



District of Timiskaming Social Services Administration Board
Conseil d'administration des services sociaux du district de Timiskaming

**Minutes of the Meeting of the Board held
Wednesday, November 7, 2007
at the Olde Town Inn, Englehart**

- PRESENT:** Norm Menard, Chair
Jim Whipple, Vice-Chair
Dan Côté
Linda Cunningham
Bob Hobbs
Norm Mino
Judy Pace
Nina Wallace
Arla West
David Court, Chief Administrative Officer (A)
- GUESTS:** Melissa Harrison, Director of Programs
Anna McGonigal, Social Housing Manager
Adam Slee, Finance
Mike Trodd, EMS Manager
Tom Gannon, Ross Pope & Company (via teleconference)
Approximately 17 guests in audience
- REGRETS:** None.

CALL TO ORDER:

The meeting opened at 5:30 p.m.

The meeting was started by Mr. Whipple introducing David Court to the Board as the DTSSAB's Acting Chief Administrative Officer. Mr. Court is a retired CAO from the Algoma DSSAB.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None.

2.0 PETITIONS AND DELEGATIONS

None.

3.0 ADOPTION OF PREVIOUS MINUTES – October 11, 2007

Regarding item #4 of the previous minutes, Norm Mino requested clarification through legal opinion regarding the need for Eddie Alton, CAO to declare a pecuniary interest regarding his

participation in presentation of non-union salary increase, which impacted Eddie Alton and Cyndi Fleming.

Nina Wallace stated that since the CAO is an employee, he doesn't have to declare a pecuniary interest unless it affects him.

Judy Pace stated that declaration of pecuniary interest is only required if engaged in discussion which influences the decision.

Nina Wallace stated for the record that an employee should not have to declare a pecuniary interest.

MOVED BY: Judy Pace
SECONDED BY: Norm Mino

Motion #1

THAT the minutes of the previous Board meeting held October 11, 2007 be hereby approved as amended, to include in item #4, under adoption of previous minutes that Nina Wallace objected to the discussion regarding the declaration of pecuniary interest; and that item #8, Contract Extension for Best Start Program was a recorded vote requested on Motion #2.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Linda Cunningham requested clarification regarding CMHA funding. David Court provided an update of CMHA funds and the plan for the DTSSAB to assume administration of the Homelessness Initiative and Emergency Energy Funds previously administered by the CMHA, beginning January 1, 2008.

Linda Cunningham requested an update on item #8 g) regarding the tabling of the Reimbursement of Expense Policy to this Board Meeting. David Court advised that this was still being researched and would be discussed further under item #11.2 of this meeting.

5.0 ADDITIONS TO AGENDA

11.3 David Court requested addition of Resolution regarding Signing Authority.

11.4 Linda Cunningham requested addition of Executive Assistant Position Advertisement.

6.0 2005/2006 DRAFT AUDITS

Item 6.0 was deferred until later in the meeting.

David Court provided a general overview of Finance. Update provided to the Board regarding the recruitment of a new Director of Finance. Request for BDO Dunwoody to provide an update of the municipal share of expenditures. Major technology improvements were budgeted in 2007 and not implemented to date. Some staff positions had not been filled or replaced for sick leave. There is a need to move forward quickly with these items now as we are anticipating being underspent in the 2007 budget.

Judy Pace liked the idea of forecasting the municipal share of expenditures.

Judy Pace asked what Dwight McTaggart's role was now in the organization. David Court introduced Adam Slee to the Board as a new Finance staff.

7.0 ACCOUNTS

7.1 Summary Financial Statement – September 30, 2007

Consolidated Statement of Financial Activities YTD as of September 30, 2007, were distributed to the board for information purposes.

8.0 FRONTLINE PROGRAM OVERVIEW

David Court provided an overview of his assessment of the front-line client service delivery of the programs. It was important for him to do so and for the Board to know of as well. Reassurance was given to the Board that DTSSAB was meeting the client service standards. It is the result of some corporate decisions that problems have occurred. There is an opportunity with some changes to move from adequate and good to excellence. Problems are being identified and resolved issue by issue. There is a need for major technology improvements and the funds are available to address this gap.

Norm Mino requested further details regarding the staff replacements previously mentioned. David Court confirmed that the positions of Executive Assistant, an Ontario Works Case Worker and two positions through Best Start were being filled.

