



METIS CHILD AND FAMILY SERVICES AUTHORITY

ANNUAL REPORT

2007 – 2008

**Metis Child and
Family Services
Authority**

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**MESSAGE FROM THE METIS CHILD AND FAMILY SERVICES AUTHORITY
BOARD CHAIRPERSON**

On behalf of the Metis Child and Family Services Authority Board of Directors I am very pleased to present the Metis Child and Family Services Authority 2007/2008 Annual Report. This report highlights the work of the Authority over the past year, and reflects our movement forward in supporting the further development of our Metis specific child and family services system.

The Authority would like to thank President Chartrand and the MMF Board for their continued support and guidance as we work towards achieving the Metis vision for a Metis specific child and family services system. We recognize that our achievements to date have been the positive result of the hard work of many. The staff of the Authority and Agency and our partnership with our Metis government, key stakeholders and community have been of key importance. We look forward to further reinforcing these important relationships as we move forward.

We would also like to take this opportunity to thank the late Bernice Potoski for her dedication and unwavering commitment to furthering our goal of supporting Metis families and communities in caring for our children. We also welcome our newest member Mitch Bourbonniere, who joined our Board during the past year.

In the coming year, our goal will continue to be to develop a system that reflects Metis culture, values and standards that meet the needs of children, families and communities. We will continue to be active participants in the AJI-CWI common process as we address the remaining work of this Initiative. We will also continue in our efforts to negotiate additional operational funding for the Authority and Agency, to meet not only our current needs but to also support our continued growth in the future. As we move into the coming year, we look forward to sustaining and strengthening our relationships with key stakeholders, both within our Metis communities and beyond, to support us in our efforts to promote the health and well-being of our children and families.



Our Vision...

Our vision is of healthy, vibrant Metis communities built with the strength of our families through love, respect, honour, strength and heritage.

Our Mission...

Metis families and communities have the right and responsibility to care for children. Our mission is to ensure children and families are served with dignity, respect, and understanding throughout the delivery of Metis community-based family services and support programs, so that we may serve to strengthen the Metis child, family, and community.

Guiding Principles...

- ∞ Metis families and communities are the cornerstone of the Metis Nation and the service delivery system must reflect this vision.
- ∞ Responsibility for decision-making regarding Metis children and families lies with the family, extended family and community whenever possible.
- ∞ The organizational structure promotes and supports community governance at all levels.
- ∞ The service delivery system will encompass both formal and informal elements.
- ∞ The service delivery system must be operated in an efficient and effective manner.
- ∞ The service delivery system will be outcome-based and will reflect the core guiding principles of MCFCS.

BACKGROUND

In August 2000, as part of the Aboriginal Justice Inquiry – Child Welfare Initiative (AJI-CWI), the Manitoba Metis Federation (MMF), in partnership with the Assembly of Manitoba Chiefs (AMC), Manitoba Keewatinowi Okimakanak (MKO) and the Province of Manitoba began working on a plan to restructure the child and family service system in Manitoba. This historic partnership has resulted in the development of a new Metis Child and Family Service Authority as well as the first Metis-specific child and family services agency. This new approach formally recognizes the rights and responsibilities of Metis people to oversee child and family services for their children, families and communities.

The Federation took the lead role in the development of a Metis Child and Family Services (MCFS) Authority and the Metis Agency, reflecting the values and principles of the Metis people in the design of the Metis Child and Family Service Model. With the formal establishment of the MCFS Authority, the role of the Federation becomes primarily executive policy oversight, ensuring political accountability of the MCFS Authority directly to the Metis people. In establishing the Metis Child and Family Services Authority and Agency the Manitoba Metis Federation solidifies its role as defender of the rights of the Metis people and as a champion of Metis children and families.

GOVERNANCE STRUCTURE

The new Metis Child and Family Services system incorporates four levels of governance: the Manitoba Metis Federation, the Metis Child and Family Services Authority Board, the Metis Child, Family and Community Services Agency Board and Regional Advisory Committees.

Manitoba Metis Federation

The Manitoba Metis Federation is the governing body formally recognized as the voice of the Metis people in the Province of Manitoba. The President and Board of Directors are elected and mandated to represent the interests of the people, families and communities that make up the Metis Nation within Manitoba. As part of this mandate, the Manitoba Metis Federation has been instrumental in the establishment of the MCFS Authority. In its ongoing relationship with the Authority, the Federation will be responsible for the appointment and maintenance of the Authority's Board of Directors. As the conduit for accountability to the Metis public, the Federation will require the Authority to report on its activities at least annually. Accordingly, the Authority Board will be expected to represent the local interests of the people and communities in the delivery of child and family services.

Metis Child and Family Services Authority Board

The Authority Board is appointed, renewed and replaced by the Board of Directors of the Manitoba Metis Federation. The Authority Board has established an Authority as a corporate entity and provides strategic direction for Authority operations. The Authority Board hired a Chief Executive Officer who attends all Authority Board meetings and who is responsible for the day-to-day administration of Authority operations. The Authority Board representatives are as follows:

Rita Cullen: Chairperson
Judy Mayer: MMF Ex-officio Member
Mitch Bourbonniere: Secretary-Treasurer
Chantell Barker: Member
Leonard Vandale: Elder Advisory Committee

Steve Racine: Vice-Chairperson
Kim Stephen: MMF Ex-officio Member
Evelyn Nepinak: Member
Don Samatte: Member

In addition to the above listed members, we would like to recognize and thank those individuals who dedicated their time and effort to the establishment and ongoing development of the Metis child and family services system in their role as past Authority board members. These individuals include Giselle Funk, Sonia Prevost-Derbecker, Sandy Gagnon, Ted Chartrand, Andrew Carrier, and the late Bernice Potoski.

Metis Child, Family and Community Services Agency Board

The permanent Agency Board will consist of no less than 7 members who will be appointed by their respective Regional Advisory Committee. The Agency Board makes recommendations to the Agency in the areas of administration and service on behalf of their communities. The Agency Board hired an Executive Director of the Agency who attends all Agency Board meetings and is responsible for the day-to-day administration of Agency operations. The Agency Board will assist the Executive Director in the development of budgets, programs and services under which the Agency shall operate. During this time of Agency growth and development, the Agency Board meets every two months to provide strategic direction, guidance and support to the Executive Director. Current members are as follows:

Val Bird: Chair (Southwest)
Mona Buors: Vice Chair (Interlake)
Lisa Chartrand: Secretary/Treasurer (The Pas)
Marcella Vezina: Member (Southeast)
Karen Delaronde: Member (Winnipeg)

Harold Delaronde: Member (Northwest)
Yvonne Mercredi: Member (Thompson)
Steve Racine: Authority Ex-officio Member
Evelyn Nepinak: Authority Ex-officio Member

Regional Advisory Committees

Regional Advisory Committees, which represent community governance, have been formally established Province wide to provide community guidance and recommendations related to service delivery for their respective Regions. Regional Advisory Committees are comprised of appointed community members and supported by Regional Agency staff.

Each Regional Advisory Committee elects from themselves one member who is appointed to represent them on the Agency Board.

MEET THE MCFS AUTHORITY BOARD OF DIRECTORS...



Board Members from left to right: Judy Mayer, Kim Stephen, Evelyn Nepinak, Don Samatte, Rita Cullen, Chantell Barker. Missing: Steve Racine, Mitch Bourbonniere, Leonard Vandale.

**Rita Cullen
Chairperson**

I am a Metis woman who has lived in Brandon for quite a number of years. I have been married to my husband Tom for 52 years. We are blessed with 5 children and these children in turn blessed us with 9 grandchildren and 2 great grandchildren.

