



District of Timiskaming Social Services Administration Board

Minutes Of The Meeting Held
January 18, 2006
At The Olde Towne Inn, Englehart

PRESENT: Al French, Chair
Norm Menard, Vice Chair
Dan Cote
Bill Enouy
Jo-Ann Thompson
Jim Whipple

Eddie Alton, CAO

REGRETS: Tom Wells
Bob Hobbs

CALL TO ORDER:

The CAO called the meeting to order at 6:30 p.m. Due to the January 12, 2006 meeting being cancelled the January 18, 2006 meeting was being held in its place.

1.0 SELECTION OF CHAIR AND VICE-CHAIR

In accordance with the DSSAB Act, in the first meeting of each year, the Chair and Vice-Chair of the DTSSAB are elected.

MOVED BY: Bill Enouy
SECONDED BY: Jim Whipple

THAT nominee, Al French accepts the position of Chair of the District of Timiskaming Social Services Administration Board for the year 2006.

CARRIED

MOVED BY: Bill Enouy
SECONDED BY: Jim Whipple

THAT nominee, Norm Menard accepts the position of Vice-Chair of the District of Timiskaming Social Services Administration Board for the year 2006.

CARRIED

The Chair and Vice-Chair thanked the committee for their support.

2.0 DISCLOSURE OF PECUNIARY INTEREST

None

3.0 IN CAMERA SESSION

MOVED BY: Jim Whipple
SECONDED BY: Bill Enouy

THAT the Board resolves to move into closed session to discuss Human Resource and Accommodation issues.

CARRIED

MOVED BY: Jim Whipple
SECONDED BY: Bill Enouy

THAT the Board resolves to rise from the in camera session with no report and reconvene with the regular Board meeting.

CARRIED

4.0 ADOPTION OF PREVIOUS MINUTES – DECEMBER 21, 2005

MOVED BY: Jim Whipple
SECONDED BY: Bill Enouy

THAT the minutes of the previous Board meeting held December 21, 2005 be hereby approved.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6.0 ADDITIONS TO AGENDA

None.

7.0 BORROWING BY-LAW 2006-01

A borrowing by-law is approved each year in case the DTSSAB needs to borrow funds throughout the year. To-date the DTSSAB has not needed to borrow any funds.

MOVED BY: Bill Enouy
SECONDED BY: Jim Whipple

THAT the Board approves Borrowing By-Law 2006-01.

CARRIED

8.0 PROCEDURAL BY-LAW 2006-02

The Board reviewed the procedural by-law which outlines the dates, times, location and way the Board meetings are conducted and no changes were recommended at this time.

MOVED BY: Bill Enouy
SECONDED BY: Jim Whipple

THAT the Board approves Procedural By-Law 2006-02.

CARRIED

9.0 2005 AUDIT WORK PLAN AND ENGAGEMENT LETTERS DTSSAB

The Board reviewed the audit work plan and decided that there was no need for a special audit or finance committee to meet with the auditors and that any information that needed to be brought to the Board's attention could be done so at a regular Board meeting.

MOVED BY: Bill Enouy
SECONDED BY: Jim Whipple

THAT the Board approves the 2005 Audit Work Plan for the DTSSAB as submitted by Ross Pope & Company as discussed.

CARRIED

10.0 2005 AUDIT WORK PLAN AND ENGAGEMENT LETTERS SOCIAL HOUSING CORPORATION

The Board reviewed the audit work plan and decided that there was no need for a special audit or finance committee to meet with the auditors and that any information that needed to be brought to the Board's attention could be done so at a regular Board meeting.

MOVED BY: Dan Cote
SECONDED BY: N. D. Menard

THAT the Board approves the 2005 Audit Work Plan for the Social Housing Corporation as submitted by Ross Pope & Company as discussed.

CARRIED

11.0 CIBC LINES OF CREDIT

The CIBC requires that the DTSSAB sign an agreement for a line of credit on each one of the DTSSAB accounts in case of overdraft. The Board discussed this as well as the need to

tender for the DTSSAB's banking services for 2007. The CAO was directed to look into this later in the year.

