



District of Timiskaming Social Services Administration Board

Minutes Of The Meeting Held
Thursday February 8, 2007
At The Olde Towne Inn, Englehart

PRESENT: Al French, Chair
Norm Menard, Vice Chair
Arla West
Bill Enouy
Dan Cote
Judy Pace
Nina Wallace

Eddie Alton, CAO

REGRETS: Bob Hobbs
Jim Whipple

GUESTS: Burl Regan, Patricia Willard-Inglis, Brian Carre

CALL TO ORDER:

The meeting opened at 5:31 pm.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None

2.0 IN CAMERA SESSION

MOVED BY: Arla West
SECONDED BY: Wm. Enouy

THAT the Board resolves to move into closed session to discuss human resource issue.

CARRIED

MOVED BY: Wm. Enouy
SECONDED BY: Arla West

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 11, 2007

The minutes of the previous meeting were reviewed and approved.

MOVED BY: Arla West

SECONDED BY: B. Enouy

THAT the minutes of the previous Board meeting held January 11, 2007 be hereby approved.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

The successful sites for the pilot of the Hire Up! Initiative are Ottawa, Brantford, Halton, Haldimand-Norfolk and Chatham-Kent.

5.0 ADDITIONS TO AGENDA

None.

6.0 VILLAGE OF THORNLOE RESOLUTION

The resolution received from Thornloe asking the DTSSAB to discontinue the practice of sending out Christmas Cards was discussed. The current cost for this is approximately \$400. Although the Board was sensitive to the concerns raised by Thornloe, it was felt that since these cards were sent to staff, community partners and vendors that the practice should continue.

7.0 SHSC NOMINATION INFORMATION

Information received from SHSC regarding nominations from DSSAB's to represent NOSDA was discussed. The current process is that individuals interested in sitting on the SHSC Board are nominated by their respective DSSAB's and then this is forwarded to NOSDA. At the annual NOSDA meeting, all of the nominations received are reviewed and then voted upon and a recommendation is made from NOSDA to SHSC for their consideration.

8.0 PROCEDURAL BY-LAW 2007-02

The Procedural By-law was presented with the changes previously discussed incorporated. After reviewing the document, it was recommended that number 5 needed to be clarified further by adding "one term of municipal" between the words "of" and "council".

MOVED BY: Wm. Enouy

SECONDED BY: Dan Cote

THAT the Board approves the revisions made to Procedural By-Law 2007-02 as amended.

CARRIED

9.0 CHEQUE SIGNING AUTHORITY POLICY

Revisions to the current policy were recommended in order to add the new position of Director of Programs as a signing officer and to place in the policy the current practice of individuals not being allowed to sign their own cheques.

A question was asked as to why the number of allowed signatures on some accounts was higher than others. It was explained that this is due to the Social Assistance Account and Social Housing Account have cheques issued out of more than one office and since all cheques require two signatures, more individuals need to have signing authority.

MOVED BY: Dan Cote
SECONDED BY: Wm. Enouy

THAT the Board approves the revisions made to the Cheque Signing Authority Policy.

CARRIED

10.0 BOARD MEMBERS 2006 HONORARIUM AND EXPENSES CLAIMED

A chart showing the honorarium and expenses claimed by Board Member for 2006 was provided. The chart provides a breakdown on the amount received for Board meetings and committee meetings as well as allowances. This chart will be posted on the web-site along with the minutes.

11.0 ROUND LAKE FIRE DEPARTMENT REQUEST

A request from the Round Lake & Area Fire Department was received requesting the DTSSAB to donate an out of service ambulance to them. The Fire Department would be responsible for all repairs on the vehicle and it would be donated as is.

It was suggested that prior to donating the vehicle the DTSSAB should request a letter from the Fire Department indicating that they acknowledge that they are receiving the vehicle as is and that the DTSSAB will not be responsible for the vehicle after it is donated. The CAO is to follow-up on this and if this is acceptable to them then the vehicle is to be donated.

MOVED BY: Wm. Enouy
SECONDED BY: Dan Cote

THAT the Board approves donating the 1996 Ambulance #1024 currently out of service "as is, where is uncertified" to the Round Lake Fire Department.

CARRIED

12.0 EMPLOYEE BENEFITS PROPOSAL

The CAO met with the benefit carrier to investigate the implementation of an Administrative Services Only (ASO) benefit plan. From the employee's perspective there will be no change in how their benefits work except that the employee's would have to sign new benefit cards.

The advantage of the ASO to the employer is that it provides an opportunity to try and reduce benefit increases.

It was requested that the Board allow the CAO and Director of Human Resources to investigate this option further and report back on the potential impact to the DTSSAB.

MOVED BY: Dan Cote
SECONDED BY: Wm. Enouy

THAT the Board authorizes the CAO and Director of Human Resources to investigate the implementation of an Administrative Services Only (ASO) benefit plan.

CARRIED

13.0 ADMIN, OW, CC, EMS CHEQUE REGISTER

MOVED BY: Wm. Enouy
SECONDED BY: Arla West

THAT the Board receives the Administration, Ontario Works, Child Care and Emergency Medical Services cheque registers #976 to #987 for information.

CARRIED

14.0 PROGRAM REPORTS

The EMS call volume report for 2006 as well as the 2006 caseload statistics were provided for information.

A question was asked regarding population served per base and whether it was available and the CAO will get that information for the Board. It was noted however that the three bases cover for each other so by shifting crews the calls in any particular area could be handled by another base. This was one of the costs savings measures implemented by the Board when direct deliver of the EMS service was assumed. It was realized that as a district service rather than three separate services savings could be realized by moving vehicles to cover in other areas rather than up staff.

15.0 CORRESPONDENCE

A brief discussion took place on the correspondence and some clarification provided,

- ONPHA E-Alert January 18, 2007
- AMO Alert 07-004
- AMO Alert 07-005

MOVED BY: Wm. Enouy
SECONDED BY: Dan Cote

THAT the Board accepts the correspondence as presented.

CARRIED

16.0 OTHER BUSINESS

A question was asked regarding the budget process for the DTSSAB. It was explained that normally the Board holds a special meeting in March to review the budget and provide direction. The information is then incorporated into the budget and the budget is brought to the next Board meeting for further discussion and approval. The date for the special meeting is normally decided at the first meeting in March and the budget must be approved by March 31.

A question was asked regarding DSSAB orientation and whether there was a separate orientation package just for DSSAB's provided by the Ministry and at this time the CAO is not aware of anything.

A request was made to have the Director of the Best Start program come to the Board in March to provide an update on the program. The CAO will follow-up.

17.0 NEXT MEETING

MOVED BY: Dan Cote
SECONDED BY: Wm. Enouy

THAT the regular Board meeting of Thursday February 8, 2007 is hereby adjourned at 6:40 p.m. to meet again on Thursday March 8, 2007 unless otherwise changed, or at the call of the Chair.

CARRIED