



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

---

**Minutes of the Regular and Budget Meeting of the Board held  
Wednesday, February 20, 2008  
at 40 Third Street, Englehart**

**PRESENT:** Norm Mino, Interim Board Chair  
Dan Côté  
Linda Cunningham  
Bob Hobbs  
Judy Pace  
Arla West  
Melissa Harrison, Chief Administrative Officer (A)  
David Court, Interim Advisor to the Board & CAO

**GUESTS:** Approx. 25 Guests (until approx. 5:45 p.m.)  
Jill Herd, Child Care Manager  
Rachel Levis, Director of Human Resources  
Janice Loranger, Director of Finance  
Melissa Mackey, Director of Integrated Client Services & Program Supports  
Anna McGonigal, Social Housing Manager  
Mark Stewart, Ontario Works Manager  
Mike Trodd, EMS Manager

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

**CALL TO ORDER:**

The Regular and Budget Meeting of the Board was called to order at 5:37 p.m.

**1.0 DISCLOSURE OF PECUNIARY INTEREST**

None.

**2.0 PETITIONS AND DELEGATIONS**

Requests for 2 delegations were presented and received. Thanks were given to the Board, Management, and Staff by Jerry Brousseau, CUPE Local 4357 Union President on behalf of staff; and Mike Trodd, EMS Manager on behalf of Program Management.

### **3.0 ADOPTION OF PREVIOUS MINUTES – February 4, 2008**

MOVED BY: Bob Hobbs  
SECONDED BY: Dan Côté

**Motion # 1**

THAT the minutes of the February 4, 2008 meeting be approved as presented.

### **CARRIED**

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

In follow-up to item 6.1 Best Start Plan 07/08, Jill Herd, Child Care Manager responded to Board Member questions.

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

None.

### **6.0 CORRESPONDENCE**

#### **6.1 Northern Ontario Service Deliverers Association (NOSDA) News Release re: Ontario Child Benefit/ Cochrane Resolution**

MOVED BY: Linda Cunningham  
SECONDED BY: Arla West

**Motion # 2**

THAT the Board supports the Northern Ontario Services Deliverers Association's position regarding the Ontario Child Benefit and the Cochrane District Social Services Administration Board's Resolution.

Whereas the Province has implemented the Ontario Child Benefit with monthly payments scheduled to begin in July 2008;

And whereas the implementation of the Ontario Child Benefit will restructure the basic needs for children, the back-to-school and the winter clothing allowances and eliminate them from the OW and ODSP client benefits;

And whereas the back-to-school and winter clothing allowances serve a specific need for families receiving social assistance;

And whereas the families receiving social assistance do not have adequate finances or notice period to save money to address these particular needs;

Therefore be it resolved that the District of Timiskaming Social Services Administration Board request the Province of Ontario to issue the back-to-school and winter clothing allowance for 2008;

And further that these allowances be paid 100% by the Province of Ontario;  
And that this Board's Resolution be forwarded to:

- Premier of Ontario
- Minister of Community & Social Services
- Minister of Children & Youth Services
- Member of Provincial Parliament
- Association of Municipalities of Ontario (AMO)
- Ontario Municipal Social Services Association (OMSSA)
- Federation of Northern Ontario Municipalities (FONOM)
- Timiskaming Municipal Association
- NOSDA

**CARRIED**

**6.2 Social Housing Services Corporation (SHSC) Report: “Snakes and Ladders: Ending Poverty Traps by Rebuilding Livelihoods in Social Housing”**

Board Members discussed the Report received for information and requested that staff provide a response to the recommendations for potential DTSSAB implementation, to be presented at the next meeting.

**7.0 OTHER BUSINESS**

**7.1 Delegation of Signing Authority**

The Board requested clarification from staff as to whether names were required or titles of positions were sufficient for the banks to receive direction regarding signing authority. The Director of Finance will provide a response at the next meeting.

