



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

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**Minutes of the Regular and Budget Meeting of the Board held  
Monday, February 4, 2008  
at the Earltown Community Centre**

**PRESENT:** Norm Menard, Chair  
Dan Côté  
Linda Cunningham  
Bob Hobbs  
Norm Mino  
Judy Pace  
Arla West  
David Court, Chief Administrative Officer (A)  
Melissa Harrison, Director of Programs

**GUESTS:** Anna McGonigal, Social Housing Manager  
Mike Trodd, EMS Manager  
1 Guest

**REGRETS:** Nina Wallace  
Jim Whipple, Vice-Chair

**CALL TO ORDER:**

The Regular and Budget Meeting of the Board was called to order at 5:35 p.m.

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None.

**2.0 PETITIONS AND DELEGATIONS**

None.

**3.0 ADOPTION OF PREVIOUS MINUTES – January 16, 2008**

**MOVED BY:** Dan Cote  
**SECONDED BY:** Linda Cunningham

**Motion # 1**

THAT the minutes of the January 16, 2008 meeting be approved as amended.

**CARRIED**

#### **4.0 BUSINESS ARISING FROM PREVIOUS MINUTES**

In follow-up to item 9.7, David Court and Melissa Harrison confirmed that follow-up with staff had taken place to develop an agency-wide tendering process as part of the Director of Finance's Work Plan for 2008; and that the Social Housing Manager revised the Minutes of the Tender Opening as discussed.

#### **5.0 ADDITIONS TO AGENDA/ ACCEPTANCE OF AGENDA**

None.

#### **6.0 CORRESPONDENCE**

##### **6.1 Best Start Plan 2007/08 – Executive Summary**

The Board discussed the content of the document presented and requested that staff provide further details in response to Board Member questions at the next meeting.

##### **6.2 Letter from MCSS re: One-time Funding for Ontario Child Benefit Administration**

Melissa Harrison informed the Board that this 100% funding would be reported as revenue in the 2008 Ontario Works Budget being presented at the next Board meeting.

#### **7.0 OTHER BUSINESS**

##### **7.1 Social Housing Program Salary Grids**

MOVED BY: Judy Pace  
SECONDED BY: Arla West

**Motion # 2**

THAT the Board support the proposed Social Housing wage grids and salary adjustments to be determined by management.

#### **CARRIED**

MOVED BY: Judy Pace  
SECONDED BY: Linda Cunningham

**Motion # 3**

THAT the Board amend the previous assignment on the grid to be determined by management for the Social Housing Manager.

#### **CARRIED**

##### **7.2 2008 Social Housing Program Budget**

Anna McGonigal, Social Housing Manager presented the 2008 Social Housing Program Budget, which was discussed by the Board and management.

The Board directed the Acting CAO to follow-up with staff to evaluate the options and rates for future group benefit carriers; and to present a detailed plan for the Board's consideration

and approval with respect to the DOOR funding expenditures for 2008.

MOVED BY: Judy Pace **Motion # 4**  
SECONDED BY: Linda Cunningham

THAT the Board accept the 2008 Social Housing Program Budget as amended, in principle, subject to the approval of the budget as a whole, to be finalized February 20, 2008.

**CARRIED**

**7.3 2008 Emergency Medical Services Program Budget**

Mike Trodd, EMS Manager presented the 2008 EMS Program Budget, which was discussed by the Board and management.

MOVED BY: Judy Pace **Motion # 5**  
SECONDED BY: Arla West

THAT the Board accept the 2008 Emergency Medical Services Budget as presented, in principle, subject to the approval of the budget as a whole, to be finalized February 20, 2008.

**CARRIED**

**7.4 Appointment of Community Emergency Management Coordinator and Alternate for DTSSAB**

MOVED BY: Linda Cunningham **Motion # 6**  
SECONDED BY: Bob Hobbs

THAT the Board appoint Michael Trodd, EMS Manager, as the Community Emergency Management Coordinator for DTSSAB, and Derrick Buffam, EMS Field Supervisor-South, as the Alternate, effective February 4, 2008.

**CARRIED**

**7.5 Appointment of Board Chair and Vice-Chair for Designated Period**

MOVED BY: Dan Cote **Motion # 7**  
SECONDED BY: Bob Hobbs

THAT in the absence of the Board Chair and Vice Chair, Norm Mino assume the responsibilities of Board Chair from February 15 to March 15, 2008.

**CARRIED**

**8.0 IN CAMERA SESSION**

MOVED BY: Judy Pace **Motion # 8**  
SECONDED BY: Norm Mino

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

**CARRIED**

**9.0 RETURN TO REGULAR MEETING**

MOVED BY: Bob Hobbs **Motion # 9**  
SECONDED BY: Linda Cunningham

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

**CARRIED**

MOVED BY: Arla West **Motion # 10**  
SECONDED BY: Linda Cunningham

THAT the Board approve the Finance Unit Reorganization Plan as presented effective February 4, 2008.

**CARRIED**

MOVED BY: Judy Pace **Motion # 11**  
SECONDED BY: Norm Mino

THAT the Board approve the Management Salary Grids for 2008 and 2009, with the same economic increases as applied to the CUPE bargaining unit.

**CARRIED**

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

THAT the Board rescinds the position of Acting CAO for David Court, effective February 4, 2008.

**CARRIED**

MOVED BY: Arla West **Motion # 13**  
SECONDED BY: Linda Cunningham

THAT the Board appoint Melissa Harrison as Acting CAO, effective February 4, 2008.

AND that this appointment be subject to a one year probationary period from the date of appointment and the salary to be at level #1 of the CAO grid.

A recorded vote was requested by Judy Pace.

| Board Member     | Yes | No |
|------------------|-----|----|
| Dan Cote         | X   |    |
| Linda Cunningham | X   |    |
| Bob Hobbs        | X   |    |
| Norm Menard      | X   |    |
| Norm Mino        |     | X  |
| Judy Pace        | X   |    |
| Arla West        | X   |    |

**CARRIED**

MOVED BY: Judy Pace  
SECONDED BY: Linda Cunningham

**Motion # 14**

THAT the Board approves the extension of the existing agreement with David Court Consulting by up to 60 per diems for the period from February 1, 2008 to November 30, 2008. The purpose of this extension will be to provide support to the Board and the new Acting CAO.

**CARRIED**

MOVED BY: Judy Pace  
SECONDED BY: Bob Hobbs

**Motion # 15**

THAT the Board approves the designation of David Court as Interim Advisor to the Board and Acting CAO, effective February 4, 2008.

**CARRIED**

**10.0 ADJOURNMENT/ NEXT MEETING**

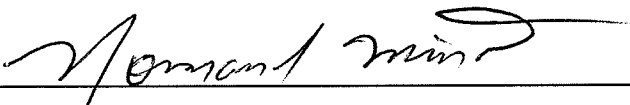
MOVED BY: Norm Mino  
SECONDED BY: Linda Cunningham


**Motion # 16**

THAT the Board meeting be hereby adjourned at 9:35 p.m. and that the next meeting be held on February 20, 2008, in Englehart or at the call of the Chair.

**CARRIED**

Minutes signed as approved by the Board:

  
\_\_\_\_\_  
Board Chair

  
\_\_\_\_\_  
Date