Over the years I have been very involved with many volunteer organizations within our community. I was Chairperson for the Brandon Friendship Center for 5 years and on the Board of Directors for 14 years. I was also on the Board of Directors for the Manitoba Metis Federation for 12 years. I was employed with the Brandon School Division and retired after 34 years.

I was appointed Chairperson for the Metis Child and Family Services Authority in September of 2006. While this has been a learning curve for me, I find this appointment very rewarding as well as challenging. I enjoy working with our MCFS Board of Directors and can only hope that we are making a difference in the lives of our most treasured possessions, our children.

**Steve Racine
Vice-Chairperson**

Hello my name is Steve Racine. I come from Turtle Mountain, Manitoba. I am a husband, Father and Grandfather. My wife and I have 4 biological children and have been foster parents for over 30 years. This has blessed us with 3 beautiful daughters of 27 years and 1 girl and 2 boys for 14 years which in return have given us 23 grandchildren.

I have been part of the Metis Child and Family Services since its beginnings. We have come through some rough times, and will probably face others. But I believe that with a wonderful board of directors, and great staff we will survive and continue to be one of the better MCFS.

Our children are our future and we will do our utmost to protect, love and educate them.

Mitch Bourbonniere
Secretary/Treasurer

I am currently working as a Social Worker for the Louis Riel School Division. In addition to the above I also work as a Resource Consultant for the following: Urban Circle Training Center, Rossbrook House and the Youth Corrections Spotlight Gang Prevention Program. And I also teach at the University of Manitoba for the Faculty of Social Work and Aboriginal Focus Program.

In addition to sitting on the Metis Child and Family Services Authority Board, I also run programs for “at risk” youth and families in Winnipeg’s inner city and also travel to the First Nations Communities to do workshops and training for individual, family and community wellness.

Judy Mayer
MMF Ex-Officio Member
Minister of Child and Family

I have been married to my husband Marvin for the last 32 years; we have two children together, as well as one stepchild. In addition we have been blessed with 9 grandchildren.

Aside from sitting on the Metis Child and Family Services Authority Board, I also sit as Co-Chair on Manitoba Metis Federation Tri-Partite Self Government Negotiations Department. In addition to those two boards I also sit on the Board of Governors for the University College of the North. This is my 3rd term as Vice-President at Manitoba Metis Federation – The Pas Region. For the last six years I have also held the position as the Minister of Metis Child and Family.

I have been involved in many organizations over the years which in return has given me some very extensive board training, that has benefited the Authority Board. I believe together we can make our Authority and Agency work for our children, families and communities. It will take some time, as Child Welfare has been in existence for over 60 years if not more, and we the Metis Child and Family Services are only 5 years old. Together we will make a difference and time will show.

Kim Stephen
MMF Ex-Officio Member
Co-Chair – MCFS Portfolio

I am a Metis woman, active as a community member in Snow Lake, MB for 25 years. I have enjoyed many experiences throughout my family’s time here, and have been involved in the small business community for the last eight years.

Over the years I have held various volunteer positions including Chairperson of the Norman Winter Games, Executive Member of the Snow Lake Canada Day Committee, founding Board Member of the Snow Lake Annual Winter Who-ot Committee, and at present have enjoyed over 20 years as a member of The Snow Lake Order of the Royal Purple.

I have been involved with the Manitoba Metis Federation for the past 25 years, involved in the re-starting of the Snow Lake Local MMF, and since have participated in many capacities for the organization. As Chairperson for the Snow Lake MMF, I assisted in the hosting of the MMF Gala Night, organized the utilization of grant monies for Youth Incentives, and assisted in many other ventures.

I have been a Member of the Board of Directors and was appointed Co-Chair of the MCFS Portfolio in 2006. With my strong beliefs in children, family and community being integral to the Metis future, I find my involvement both challenging and rewarding.

Evelyn Nepinak
Board Member

Hello! My name is Evelyn Nepinak, a Metis woman residing in Dauphin, Manitoba. I was raised in the small community of Reedy Creek along Lake Manitoba. My husband Henry and I have two wonderful daughters Natasha and Ashlyn and a new bundle of joy on the way!

I am the Chairperson of the Dauphin Amisk Local. I also sit on the Metis Child, Family and Community Services Agency Board where I was appointed an Ex-Officio in August of 2007.

I have been very involved with the Northwest Metis Council over the past 6 years. I enjoy volunteering at events hosted by the Northwest and look forward to attending the Regional meeting every year.

Currently I am the Director with the Dauphin Ukrainian Nursery School and Smith Jackson Kids Club daycare. I enjoy spending quality time with the children I care for and talking to them about my Metis culture! While I am away from the daycare, I spend my days attending the Brandon University Northern Teacher Education Program where I am working towards my Bachelor of Education.

I was appointed to the Authority Board in September 2006. I enjoy sitting on this Board and look forward to attending the meetings quarterly and contributing to the difference we are making in the lives of our future leaders, our children.

Chantell Barker
Board Member

I am a Metis woman from Mafeking, Manitoba but I currently reside in The Pas, Manitoba. I am the daughter of Karen and Faron Barker. For the past five years, I have been in a common law relationship with Ricky Mayer.

I graduated from the Restorative Justice and Conflict Resolution Program in 2006, which resulted in employment with the Department of Justice as a Probation Officer/Culturally Appropriate Program Specialist.

Including the Metis Child and Family Authority Board, I sit on a few boards in the community such as The Pas Friendship Centre Board and the Metis Local Management Board. I have been a Board Member with the Metis Child and Family Services Authority for approximately one year where I have learned the importance and the process of the protection of children. Although I sit on several boards, I enjoy being part of a Board that represents the safety of children.

Don Samatte
Board Member

My name is Don Samatte. I am a Metis person who lives in Cranberry Portage with my wife, Dolores. We have been married for 37 years and have twin daughters. I retired from the Manitoba Department of Justice in January 2006 after 27 years as a Correctional Officer.

Over the years I did a lot of volunteer work in my community. I became a member of Manitoba Metis Federation in 1969. I was a member of the local Lion's Club until it was forced to relocate due to declining membership. I served two terms as Club President during my involvement with the Lion's Club. I am currently the Vice-Chair of our MMF Local.

I was appointed to the Metis Child and Family Services Authority Board in July 2007. It has been a learning experience for me, which I enjoy. I believe in the Mandate of the Metis Child and Family Services Authority and hope I can be an effective Board member and can make a difference to the betterment of our children.

Leonard Vandale
Elder Advisory Committee

Hello my name is Leonard Vandale. My wife and I live in St. Labre, Manitoba. Here we have raised five wonderful children. Currently our sixth grandchild spends a lot of time with us in St. Labre.

I am involved with many volunteer organizations within the community. I am the Secretary/Treasurer for the St. Labre Hall Committee, Chairperson for the St. Labre Metis Local, as well as Chairperson for the Tri-Local Metis Heritage and Cultural Committee. I was appointed Elder Advisory for the Metis Child and Family Services Authority Board in 2006.

I am a Welder/Millwright by trade but due to an injury at work I am currently on disability right now. I own and operate a small business in Woodridge, Manitoba called The Wagon Wheel Campground.

With much anticipation and with my Metis upbringing and knowledge, I can only hope that this will help in making a difference for the work that we are doing.



METIS CHILD AND FAMILY SERVICES AUTHORITY

ORGANIZATIONAL STRUCTURE

The Metis Authority is an incorporated entity with an independent Board of Directors, responsible to administer and manage service delivery for Metis and Inuit people in Manitoba. Through the Child and Family Service Authorities Act, the Authority has the power to grant mandates to affiliated service providers and receives funding from the government to carry out such tasks. In order to fulfill its mandate, the Authority manages the provision of services to Metis children and families by developing policy, setting priorities and assessing needs of Metis communities in consultation with the Metis Child, Family and Community Services Agency. In addition, by monitoring the provision of child and family services, the Authority ensures that children and families have reasonable access to quality services and that legislation, policies and standards are followed.

