15 (Calgary)
- **West Central** May 9 (Penhold)
- **Northeast** May 10 (Lac Ste.

Board Meeting Dates

In 2024 the FCSSAA Board will meet on:

- March 22
- May 24
- July 5
- September 13
- October 4
- November 13 (at the

Anne County)

- **Northwest** May 15-16
(Wabasca)
- **East Central** May 28 (Killam)
- **South** June 5 (tentative
Lethbridge)
- **Edmonton Evergreen** June 7
(Spruce Grove)

conference)

Please connect with your Regional Representative on the board if there is something you would like to bring forward to the FCSSAA.

Current FCSSAA board members can be found on our [website](#).

We look forward to seeing everyone in the spring 🤗

Co-branding FCSS and Municipality

Not able to adopt the new FCSS brand?

We know some municipalities have strict colour and branding guidelines that do not allow FCSS programs or FCSS funded programs/services to

adopt the FCSS brand. If this applies to you, would you consider co-branding anything that is FCSS funded with the generic FCSS logo?



This logo can be a power visual indicator of the far reaching impact of FCSS funds to government and stakeholders. As we all work for awareness of the excellent work done by FCSS dollars, please [download the FCSS generic logo suite here](#).

If you need any help with the logos, or if your program is ready for a new, customized FCSS logo with your program name, please contact communications@fcssaa.org.

[Click for full details on the free logo support offer](#)

Here are also some examples of items we can help design, [including folders, banners, signatures and document suites](#).

Request Customized Program Logo

A survey was conducted by the FCSSAA in February/March 2024. The survey was sent out to FCSS programs and 77 responses were received. The survey data was reviewed by the FCSSAA Board on March 22, 2024 and the following summary from the data was created.

Of the 77 respondents, 65 indicated that they are aware of an FRN in their area. When asked if the FCSS program is part of an FRN, 5 indicated they are a Hub, 14 are a Spoke, 10 are both a Hub and a Spoke and 34 are neither a Hub nor Spoke (14 did not respond).

Report on Family Resource Network (FRN) and FCSS Programs: Addressing Community Needs and Enhancing Collaboration

Introduction

The Family Resource Network (FRN) and Family and Community Support Services (FCSS) programs play crucial roles in addressing the diverse needs of families and communities across various regions. This report aims to examine the key themes and challenges identified by stakeholders involved in FRN and FCSS programs, as well as propose recommendations for improving service delivery and collaboration.

1. Funding Constraints and Mandates

- Many respondents' express concerns about the limitations imposed by funding mandates, particularly in terms of eligibility criteria for programs. There is frustration with rigid funding requirements by Children and Family Services that may not align with community needs (e.g., preference for universal programs over targeted ones).
- There is a consensus on the need for increased funding to address program limitations and better meet the diverse needs of communities.
- Some express dissatisfaction with the transition from previous programs to the FRN model, citing challenges in adapting to new mandates and limitations.

2. Collaboration and Partnerships

Despite mixed experiences, positive partnerships and effective networking between FRN, FCSS, and other service providers are recognized.

- Challenges such as turnover in staff and communication gaps hinder collaboration efforts, emphasizing the need for consistent engagement and communication channels.
- Suggestions for improvement include enhancing collaboration between FRN hubs and spokes, promoting better coordination among service providers, and leveraging existing resources for mutual benefit.

3. Service Delivery and Accessibility

- Accessibility to FRN services varies across communities, with concerns raised about limited programming in certain areas, transportation barriers, and lack of awareness among residents.
- Suggestions for improvement include increasing the frequency and variety of programs, particularly in rural and remote areas, as well as enhancing outreach efforts to underserved communities.
- Respondents emphasize the importance of addressing geographic constraints and raising awareness among residents to improve service accessibility.

