



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
Thursday, March 20, 2008
at 40 Third Street, Englehart**

PRESENT: Norm Menard, Chair
Jim Whipple, Vice-Chair
Dan Côté
Bob Hobbs
Norm Mino
Nina Wallace
Arla West
Melissa Harrison, Chief Administrative Officer (A)
Isabelle Rhéaume, Executive Assistant to the CAO (Recorder)

GUESTS: Dani Grenier-Ducharme, Best Start Project Manager
Janice Loranger, Director of Finance
Corey Mackler, Senior Information Technology Supervisor
Anna McGonigal, Social Housing Manager
Mark Stewart, Ontario Works Manager
Tom Wells, Councillor, City of Temiskaming Shores

REGRETS: Linda Cunningham
Judy Pace

CALL TO ORDER:

The Regular and Budget Meeting of the Board was called to order at 5:38 p.m.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None.

2.0 PETITIONS AND DELEGATIONS

None.

3.0 ADOPTION OF PREVIOUS MINUTES – February 20, 2008

MOVED BY: Arla West
SECONDED BY: Bob Hobbs

Motion # 1

THAT the minutes of the February 20, 2008 meeting be approved as presented.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 **Feb. 4th Minutes of the Board - Item 7.2 - 2008 Social Housing Program Budget**
Anna McGonigal, Social Housing Manager presented a proposal re: DOOR funding expenditures for 2008, discussed by the Board and Management.

MOVED BY: Dan Coté **Motion # 2**
SECONDED BY: Bob Hobbs

THAT the Board proceed with a new tender, using the Social Housing Services Corporation template on Building Condition Assessments as criteria, for 4 Housing Providers in addition to the DTSSAB Social Housing properties using the DOOR funding.

AND that the Board approve conducting Appraisals of all Social Housing properties for DTSSAB, using the DOOR funding

AND that the Board approve conducting an Energy Audit of all DTSSAB Social Housing properties using the DOOR funding.

CARRIED

4.2 **Item 6.2 - Social Housing Services Corporation (SHSC) Report: "Snakes and Ladders: Ending Poverty Traps by Rebuilding Livelihoods in Social Housing"** -
Anna McGonigal, Social Housing Manager provided an update to the Board in response to report recommendations for potential DTSSAB implementation.

4.3 **Item 7.1 - Delegation of Signing Authority**
Janice Loranger, Director of Finance provided a response to the Board's inquiry. Titles of positions are sufficient for the banks to receive direction regarding signing authority.

5.0 ADDITIONS TO AGENDA/ ACCEPTANCE OF AGENDA

5.1 Board Member Coté stated that Board meetings scheduled on the 3rd Thursday of the month are not good for himself and for Board Member Wells as they conflict with other Committee Meetings they attend. The Board requested that a new Meeting Schedule be proposed at the next meeting.

6.3 EMS Thank you letter from the Township of Temagami

6.4 Letter from the Town of Kirkland Lake Mayor Bill Enouy, stating a savings to local municipalities due to the uploading of the ODSP Ontario Drug Benefit.

MOVED BY: Arla West **Motion # 3**
SECONDED BY: Norm Mino

THAT the agenda of the March 20, 2008 meeting of the Board be accepted as amended.

CARRIED

6.0 CORRESPONDENCE

6.1 FONOM Annual Conference, Sault Ste. Marie: May 14 -16, 2008

The Board requested clarification regarding membership status of the DTSSAB Board with FONOM.

6.2 Letter from ODSP client requesting changes to Board Policy for Dental Benefits and Board response

6.3 Letter from the Municipality of Temagami expressing appreciation of EMS for their actions surrounding the air ambulance crash.

The Board requested that a copy of this letter be sent out to the 23 member municipalities.

6.4 Letter from the Town of Kirkland Lake Mayor Bill Enouy stating a savings to local municipalities due to the uploading of the ODSP Ontario Drug Benefit.

This item was discussed and the Board requested that staff provide a detailed breakdown and explanation of these funds to help clarify for each member municipality at the time the 2008 apportionment is communicated. Staff were also to prepare a response from the Board Chair to the Town of Kirkland Lake.

MOVED BY: Jim Whipple
SECONDED BY: Bob Hobbs

Motion # 4

THAT the Board receive the Correspondence as presented, for information.

CARRIED

7.0 OTHER BUSINESS

7.1 4th Quarter Programs Report 2007

Melissa Harrison, Acting CAO presented the 4th Quarter Program Report to the Board.

MOVED BY: Nina Wallace
SECONDED BY: Norm Mino

Motion # 5

THAT the Board receive the 4th Quarter 2007 Programs Report as presented, for information.

CARRIED

7.2 Delivery Plan for Consolidated Homelessness Prevention Program, Energy Emergency Fund, and Rent Bank

Presented by Mark Stewart, OW Manager, and discussed by the Board and Management.

MOVED BY: Bob Hobbs **Motion # 6**
SECONDED BY: Jim Whipple

THAT the Board receive the DTSSAB's Delivery Plan for the "Homelessness Prevention Program", including the 100% provincially funded Consolidated Homelessness Prevention, Energy Emergency, and Rent Bank programs, as presented, for information.

CARRIED

7.3 Reinvestment Proposal for National Child Benefit / Ontario Child Benefit

Mark Stewart, Ontario Works Manager, presented the Reinvestment Proposal, which was discussed by the Board and Management. The Board decided to return the portion of the OCB savings to the municipalities once confirmed, while the NCB savings would continue to be reinvested in 2008 as mandated by the province.

MOVED BY: Arla West **Motion # 7**
SECONDED BY: Dan Coté

THAT the Reinvestment Proposal for the National Child Benefit and Ontario Child Benefit for 2008 be approved as Option B as presented, effective March 20, 2008 and that any remaining funds be donated to our local Food Banks later in the year.

