



District of Timiskaming Social Services Administration Board

Minutes Of The Meeting Held
Thursday March 9, 2006
At The Olde Towne Inn, Englehart

PRESENT: Al French, Chair
Norm Menard, Vice Chair
Dan Cote
Bob Hobbs
Tom Wells
Jim Whipple

Eddie Alton, CAO

REGRETS: Bill Enouy
Jo-Ann Thompson

CALL TO ORDER:

The meeting opened at 6:35 pm.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None

2.0 IN CAMERA SESSION

MOVED BY: Dan Cote
SECONDED BY: Jim Whipple

THAT the Board resolves to move into closed session to discuss human resource and accommodation issues.

CARRIED

MOVED BY: Jim Whipple
SECONDED BY: Dan Cote

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

CARRIED

3.0 ADOPTION OF PREVIOUS MINUTES – JANUARY 25, 2006

MOVED BY: T. Wells
SECONDED BY: Bob Hobbs

THAT the minutes of the previous Board meeting held January 25, 2006 be hereby approved as amended.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

The parking situation on Market Street was discussed; the City is considering making it a no parking zone in front of the entrance to resolve this issue.

Pandemic flu shots follow-up and additional information requested.

Response from Social Housing on the suggestions made by the Board in response to the increase in write offs, staff will inspect properties as soon as notified that individuals moving out.

Cross border billing being worked on in order to send invoices to other DDA's.

5.0 ADDITIONS TO AGENDA

On occasion, a Board member is questioned about the Board's position on specific issues. It was requested that when this occurs that the Board member if possible provide the other Board members with a summary of what was said in order to avoid them being questioned without them knowing what was reported.

6.0 DTSSAB REPRESENTATION REQUEST

The issue of adding an additional Board member to represent Chamberlain, Evanturel, Englehart and Charlton and Dack was discussed. The current Board representation is stipulated in the District Social Services Administration Board Act and as such would require an amendment to the Act to change the current representation.

As these four municipalities are part of an area represented by six municipalities and there is an election this fall, these four would be able to pick the representative to sit on the Board next year. The CAO was requested to write a letter to the four municipalities explaining how the representation on the board is determined.

7.0 BEST START UPDATE

An update was provided on how the DTSSAB is currently proceeding with the Best Start implementation with the recent announcements that have been made in reference to the funding of this program. The main focus will be on supporting the Child Care services throughout the District while at the same time avoiding any long term funding commitments on the DTSSAB if the funding is withdrawn.

The Best Start Director is currently working on an education strategy to have the ECE program provided in the District if possible and if not at a near by educational facility. An update will be provided at the March 22, 2006 Board meeting.

8.0 AMBULANCE SERVICE REVIEW FINAL REPORT

The Board reviewed the report and the recommendations made and were pleased to note that most of the recommendations were being worked upon.

9.0 KIRKLAND & DISTRICT HOSPITAL LETTER – PATIENT TRANSFER TO TIMMINS

A letter was received from the Kirkland & District Hospital regarding the transfer of a patient and the DTSSAB's reply. The Board felt that it was very unfortunate that the patient was not transferred back and that this situation occurred due to another DDA having to reduce service after prime hours in order to try and reduce costs.

It was recommended that a copy of the response to be sent to all of the individuals identified in the original letter.

10.0 EMS VEHICLE REPLACEMENT REPORT

A report was presented recommending the purchase of a new vehicle immediately as well as looking at replacing two others later in the year. The need of a 4 wheel drive ambulance was discussed and further information is to be provided when the report is prepared regarding purchasing the other two ambulances. The Board would like to see the EMS Manager solicit input from the paramedics on the advantages and disadvantages of purchasing a 4 wheel drive vehicle.

MOVED BY: Bob Hobbs
SECONDED BY: T. Wells

THAT the Board approves the purchasing of one new ambulance at an estimated cost of \$108,000.

CARRIED

A question was raised as to whether the funds received from the Ministry towards equipment should be used for a new ambulance or medical equipment. The CAO is to ask the EMS Manager to confirm what the top priority of the program would be for utilizing these funds.

11.0 SOCIAL HOUSING NON-PROFIT PROVIDER AIR RECONCILIATION

The Ministry has transfer the responsibility for conducting the AIR reconciliation to the service managers. Training was held in Sudbury but unfortunately the Finance Manager was unable to attend. We have received a proposal from Poitras & Poitras to conduct these reconciliations on our behalf and it would provide us with an opportunity to work along side with them and learn what is involve in this process. Therefore it is recommended that we hire Poitras & Poitras to conduct the AIR along with the Finance Manager in order that the reconciliations can be completed internally in future years.