4. Program Effectiveness and Impact

- Positive feedback is provided on the effectiveness of FRN programs, especially in areas such as family support, parenting education, and early intervention.
- Suggestions for improvement include streamlining reporting processes, increasing staff consistency, and enhancing program evaluation to ensure better outcomes.
- There is a recognition of the importance of FRN services in filling gaps and addressing community needs, particularly for vulnerable families and children.

5. Operational Challenges

- Operational challenges include staff turnover, difficulties in reporting, geographic constraints, and the need for better alignment between funding frameworks.
- Suggestions for addressing these challenges include providing more resources for training and support, improving communication between stakeholders, and advocating for policy changes to better support service delivery.
- Addressing these challenges is crucial for enhancing the effectiveness and sustainability of FRN and FCSS programs in meeting the evolving needs of communities.

Conclusion

The feedback underscores the importance of addressing funding constraints, fostering collaboration, improving service accessibility, maximizing program effectiveness, and overcoming operational challenges within FRNs. By implementing strategies to address these areas, stakeholders can work together to enhance the impact of FRN programs and better support families and communities, ultimately contributing to positive social outcomes and improved well-being for all.

From: Jim Fedyk <jfedyk@flagstaff.ab.ca>
Subject: RE: questions
Date: March 14, 2024 at 2:54 PM
To: director <director@flagstaffcs.ca>

JF

This is great. Thanks very much.

Jim

From: Director FFCS <director@flagstaffcs.ca>
Sent: Thursday, March 14, 2024 2:37 PM
To: Jim Fedyk <jfedyk@flagstaff.ab.ca>
Subject: Re: questions

Jim, FFCS (FCSS Provincially) is a multi-municipal agreement with the Province paying 80% and the Municipalities paying 20%, Flagstaff County is our unit authority for the 9 multi-municipal agreement. a multi-municipal agreement that has been in place since 1976. FFCS is the second largest multi-municipal FCSS program in the Province.

1. How many interagency meetings were held? We had 10 interagency meetings with an average of 11 front line workers at each meeting
2. Do you know how many hours of counselling were provided and/or how many individuals were counselled? There were 131 sessions assisting 87 clients
3. How many referrals were made and to what organizations? In 2023 we had 2618 calls for referrals or questions about what is offered in our community and they took up 33,526 minutes. We refer to all agencies local, provincial and federal. We keep a running referral form and cannot share that because it does have client names on it. In 2022 we had 2467 referral calls and it took 28,290 minutes.
4. Any other noteworthy outcomes that we are able to provide? Numbers would be great. We have not yet completed our provincial report for 2023, Brooke and I do that in April and we fill in the outcomes in that report. You should be able to access the 2022 report with Shelly and Cheryl's help to see how things are tabulated.

Jim, we keep our updated tallies in our bi-monthly Board reports that are shared at each FFCS meeting to our board members.

If you need anything else, just drop me a line or give me a call. I know people like to see numbers in annual reports, so I can find more numbers for more programs if you want.

Lynne Jenkinson
Executive Director
Flagstaff Family and Community Services
Flagstaff Community Foundation
Flagstaff's Informed Response Sharing Team Society (FIRST)
Flagstaff Food Bank
780-385-3976

On Mar 14, 2024, at 12:17 PM, Jim Fedyk <jfedyk@flagstaff.ab.ca> wrote:

Would next week be possible?

Jim

From: Director FFCS <director@flagstafffcs.ca>
Sent: Thursday, March 14, 2024 11:40 AM
To: Jim Fedyk <jfedyk@flagstaff.ab.ca>
Subject: Re: questions

How much time do I have to get it together?
Lynne Jenkinson
Executive Director
Flagstaff Family and Community Services
Flagstaff Community Foundation
Flagstaff's Informed Response Sharing Team Society (FIRST)
Flagstaff Food Bank
780-385-3976

On Mar 14, 2024, at 11:27 AM, Jim Fedyk
<jfedyk@flagstaff.ab.ca> wrote:

Hi Lynne,

• • • • •

I am working on an annual report for Council that includes programs outside our organization that we help fund. I was wondering if you kept any annual stats.... I'm looking for 2023... in regard to any of the following:

1. How many interagency meetings were held?
2. Do you know how many hours of counselling were provided and/or how many individuals were counselled?
3. How many referrals were made and to what organizations?
4. Any other noteworthy outcomes that we are able to provide? Numbers would be great.