ROLES AND RESPONSIBILITIES

The Metis Child and Family Services Authority has a number of broad responsibilities including, but not limited to:

- ∞ Exercising the authority to delegate the mandate to provide Metis child and family services to service delivery agencies;
- ∞ Developing policy in consultation with affiliated MCFS agency staff;
- ∞ Assessing needs, setting priorities, planning, allocating funding and other resources;
- ∞ Ensuring that children and families have reasonable access to quality services;
- ∞ Ensuring that culturally appropriate standards for services, practices and procedures are developed;
- ∞ Ensuring that the agencies it has mandated under Part I of *The Child and Family Services Act* provide services and follow the practices and procedures in accordance with established standards, practices and procedures;
- ∞ Monitoring and assessing the provision of child and family services;
- ∞ Hearing and deciding appeals respecting the licensing of foster homes;
- ∞ Working with other Authorities, community partners, private bodies, and government to coordinate services for children and families; and
- ∞ Promoting collaboration and cooperation amongst Metis communities, service affiliates, and other Authorities;
- ∞ Complying with any written directions given by the Minister of Family Services and Housing, and with any requirements specified in the regulations.

In order to achieve its mandate the Authority board has structured its staff as follows:

MCFS Authority Team	
Name	Position
Lisa Champagne	Chief Executive Officer
Brian Hodge	Chief Financial Officer
Angie Balan	Senior Manager
Margaret Bartlett	Program Consultant
Leilani Buschau	FASD Specialist
Dianna Cadotte	Administrative Assistant – Alternative Care
Kathy Cote	Program Consultant – Alternative Care
Desiree Gillespie	Program Consultant (Leave of Absence)
Christy Holnbeck (term secondment)	Changes for Children Representative
Robin Jackson	Education & Training Coordinator
Yvonne Kiedyk	Policy Analyst
Barb Magnowski (term secondment)	Foster Care Recruitment & Retention Team
Cindy Monkman	Administrative Assistant – Policy Unit
Jaida Nash	Finance Officer
Robbyn Rempel	Human Resources Officer
Maria Santos	Program Consultant
Karen Smith (term secondment)	Hotel Usage Reduction Team
<i>New staff (April 2008 – present)</i>	
Cara Lytwyn	Administrative Assistant
Cindy McKee	Policy Analyst
Mark MacKay-Chiddenton	Program Consultant – Alternative Care

2007 – 2008 AUTHORITY ACTIVITIES

The Authority Board has identified 5 broad areas of focus for the Authority. These are as follows

1. Service
2. Governance
3. Administration
4. Education and Training
5. Relationships and Reporting

Each of these areas have been incorporated into a detailed work plan, which further delineates the 5 broad areas of focus into more specific objectives and related tasks, and outlines work that will be undertaken in addition to the regular functions that are carried out as a matter of daily practice. The work plan is reviewed on a quarterly basis and updated annually. The complete April 2007 – March 2009 work plan, along with a report of the status of each objective, has been attached as Appendix A.

SERVICE

All of the Authority functions are now clearly defined and developed and the Authority team has spent the year focusing on the day-to-day work of the Authority and the special initiatives that have been undertaken. Day to day activities include, but are not limited to, responding to inquiries and service issues, tracking agency statistics, ongoing quality assurance, participation on various committees and agency consultation.

Throughout the year, the Authority team has maintained a focus on serving as a resource for the Agency in various capacities. Priority has continued to be placed on refining the MCFS service model, which guides work at both the Authority and Agency level. As part of this work, the Authority, at the request of the Agency, has continued to play a significant role in the joint development of culturally specific program descriptions, policies and procedures for Agency operations.

The Metis Child and Family Services Agency is responsible for intake services in the Parkland area of the Province on behalf of all four Authorities. In this role, the Authority actively monitors operations of the Designated Intake (DIA) function to ensure services are being delivered in an effective manner. Together with the Agency, the Authority is responsible for submission of annual operating plan that has been approved by all Authorities involved.

Authority Intake Overview April 2007 – March 2008

As part of its daily activities the Authority team responds to inquiries from the Metis Child, Family and Community Services Agency, the Manitoba Metis Federation, the Child Protection Branch and the public. Every contact with the Authority is recorded and logged in an Authority intake database. The types of inquiries are analyzed to identify trends and patterns so that we might better meet the needs of the communities we serve. In the last year the Authority recorded 298 intakes. The breakdown of these intakes is as follows:

Intakes Received

Category	Sub-Group	Total # - Closed	Total # - Open	Total Number
Information Request – External		144	2	146
Information Request - Internal		16	1	17
Service Provision Complaints				
	Service plan/case plan	44	2	46
	Non-response by Agency	4		4
	Administrative Complaints	2		2
	Staff Conduct	4		4
	Total Service Provision Complaints	54	2	56
Request for Change in Authority of Service (AoS)				
	General Authority to Metis	6		6
	Metis to General Authority	4		4
	Southern Authority to Metis	1		1
	Total Requests for Change in AoS	11	0	11
Other				
	Child Protection Referrals	12		12
	FIPPA Requests	8		8
	Service Provision-Other Agency	6		6
	Authority Determination Protocol (ADP) Consents	6		6
	Request for CFS Services	7		7
	Foster Parent Appeal Notifications	2		2
	Other	12	15	27
	Total Other	53	15	68
Grand Total		278	20	298

Cases Open to MCFCS by Case Category:

<i>MCFCS CASELOAD NUMBERS</i>	
Child In Care (CIC)	654
Child In Care Supervision (CIC SUP)	9
Total Child in Care Files	663
Expectant Parent Services (EPS)	9
Voluntary Family Services (VFS)	85
Protection (PRT)	599
Total Family Files	693
TOTAL CASELOAD	1356

MCFCS Children in Care: As of March 31, 2008

Aboriginal Status – Children in Care

Aboriginal Status	
Metis	512
Inuit	17
Status	74
Non-Status	31
Not Aboriginal	29
Total CIC	663

Legal Status – Children in Care

Legal Status	
VPA	80
Permanent Ward	331
Other	243
Total	654

NOTE:

*Other category includes Temporary Wards, Apprehensions, Voluntary Surrenders of Guardianship and Transitional Planning

*Child in Care Supervision cases are excluded from the above chart as MCFCS provides courtesy service/supervision for the children on behalf of another CFS Agency. The sending CFS Agency maintains legal status regarding the children.

Placement Type – Children in Care

Placement Type	
Foster Home	389
Place of Safety	182
Residential Care – Group Home	42
Independent Living	8
Other	42
Total	663

Notes:

- a. Foster Homes includes Licensed Homes and Child Specific Homes
- b. Residential Care/Group Home includes EPR shelters, Group 2 resources
- c. Other includes: AWOL, correctional facility, health/mental health facility, out of province, own home/relative (non-pay), select adoption probation.

GOVERNANCE

Over the past year the Authority Board has met quarterly to conduct Authority business and to oversee the administration of Authority activities. Comprehensive administrative and financial reports are presented at each meeting of the Board. In addition to this, the Board also reviews and receives updates on the Authority work plan.

As per Authority Bylaw, appointments to the Authority Board are made by the Manitoba Metis Federation for a term of three years. This year the Authority Board was deeply saddened by the loss of the late Bernice Potoski, Elder Advisory Committee. Other notable changes included the addition of one new member, Mitch Bourbonniere, who joined the Authority Board in 2007/08 and currently serves as the Secretary/Treasurer. All new board members must participate in a comprehensive board orientation session upon appointment to the board.