9.0 OTHER BUSINESS

9.1 SOCIAL HOUSING

9.1.1 Conversion of Home Ownership Program to Northern Repair Program

Anna McGonigal provided an overview of the request for conversion of \$50,000, which provides the ability to address the needs of two additional units in the Northern Home Repair Program. Linda Cunningham had questions regarding the criteria and process. Anna McGonigal advised that criteria are based on income and need first, and then they review other factors. The applications are assessed and approved by the Social Housing Manager, then forwarded to Mantech Services for processing and inspections. The Project Information Form is sent from our Social Housing Program to the Ministry of Municipal Affairs and Housing. Funds are then received from the Ministry by the DTSSAB, and then our Finance department makes payment directly to the home owner.

Jim Whipple expressed concerns with the complexity of the administration of this program, and that payments to contractors by home owners may be delayed by this process. Anna McGonigal suggested that delays may occur due to the process surrounding the requirement for property liens which need to be verified by the Ministry for any mortgages over \$20,000; as only promissory notes are needed when mortgages are less than \$20,000. Delays may also occur when change orders are required as further necessary repairs are identified. Melissa Harrison suggested that the new Affordable Information Management System (AIMS) database may assist in expediting the financial process with the Ministry.

MOVED BY:
SECONDED BY:

Judy Pace
Jim Whipple

Motion #2

THAT the Board support the conversion of the Affordable Housing Program Homeownership allocation to the Affordable Housing Program Northern Home Repair Program.

CARRIED

9.1.2 TIMING OF 2008 CAPITAL FUNDING BUDGET

David Court discussed the Social Housing Program Capital Budget and confirmed that 100% funding is provided and does not impact the municipal share. As such, David Court recommended that the 2008 Capital Budget be presented for Board approval in December 2007. Other 100% funded programs may also be presented to the Board for approval prior to the end of the year, such as the National Child Benefit Fund, Homelessness Initiative Fund, Emergency Energy Fund, and Best Start Initiative, and others.

The Board agreed in consensus that the 100% funded programs are presented for Board approval prior to the end of the previous year.

9.2 EMERGENCY MEDICAL SERVICES

9.2.1 MOU Cochrane DSSAB – Sharing of EMS Resources

Mike Trodd provided an overview of the Memorandum of Understanding to share EMS resources with Cochrane DSSAB and vice versa. This mutual aid agreement supports contingency planning for staffing, vehicles, equipment and supplies, and other resources.

Linda Cunningham questioned if the agreement was the same as the one we have with Nipissing DSSAB. Mike Trodd confirmed that it was the same.

Norm Mino questioned where we would acquire an additional ambulance from if needed. Mike Trodd responded that the ambulance would come from whichever bordering ambulance service is closest to the scene of the call, whether Nipissing or Cochrane. There is also a provision for cost recovery and it can be used either way.

Jim Whipple questioned how this agreement was initiated. Mike Trodd responded that it was Steve Trinier, EMS Manager, Cochrane DSSAB.

Norm Mino questioned whether this agreement was part of the contingency plan for the District. Mike Trodd confirmed that was correct.

MOVED BY:
SECONDED BY:

Bob Hobbs
Arla West

Motion #3

THAT the Board support the EMS Memorandum of Understanding with the Cochrane District Social Services Administration Board.

CARRIED

9.2.2 MOU Heart and Stroke Foundation – Public Access Defibrillator Initiative

Mike Trodd provided an overview of the Memorandum of Understanding with the Heart and Stroke Foundation for the Public Access Defibrillator Initiative. It is 100% funded through the Heart and Stroke Foundation. The DTSSAB is the sponsor agency. Our role is to administer the funds and provide oversight of the initiative. The focus on locations where they will be placed is in municipally owned facilities.

Jim Whipple questioned why there were only 18 approved sites within our District, with only 4 communities benefiting from this initiative. Mike Trodd responded that there were originally 36 sites applied for, however it was the Heart and Stroke Foundation who decided on the locations. It was explained that all municipalities received packages from the Heart and Stroke foundation. At this time, Cobalt, Coleman Twp, Temiskaming Shores and Kirkland Lake are the approved sites. It was noted that this is only the first stage and others municipalities may still have an opportunity.

Judy Pace commented on this being a positive initiative with the potential for growth and that it was excellent that training was included.

Linda Cunningham expressed concerns that with only 18 sites chosen representing 4 municipalities, more effort should have been made to contact all municipalities. Linda Cunningham suggested that a presentation be made to the Timiskaming District Municipal Association. Mike Trodd suggested that there may be an opportunity to provide more training to municipal sites which already have defibrillators and will follow up on the presentation to the Timiskaming District Municipal Association.

The Board requested that Mike Trodd prepare a letter from the Board to the provincial government that the Public Access Defibrillator Initiative be expanded to enable other municipalities to benefit from this important life saving device and thank them for the opportunity.

MOVED BY: Judy Pace
SECONDED BY: Linda Cunningham

Motion #4

THAT the Board supports the Memorandum of Understandings related to the implementation of the Public Access Defibrillation Project.