MOVED BY: N. D. Menard
SECONDED BY: Dan Cote

THAT the Board authorizes the Chair and CAO to sign the CIBC Lines of Credit document.

CARRIED

12.0 2004 DTSSAB MANAGEMENT LETTER FOLLOW-UP

A memo prepared by the Finance Manager was provided to the Board indicating how the items identified in the management letter had been addressed to-date.

13.0 2004 SOCIAL HOUSING MANAGEMENT LETTER FOLLOW-UP

A memo prepared by the Social Housing Manager was provided to the Board indicating how the items identified in the management letter had been addressed to-date. The Finance Manager had reviewed the letter and indicated that some additional follow-up on journal entries was required. It was confirmed that the Finance Manager is working with the Social Housing staff and auditors on the preparation for the 2005 audit.

14.0 BEST START UPDATE

A letter from the Regional Director was shared which indicated that the Best Start Terms of Reference had been approved as well as another letter showing the 2005-06 Best Start Funding Allotment.

At the next Board meeting on January 25, 2006, Monique Legault will be providing the Board with a presentation on the Best Start Program and what has progressed since the last report.

15.0 NEW EMS FUNDING ANNOUNCEMENT

Information was shared showing that the DTSSAB was to receive \$99,084 for diagnostic and medical equipment.

16.0 RFP EMS VEHICLE REPAIRS

The CAO re-wrote the RFP for Vehicle Repairs in order to condense it as well as allow local garages to continue to perform minor repairs. The format used was based on the RFP for purchasing computers awarded previously and will provide the basis for other RFP's and should assist some of the managers in preparing these documents in the future.

MOVED BY: Dan Cote
SECONDED BY: N. D. Menard

THAT the Board approves the RFP for EMS Vehicle Repairs.

CARRIED

17.0 EMS FLEET REPORT

A report was presented which provided some backup to the EMS Fleet Policy regarding the use of the vehicles.

18.0 EMS FLEET USE POLICY

Several questions were asked regarding the policy and if it addresses the concerns of individuals using the fleet for personal business and any liability issues around this type of usage.

MOVED BY: N. D. Menard
SECONDED BY: Dan Cote

THAT the Board approves the EMS Fleet Use Policy.

CARRIED

19.0 AMALGATION LATCHFORD AND SOUTH GILLIES

A copy of the order from MMAH regarding the annexation of the Township of South Gillies Limit to the Township of Latchford was provided. The DTSSAB will have to re-calculate the costs apportionment formula reducing the amount billed to the TWOMO and increasing the amount to Latchford.

20.0 INTERIM BUDGET APPROVAL

Approval from the Board for the CAO to spend up to 50% of the 2005 budget was requested until the 2006 budget is approved.

MOVED BY: Dan Cote
SECONDED BY: Jo-Ann Thompson

THE Board authorizes the CAO to spend up to 50% of the approved 2005 Budget in 2006 until the 2006 Budget is approved.

CARRIED

Approval from the Board for the CAO to invoice the area municipalities the net amounts from the 2005 budget was requested until the 2006 budget is approved and annexation amounts are determined.

MOVED BY: Jo-Ann Thompson
SECONDED BY: Dan Cote

THAT the Board authorizes the CAO to invoice the area municipalities the net amounts from the 2005 approved budget for each of the services listed below until the 2006 Budget is approved:

Program	Gross	Net
Ontario Works	\$ 7,304,356	\$ 1,931,074
ODSP	\$16,250,000	\$ 3,550,000
Land Ambulance	\$ 4,470,165	\$ 2,254,379
Child Care	\$ 1,491,094	\$ 288,091
Social Housing	\$ 4,989,839	\$ 2,106,816
Best Start	\$ 1,305,000	\$ 0
Total	<u>\$35,810,454</u>	<u>\$10,130,360</u>

CARRIED

21.0 HOMELESSNESS FUNDS

Additional 100% funding from the Ministry is available for the Homelessness Program and these funds must be spent by March 31, 2006. Permission was requested to provide these funds to the Canadian Mental Health Association who provides this program throughout the District on the DTSSAB's behalf.

