



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 28, 2007
at the Olde Town Inn, Englehart**

PRESENT: Norm Menard, Chair
Jim Whipple, Vice-Chair
Dan Côté
Bob Hobbs
Norm Mino
Nina Wallace
Arla West
David Court, Chief Administrative Officer (A)

GUESTS: Melissa Harrison, Director of Programs
Melissa Mackey, Ontario Works Manager
Anna McGonigal, Social Housing Manager
Adam Slee, Finance
Tom Gannon, Ross Pope & Company
Christine Morrow, Ross Pope & Company
Approximately 2 guests in audience

REGRETS: Linda Cunningham
Judy Pace

CALL TO ORDER:

The meeting opened at 5:33 p.m.

The meeting was started by Norm Menard introducing Tom Gannon and Christine Morrow from Ross Pope & Company to the Board.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None.

2.0 PETITIONS AND DELEGATIONS

None.

3.0 ADOPTION OF PREVIOUS MINUTES – November 7, 2007

MOVED BY: Norm Mino

SECONDED BY: Bob Hobbs

Motion # 1

THAT the minutes of the previous Board meeting held November 7, 2007 be hereby approved.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

In reference to item #11.2 of the previous minutes, an update was provided by Jim Whipple, advising that the meeting of the temporary By-Laws and Resolutions Committee was unable to be scheduled since the last board meeting due to time constraints. David Court will communicate potential dates to committee members to schedule the meeting.

5.0 ADDITIONS TO AGENDA

7.1.4 David Court requested addition of the Social Housing Annual Contract Tenders

7.6.1 David Court requested that the agenda item regarding the Water Filter Fund be moved to precede item #6.0 on the agenda.

6.0 2005/2006 DRAFT AUDITS

6.1 Housing Corporation

6.2 DTSSAB

6.3 Auditor's letter

Revised consolidated financial statements for years ended December 31, 2006 & 2005 were distributed for the Board's information.

David Court informed the Board that the previous years Auditor's Management letters would be reviewed when the new Director of Finance comes on board in early 2008. That review will be to ensure that all concerns raised in these letters are addressed and incorporated into the operating practices.

Tom Gannon, as the auditor for the DTSSAB, provided an overview of the two financial audits.

David Court informed the Board that most DSSABs look at gross revenues against anticipated expenditures, which provides a clear picture of the municipal share of costs. Deficits are generally covered in three ways: with a final levy to municipalities, brought forward as part of the next year's levy, or working funds are used. When contributions to or withdraws from working funds are made, there is a board resolution specific to that occurrence. This model is the same for municipalities and is recommended as the model for DTSSAB in 2008. It is important to be clear if the municipal share is close to what was budgeted.

Tom Gannon discussed impact value assessments for the housing properties. Tom recommended that someone be assigned to this project and that we use evaluation software, with a report to the Director of Finance. He advised that it didn't have to be a Chartered

Accountant to perform the work and that it should be corrected by 2009.

Tom Gannon explained the Consolidated Statement of Financial Activities – Schedule 1, which is used to calculate revenues. Expenditures are determined by program, then revenues are adjusted to account for ministry cost sharing (ie: 80/20). The other option is to complete an approved program expenditures report for the Ministry of Community and Social Services; however they will accept the Schedule 1 format in lieu. Expenditures should be kept within each program to easily determine who pays for any additional expenditure in terms of cost sharing.

6.4 Resolutions re: audits, and reserves

MOVED BY: Arla West
SECONDED BY: Nina Wallace

Motion # 2

THAT the Board accepts the 2006 audit of the Timiskaming District Social Housing Corporation.

CARRIED

MOVED BY: Bob Hobbs
SECONDED BY: Jim Whipple

Motion # 3

THAT the Board accepts the 2006 audit of the District of Timiskaming Social Services Administration Board.

CARRIED

6.5 Preparations for 2008 audit

David Court and Melissa Harrison informed the Board that a review was conducted to ensure that all contracts in 2007 related to the non-profit providers of child care and best start had been paid according to their signed contracts. The review indicated this had not occurred and payments to these providers were seriously in arrears. The subsequent settlements exceeded \$1.5M and these were brought up to date during November, including reconciliations dating back to 2006.

