



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, January 16, 2008
at the Olde Town Inn, Englehart**

PRESENT: Norm Menard, Chair
Jim Whipple, Vice-Chair
Dan Coté
Linda Cunningham
Bob Hobbs
Norm Mino
Judy Pace
Nina Wallace
Arla West
David Court, Chief Administrative Officer (A)
Melissa Harrison, Director of Programs

GUESTS: Dean Decaire, BDO Dunwoody (teleconference)

REGRETS: None.

The Regular Board Meeting was preceded by a Board Governance training session presented by Dean Decaire, BDO Dunwoody, which began at 5:30 p.m.

CALL TO ORDER:

The regular meeting was called to order at 7:00 p.m.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None.

2.0 PETITIONS AND DELEGATIONS

None.

**3.0 ADOPTION OF PREVIOUS MINUTES - November 28, 2007 (Revised)
- December 13, 2007**

MOVED BY: Judy Pace
SECONDED BY: Norm Mino

Motion # 1

THAT the minutes of the November 28, 2007 meeting be approved as amended.

CARRIED

MOVED BY: Judy Pace
SECONDED BY: Bob Hobbs

Motion # 2

THAT the minutes of the December 13, 2007 meeting be approved as presented.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

None.

5.0 ADDITIONS TO AGENDA

None.

6.0 ELECTION OF BOARD CHAIR – 2008

David Court facilitated the election process for Board Chair. The First Call for Nominations was made and Norm Menard was nominated by Jim Whipple, seconded by Dan Coté. Norm Menard accepted the nomination as Board Chair. The Second and Third Call for Nominations were held and no other nominations were made. Nominations were closed.

MOVED BY: Dan Coté
SECONDED BY: Norm Mino

Motion # 3

THAT the nominee Norm Menard accepts the position of Chair of the District of Timiskaming Social Services Administration Board for the year 2008.

CARRIED

7.0 ELECTION OF BOARD VICE CHAIR – 2008

David Court facilitated the election process for Board Vice Chair. The First Call for Nominations was made and Norm Mino was nominated by Linda Cunningham, seconded by Judy Pace. The Second Call for Nominations was made and Jim Whipple was nominated by Dan Coté, seconded by Arla West. The Third Call for Nominations was held and no other nominations were made. Both Nominees accepted to let their name stand for the election of Board Vice Chair. Nominations were closed. Each Nominee was provided with the opportunity to speak to their nomination. An election was held with David Court acting as Scrutineer. All members placed their ballots in the ballot box. David Court counted the ballots and confirmed that Jim Whipple was the elected Board Vice Chair.

MOVED BY: Arla West
SECONDED BY: Nina Wallace

Motion # 4

THAT the nominee Jim Whipple accepts the position of Vice Chair of the District of Timiskaming Social Services Administration Board for the year 2008.

CARRIED

MOVED BY: Bob Hobbs
SECONDED BY: Norm Mino

Motion # 5

THAT the Board approves to destroy the ballots of the election of the Board Chair and Vice Chair for 2008.

CARRIED

8.0 CORRESPONDENCE

8.1 Letter from the Ministry of Health – Land Ambulance 2008 Grant Increase

David Court and Melissa Harrison advised the Board that details of impact on the 2008 EMS Budget will be presented at the next meeting.

8.2 Letter from the City of Temiskaming Shores re: DTSSAB representation

David Court informed the Board that City of Temiskaming Shores Councillor Tom Wells was appointed to the Board effective from April until December 2008.

On behalf of the Board, Norm Menard thanked Judy Pace for her service as a member of the DTSSAB and wished her well in her future endeavours.

9.0 OTHER BUSINESS

9.1 Governance By-Law

A discussion was held regarding the revised draft Governance By-Law presented to the Board.

MOVED BY: Judy Pace
SECONDED BY: Nina Wallace

Motion # 6

THAT the Board approve the Governance By-Law as distributed and amended.

CARRIED

9.2 Roles, Conduct, and Responsibilities Policy

MOVED BY: Judy Pace
SECONDED BY: Bob Hobbs

Motion # 7

THAT the Board approve the Roles, Conduct, and Responsibilities of the Board as distributed.

CARRIED

9.3 Kirkland Lake Office Renovations Update

Melissa Harrison provided an update of the Kirkland Lake Office renovations.

9.4 DTSSAB General Update

David Court requested that this item be deferred to the In-Camera Session.

9.5 Draft 2008 Meeting Calendar

A discussion was held regarding the Board Meeting Schedule for 2008.

MOVED BY: Nina Wallace **Motion # 8**
SECONDED BY: Linda Cunningham

THAT the Board accepts the 2008 Meeting Calendar of the Board as distributed and amended.

CARRIED

9.6 2008 Interim Levy

MOVED BY: Jim Whipple **Motion # 9**
SECONDED BY: Bob Hobbs

THAT the Board approves billing the municipalities using the same costs and apportionment percentages as in 2007 until such time as the 2008 budget has been finalized.

CARRIED

9.7 Annual Contract Tenders for Social Housing – Move-out Painting and Cleaning for the North, Central, and South areas of the District

The Board directed the CAO to follow-up with staff to develop an agency-wide tendering process; and revise the Minutes of the Tender Opening as discussed.

MOVED BY: Dan Coté **Motion # 10**
SECONDED BY: Norm Mino

THAT the Board approves the 2008 Annual Contract Tenders for Move-out Painting and Cleaning for the North, Central, and South areas of the District.

CARRIED

9.8 Signing Authority of the Director of Finance for all Accounts

MOVED BY: Bob Hobbs **Motion # 11**
SECONDED BY: Nina Wallace

THAT the Director of Finance – Janice Loranger be added as a signing authority to all bank accounts.

CARRIED

10.0 IN CAMERA SESSION

MOVED BY: Jim Whipple
SECONDED BY: Arla West

Motion # 12

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

CARRIED

11.0 RETURN TO REGULAR MEETING

MOVED BY: Arla West
SECONDED BY: Norm Mino

Motion # 13

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

CARRIED

MOVED BY: Judy Pace
SECONDED BY: Bob Hobbs

Motion # 14

THAT the Board approve the implementation of the Proposed Reorganization Plan as presented effective January 21, 2008.

CARRIED

12.0 ADJOURNMENT/ NEXT MEETING

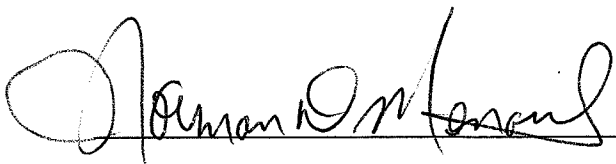
MOVED BY: Nina Wallace
SECONDED BY: Norm Mino

Motion # 15

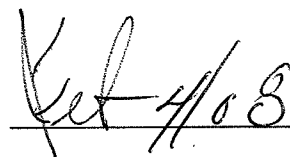
THAT the Board meeting be adjourned at 11:15 p.m. and the next meeting will be held on January 30, 2008, at the Olde Town Inn, Englehart, or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:



Board Chair



Date