MOVED BY: Jo-Ann Thompson
SECONDED BY: Dan Cote

THAT the Board approves providing additional funding in the amount of \$20,512 to the Canadian Mental Health Association for the provision of the Homelessness Program on behalf of the DTSSAB.

CARRIED

22.0 SOCIAL HOUSING FOLLOW-UP KLNPHC OPERATIONAL REVIEW

A letter from the Social Housing Manager requesting permission to hire a consultant to provide additional support to the items identified in the Operational Review was discussed. It was decided that the CAO would request an update on how specific items identified in the operational review are or have been addressed from both the Social Housing Manager and the KLNPHC Manager and report back to the Board. If any legislative requirements or numerous of the other issues identified were not being addressed, a meeting with the KLNPHC Board and the DTSSAB Chair, Housing Corporation Chair and Social Housing Manager would be arranged in order to resolve the issues.

23.0 OHC CAPITAL DISTRIBUTION MODELS

Various models were presented of which the DTSSAB would receive various amounts per unit for capital allocations. It was recommended that the DTSSAB support Model D which would result in \$1,400 per unit for the DTSSAB. The CAO is to send this response into the Ministry.

24.0 MMAH TWOMO PAYMENTS

A copy of a letter from MMAH showing the TWOMO payment was provided for information.

25.0 DRAFT 2005 NOSDA AGM MINUTES

A copy of the draft minutes were previously distributed and any changes, corrections, etc. should be noted and will be sent to the NOSDA secretary for correction. There were no corrections identified.

26.0 PREVENTATIVE MAINTENANCE ON LAPTOPS

As per the e-mail received from IM/IT, the CAO will collect the laptops after the January 25, 2006 Board meeting so that they can have the maintenance performed.

27.0 ADMIN, OW, CC, EMS CHEQUE REGISTER

Clarification was requested on some accounts and provided.

MOVED BY: Dan Cote
SECONDED BY: Jo-Ann Thompson

THAT the Board receives the Administration, Ontario Works, Child Care and Emergency Medical Services cheques register #794 to # 797 for information.

CARRIED

28.0 SOCIAL HOUSING CHEQUE REGISTER

Some clarification was provided.

MOVED BY: Jo-Ann Thompson
SECONDED BY: Dan Cote

THAT the Board receives the Social Housing cheques register #9760 to # 9869 for information.

CARRIED

29.0 SOCIAL HOUSING REPORTS

The unit availability report and expenditures and revenues reports were provided. It was noted that at the current time it appears as if there is a substantial surplus but once the year end journal entries are made this amount will reduce.

30.0 CORRESPONDENCE

- MCSS November 23, 2005 OMPF Letter
- MCSS December 21, 2005 OMPF Letter
- ONPHA Urgentfacts Latest SHRA Regulation Changes
- ONPHA E-Alert November 18, 2005
- SHSC Performance Indicator System
- OMSSA Quick Connect
- AMO Alert Bill 123
- AMO Alert Audit Report on Land Ambulance

MOVED BY: N. D. Menard
SECONDED BY: Jo-Ann Thompson

THAT the Board accepts the correspondence as presented.

CARRIED

31.0 OTHER BUSINESS

The motion deeming 1/3 of the Board's remuneration was discussed. The CAO was directed to look into this issue further.

MOVED BY: Jo-Ann Thompson
SECONDED BY: N. D. Menard

As in accordance with Section 283 of the Municipal Act, this resolution clarifies that one-third of the remuneration paid to the DTSSAB member's is deemed as expenses incident to the discharge of their duties as members of the DTSSAB.

CARRIED

32.0 NEXT MEETING

MOVED BY: Jo-Ann Thompson
SECONDED BY: N. D. Menard

THAT the regular Board meeting of Wednesday January 18, 2006 is hereby adjourned at 8.11 p.m. to meet again on Wednesday January 25, 2006 unless otherwise changed, or at the call of the Chair.

CARRIED