CARRIED

7.4 Policies for Board Approval

7.4.1 Discretionary Benefits Policy for OW / ODSP

Mark Stewart, OW Manager, presented this amended Policy, which was discussed by the Board and Management. Staff were commended for bringing forward a policy which provides more flexibility in assisting clients.

MOVED BY: Nina Wallace **Motion # 8**
SECONDED BY: Jim Whipple

THAT the Discretionary Benefits Policy for the Ontario Works and Ontario Disability Support Programs, be approved as presented, effective March 20, 2008.

CARRIED

7.4.2 Reimbursement of Expense Policy for Board and Staff

Janice Loranger, Director of Finance, presented the revised Reimbursement of Expenses Policy, which was discussed by the Board and Management.

MOVED BY: Norm Mino **Motion # 9**
SECONDED BY: Nina Wallace

THAT the Reimbursement for Expenses Policy be approved as presented, effective March 20, 2008, and Option B for the Board Insurance Allowance.

CARRIED

7.4.3 Working Fund Reserve Analysis & Limit of Reserves Policy

Janice Loranger, Director of Finance, presented to the Board this Policy with various options to choose from. Board and Management discussed this Policy in detail. Staff were directed to analyze all reserve funds of the Board and bring forward a report with recommendations during the 2009 budget process.

MOVED BY: Nina Wallace **Motion # 10**
SECONDED BY: Jim Whipple

THAT the Limit of Reserves Policy be approved as recommended, effective March 20, 2008.

CARRIED

MOVED BY: Jim Whipple **Motion # 11**
SECONDED BY: Bob Hobbs

THAT the Board return any surplus funds for 2007 to the municipalities by means of a refund cheque;

AND that a further refund of \$594,000 from the working fund reserve be returned to the municipalities by means of a refund cheque;

AND that the amount is pending the outcome of the 2007 Audit and any further adjustments to the 2007 municipal apportionment;

FURTHERMORE, that the date of the implementation is also pending the finalization of the 2008 municipal apportionment calculations.

CARRIED

A Media Release will follow once the 2007 Audit and 2008 Apportionment is finalized.

7.5 2008 Budget

7.5.1 2008 Best Start Budget & Unconditional Grant Analysis

Dani Grenier-Ducharme, Best Start Project Manager presented the budget, which was discussed by the Board and Management. The Board discussed options on how to invest the interest earned. Direction was given to staff to look into different investment options best suited for the remaining funds of the Unconditional Best Start Grant.

MOVED BY: Dan Coté
SECONDED BY: Arla West

Motion # 12

THAT the Board accept the Best Start Budget as presented.

AND, that the Board approve the contribution of the 2007 Best Start Administration funding to the Best Start Unconditional Grant fund;

AND, that the Board approve the interest earned from the Best Start Unconditional grant to accrue and remain in the fund until March 31, 2010.

CARRIED

7.5.2 Update RE: 2008 & 2007 Municipal Apportionment; 2007 Audit.

Janice Loranger, Director of Finance, presented this information, which was discussed by the Board and Management. Also distributed was a letter from the City of Temiskaming Shores requesting a review of the 2007 apportionment levied as a result of revised population and household data recently released from Statistics Canada for the year 2006. The Director of Finance informed the Board that the 2007 apportionment levied was confirmed as having applied the year 2000 population and household data. As a result, no adjustments to the 2007 municipal apportionment levied were required. Staff will respond to the letter received. It was noted that staff would use the most up to date information available for future apportionment calculations.

7.5.3 2008 Total Budget as a Whole and Overview of Revisions

Melissa Harrison, Acting CAO presented the 2008 Total Budget, which was discussed by the Board and Management. The Board requested further discussion prior to hiring of 2 additional staff. Although some concerns were addressed as items that need to be watched during the year, the Board was happy with the outcome. An e-mail to the municipalities and a Media Release will follow.

MOVED BY:
SECONDED BY:

Jim Whipple
Dan Coté

Motion # 13

THAT the Board approve the **2008 Budget** as follows:

<u>Program</u>	<u>Gross</u>	<u>Net</u>
Ontario Disability Support Program	\$16,087,421	\$ 3,514,688
Ontario Works	\$ 6,509,885	\$ 1,645,191
Child Care	\$ 1,613,801	\$ 435,975
Social Housing	\$ 5,263,746	\$ 1,526,144
Emergency Medical Services	\$ 5,223,015	\$ 2,374,597
Best Start	\$ 6,716,030	\$ 0
Board	\$ 91,150	\$ 91,150
Sub-Total	\$41,505,048	\$ 9,587,745
Less: Contribution from Working Fund	\$ 0	\$ 0
Total	<u>\$41,505,048</u>	<u>\$ 9,587,745</u>

CARRIED

8.0 IN CAMERA SESSION

MOVED BY:
SECONDED BY:

Dan Coté
Arla West

Motion # 14

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:
SECONDED BY:

Bob Hobbs
Norm Mino

Motion # 15

THAT the Board resolves to rise from the in camera session and reconvene with the Regular Board Meeting with report at 10:40 p.m.

CARRIED

MOVED BY: Nina Wallace
SECONDED BY: Dan Coté

Motion # 16

THAT the Board approve the Employee Benefits Renewal through the brokerage firm of St. Cyr & Associates, effective April 1, 2008, as presented.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Arla West
SECONDED BY: Jim Whipple


Motion # 17

THAT the Board meeting be hereby adjourned at 10:44 p.m.

AND that the next meeting will be held on April 24, 2008, in Kirkland Lake or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:



Board Chair



Date