A similar review related to the non-profit providers of housing is presently underway. Any underpayments will be corrected and any overpayments will lead to the commencement of a recovery/reconciliation plan for 2008.

A review has also been completed to ensure that Ministry subsidies are being credited to the appropriate program.

7.0 OTHER BUSINESS

7.1 SOCIAL HOUSING

7.1.2 2008 Capital Plan

Anna McGonigal provided an overview to the Board of 2008 Capital Plan for Social Housing.

Lind Cunningham submitted a written inquiry about the completion of energy audits for DTSSAB social housing stock. Anna McGonigal informed the Board that energy audits were done in the past, however not since 2005, with the exception of Union Gas.

A discussion was held regarding the request to complete one more conversion of a 1 bedroom to a 2 bedroom unit at the Elk Lake project.

MOVED BY: Norm Mino **Motion # 4**
SECONDED BY: Jim Whipple

THAT the Board approved the 2008 Social Housing Capital Plan as submitted.

CARRIED

7.1.3 Social Housing Transition Update

David Court provided an update of the DTSSAB's plan to vacate the space in the former Social Housing Office in Englehart.

7.1.4 Social Housing Annual Contract Tenders for Plumbing, Heating and Electrical

Anna McGonigal provided an overview of the Social Housing Annual Contract Tenders for Plumbing, Heating and Electrical, as recommended by the Public Tender Evaluation Committee.

MOVED BY: Nina Wallace **Motion # 5**
SECONDED BY: Bob Hobbs

THAT the annual 2008 contract tenders for Social Housing be awarded as recommended by the Public Tender Evaluation Committee of the DTSSAB for plumbing, heating and electrical.

CARRIED

7.2 3rd Quarter Programs Report

Melissa Harrison provided an overview of the 3rd Quarter Programs Report to the Board.

MOVED BY: Dan Coté **Motion # 6**
SECONDED BY: Bob Hobbs

THAT the Third Quarter Programs Report be accepted as distributed, for information.

CARRIED

7.3 Best Start Update

7.3.1 Best Start Regional Meeting

David Court informed the Board that all Best Start Networks in the Northeast Region had met in North Bay on November 15th, where a report from the Timiskaming Best Start Network was presented.

The session was a valuable opportunity to share ideas and approaches to the development of Best Start Hubs. Many of the networks have accomplished a great deal with little funding.

7.3.2 Best Start Staffing

- **Best Start Project Manager**
- **Best Start Financial Analyst**

A job ad for both positions was distributed to the Board for their information.

Melissa Harrison provided an update to the Board regarding the recruitment of the Best Start staffing; it is anticipated that these positions will be filled by the end of January 2008.

7.3.3 Best Start Accommodations/ IT

David Court and Melissa Harrison provided an update to the Board regarding the renovations and office set-up of furniture and equipment on the 2nd Floor at the DTSSAB Kirkland Lake office. Excellent progress is being made with completion scheduled for early January 2008. The renovations include 2 new enclosed offices and 2 new cubicles, fully furnished and equipped with the information technology required.

Preliminary drawings of the new space were circulated for the Board's information.

7.4 Banking Issues

7.4.1 Signing Authority Issue

David Court informed the Board of a banking issue found with respect to the DTSSAB not being recognized as a Corporation. the core issue for the bank was the lack of clarity and documentation related to the corporate status of the DTSSAB, as we were recognized by the bank as an unincorporated organization. The bank now has the documentation showing this Board is a Corporation as established under the *District Social Services Administration Boards Act*. The business Corporation number has also been supplied to the bank. Further measures are being taken to correct this issue and more documentation will be required to resubmit signing authority documentation to the bank with our status as a Corporation.

7.4.2 Standard Bank Borrowing By-law

A draft Board Borrowing By-Law was presented to the Board for their review and consideration, as required annually.

MOVED BY:

Jim Whipple

Motion # 7

SECONDED BY:

Dan Côté

THAT the Board authorizes the CAO or Board Chair or Director of Finance or designated

Board Member to borrow money to meet current expenditures of the DTSSAB for 2007 and 2008.

