

Kneehill Regional Family and Community Support Services  
March 11, 2025 Meeting Minutes

A Regular Meeting of the Kneehill Regional Family and Community Support Services (FCSS) board was held at the Kneehill Regional FCSS Office in Three Hills, Alberta on March 11, 2025, commencing at 7:06 p.m.

**PRESENT:**

Kenneth King	Kneehill County Councilor Representative and Chairperson
Jaime Martel	Town of Trochu Councilor Representative and Vice Chairperson
Jason Bates	Village of Acme Councilor Representative
Trina Anderson	Village of Carbon Councilor Representative
Marilyn Sept	Town of Three Hills Councilor Representative
Shelley Jackson Berry	Kneehill Regional FCSS Director
Angie Stewart	Recording Secretary

**ABSENT**

Heather Sweetman	Village of Linden Councilor Representative
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**Board Package (attached and forming part of the minutes)**

**BOARD PACKAGE** The following documentation was distributed to the Board:

- Agenda
- January 14, 2025 Regular Meeting Minutes
- Kneehill Community Support Coach 2024 Annual Report
- KRFCSS Job Descriptions
- KRFCSS Director Work Tasks and Responsibilities
- KRFCSS Staff Pay Grids (Draft)
- Kneehill Regional FCSS Director's Report
- Kneehill Family and Marriage Counselling 2024 Annual Report
- KRFCSS 2025 Year to date Financials
- FWW 2025 Year to date Financials
- KRFCSS 2024 Year End Financials
- FWW 2024 Year End Financials
- Kneehill Grant Writer Program Budget

**CALL TO ORDER** Mr. King called the meeting to order at 7:06 p.m.

**AGENDA**  
06/25

**1.0 Adoption of Agenda**

*Mrs. Martel moved approval of the agenda as presented.*

**CARRIED**

**MINUTES**  
07/25

**2.0 Approval of Minutes**

*Mrs. Anderson moved approval of the January 14, 2025 regular meeting minutes.*

**CARRIED**

**DELEGATION**

**3.0 Delegation**

**3.1 Kneehill Community Support Coach**

FCSS Kneehill Community Support Coach Michaela Clark presented the 2024 Annual Report.

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**BUSINESS  
ARISING**

**4.0 Business Pending from Minutes**

4.1 Kneehill Regional FCSS Staff Job Descriptions

4.2 Kneehill Regional FCSS Staff Pay Grids (Draft)

Items moved for discussion under FCSS Director Recruitment.

**DIRECTOR'S  
REPORT**

**5.1 Director's Report**  
**FCSS**

- Written report attached.

**FAMILY WELLNESS PROGRAM**

- Written report attached.

**SENIORS OUTREACH**

- Written report attached.

08/25

*Mr. Bates moved to receive the Director's report.*

**CARRIED**

**FIN REPORTS**

**6.0 Financial Reports**

The Board reviewed the financial reports.

09/25

*Mrs. Sept moved to approve the 2024 year-end financial reports.*

**CARRIED**

10/25

*Mrs. Martel moved to approve the 2025 year-to-date financial reports.*

**CARRIED**

**NEW BUSINESS**

**7.0 New Business**

**7.1 Kneehill Regional Grant Writer Program**

11/25

*Mrs. Anderson moved that KRFCSS take over the administration and operation of the Kneehill Grant Writer Program and accept Budget Option B \$35,640.00 from the Director's recommendations.*

**CARRIED**

**7.2 FCSS Director Recruitment**

**CLOSED SESSION**

**8.0 Closed Session**

**8.1 FCSS Director Recruitment**

12/25

*Mrs. Anderson moved the meeting closed at 8:21 p.m.*

**CARRIED**

Mrs. Jackson Berry and Ms. Stewart left the meeting at 8:21 pm.

13/25

*Mrs. Martel moved the meeting open at 9:05 p.m.*

**CARRIED**

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**NEXT MEETING**

**9.0 Next Meeting**

A special meeting was scheduled for Thursday, April 10, 2025 at the Kneehill Regional FCSS office in Three Hills, Alberta, commencing at 7:00 p.m.

The next regular meeting is scheduled for Tuesday, May 13, 2025 at the Kneehill Regional FCSS office in Three Hills, Alberta, commencing at 7:00 p.m.

**ADJOURNMENT**

**10.0 Adjournment**

The meeting was adjourned at 9:06 p.m.

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Kenneth King, Chairperson

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Angie Stewart, Recording Secretary