This year, work of the Authority in the area of governance has been focused on ensuring the completion of an evaluation of the Regional Advisory Committees (RAC's) to the Agency. The Metis Family and Community Institute (MFCI) agreed to take a lead role in overseeing the completion of this evaluation. Both the Authority and Agency have been active participants throughout the process. The RAC evaluation is expected to be completed by the fall of 2008.

ADMINISTRATION

Finance

Throughout the past year, the Authority finance systems have been fine tuned to better meet the ongoing needs of the organization and the community we serve. Work in this respect has included further development of Authority financial policies and procedures and fine tuning of the Authority's financial reporting systems. Also, in 2007/08, the Authority Finance team managed the receipt and disbursement of over \$22,000,000 in funding.

The Finance team at the Authority performs all financial duties, including preparing and monitoring the Authority budget, processing all revenue and expenditures, cash flow management, payroll oversight, financial reporting and coordination and oversight of the year end external financial audit process and continues to work closely with the Agency on funding issues.

In preparation to assume responsibility for child maintenance from the Province, the Authority created and filled a Child Maintenance Finance Officer position which will be responsible for working directly with the Agency upon transfer of the function. In order to best meet our needs, the Authority participated in child maintenance training with the province's finance department and has begun work on a MCFS child maintenance funding policy and procedure manual.

Operations

In addition to the above mentioned activities, the Authority has taken an active role in the continued lobbying for additional funding for both the Authority and Agency. Complete analysis of the Authority and Agency funding requirements has been completed and funding requests reflecting financial needs have been submitted. While the funding received was less than the amount requested, the Authority has seen a slight increase in the past year in the amount of funding it receives from the province.

In order to accommodate the continued growth of the Authority and its staff team, we recently relocated to a larger space on the opposite end of the second floor of 150 Henry Avenue. This new space will allow the Authority to expand as our organization continues grow and develop in the future.

Human Resources

This fiscal year has seen the most significant human resources developments in the history of the Authority. We have increased our staffing levels with the addition of two Policy Analysts, two Administrative Assistants, one Fetal Alcohol Spectrum Disorder (FASD) Specialist, two Program Consultants for Alternative Care and one Human Resources Officer (term). Other significant contributions this year include the completion of our human resource policy manual and the development and implementation of various human resources procedures including recruitment and retention, employee engagement and onboarding.

We are committed to providing a supportive work-life environment for all employees, and the MCFS Authority culture recognizes the necessary balance between work and personal responsibilities. Our work-life balance philosophy is grounded in a philosophy of respecting people for who they are as well as for what they do within and for our organization. We strive to employ capable, well-qualified, and industrious employees who will accept the responsibilities of their positions and perform in a manner consistent with the Metis vision and mission for child and family services. In exchange, we seek to establish suitable working conditions based upon equitable and reasonable standards that make MCFS Authority one great place to work.

EDUCATION and TRAINING

The goal of the Authority continues to be to develop a skilled and experienced Metis work force and to ensure that all staff members have the same core values and principles that are consistent with the Metis vision and mission for child and family services. To this end, the Authority has developed human resource policies related practices for things such as hiring, ongoing orientations and professional development that reflect this philosophy.

Establishing a qualified Metis workforce has remained a key focus of the Authority as we move forward. With this in mind, the Authority has hired an Education and Training Coordinator who works collaboratively at the Joint Training Unit with Coordinators from each Authority and the Province. The focus of the Unit and our Coordinator is to train new workers to the system and to provide ongoing professional development opportunities for staff of Agencies and Authorities. It is anticipated that training opportunities will not be limited to frontline agency staff, but that the training plan will also include support staff, foster families, boards, and others involved in providing services to our children and families. A comprehensive training plan for Authority and Agency staff that outlines specific training items is currently in the process of being finalized.

RELATIONSHIPS and REPORTING

Ongoing relationship building with MMF departments, MCFCS Agency, other Agencies and Authorities, and collaterals has continued to be a key priority for both the Authority and Agency over the past year. To this end the Authority has undertaken a number of activities including regularly scheduled meetings with MFCI, bi-weekly meetings with Agency management, and the establishment of a inter-authority networking group for both service and finance staff. A similar networking group is in development by the Authority with MMF service departments that will serve to identify natural partnerships and opportunities for collaboration on initiatives. In addition to these activities, the Agency has been working to build relationships province-wide with regional offices executives and staff.

The Authority reports regularly to both the Metis government and the Province, providing financial and service provision accountability. In addition, the Authority provides ongoing briefings on various subjects to our Leadership so that they are always up to date and informed about issues and advancements related to the child welfare system.

AJI-CWI COMMON PROCESS

Throughout the year the Authority has continued to work in partnership with the other three Authorities and the Child Protection Branch on common process activities. While some focus remains on tasks related to the restructuring of the child welfare system, the majority of these activities center on issues pertaining to overall “system maintenance”. This includes, but is not limited to, participation by various members of the Authority team on a number of committees and working groups such as Standing Committee, All Nations Coordinated Response Unit Joint Management Group (ANCR JMG), Joint Training Unit (JTU), Alternative Care Sub-Committee, Communications Sub-Committee, Implementation Steering Committee (Information Matters), and the Funding Model Working Group.

Standing Committee

Standing Committee, which is responsible for facilitating cooperation and coordination in the provision of services under *the Child and Family Services Act*, meets regularly in order to accomplish the tasks as outlined in the agreed upon work plan. The Standing Committee work plan includes, but is not limited to: system stabilization, development of foundational standards and case management policies, development of templates and protocols for service delivery, advising on required information technology upgrades, development of a new funding model, new legislation, restructuring group two resources, and most recently, the responsibility for the continued implementation of recommendations as contained within the Changes for Children initiatives.

CHANGES FOR CHILDREN

The *Changes for Children Implementation Team (IT)* was an interim committee comprised of the members from Standing Committee as well as two Co-chairs appointed by the Province who were tasked with the initial implementation of over 200 recommendations resulting from the recent reviews of the child welfare system entitled Strengthen the Commitment and Honouring Their Spirits. The team met weekly to set priorities and guide the work on *Changes for Children*. The work of Implementation Team was supported by a staff team with representation from each of the CFS Authorities and Family Services and Housing.

Based on current progress the responsibility for the implementation of changes has now been transferred to Standing Committee with the support of a newly formed coordination office. The development of the Office of the Standing Committee is one of the responses to recommendations from the external reviews. The Office will further strengthen the governance arrangements of the child and family services system by supporting the work of Standing Committee under the *Changes for Children* initiatives, as well as remaining work on the AJI-CWI and ongoing system management.

Other notable highlights of work conducted to date include: increases to basic foster care rates, development of staff and youth engagement strategies, establishment of the Vision Catcher Fund to enhance supports for youth transitioning out of care, development of a plan for differential response including Authority-specific demonstration project proposals, implementation of identified priority improvements to the current child and family services computer information system to increase child safety, reduce workload and improve ease of use and access to information, and the implementation of the Circle of Care foster parent recruitment campaign and hotel reduction strategy teams as announced in November 2006. A full progress report on the Changes for Children initiatives is available at www.changesforchildren.mb.ca.

On November 23, 2006 the four Authorities and the Province announced a reduction strategy for hotel usage and a foster parent recruitment campaign. This announcement involved the creation of three teams; one team to focus on foster care recruitment and retention and two teams to work with agencies to find suitable placements for children currently housed in hotels and to reduce hotel use in the long term. The Metis Authority hired one staff member for each team. Identified goals for these teams included the development of 300 new bed spaces for children and to reduce the number of children in hotels to zero by July 31, 2007. As of August 2007, 493 new bed spaces for children had been developed through the Circle of Care recruitment campaign (thus exceeding the target of 300) and there were no children in hotels as of August 1, 2007. With regard to the Metis Authority specifically, our team members were able to report the successful development of 91 new foster home bed spaces (41 foster homes) and 22 emergency shelter bed spaces (4 shelters) by March 31, 2008.