Thanks for any help you can provide.

Jim Fedyk, CLGM

Assistant Chief Administrative Officer

<image002.jpg>

12435 Twp Rd 442

Box 358 | Sedgewick, AB | T0B 4C0

P: (780) 384-4104 | C: (780) 390-0304

jfedyk@flagstaff.ab.ca



February 15, 2024

Flagstaff's Informed Response Sharing Team (FIRST)
Box 450
Killam, AB T0B 2L0

Dear Lynne Jenkinson:

Re: Community Development Assistance Grant:

Flagstaff County is pleased to announce that your organization has been successful in its application to the Community Development Assistance Grant Program. County Council has approved an allocation of \$25,000 in 2024, \$25,000 in 2025, and \$25,000 in 2026 to your project.

The 2024 allocation will be mailed to this address shortly. Please be aware that a reporting form will be mailed out to you later in the year and must be completed and submitted to Flagstaff County prior to November 1st to ensure that future funding to your organization is continued. We hope that this funding can help make a difference with the project you are implementing, and we thank you for your contributions towards this endeavor.

If you have any questions, please advise.

Sincerely,

Jim Fedyk, CLGM
Assistant Chief Administrative Officer

/mn

FLAGSTAFF COUNTY PO Box 358, Sedgewick, Alberta T0B 4C0

Phone: 780-384-4100

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Flagstaff Community Foundation
Board Meeting Agenda
Wednesday April 10th, 2024
Zoom and In-person Meeting 6:30 pm

FFCS Board Room

Call to order

Additions to Agenda

Approval of Agenda

Approval of Minutes from February 14th, 2024

Financials: Welcome Justin Tanner of Gitzel and Company with the 2023
financial report
Financial statements for January and February 2024
Disbursements for February and March 2024

Information:

1.) Building improvement/storm damage update

New Business:

1.) CRA Authorization motion

2.) Date of next meeting: Wednesday June 12th, 2024

FLAGSTAFF COMMUNITY FOUNDATION

BOARD MINUTES: February 14th, 2024

PRESENT: Dianne Roth, Town of Daysland
Mel Thompson, Flagstaff County
Ian MacEachern, Town of Sedgewick
Elaine Fossen, Village of Forestburg
Shawn Sieben, Village of Loughheed
Brenda McDermott, Town of Killam
Beverly Rohe, Village of Heisler
Christine Ruzicka Drager, Town of Hardisty

FFCS STAFF: Lynne Jenkinson, Executive Director
Sue Freadrich, Recording Secretary

REGRETS: Denise Nychporuk, Village of Alliance
Brooke Grove, Finance Manager

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Elaine Fossen called the meeting to order at 6:37 pm.

Approval of Agenda

02-01-2024

Brenda McDermott made a motion to approve the February 14th, 2024 agenda
Carried

Approval of Minutes

02-02-2024

Ian MacEachern made a motion to approve the minutes from December 13th, 2023
Carried

Financials

Lynne Jenkinson presented the Financials for December 2023 and the Disbursements for December 2023 and January 2024

02-03-2024

Christie Ruzicka Drager made a motion to accept the Financials for December 2023 and the Disbursements for December 2023 and January 2024
Carried

Correspondence:

1. None at this time

New Business

1. Date of next meeting: April 10, 2024

Elaine Fossen adjourned the meeting at 6:41 pm.