CARRIED

9.2.3 EMS CONTINGENCY PLAN

Mike Trodd provided an overview of the EMS Contingency Plan for Mass Casualty Incident Deployment and Service Delivery.

Norm Mino sought clarification regarding Duty Officer coverage and noted a typo on page 7 of the plan. Mike Trodd thanked Norm Mino for noting the typo for correction and explained that the Duty Officer coverage is rotated between 3 EMS Management.

Linda Cunningham questioned our communication processes with other health care providers. Mike Trodd advised that communication is conducted regularly with the

Emergency Operations Centre and Central Ambulance Communications Centre. There is also a Community Emergency Management Committee for the District where various emergency services, health care providers, and other organizations are represented to discuss emergency pre-planning.

Norm Mino inquired about our ambulance fleet. Mike Trodd informed the Board that EMS presently has 9 ambulances and 3 First Response Team vehicles.

Norm Mino inquired about the status of the AVL/ GPS initiative for ambulances. Mike Trodd provided an update to the Board that the project is progressing well and is scheduled for completion by the end of the year.

MOVED BY: Judy Pace
SECONDED BY: Dan Coté

Motion #5

THAT the Board support the Emergency Medical Services Contingency Plan as submitted.

CARRIED

At approximately 6:35 p.m., Tom Gannon joined the meeting via teleconference to discuss the 2005/2006 Draft Audits.

6.0 2005/2006 DRAFT AUDITS

Tom Gannon began by providing an overview of the Draft Consolidated Financial Statements for Years ended December 31, 2006 & 2005.

Due to technical difficulties with the teleconference, this item was deferred until the next Board meeting, where Tom Gannon would be invited to present the audit in person.

9.3 BEST START UPDATE

9.3.1 Best Start Meeting Update – October 23, 2007

9.3.2 Best Start Staffing Contracts
- Best Start Project Facilitator
- Best Start Financial Analyst

A colour chart outlining the Timiskaming Best Start Funding and Accountability Structure was distributed for the Board's information.

David Court provided an overview of the chart distributed. Best Start is a 100% funded program committed until March 31, 2010. Concern regarding building up administration structure dependent on funds not permanently committed. DTSSAB is a "flow through". There has been significant funding enhancements provided by the Ministry in 2007; to date we are grossly under spent. Meetings have been held with the Ministry to address concerns regarding our progress. Contract staffing positions are being filled dedicated to the Best Start Initiative using vacant space in the Kirkland Lake office, which will be made completely functional for the new staff. There is a need to gear up the work and utilize the funds

available. It is imperative that we support the creation of a viable, healthy, well run system in order to prove its success in Timiskaming as a provincial demonstration community.

The DTSSAB's role is to flow the funds and provide the support and resources for the Timiskaming Best Start Network. As this is a community initiative, the Timiskaming Best Start Network is the decision making body.

Linda Cunningham sought clarification regarding the DTSSAB's accountability. David Court explained that the DTSSAB is still accountable to the Ministry for the proper administration of the funds and reporting. The Ministry approved Best Start Plan is what guides the direction of the Timiskaming Best Start Network.

Judy Pace commented that it was excellent to use this money.

Norm Mino asked if there were any additional funds for capital in 2007. Melissa Harrison responded that there have been no additional dedicated funds provided for capital projects.

Judy Pace questioned if prior Best Start capital funds had been used for the new French Elementary School being built in New Liskeard. Melissa Harrison confirmed that some Best Start funded programs through Temiskaming Child Care would be located in the school, however no major capital projects from Best Start funds.

10.0 CORRESPONDENCE

10.1 MINISTRY OF COMMUNITY AND SOCIAL SERVICES NEW REGIONAL DIRECTOR – MONIQUE LEGAULT

MOVED BY: Bob Hobbs
SECONDED BY: Judy Pace

Motion #6

THAT the Board Chair extend congratulations on behalf of the Board to Ms. Monique Legault on her appointment to the position of Regional Director of the Ministry of Community and Social Services, North East.

CARRIED

10.2 KIRKLAND LAKE MUNICIPAL NON-PROFIT – BUILDING CONDITION AUDITS

MOVED BY: Judy Pace
SECONDED BY: Dan Coté

Motion #7

THAT the Acting CAO and Social Housing Manager convene a meeting of the Non-Profit Providers to deal with all issues related to the Building Condition Assessments.

CARRIED

A break was held from 7:20 p.m. to 7:30 pm.

11.0 OTHER BUSINESS

11.1 BOARD OPERATING BY-LAW – RESULTS OF RESEARCH

A package of sample Board By-laws were distributed for the Board's information.