Based on feedback from the service delivery system, and given the enormity of the task ahead, priority for the coming months has been placed on recommendations related to the following: Differential Response, Foster Care Strategy, Age of Majority, Connectivity, Information Matters (an extensive review of the current child welfare information management system), Standardization of a special rate process, Intersectoral Items (FASD, Suicide Prevention, Mental Health, Addictions), Standards, and Training. While this work occurs the ongoing development of work plans associated with the remaining recommendations will continue through a design team format much like that of the AJI-CWI. This process will allow for input from the service delivery system into how recommendations will be implemented.

MEET THE AUTHORITY STAFF TEAM....



Lisa Champagne
Chief Executive Officer

It has been a busy year at the Authority, with a significant focus placed on the reduction of hotel usage, the implementation of a foster care recruitment and retention campaign, and the development of a Differential Response plan. The upcoming year promises to be even busier with the focus shifting to implementation of preventative services through Differential Response and further developments in the areas of Alternative Care and Fetal Alcohol Spectrum Disorder (FASD).

Over the past three years the Authority has grown from a staff team of three, to what it is today with 18 positions. In addition to maintaining our original core staffing complement, we have seen the creation of specialized positions in the areas of Alternative Care, FASD and Quality Assurance with a mandate to develop and implement specialized functions of the Authority.

In order to accommodate our growing team the Authority has recently relocated to the 2nd floor of 150 Henry Avenue where we share half of the floor with the Child and Family Services Standing Committee Office, which we host on behalf of the 4 Authorities and the Province of Manitoba.

While the Authority continues to fulfill its responsibilities and requirements with respect to policy development and administration, our primary objective remains the safety and improvement of quality of life for our children. I am very proud to lead a strong team of professionals who work with and support our Agency as they provide services to enhance the lives of our families. With the hard work of our team at the Authority, I am confident that we will continue to work in partnership with the Agency to meet the challenges and opportunities ahead.

SERVICE

Angie Balan ***Senior Manager***

Hi...my name is Angie Balan. I have been working within the field of child welfare for the past 13 years, beginning as a front-line child protection worker and subsequently a permanent ward worker, prior to moving into a supervisory capacity. During my time with Winnipeg Child and Family Services (WCFS), I was afforded the opportunity to supervise a number of different teams, including Family Services, Permanent Wards, and Support Resources.

I first joined the Metis Authority in September 2005 as a secondment from Winnipeg Child and Family Services (WCFS). I was with the Authority for one year before being called back to WCFS for a brief period of time. I was very pleased to be able to return to the Authority in March 2007 and to assume the position of Senior Manager.

As Senior Manager, I provide consultation and support to all Authority Service staff. I also participate in common process activities as requested by the Authority CEO. One of my primary responsibilities is related to Quality Assurance and ensuring Authority and Agency-compliance with legislation, regulations, and provincial standards with regard to the delivery of child welfare services. I enjoy the work I do at the Authority and am very proud to have had the opportunity to be a part of the tremendous growth and change that has occurred over the past several years in the further development of a Metis specific child and family services system.

Margaret Bartlett
Program Consultant

Hi my name is Margaret Bartlett; I am a Metis woman registered with The Pas Local. As the mother of three adult boys whom I am very proud of, I have been blessed with five wonderful grandchildren. I have worked in the field of Child Welfare for about seventeen years now.

In October 2006, I began my journey with the Metis Child and Family Service Authority and I am thrilled to be working for the betterment of the Metis Nation. My position within the Authority is a Program Consultant; my job entails a broad range of functions mostly dealing with a variety of service related work in dealing with children in care. I also work in conjunction with the team members at the Authority and our Agency to ensure families receive the best quality of care. I also attend to various meetings, respond to all incoming requests for information, and assist in the development of tools for research and planning. I fully enjoy my position at the Authority and look forward to future years working for Metis children and their families.

Leilani Buschau
FASD Specialist

Hello, Tawnshi Keyawow, Tansi, Boozhoo. I'm Leilani Buschau and have been with the Metis CFS Authority since March 25, 2008 in the position of Fetal Alcohol Spectrum Disorder (FASD) Specialist. Prior to this honour I served as the Executive Director of the Fetal Alcohol Family Association of Manitoba and as the Director of Operations at the Portage la Prairie Friendship Centre. My formal training is in education. The FASD Specialist position is brand new to the Authority and the first of its kind in Canadian Child Welfare. I'm thrilled to be part of the Metis CFS Authority assisting to build the foundation for future work in the area of FASD, providing direct service to MCFCS, working as part of the FASD Joint Authority Team (FASD JAT) and the Provincial FASD Strategy Implementation Team (FASD SIT) as it relates to the Changes for Children initiative.

In 2008-2009 I have been tasked to:

- Assist with the development of FASD policy, standards and best practice
- Creating programs and services
- Working with the FASD community to enhance communication and collaboration within child welfare
- Networking with the agency and community collaterals
- Developing and delivering culturally appropriate FASD training for caregivers
- Assisting with FASD curriculum development
- Providing case planning consultation to MCFCS staff

As a member of the FASD SIT I am working with Healthy Child Manitoba and my counterparts from the other 3 Authorities to create an Inter-Sectoral Training Strategy, Public Awareness activities targeted to families at risk of becoming involved with child welfare, FASD information packages for MCFCS caregivers and staff, FASD Prevention, Support and Intervention services, 3 new STOP FASD program sites and an FASD research agenda.

Dianna Cadotte
Administrative Assistant – Alternative Care

Hello, my name is Dianna Cadotte and I am the Alternative Care Administrative Assistant here at the Metis Child and Family Services Authority.

I have been employed with the Authority since March 2008. My main functions are to assist the Alternative Care team in day-to-day activities as well as assist other Service Staff on an “as needed” basis.

I have thoroughly enjoyed my time here thus far, and look forward to the years to come.

Kathy Cote
Program Consultant – Alternative Care

Hello everyone! My name is Kathy Cote and I am a Program Consultant with Metis Child and Family Services Authority since April 1, 2008. I was originally seconded from the Agency to the Authority back in February 2007 to March 2008 to take part in a successful initiative to develop long-term sustainable resources for young people as an alternate to hotel usage. The initiative also included a Province wide foster family campaign that successfully increased the number of licensed foster care beds in the Province. I was honored to be part of an initiative that contributed in the development of services for children and families.

I have been working with children, youth and families in various roles since 1991. Prior to my secondment, I was employed at the Agency since May 2, 2005 and worked in the Alternative Care unit as a Foster Home Social Worker. I am excited to be part of the Authority team and look forward to continuing my work as a Program Consultant. Some of my current responsibilities include:

- Hotel Placement –Exceptional Circumstances
- EPR/Shelter Placements – Monitoring
- Placement Resource Development
- Foster Parent Appeals
- Mixed Licence Requests
- Foster Home Recruitment/Retention

Robin Jackson
Education and Training Coordinator

Hello...My name is Robin Jackson, and I am the Education and Training Coordinator (ETC) for the Metis Child and Family Services Authority.

As the Metis Authority ETC, there are several tasks and responsibilities within my scope of work, all of which are in support of developing a qualified Metis workforce, and improving/enhancing the provision of services and care provided to families and children throughout the Province of Manitoba.

In conjunction with these goals, a large component of time is devoted to representing the Metis Authority at the Joint Training Unit (JTU). This is where representatives from all four Authorities and the Child Protection Branch work towards establishing a single window approach to training for all of Child and Family Services in the Province, and meeting the training-related recommendations stemming from the Changes for Children initiative.