MOVED BY: Dan Coté  
SECONDED BY: Arla West

**Motion # 3**

THAT the Board approves the following signing authorities for ALL Accounts:

- Board Chair – Norm Menard
- Board Vice-Chair – Jim Whipple
- Acting CAO – Melissa Harrison
- Director of Finance – Janice Loranger
- Director of Human Resources – Rachel Levis
- Director of Integrated Client Services & Program Supports – Melissa Mackey

AND, THAT the Board approves the following signing authorities for the Social Assistance and Social Housing Accounts:

- Mark Stewart, Ontario Works Manager
- Jill Herd, Child Care Manager
- Anna McGonigal, Social Housing Manager

AND that the above signing authorities replace any existing authorities.

**CARRIED**

## **7.2 Child Care Program Budget**

Jill Herd, Child Care Manager, presented the 2008 Child Care Program Budget, which was discussed by the Board and Management.

## **7.3 Ontario Works Program Budget**

Mark Stewart, Ontario Works Manager, presented the 2008 Ontario Works Program Budget, which was discussed by the Board and Management.

## **7.4 Ontario Disability Support Program Budget**

Melissa Mackey, Director of Integrated Services & Program Supports, presented the 2008 ODSP Budget, which was discussed by the Board and Management.

## **7.5 Program Support Budget**

Melissa Harrison, CAO (A) and Janice Loranger, Director of Finance, presented the 2008 Program Support Budget, which was discussed by the Board and Management.

## **7.6 Board Budget**

Melissa Harrison, CAO (A) presented the 2008 Board Budget, which was discussed by the Board and Management.

## **7.6 Final Municipal Share Estimate and Budget Overview**

Melissa Harrison, CAO (A) presented the 2008 Final Municipal Share Estimate, which was discussed by the Board and Management. The Director of Finance will present the municipal apportionment and working fund reserve analysis at the next meeting.

David Court, Interim Advisor to the CAO & Board provided an overview of the 2008 Budget prior to item 7.2 being presented.

MOVED BY: Linda Cunningham

**Motion # 4**

SECONDED BY: Judy Pace

THAT the Board approves the following changes to the Reimbursement of Expenses:

Breakfast Rate:	\$10
Lunch Rate:	\$15
Mileage:	\$0.43/km
Insurance Allowance (per criteria):	\$200/year

Effective March 1, 2008, for all staff and board members.

Furthermore, THAT the Board approves:

Mileage at the rate of: \$0.44/km

Effective January 1, 2009, for all staff and board members, to be the same rate as applied to bargaining staff as per the CUPE Collective Agreement.

**CARRIED**

The Director of Finance will present a revised Reimbursement of Expenses Policy for Board approval at the next meeting.

MOVED BY: Dan Cote **Motion # 5**  
SECONDED BY: Bob Hobbs

THAT the Board accept the 2008 Budgets, in principle, subject to the approval of the Board as a whole, to be finalized at the March 20, 2008 meeting of the Board, including:

- Child Care
- Ontario Works
- Program Support
- Board

**CARRIED**

**8.0 IN CAMERA SESSION**

MOVED BY: Linda Cunningham **Motion # 6**  
SECONDED BY: Dan Coté

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

**CARRIED**

**9.0 RETURN TO REGULAR MEETING**

MOVED BY: Bob Hobbs **Motion # 7**  
SECONDED BY: Arla West

THAT the Board resolves to rise from the in camera session and reconvene with the regular Board Meeting without report at 10:08 p.m.

**CARRIED**

**10.0 ADJOURNMENT/ NEXT MEETING**

MOVED BY: Judy Pace  
SECONDED BY: Linda Cunningham

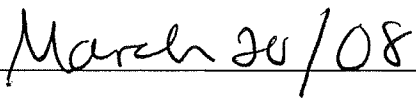
**Motion # 8**

THAT the Board meeting be hereby adjourned at 10:10 p.m. and the next meeting will be held on March 20, 2008, in Englehart or at the call of the Chair.

**CARRIED**

Minutes signed as approved by the Board:

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

  
\_\_\_\_\_  
Date