MOVED BY: Jim Whipple
SECONDED BY: Dan Cote

THAT the Board approves the hiring of Poitras & Poitras to complete the Non-Profit Providers AIR Reconciliations.

CARRIED

12.0 KLNPHC – 2003 & 2004 AIR

The information provided was discussed and the CAO is to get some clarification on the letter and report back at the next board meeting.

13.0 CANADA-ONTARIO AFFORDABLE HOUSING PROGRAM

The Board after reviewing the information and hearing some of the concerns raised at the recent NOSDA meeting, advised the CAO to request an extension. The CAO will notify the Ministry prior to the March 15, 2006 deadline for take-up.

14.0 MMAH SOCIAL HOUSING PROGRAM EVALUATION

Information was shared on what information the MMAH will be reviewing when conducting the program evaluation. The program evaluations will be conducted by KPMG.

15.0 ORDER TO FILE – MINING CLAIM

A request was received regarding a mining claim for the Social Housing properties in Kirkland Lake. The Board discussed the issue and no objection will be filed.

MOVED BY: Dan Cote
SECONDED BY: Jim Whipple

THAT the Board approves the Order to File – Mining Claim request.

CARRIED

16.0 SHSC SERVICE MANAGER INSURANCE

A summary of the SHSC Service Manager insurance was discussed. It was noted that some of the Non-Profits experienced substantial increases and it was explained that the insurance coverage was for a longer period of time than previous billings.

17.0 REPORT ON THE 2005 ONTARIO WORKS SUBSIDY CLAIMS EXAMINATION

A copy of the report was provided for the Board's information and it was clarified that the Ontario Works Manager and Employment Resource Manager were preparing an action plan to address the issues identified.

18.0 OMSSA 2006 MEMBERSHIP

Request to renew the 2006 OMSSA membership was requested as this association provides excellent resources for the DTSSAB to use.

19.0 NOSDA UPDATE

A verbal update was given on the information discussed at the recent NOSDA face-to-face meeting held in Sault Ste. Marie. The annual general meeting is being held in September in Kenora.

20.0 2006 BUDGET UPDATE

A verbal update was given on the 2006 DTSSAB Budget. A special meeting to discuss the budget will be held on March 20, 2006 at 5:00 p.m. in the New Liskeard Office.

21.0 ADMIN, OW, CC, EMS CHEQUE REGISTER

A question was asked regarding the Yardi payment which is for support and licenses for Yardi Voyager/Coordinated Access and Yardi Enterprise 2006.

MOVED BY: Jim Whipple
SECONDED BY: N. D. Menard

THAT the Board receives the Administration, Ontario Works, Child Care and Emergency Medical Services cheque registers #798 to #824 for information.

CARRIED

22.0 SOCIAL HOUSING CHEQUE REGISTER

A few questions were asked regarding the cheque register and clarification will be provided at the next meeting.

MOVED BY: N. D. Menard
SECONDED BY: Jim Whipple

THAT the Board receives the Social Housing Program cheque registers #9870 to #9974 for information.

CARRIED

23.0 SOCIAL HOUSING REPORTS

Clarification was requested as to when the Rent Supplement listed on the unit availability report would be rented and a listing of the various rent supplements currently in place was requested by program.

24.0 NATIONAL CHILD BENEFIT PROGRESS REPORT

A copy of the above 2004 National Child Benefit Progress Report was made available for Board members to review or they can review on line at <http://www.nationalchildbenefit.ca/>.

25.0 CORRESPONDENCE

Copies of the following correspondence was previously distributed and a brief discussion took place on the correspondence and some clarification provided,

- AMO Alert Improvements to OMPF
- AMO Alert OMERS Bill 206
- AMO Alert Pre-Budget Submission
- AMO Alert Changes to ODSP
- AMO Alert Bill 206 Update
- AMO News Release Pension Costs
- AMO News Release CUPE Strike
- SHSC Changes to Performance Indicators
- SHSC e-news February 2006
- SHSC PowerLines February 2006
- OMSSA Quick Connect
- KDSB OW Compliance Review
- Cochrane-Temiskaming Native Housing Board Members
- Memo on Change in Policy Process

MOVED BY: Jim Whipple

SECONDED BY: Dan Cote

THAT the Board accepts the correspondence as presented.