Elaine Fossen Chairperson

**FLAGSTAFF COMMUNITY FOUNDATION
SURPLUS/DEFICIT
MONTH ENDING January, 2024**

	BUDGET MONTHLY	ACTUAL MONTHLY	TOTAL	SPENT DIFFERENCE
REVENUES				
Rental Income	3,402.00	6,616.34	6,616.34	3,214.34
		-	-	-
GST Charged on Sales		-	-	-
Interest Income		-	-	-
Miscellaneous Revenue	1,545.00	-	-	(1,545.00)
TOTAL REVENUES	4,947.00	6,616.34	6,616.34	1,669.34
Staff Expenditures				
Wages	125.00	-	-	125.00
Benefits		-	-	-
Travel & Subsistence		-	-	-
Board Per Diem		-	-	-
Board Travel		-	-	-
Subtotal		-	-	125.00
Foundation Expenses				
GST Paid On Purchases	83.00		-	83.00
Insurance	375.00	4,888.43	4,888.43	(4,513.43)
Professional fees	183.00	-	-	183.00
Miscellaneous		-	-	-
Taxes	467.00	-	-	467.00
Grants	1,917.00	15,000.00	15,000.00	(13,083.00)
Maintenance - Janitor	780.00	780.00	780.00	-
Bank charges & interest	17.00	-	-	17.00
Building repairs / Supplies	1,000.00	384.27	384.27	615.73
Subtotal		21,052.70	21,052.70	(16,230.70)
TOTAL EXPENSES	4,947.00	21,052.70	21,052.70	(16,230.70)
SURPLUS (DEFICIT)	-	\$ (14,436.36)	\$ (14,436.36)	\$ 17,900.04

FLAGSTAFF COMMUNITY FOUNDATION
SURPLUS/DEFICIT
YEAR TO DATE January, 2024

	TOTAL BUDGET	BUDGET YEAR TO DATE	TOTAL YEAR TO DATE	TOTAL	SPENT DIFFERENCE	% BUDGET USED
REVENUES						
Rental Income	40,824.00	3,402.00	6,616.34	6,616.34	3,214.34	16%
		-	-	-	-	
GST Charged on Sales		-	-	-	-	
Interest Income		-	-	-	-	
Miscellaneous Revenues	18,536.00	1,545.00	-	-	(1,545.00)	
TOTAL REVENUES	59,360.00	4,947.00	6,616.34	6,616.34	1,669.34	11%
Staff Expenditures						
Wages	1,500.00	125.00	-	-	125.00	0%
Benefits		-	-	-	-	
Travel & Subsistence		-	-	-	-	
Board Per Diem		-	-	-	-	
Board Travel		-	-	-	-	
Subtotal	1,500.00	125.00	-	-	125.00	
Foundation Expenses						
GST Paid On Purchases	1,000.00	83.00	-	-	83.00	0%
Insurance	4,500.00	375.00	4,888.43	4,888.43	(4,513.43)	109%
Professional Fees	2,200.00	183.00	-	-	183.00	0%
Miscellaneous		-	-	-	-	
Taxes	5,600.00	467.00	-	-	467.00	0%
Grants	23,000.00	1,917.00	15,000.00	15,000.00	(13,083.00)	65%
Maintenance - Janitor	9,360.00	780.00	780.00	780.00	-	8%
Bank Charges and Interest	200.00	17.00	-	-	17.00	0%
Building repairs /Supplies	12,000.00	1,000.00	384.27	384.27	615.73	3%
Subtotal	57,860.00	4,822.00	21,052.70	21,052.70	(16,230.70)	36%
TOTAL EXPENSES	59,360.00	4,822.00	21,052.70	21,052.70	(16,105.70)	35%
SURPLUS (DEFICIT)	-	125.00	\$ (14,436.36)	\$ (14,436.36)	\$ (14,436.36)	