David Court suggested that the Board review Algoma and Kenora DSSAB's By-laws as reference in the revisions and development of such for DTSSAB.

11.2 PROCESS FOR REVIEW AND DEVELOPMENT OF NEW OPERATING BY-LAWS

David Court proposed that a temporary committee be established.

Norm Mino suggested holding the committee meetings in rotation across the District in Kirkland Lake, New Liskeard, and Englehart.

MOVED BY: Dan Coté
SECONDED BY: Norm Mino

Motion #8

THAT the Board resolves to establish a temporary By-Laws and Resolutions Committee to include the following members:

- David Court
- Linda Cunningham
- Norm Menard
- Judy Pace
- Jim Whipple

And to report back to the Board at the next Board Meeting.

CARRIED

11.3 SIGNING AUTHORITIES

Jim Whipple questioned the Auditor's recommendation that the Director of Finance not have signing authority. The Board agreed and this position was removed from all resolutions.

Norm Mino suggested that Signing Authorities should be addressed in a Board By-law.

David Court indicted that from his experience Board Members generally do not sign cheques and that only the Board Chair approves the expense claims for Board Members and the CAO. It was suggested that BDO Dunwoody discuss with the Board the appropriate role of the Board Members in signing cheques. It was further suggested that this item could be addressed at a future Board Training Session proposed for January 2008.

Linda Cunningham questioned Carolyn Ryan's signing authority. David Court advised that Carolyn Ryan's role in the Finance Department was new and her signing authority would be looked at further post recruitment of the new Director of Finance.

Judy Pace questioned if someone is away during an extended leave whether their signing authority is suspended and whether there was a policy on this. Melissa Harrison was requested to respond by the Board and confirmed that there is currently no policy for such. David Court will look into this further and report back to the Board.

MOVED BY: Linda Cunningham
SECONDED BY: Judy Pace

Motion #9

THAT the Board approved the following signing authorities for the General Account:

Board Chair – Norm Menard
Board Vice-Chair – Jim Whipple
CAO – Eddie Alton
Acting CAO – David Court
Director of Human Resources – Rachel Levis
Office Manager – Carolyn Ryan

The above signing authorities to replace any existing authorities.

CARRIED

MOVED BY: Nina Wallace
SECONDED BY: Jim Whipple

Motion #10

THAT the Board approved the following signing authorities for the Payroll Account:

Board Chair – Norm Menard
Board Vice-Chair – Jim Whipple
CAO – Eddie Alton
Acting CAO – David Court
Director of Human Resources – Rachel Levis
Office Manager – Carolyn Ryan

The above signing authorities to replace any existing authorities.

CARRIED

MOVED BY: Bob Hobbs
SECONDED BY: Nina Wallace

Motion #11

THAT the Board approved the following signing authorities for the Social Assistance Account:

Board Chair – Norm Menard
Board Vice-Chair – Jim Whipple
CAO – Eddie Alton
Acting CAO – David Court
Director of Human Resources – Rachel Levis
Office Manager – Carolyn Ryan
Director of Programs – Melissa Harrison
Ontario Works Manager – Melissa Mackey

Ontario Works Manager – Mark Stewart
Child Care Manager – Jill Herd

The above signing authorities to replace any existing authorities.

CARRIED

11.4 EXECUTIVE ASSISTANT POSITION ADVERTISEMENT

Linda Cunningham questioned the location of the Executive Assistant position as there was no location given in the ad in the newspaper. David Court confirmed that the position will be located out of New Liskeard and will advise the Director of Human Resources to correct the posting for remaining newspaper ads.

12.0 IN CAMERA SESSION

MOVED BY: Bob Hobbs **Motion #12**
SECONDED BY: Dan Coté

THAT the Board resolves to move into closed session to discuss Human Resource, Finance questions.

CARRIED

12.1 RETURN TO REGULAR MEETING

MOVED BY: Judy Pace **Motion #13**
SECONDED BY: Bob Hobbs

THAT the Board resolves to rise from the in camera session with report and reconvene with the regular Board Meeting.

CARRIED

12.2 HUMAN RESOURCES

MOVED BY: Nina Wallace **Motion #14**
SECONDED BY: Judy Pace

THAT David Court of David Court Consulting be recognized as the Acting Chief Administrative Officer of the District of Timiskaming Social Services Administration Board effective October 22, 2007, as per negotiated agreement.

CARRIED

13.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Bob Hobbs **Motion #15**
SECONDED BY: Arla West

THAT the regular meeting of the Board be adjourned at 8:29 p.m. and to meet again on the following dates, times, and places:

November 28th

December 13th

Or at the call of the Chair.

CARRIED