CARRIED

26.0 OTHER BUSINESS

Technology Redeployment Plan

The DTSSAB's Technology Redeployment Plan needed to be revised to specifically identify where the computers were going to be sent after they were refreshed and a chart indicating this was presented to the Board. Each municipality was contacted to see if they could use a refreshed computer and the chart reflects the results.

MOVED BY: T. Wells

SECONDED BY: Bob Hobbs

THAT the Board approves the Updated Technology Redeployment Plan as presented.

CARRIED

The Board members were pleased with the plan as the computers would be utilized by the municipalities.

Employee Education and Development Policy

The Board fully recognizes the importance of supporting staff in trying to complete educational courses and the benefits it brings to both the individual and the DTSSAB. With the costs of the courses increasing, requests have been received from staff requesting that the course tuition be advanced as to reduce financial hardship on the employees. It is felt that this will encourage more employees to take educational courses and revisions to the current policy were made to incorporate this opportunity as well as outline provisions for the recapturing of these funds if a change occurs in the employment relationship or if the individual does not successfully complete the course.

MOVED BY: Bob Hobbs
SECONDED BY: T. Wells

THAT the Board approves the revisions to Policy 1V-6 Employee Education and Development regarding employees request for an advance in order to cover the costs of the registration.

CARRIED

Non-Union Vacation Entitlement Adjustment

Recently when trying to recruit staff the DTSSAB's current vacation entitlement has been substantially lower than other social service agencies and this has created a problem in recruiting. Of the last several recruitments made, adjustments were made to allow for additional vacation entitlements that exceeded the current levels. As this is unfair to existing non-union staff, a request was made to increase the existing non-union vacation entitlement by one week at each level of the current scale for all non-union staff.

MOVED BY: T. Wells
SECONDED BY: Bob Hobbs

THAT the Board approves increasing the Vacation entitlement by one week at each current credited service interval for 2006 for all non-union staff.

CARRIED

Board Honoraria

As the Board Honoraria had not been increased for the last few years, the CAO provided the Board with a recent survey that was completed by NOSDA which outlined the current Board Honoraria that was being paid by other DSSAB's. The DTSSAB had one of the lowest Board Honoraria of the agencies that responded to the survey and this was despite the fact that the DTSSAB holds approximately twice as many meetings as other DSSAB's.

Based on the information provided, a recommendation was made to change the Board Honoraria to the following levels:

MOVED BY: Bob Hobbs
SECONDED BY: T. Wells

THAT the Board approves adjusting the Board Honoraria as of January 1, 2006 to:

Board Chair allowance per month \$200.00

Board members per meeting \$125.00

Board Vice-Chair allowance per month \$100.00

CARRIED

A Board member received a Hot Water Conservation Program kit from Union Gas and was told that these would be made available free of charge for all of the non-profits. The CAO is to send the information to the Social Housing Manager for follow-up.

The Township of Chamberlain notified the CAO that they received a request for an annual donation towards the cat scan and in the letter it stated that the amount requested would be off-set by savings that would be incurred by the DTSSAB. It was confirmed that no discussion had taken place with the cat scan fund raising group and that the DTSSAB was not anticipating an reduction in EMS costs due to the cat scan being in the District. Experience from other service providers indicated that transfers actually increased and the only savings realized was on vehicle expenses.

The CAO received a call from Dalton Potter regarding funding for the Earlton Airport. The CAO explained that the DTSSAB, since it was not an Area Service Board, had no authority to bill costs for TWOMO for the airport. The CAO provided information on individuals at the MOHLTC so that they could follow-up on air ambulance possibly contributing.

The CAO received a phone call from the CMHA about the possibility of Overhousing an individual who was fleeing an abusive situation. The policy allowing for this has not been approved by the Board and therefore the Social Housing staff had directed CMHA to call the Board Chair or CAO. After discussing this with the Chair of the Housing Corporation, it was agreed to allow this individual to move in since we had vacant units and there was no waiting lists for these units and the Overhousing policy is to be brought back to the board.

27.0 NEXT MEETING

MOVED BY: N. D. Menard
SECONDED BY: Jim Whipple

THAT the regular Board meeting of Thursday March 9, 2006 is hereby adjourned at 9:20 p.m. to meet again on March 22, 2006 unless otherwise changed, or at the call of the Chair.

CARRIED