**FLAGSTAFF COMMUNITY FOUNDATION
SURPLUS/DEFICIT
MONTH ENDING February, 2024**

	BUDGET MONTHLY	ACTUAL MONTHLY	TOTAL	SPENT DIFFERENCE
REVENUES				
Rental Income	3,402.00	3,663.52	3,663.52	261.52
		-	-	-
GST Charged on Sales		-	-	-
Interest Income		-	-	-
Miscellaneous Revenue	1,545.00	-	-	(1,545.00)
TOTAL REVENUES	4,947.00	3,663.52	3,663.52	(1,283.48)
Staff Expenditures				
Wages	125.00	-	-	125.00
Benefits		-	-	-
Travel & Subsistence		-	-	-
Board Per Diem		-	-	-
Board Travel		-	-	-
Subtotal		-	-	125.00
Foundation Expenses				
GST Paid On Purchases	83.00		-	83.00
Insurance	375.00	-	-	375.00
Professional fees	183.00	-	-	183.00
Miscellaneous		-	-	-
Taxes	467.00	-	-	467.00
Grants	1,917.00	-	-	1,917.00
Maintenance - Janitor	780.00	780.00	780.00	-
Bank charges & interest	17.00	-	-	17.00
Building repairs / Supplies	1,000.00	245.89	245.89	754.11
Subtotal		1,025.89	1,025.89	3,796.11
TOTAL EXPENSES	4,947.00	1,025.89	1,025.89	3,796.11
SURPLUS (DEFICIT)	-	\$ 2,637.63	\$ 2,637.63	\$ (5,079.59)

**FLAGSTAFF COMMUNITY FOUNDATION
SURPLUS/DEFICIT
YEAR TO DATE February, 2024**

	TOTAL BUDGET	BUDGET YEAR TO DATE	TOTAL YEAR TO DATE	TOTAL	SPENT DIFFERENCE	% BUDGET USED
REVENUES						
Rental Income	40,824.00	6,804.00	10,279.86	10,279.86	3,475.86	25%
		-	-	-	-	
GST Charged on Sales		-	-	-	-	
Interest Income		-	-	-	-	
Miscellaneous Revenues	18,536.00	3,090.00	-	-	(3,090.00)	
TOTAL REVENUES	59,360.00	9,894.00	10,279.86	10,279.86	385.86	17%
Staff Expenditures						
Wages	1,500.00	250.00	-	-	250.00	0%
Benefits		-	-	-	-	
Travel & Subsistence		-	-	-	-	
Board Per Diem		-	-	-	-	
Board Travel		-	-	-	-	
Subtotal	1,500.00	250.00	-	-	250.00	
Foundation Expenses						
GST Paid On Purchases	1,000.00	166.00	-	-	166.00	0%
Insurance	4,500.00	750.00	4,888.43	4,888.43	(4,138.43)	109%
Professional Fees	2,200.00	366.00	-	-	366.00	0%
Miscellaneous		-	-	-	-	
Taxes	5,600.00	934.00	-	-	934.00	0%
Grants	23,000.00	3,834.00	15,000.00	15,000.00	(11,166.00)	65%
Maintenance - Janitor	9,360.00	1,560.00	1,560.00	1,560.00	-	17%
Bank Charges and Interest	200.00	34.00	-	-	34.00	0%
Building repairs /Supplies	12,000.00	2,000.00	630.16	630.16	1,369.84	5%
Subtotal	57,860.00	9,644.00	22,078.59	22,078.59	(12,434.59)	38%
TOTAL EXPENSES	59,360.00	9,644.00	22,078.59	22,078.59	(12,184.59)	37%
SURPLUS (DEFICIT)	-	250.00	\$ (11,798.73)	\$ (11,798.73)	\$ (11,798.73)	

Flagstaff Community Foundation February and March 2024 Disbursements

February	Killam Plumbing & Heating	876	72.16
	The Soap Stop	877	186.03
	Grove, Brooke	878	120.00
	Matier, Kristin	879	660.00
March	Sedgewick Minor Ball	880	170.00
	AEDARSA	881	270.90
	Grove, Brooke	882	120.00
	Matier, Kristin	883	660.00
	Kuysters, Marilyn	884	109.19
	Receiver General for Canada	885	17.44
	The Soap Stop	886	184.28