Barons-Eureka-Warner Family & Community Support Services (FCSS)
Minutes of Board Meeting – Wednesday, October 1, 2025
Coaldale Hub (2107-13th Street)
In-person and Online

Attendance

In-person
Degenstein, Dave – Town of Milk River, Board Chair
Chapman, Bill – Town of Coaldale, Vice-Chair
Doell, Daniel – Village of Barons
Deleeuw, Shelley – Town of Vauxhall
Heggie, Jack – County of Warner
Hickey, Lorne – Lethbridge County
Kirby, Martin – Village of Warner
Nilsson, Larry – Village of Stirling
Feist, Teresa - Town of Picture Butte
Staff:

- DeBow, Petra – Manager (Designate for Zakk Morrison, Executive Director)
- Florence-Greene, Evelyn – Finance and Human Resources Coordinator

Online
Jensen, Melissa – Town of Nobleford
Payne, Megan – Village of Coutts

Absent
Foster, Missy – Village of Barnwell
Harris, Merrill – M.D. of Taber
Caldwell, Heather – Town of Coalhurst
Bekkering, Garth – Town of Taber
Jensen, Kelly – Town of Raymond

Call to Order

D. Degenstein called the meeting to order at 4:02 p.m.

1. **Approval of Agenda**
J. Heggie moved the Board to approve the agenda as presented.
Carried

2. **Delegation**
a) Report to Municipalities – Community Services
Becky Fitton, Community Services Supervisor presented the Draft Report to Municipalities – Community Services 2025.

The Board discussed the information provided.

The Board thanked Becky Fitton for her presentation.

DD. ZM

L. Hickey moved the Board to approve the Report to Municipalities – Community Services 2025 as presented, and request administration to distribute the report to our Municipalities.
Carried

Becky Fitton left the meeting at 4:18 p.m.

3. Minutes

a) September 3, 2025
M. Kirby moved the minutes of September 3, 2025, FCSS Board meeting be approved as presented.
Carried

4. Business Arising from Minutes

a) Community Needs Assessment - Preliminary Results
The Prentice Institute provided a one-page Community Needs Assessment - Preliminary Results summary for distribution.

b) FCSSAA South Region Resolutions Update
Zakk Morrison attended the South Region Director's meeting on Wednesday September 10th and reported no proposed resolutions from the south region at that time.

5. Correspondence

a) Correspondence Received
The following correspondence was presented for information:
- 2025-08-25 - FCSSAA August 2025 News.
- 2025-09-11 – BEW FCSS Board Invitation to Participate in a Scenario Planning Workshop.

L. Nilsson moved the Board to receive the correspondence as presented for information.
Carried

6. Reports

a) Executive Director
P. DeBow reviewed the Executive Director's report.
The following was highlighted:
Upcoming Meetings
- 2025-10-06 – LC Regional Emergency Management Agency.
- 2025-10-09 – FCSSAA Directors Network Fall Meeting.
- 2025-10-10 – FCSSAA Board meeting.

Municipal Update
- Seniors' Expo on October 2nd, 2025.

T. Feist moved the Board to approve the Executive Director's Report as presented.
Carried

b) Financial Report
P. DeBow reviewed the Financial Report.

The Board discussed the Financial Report.

M. Kirby moved the Board to approve the August 2025 Financial Report including:

- Financial Statement for August 31, 2025:
- Monthly accounts for August 1 to 31, 2025:
  ATB Mastercard Statement from August 14, 2025, to September 11, 2025.

7. **New Business**

a) Family and Community Support Services Association of Alberta (FCSSAA) Annual Conference – November 26th – 28th, 2025

- Board Member Registration
- Honourable Hunter Invitation letter
- Honourable Schow Invitation letter

The Board discussed attendance at the conference is done on a rotating basis with four Board members budgeted to attend the FCSSAA Conference yearly.

L. Hickey moved the Board to direct Z. Morrison to pre-register four Board members for the conference. The Board members to attend the conference will be decided at the November Board meeting.

The Board discussed sending the BEW FCSS and FCSSAA invitation to Honourable Hunter and Honourable Schow to attend the "Breakfast with Your MLA" during the FCSSAA Conference.

B. Chapman moved the Board direct Z. Morrison to send the letter to Honourable Hunter and Honourable Schow inviting them to the "Breakfast with Your MLA" on Thursday November 27, 2025, during the FCSSAA Conference.
Carried

b) 2025-2026 FCSSAA Membership Invoice
The Board discussed the 2025-2026 FCSSAA Membership Invoice.

B. Chapman moved the Board to approve payment of the annual FCSSAA Membership Invoice #2067 for September 1, 2025, to August 31, 2026.
Carried

c) Policy Updates
P. DeBow discussed the modifications to the Occupation Health and Safety Policies.

S. Deleeuw moved the Board to receive the updated Occupation Health and Safety Policies for information.

8. Closed Session

a) Memo – Human Resources
M. Kirby moved the Board move in-camera, based on the Governance Policies - Board Meeting in Absence of the Public, at 4:34 p.m.
Carried

J. Heggie moved the Board back to regular session at 4:48 p.m.
Carried

J. Heggie moved the Board approve the allocation of one (1) floater day for all employees whose regular work schedule exceeds a 0.5 Full-Time Equivalent (FTE). This floater day is to be taken on either Monday, November 10, 2025, or Wednesday, November 12, 2025, at the discretion of the employee, the approval of the supervisor and subject to operational requirements.
Carried

9. Round Table

The Board shared municipal updates.

10. Date of Next Meeting

The date of the next regular Board meeting will be November 5, 2025, at the Coaldale HUB (2107 – 13th St.) in person starting at 4:00pm.

11. Adjournment

L. Nilsson moved the meeting to adjourn at 4:56 p.m.
Carried

Chairperson	Executive Director
05 NOV 25.	Nov 5/2025
Date	Date