There has been much happening with regards to education and training within the Authority, Agency, and collateral organizations over this past year. Some of the highlights of education and training initiatives which were completed, or are currently underway include, but are certainly not limited to:

- Established a cohesive partnership with the University of Manitoba, to offer the Bachelor of Social Work Program utilizing a blended learning model (aimed at increasing accessibility for any individual who is unable to attend the full time day program). Anticipated start date: January 2009
- Suicide prevention training was provided to over 120 staff/care providers and collaterals
- Continued collaboration with the Winnipeg Police Services, who provide training to CFS staff charged with the task of investigating child abuse, and further, have developed a presentation on two common issues facing today's youth: street gangs and drugs.
- Coordinated training on various topics such as Critical Incident Stress Management, and Writing Policy and Procedure Manuals
- Provided assistance to the Child Protection Branch in organizing the first Child Abuse Coordinators Conference
- Assisted in the establishment of the Foster Parent Training Curricula Design Team (tasked with developing a comprehensive training curricula for Foster Parents and alternative care providers)

Over this next year, the Metis Authority will roll out many more training-related opportunities for Authority/Agency staff, care providers, and collaterals – all of which will be coordinated in support of the quality care and services we strive to provide on a daily basis.

Yvonne Kiedyk
Policy Analyst

Hello, I'm Yvonne Kiedyk, Policy Analyst for the Metis Authority. I joined the team in February of this year. The main focus of my position is to support the priorities of the Office of the Child and Family Services Standing Committee. Part of my role in the Office of the Standing Committee is to examine the core child and family services policies, standards, programs, and delivery systems and support the implementation of initiatives to improve the effectiveness of these same systems, programs, standards and policies and ensure that they all reflect the vision, goals and objectives of the Metis Child and Family Services Authority.

From working in community development, and family support, to foster care support and social worker information systems training, I came to the Metis Authority with more than fourteen years experience in working with children, families, and communities in one capacity or another. I look forward to being a part of history-in-the-making where improvement to the child welfare system in Manitoba is being created and developed from the perspective of its people. As a Metis mother and grandmother, I see a world of difference being produced that can only benefit the generations to come.

I cannot say whether things will get better if we change; what I can say is they must change if they are to get better.

Georg C. Lichtenberg

Cindy Monkman
Administrative Assistant – Policy Unit

Hello, my name is Cindy Monkman. I came to the Authority office in July 2007 as an Administrative Assistant. I have just recently accepted a position change within the Authority as the Administrative Assistant for the Staff Team of the Standing Committee. My responsibility is providing administrative support to the Policy Analyst Team, in the participation of the development and implementation of the initiatives and goals of the Child and Family Services Standing Committee.

On a personal note, after 12 years of working in Administration I feel very fortunate to be a part of the Authority team and excited about the opportunity to utilize my experience to make a contribution to the continued growth of the Authority. Being a mother of two boys I am proud to be working in an organization that is committed to caring for children...

Finance

Brian Hodge
Chief Financial Officer

Hello, my name is Brian Hodge and I have been Chief Financial Officer at the Authority since November 2005. I have been working in accounting and finance for twenty years, having attained my Certified General Accountants designation in 1997 and a Bachelor of Accounting Science degree from the Haskayne School of Business in 2003.

In my position, I am responsible for the management of the Finance function at the Authority, which includes (but is not limited to) planning, organizing and coordination of all Finance requirements at the Authority, corporate purchasing, and coordination/oversight of the annual year end audit and budget. My position also oversees the approval and processing of all revenue and expenditures, works in conjunction with the CEO of the Authority in securing revenues and managing the Authority's information technology, participation in funding negotiations and development of a funding model with the Province of Manitoba, oversight of the Authority's Child Maintenance function, and working closely with the Agency on financial issues.

I truly enjoy my time working with the Authority, and look forward to the challenges and successes in the years to come.

Jaida Nash
Finance Officer

Hello, Tawnshi, Tansi, Anine

My name is Jaida Nash; I am a Metis mother who is the Finance Officer for the Metis Child and Family Services Authority. I came to the Authority in October 2006, and since my first day working for the authority, I have seen growth, progress, and success throughout the authority.

My main functions or duties are processing the child maintenance billings, along with prepping the payments to the agency. I work closely with the CFO to enter all accounts payable and account receivable. Once Brian (CFO) verifies that accuracy of this, he then can produce payment. I have been working on developing the child maintenance policy and procedure manual for the agency, which this is an ongoing process in conjunction with the agency as well as the province.

This is an exciting time for the Authority; I look forward to working with everyone to bring about progress, pride and success!

Marsee, Meeqwetch, Thank You,

Human Resources

Robbyn Rempel
Human Resources Officer

Hello, my name is Robbyn Rempel and I am the Human Resources Officer with the MCFS Authority.

As a Metis woman, I truly value this opportunity to play a part in something as important and impactful for the youth and families in our communities. I was initially brought on board for a six-month term position to help develop and establish human resource policies, procedures and methodologies. My time with the Authority has been rewarding both professionally and personally, and I was especially pleased when my term was extended for an additional six months.

During my time here, we have developed and implemented several HR practices and policies, including a comprehensive employee policy manual. I continue to work on recruitment and retention, employee engagement as well as manage the day-to-day HR function. In May 2008 I obtained my Certified Human Resources Practitioner (CHRP) designation and plan to continue with my professional development, ensuring that I remain an asset to the Authority and the Metis community of Manitoba.

New Staff

Cara Lytwyn
Administrative Assistant

Hello, my name is Cara Lytwyn and I came to work at the Metis Child and Family Services Authority in April 2008 as an Administrative Assistant. Before coming to the Authority I studied Journalism at Red River College and worked at the Manitoba Metis Federation in Public Relations. My responsibility is providing administrative support to the Authority Office, and recently I have started to provide specific administrative support to the Finance department as well.

I feel very privileged to be a part of an organization that cares about building a better future for children and families.

Mark MacKay-Chiddenton
Program Consultant – Alternative Care

My name is Mark MacKay-Chiddenton. I have many years of child welfare experience primarily in the development and supervision of children's care resources. Formerly a Program Coordinator with West Region Child and Family Services' Alternate Care Unit, I joined the Metis Child and Family Services Authority in early August of this year to take on responsibilities with the Alternative Care team to work with the Metis Child, Family and Community Services Agency in its efforts to develop suitable placement resources for our children in care. I'm looking forward to what promises to be challenging yet rewarding work.

Cindy McKee
Policy Analyst

Hello, my name is Cindy McKee and I was thrilled when I was offered the position as a Policy Analyst for the Metis CFS Authority. When I joined, June 30, 2008, I was soon advised that I was being seconded to the Office of the Child and Family Services Standing Committee. This was the nuts and bolts as I saw it – an opportunity for me to work on policies and procedures that would be carved in history as this was the first agency managed by the Metis/Aboriginal and Inuit people to provide services for the protection and well-being of all children in Manitoba. A daunting task you say? My answer.....you betcha!!! But I couldn't be happier. My dream is for all children to have a secure loving support network and home and to feel safe and loved and cared for – and now I get to take all my energy and excitement and put it to good use. I come to the Metis CFS having over 15 years of experience in social services with an unbridled passion for helping children/youth.

I'm thrilled to be here and am strongly embracing the opportunities that lay ahead for me to pour all of my love and energy into working towards the safety and well being of all children. I have been appointed to work in the Youth area, and more specifically suicide prevention – one of the key components of suicide prevention is self-esteem and over the last few years I have been doing research on my own in this area as I have a struggling teenage daughter who is experiencing all the bumps and bruises of adolescence. Who can say that their job helps them be a better parent? Not many.

I wish a happy and successful and healthy year for all the children! And you too!!