AND

THAT the Board approves the By-Law as submitted with revisions.

CARRIED

7.5 Emergency Medical Services

7.5.1 Certification Review Summary

Melissa Harrison presented an overview to the Board regarding the Ministry of Health and Long-Term Care's Ambulance Service Review. She advised that we anticipate receiving our licensing certification renewal for the next three years and that no major issues were found. The EMS Management and Staff were commended for their provision of quality emergency medical services. The final report is expected within 90 days.

7.6 Ontario Works

7.6.1 Water Filter Fund

Note: this item was presented prior to item #6 on the agenda.

Melissa Mackey presented an overview of the Water Filter Fund to the Board. The Ministry of Community and Social Services was implementing a 100% provincially funded program to assist low income persons with the costs of water filters to remove lead. As required by the Ministry, a local implementation and communication plan was developed. The issue was being brought forward as an information item. The DTSSAB funding provided until March 31, 2008 is \$10,000 including an allowable cost of \$1000 for administration.

8.0 CORRESPONDENCE

8.1 Township of Harley – Information Request

David Court informed the Board that a request for Air Ambulance statistical information will be followed up by the EMS Manager.

8.2 Township of Casey – re: ODSP Benefits

David Court informed the Board that the Director of Programs will follow up with the Township of Casey to clarify the content of the letter.

8.3 Manitoulin Sudbury DSSAB re: Social Housing indirect subsidies to Social Assistance

A discussion was held on how the issue of reduced Ontario Works rent schedules contribute to increased municipal costs in Social Housing, which was also the position supported by the Northern Ontario Service Deliverers Association (NOSDA).

MOVED BY: Bob Hobbs
SECONDED BY: Nina Wallace

Motion # 8

THAT the Board support the efforts of the Manitoulin Sudbury DSSAB to get changes to the legislation so that Social Housing budgets do not indirectly subsidize the provision of social assistance.

CARRIED

8.4 Ministry of Community and Social Services – re: 2008 Employment Outcomes update

David Court and Melissa Harrison provided an overview of Ontario Works Employment Outcomes.

9.0 IN CAMERA SESSION

MOVED BY: Arla West
SECONDED BY: Jim Whipple

Motion # 9

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

CARRIED

9.1 RETURN TO REGULAR MEETING

MOVED BY: Nina Wallace
SECONDED BY: Arla West

Motion # 10

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

CARRIED

9.2 Social Housing Management Salaries

MOVED BY: Nina Wallace
SECONDED BY: Arla West

Motion # 11

THAT the salary of the Social Housing Manager be adjusted to Step 3 of the existing grid for all Managers (excluding EMS) effective December 1, 2007.

CARRIED

9.3 Child Care Manager Title Change

MOVED BY: Bob Hobbs
SECONDED BY: Dan Coté

Motion # 12

That the Board approve the change of title for the Child Care Supervisor to the Child Care Manager effective immediately.

CARRIED

9.4 Office Security Policy

MOVED BY: Jim Whipple
SECONDED BY: Arla West

Motion # 13

THAT the existing unwritten practice of limiting access to buildings and e-mails to employees off on sick leave after two weeks absence be changed to a written policy limiting access after 4 weeks absence.

CARRIED

9.5 Director of Finance Position

MOVED BY: Norm Mino
SECONDED BY: Bob Hobbs

Motion # 14

THAT the Board confirm the hiring of Ms. Janice Loranger as Director of Finance at level 3 of the Director's grid effective January 2, 2008.

CARRIED

9.6 Legal Advice re: Social Housing Reserve

MOVED BY: Jim Whipple
SECONDED BY: Dan Coté

Motion # 15

THAT the Board follows the advice of the Board's lawyer and denies any request for a severance payment to any employee who voluntarily resigns was part of the transfer of employees under the *Social Housing Reform Act*.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Arla West
SECONDED BY: Nina Wallace

Motion # 16

THAT the Board meeting be hereby adjourned at 10:00 p.m. and the next meeting will be held on December 13th in Englehart or at the call of the Chair.

CARRIED