

EFAN Supports and Services Team Minutes
February 21st, 2013
Bosco Homes

1. **Attendance:** Brittani Patten, Lisa Rogozinsky, Denise Plesuk, Laurel Fitsimonds, Kathy McKinnon, Jean Anderson, Lisa Watters, Miranda Zetsen, Colleen Hook, Paul Pringle, Lori Reitter, Kelsey Bradburn, Fayanne Perry
2. **Call to Order, Roll Call**
3. **Approval of last meetings minutes** – Kathy Approves, Kelsey Seconds.
4. **Extra Funding \$24, 590.60**
 - a. We need to decide whether we want to split this equally across the agencies (which would work out to .9% increase) or do we want to look at giving a lump sum to one program we fund.
 - b. This money has to go to direct client costs.
 - c. Lisa can tweak the expression of interest.
 - d. This will need to be only open to already funded programs and their numbers will need to go up.
 - e. We will then have two people who have no benefit from the money to mark the EOIs to decide who receives money.
 - f. EOI will be ready for Monday
 - g. Do not do your schedule b yet if you will be applying for the funds if you aren't please get those completed and in.
5. **Updated mailing addresses & contact information**
 - a. We need the mailing address and the contact person that the cheque is supposed to go to as we are putting the task back on Bissell to mail out cheques.
 - b. Please email this to Brittani or Lisa by March 1st.
6. **Renewal Letters**
 - a. This is to justify that things have been met
 - b. Due March 15th
 - c. You don't need to put an amount in put an amount as outlined by the Network.
7. **Paul – Dealing with Waitlists**
 - a. Due to high waitlist numbers Bissell is suggesting that the EFAN funded position would be working with the waitlist & looking at needs to provide group activities or resources for common themes that are arising from the groups.

- b. This would ensure contact is maintained and provide group activities for the group.
 - c. Paul would like to change the deliverables on his service level agreement for April 1, 2013.
 - d. Paul needs to come up with key activities, figure out how it will be reported on the data tool, will it be full time or part time and what are the expected outcomes?
- 8. Logic Model Review/Discussion on program specific deliverables & outcomes**
- a. Lisa made up a starting document
 - b. This will go to EFAN and it will gradually change and become more inclusive.
 - c. Outcomes are activities that are relating to the goals
 - d. Improved access to FASD Supports and Services
 - i. Reporting on #& time on waitlist
 - ii. We would need a baseline
 - e. There is a particular model and process how Lisa came up with the logic model and it will be worked into the EFAN meetings to help with the future strategic planning.
 - f. If you could please take the time to look over the logic model and get a response to Lisa by next Friday that would be great.
- 9. Attendance**
- a. Looking at percentages of meeting attendance required.
 - b. Asked people last meeting to come up with barriers
 - c. It is important that the people who come to the leadership team meetings are aware of funding, budgets, etc.
 - d. If we change requirements then we will lose participation at each level
 - e. The intent of being at this meeting is accountability to your funding.
 - f. It is important that if people are unable to come to the meetings that they should be able to send in notes to ensure they are contributing to the meetings.
 - g. It is important to see how the services will be laid out and have input
 - h. The bigger problem than not attending is not contributing to the group, not being engaged with the group.
 - i. If there is a major barrier to you attending meetings please let Lisa know.

10. Year End Report

- a. **Data tool due April 7th**
- b. **Unaudited due April 30th**
- c. **Audited due May 30th**
- d. **Short narrative due April 15th** with one (some) success, challenges & how you have mitigated some of these challenges. Please note that Lisa does not edit these.

11. Funded Program Updates

- a. **Bosco Homes** – Linda is now getting going with the manager position. Bosco took on more clients a lot of people who were going through the assessments are now clients.
- b. **Bissell** – Caseloads are full, presentations are picking up. Excited about March 11, group is doing a brain gym activity. Will have games to stimulate the frontal lobe.
- c. **Kids Kottage** – nothing new, program winding down for the end of June.
- d. **MNA** – did the learning series session yesterday.
- e. **Leduc** – busy, now dealing with parents with children with FASD.
- f. **CFCS** - contract season, very busy.
- g. **CSS** – McDaniel is getting funding to work with waitlists and younger kids
- h. **McDaniel** – lost a staff in sol gen program but there is a staff coming back from sick leave so they are just moving the people around so there won't be much of a delay. Waitlist is under control.
- i. **First Steps** – no waitlist. Excited to begin 12 Step program in March. Starting a lifestyles course in April, just looking for space to hold it.
- j. **Coaching Families** – busy, 14 on the waitlist. Most families on the list are from the fall. 1 mentor off on sick leave. Now with centralized intake cfcs.intake@css-ccs.ca 780-975-4896
- k. **Step by step** – 1-2 on wait list, working on getting a parent support group. Now with centralized intake cfcs.intake@css-ccs.ca 780-975-4896