APPENDIX A

Metis Child and Family Services Authority April 2007 - March 2009 Work Plan

Category 1: Service

Subject	Key Objectives	Related Tasks	STATUS
Agency Quality Assurance	Agency QA framework (Provincial and Authority Standards and Service model) QA measurement tools	-Fine tune QA program description including review schedule & methodology -Agency consultation -Finalization of QA Program Description -Undertake development of tools	Underway
Service Model/Program Policy Development	Agency Program and policy and procedure development Authority program and procedure development Service Model Orientation	-Continued work with Agency policy teams -Complete existing work as agreed in SOW -Link work to Service Model -Maintenance of service model -Input all Authority Procedures into the Service Model format -Development of a comprehensive Orientation to the Service Model including all Authority Functions	Underway
Authority Functions Evaluation (QA)	Authority QA framework (Authority Performance Review)	-Determine how performance will be measured i.e. have outcomes been met? -Review of Authority Policies and Procedures annually -Review work plan (mid year) -Review work plan (Year end)	Underway Ongoing Completed Completed
Authority Case Review	Report as required	-Correction and provision of forms to MCFCS -Attach forms to CFSIS -Analysis and interpretation of data -Completion of final report -Dissemination of final report to agency	Completed
Intake	Tracking of all Authority intakes	-Finalize intake process and procedures -Revise intake form/tracking tool - Evaluate data for trends and service issues	Completed Underway Ongoing

Subject	Key Objectives	Related Tasks	STATUS
Child Death Reporting	Monitoring recommendations (Authority/Agency/CME/OCA)	-Develop a tracking tool to ensure standardized process for monitoring recommendations - Evaluate process and procedures - Monitor progress in implementation of recommendations	Completed Ongoing Ongoing
Foster Parent Appeals	Ensure tracking of stats and completion of required work	-Development of a tracking tool -Development of Appeals process and procedures as per regulations	Completed
Extension of Care and Maintenance	Ensure tracking of stats and completion of required work	-Development of a tracking tool -Development of process and procedures -Input previous approvals into tracking tool - Analysis of data collected to identify trends and issues	Completed Ongoing
Transfer of Guardianship	Ensure tracking of stats and completion of required work	-Revamp Tracking tool (In and Out) -Finalize process and procedures	Completed
VPA's	Ensure tracking of stats and completion of required work	- Finalize tracking tool - Finalize process and procedures including feedback process and ongoing requirements for submissions - Determine administrative requirements	Completed
Permanent and Temporary Orders of Supervision, Voluntary Surrender of Guardianship, Adoption placement agreements	Ensure tracking of stats and completion of required work	-Determine requirement for these items -Consult with other Authorities - Review Act -Develop process and procedures if required including feedback process and ongoing requirements for submissions	Completed
Authority Annual Reviews	Ensure tracking of stats and completion of required work	- Approval of plan for back log - Implement approved plan	Completed for 2006/2007 and 2007/2008 requirements

Subject	Key Objectives	Related Tasks	STATUS
Authority Annual Reviews (continued)		<ul style="list-style-type: none"> - Development of a tracking tool -Development of process and procedures -Develop monthly schedule for reports - Consultation with Agency regarding process and ongoing requirements 	Completed
Notice of Live Birth	Ensure tracking of stats and completion of required work	<ul style="list-style-type: none"> -Finalize process and procedure -Develop tracking tool -Discuss Feedback process with agency - Determine administrative requirements 	Completed
ADP	Ensure tracking of stats and completion of required work	<ul style="list-style-type: none"> -Finalize Process and Procedure -Develop tracking tool 	Completed
Abuse committees	Ensure tracking of stats and completion of required work	<ul style="list-style-type: none"> -Determine membership for each region - Submit list to CPB annually 	Completed Ongoing
Alternative Care	Development of Placement Resources	<ul style="list-style-type: none"> -Determine agency needs for resources & viable locations -Assist in agency launch of resource -Develop continuum of care plan with the agency 	Ongoing
	Hotel Usage - tracking of stats and completion of required work	<ul style="list-style-type: none"> -Monitor Hotel Usage and enter on tracking tool -Collection/reporting of daily stats 	Ongoing
	Emergency Placement Resources	<ul style="list-style-type: none"> -Assisting agency in monitoring use of EPR placements -Assist agency in locating longer term placements 	Ongoing
	Foster Family Recruitment/ Retention	<ul style="list-style-type: none"> -Determine agency needs -Participate in Orientations -Facilitate contracting of home studies -Develop plan for foster home support 	Ongoing
	Development of Placement Desk Position	<ul style="list-style-type: none"> -Determine Authority needs in relation to placement resources -Develop Job Description -Develop sustainable tracking system -Determine relationships with other authorities, agency, etc 	Underway

Subject	Key Objectives	Related Tasks	STATUS
FASD	Authority and Agency Service Requirements Related to FASD	-Consult with Agency to determine needs -Develop a communication protocol -Develop an action plan to meet the program and service needs of the Agency and the Authority	Underway
	FASD - Communication and Networking	-Develop protocol for providing support and consultation to agency staff working on FASD related projects and case planning issues -Represent Authority on internal and external committees and working groups	Underway
	FASD - Training and Professional Development	-Participate in the development and/or delivery of FASD training -Liaise with JTU regarding training and Professional Development needs related to FASD	Underway
Differential Response	Implementation of a Differential Response Model	-Consult with experts -Engage agency in consultations -Secure consultant -Develop plan to secure funding	Completed
		-Support agency in implementation	Underway
		-Monitor implementation	Fall 2008
		- Evaluation of implementation	Fall 2009
Standards	Provincial Standards	-Participation in Provincial standards development/review -Develop Consultation process with Agency -Identify MCFS priorities	Ongoing
	Authority Standards	-Identify MMF and MCFS priorities -Determine Standard development process including consultation with MMF, Agency, approval, implementation and evaluation process	To begin in September 2008

Category 2: Governance

Subject	Items	Tasks	STATUS
Board Training	Governance (Authority)	-Determine type of training -Secure Facilitator -Plan training session logistics	Completed
	Finance	-Annual Finance Refresher	July 2008
RAC	Establishment of Community level governance	-RAC Evaluation	Underway
Annual Board Meeting Plan	Ongoing governance	-Determine schedule including AGM date	Completed
Strategic Planning	Strategic plan development	-Determine planning process -Determine date/location	Underway
Board Maintenance		-Oath of Confidentiality	Completed
		-Conflict of interest declaration	Underway

Category 3: Finance

Subject	Items	Tasks	STATUS
Service Purchase Agreements	08/09 Agreements between Authority and Agency	-Draft for legal review -Agency Review -Signing document	SPA for 2007/08 completed Term extension agreement in place for 2008/2009
Child Maintenance	Development of Child Maintenance Position	-Maintenance Clerk Job Description (competencies and standards)	Underway
		-Development of child maintenance manual and tracking tool	Underway
		- Assume Responsibility for Child Maintenance	Pending
Accounting System: AccPac	Update Finance Systems	-Implement revised purchase order system	Underway
	Financial Reporting	-Quarterly reporting schedule/process -Month end reporting schedule/process -Design and Implement financial statement reporting	Underway

Subject	Items	Tasks	STATUS
Policy Development	Authority Finance Policies	-Develop policies and procedures for Authority finances	Underway
	Agency Finance Policies	-Oversee/assist in development of policies and procedures for Agency finances	Underway
Agency Support	Finance System Review	-Review Agency finance system with Agency staff and make recommendations	Completed
	Agency Reporting	-Develop Agency reporting process and formatting consultation with the Agency	Underway
Operations	2008/2009 budgets	-Complete draft	Completed
		-Finalize Budget -Submit to Funder	Underway
Audit	2007/2008 Year End Audit	-Motion for Board to approve auditors	Completed
		-Confirm inter-company accounts with agency - Initial - Final	Completed
		-Finalize Authority year end for audit	Completed
		-Audit work by Auditors – MNP Complete audit and issue 2007/08 financial statements -Board review/approval of 2007/08 financial statements -Issue year end reporting to Province	
Payroll	T4s & T4As	- Balance and complete 2007 T4's	Completed
	Transfer Payroll to HR	- Training	Completed
	Review Benefits	-Consult with Great West Life	Completed
Funding Model		-Funding Model Committee Participation	Ongoing
Finance Support	Development of Junior Finance Position	-Determine Authority needs -Development of job description - Post/Hire - Training/orientation	Underway

Category 4: Administration

Subject	Items	Tasks	STATUS
Communications Plan	Communication Strategy	-Update/revise communications plan	Underway
	Website	-Secure funding -Hire web designer	Completed
		-Design website	Underway
Filing System	Central Filing System	-Electronic filing system plan for all areas (service, finance, admin, general) -Development of the system -Rename files -Complete transfer of all files	Underway
IT	Residual Funding for IT	-Develop Plan for the use of this funding -Survey of current equipment and needs for both authority and agency -Track ongoing staffing equipment needs	Completed Ongoing
	Service Agreements	-MMF/MCFS service agreements -MMF/MCFS service agreement maintenance	Underway Ongoing
	Agency Consultation	-Discuss needs of Agency with respect to future needs of CFSIS or another case management system.	Completed
Information Management Standards	Safe storage	-Determine filing requirements for service files and finance files (standard)	Completed
	Sealed files	-Develop plan to handle sealed files	Completed
Language Services	Development of a Plan to accommodate service in Michif, French and other Aboriginal Languages	-Determine Requirements for French Services -Explore MMF Michif Languages Dept -Explore French Language Secretariat -Development of Language services plan	Underway
Resource Library	Creation of Resource Library	-Research library options (software, LRI, etc) -Sort existing resources -Creation of the reference library system	Ongoing
	Shared Drive	-Review, organize, archiving of existing information -Team consultation re: ongoing Use of drive -Implementation of Plan	Underway

Category 5: Education and Training

Subject	Items	Tasks	STATUS
Cultural Workshops	Enhancement of Metis content in cultural training package	-Engage relevant experts in consultations -Assist agency in the further enhancement of Metis content	Underway
Family Centered Practice	Family Centred Focus training for relevant staff	-Investigate common training opportunities with MCFCS -Arrange training opportunity as required	Ongoing
Child Maintenance	Child Maintenance training for Agency Finance staff	- Develop training package	Underway
Financial Training	Basic Accounting Theory	-Determine needs of Agency/ Authority -Work with agency to arrange training opportunity	Underway
Service Model Orientation	Ensure ongoing Service Model training opportunities	-Review and further refine orientation to the Service Model -Arrange training opportunities as required	Underway
Comprehensive Education and Training Plan	Plan for Agency, Authority and Authority Board	-Determine needs -Develop 2008/2009 training plan	Completed
		-Monitor plan -Make changes as required	Ongoing
Professional Development	Ensure ongoing training opportunities	-Develop professional development plan	Completed
		-Implement plan	Ongoing
Qualified Workforce Enhancement Initiatives	BSW Cohorts	-Determine Agency needs and ability to accommodate -Collaborate with U of M and other collaterals (e.g. LRI) in establishing a cohort program	Completed
	Determine other strategies	-Collaboration with HR	Underway
In house IT capacity	Develop basic IT maintenance capacity	-Determine needs - Identify training opportunities - Arrange training	Underway
Board Training	Authority Board Training opportunities	-Determine board training type - Engage trainer	Ongoing – Training scheduled for Fall 2008
Authority Function Orientation	Ensure Authority role and responsibility clear and understood	-Provide orientation to Agency regarding Authority functions	Underway

Category 6: Relationships and Reporting Requirements

Subject	Items	Tasks	STATUS
MMF Department Relationship Building	Internal Working Committee	-Set up meeting schedule with service departments	Underway
	MMF Program Management Meetings	-Identify methods for participation	Ongoing
	MFCI	-Plan regular meetings/briefings with MFCI	Ongoing
Authority/Agency Meetings	Bi-weekly meetings	-Determine schedule for 2008/2009 -Agenda coordination with MCFCS	Completed
Internal Authority Networking Committee	Service Group	-Initiate the participation of other authorities in an ongoing Networking group	Ongoing
	Finance Group	-Initiate the participation of other authorities in an ongoing Networking group	
MMF Reporting	Reporting requirements	-Briefing and reporting	Ongoing
		-Annual Report	Completed
		-Draft Year End Financial Statements	Completed
Provincial Reporting	Reporting requirements	-Audited Financial Statements	Completed
		-Annual Report	Completed
		-Organizational Identifying Information	Completed
		-Annual Operating Budgets	Draft
		-Interim Financial Funding	Underway
		-Draft Year End Financial Statements	Completed
-Audited Financial Statements	Completed		
Provincial Annual Statistical Report	Authorities to submit information based on determine requirements	-Work with Agency to collect information and to determine process -Begin running key CFSIS reports & work with Agency to fill gaps in reporting -Final Submission	Completed
	Ongoing requirements for reporting	-Determine what we think should be reported, how it should be reported to reflect the new governance structure.	
Authority Annual Report		-Staff input -Performance measurements -Final Draft	Completed
Committee Participation	Standing Committee ANCR – JMG (Various Others)	-Attend meetings as required	Ongoing

Category 7: Human Resources

Subject	Items	Tasks	STATUS
Work place Safety & Health		-Work alone policy	Completed
		-Maintain membership on building work place health and safety committee	Ongoing
		-Standing agenda item on team meetings	Ongoing
		-Encourage ongoing meetings	Completed
HR Policies	Review of personnel policy	-ADR policy refinement -Review policies annually	Completed
	Orientation package	-Develop orientation package (include overview of our system) Develop Orientation regarding Authority functions.	Completed
	Board Manual	-Templated forms -Development of board policy manual	Underway
Job descriptions	Revisions and creation of new job descriptions	-Review all existing job descriptions and update -Determine needed job descriptions	Completed
		-Develop new job descriptions	Underway
	Job related standards	-Review and develop job related standards	Underway
	Core Competencies for wage scale steps	-Review and develop core competencies for wage scale steps	Underway
	Org chart update	-Board approval for new Organizational chart and titles	Underway
Wage scales		-Board approval for current scales -Plan developed to put staff on scales at appropriate step while being fiscally responsible.	Completed
		-Creation of Authority scales with corresponding competencies	Underway
Privacy Act	Privacy Officer Designated	-Determine Authority requirements -Develop Plan to address requirements -Training for designate	Ongoing
Evaluations		-Determine staff evaluation schedule -Complete staff evaluations	Ongoing
Criminal and abuse checks		-Ensure up to date and completed -Ongoing maintenance	Ongoing

Category 8: Service Agreements for Province Wide Service Delivery

Subject	Items	Tasks	STATUS
Province wide service delivery system	Ensure province wide service delivery coverage	-Monitor all MCFCS service agreements and ensure up to date. -Determine future needs and gaps.	Ongoing

Category 9: Designated Intake

Subject	Items	Tasks	STATUS
Annual Operational Plans	Submit an annual operating plan for the DIA	-Work with MCFCS to complete annual DIA plan including any new components -Review/agree on plan for the DIA to submit their operational plans annually	Ongoing
Ongoing monitoring of the DIA Service Delivery		-Monitor and support recommendations of Parkland DIA Report -Monitor work completion and service delivery stability -Continue to support MCFCS in addressing regional issues	Ongoing