



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

**Minutes of the Regular Meeting of the Board held
Thursday, April 24, 2008
at Council Chambers, Kirkland Lake**

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

GUESTS: Janice Loranger, Director of Finance

REGRETS: Tom Wells

CALL TO ORDER:

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

1.0 DISCLOSURE OF PECUNIARY INTEREST

Linda Cunningham declared a conflict of interest for item 7.5 of the agenda.

2.0 PETITIONS AND DELEGATIONS

None.

3.0 ADOPTION OF PREVIOUS MINUTES – March 20, 2008

MOVED BY: Bob Hobbs
SECONDED BY: Arla West

Motion # 1

THAT the minutes of the March 20, 2008 meeting be approved as amended and that Motion #2 referencing the number of housing providers be changed from 5 to 4.

CARRIED

4.0 BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 March 20th Minutes of the Board - Item 4.1 - 2008 Social Housing DOOR Funding

Melissa Harrison, CAO (A) recommended to the Board that a Consulting Firm prepare tenders and assist in project management of process for the Building Condition Assessments, Appraisals and Energy Audits. Direction was given to staff to proceed with hiring the Consulting Firm for this project, in accordance with the Purchasing Policy.

4.2 Item 5.1 – New Board Meeting Schedule

Melissa Harrison, CAO (A) presented to the Board a Draft Revised 2008 Board Meeting Schedule for approval.

MOVED BY: Nina Wallace

Motion # 2

SECONDED BY: Norm Mino

THAT the Board approves the revised 2008 Meeting Calendar of the Board as presented.

CARRIED

4.3 Item 6.1 - FONOM Annual Conference

The Board requested clarification of our membership with FONOM. Melissa Harrison, CAO (A) explained to the Board that the member municipalities and the Timiskaming Municipal Association are members; however the DTSSAB is not directly a member.

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

Melissa Harrison, CAO (A) advised the Board that as requested a copy of the letter was sent to member municipalities for their information.

4.5 Item 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.

Melissa Harrison, CAO (A) advised the Board a letter of response to the Town of Kirkland Lake, signed by our Board Chair, was in their packages for their reference.

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

Melissa Harrison, CAO (A) advised the Board that a letter of response to the City of Temiskaming Shores from the Director of Finance, was in their packages for their reference.

4.7 Item 7.5.3 - 2008 Total Budget as a Whole and Overview of Revisions

Melissa Harrison, CAO (A) advised the Board of the Media Release and followed up by noting the positive media coverage that came from the Budget announcement.

5.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA

MOVED BY: Nina Wallace

Motion # 3

SECONDED BY: Dan Coté

THAT the agenda of the April 24, 2008, meeting of the Board be accepted as presented.

CARRIED

6.0 CORRESPONDENCE

6.1 MCSS Family Responsibility Office – Municipal Share of Cost Recoveries.

The Board was informed that these funds represent the municipal share of additional cost recoveries due to reconciliation on the Ministry's part, in the amount of \$8500 which will be applied toward our 80% municipal share of client costs.

6.2 MMAH grant of \$306,179 for Social Housing.

This item was presented by Melissa Harrison, CAO (A) and discussed by the Board. These funds are to be used for capital repairs, energy efficiency improvements and social housing renewal. The Board requested further information regarding the designation of special needs units and whether this funding may be used for the conversion of wheel chair accessible units. The Board directed staff to proceed with previously approved conversions of two units due to scheduling around construction season, and that the expense be funded by either the DOOR funding or this new grant, pending confirmation of the criteria from the Ministry. Once further details regarding criteria are received from the Ministry, the Board has requested that staff provide a report to the Board for further discussion and a decision.

MOVED BY: Jim Whipple
SECONDED BY: Arla West

Motion # 4

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

CARRIED

7.0 OTHER BUSINESS

7.1 Summary of 2006 Ontario Works Compliance Review

Melissa Harrison, CAO (A) presented the Ontario Works Compliance Review to the Board for their information and discussion. The Board commended staff for the positive review and recognition for the quality of referrals, documentation and best practices of our Family Support Worker.

7.2 2008 Apportionment of Municipal Share

Presented by Janice Loranger, Director of Finance, and discussed by the Board and Management. There will be three separate letters going out to the member municipalities; apportionment letters with billing schedules, letters with refund details after the final audit and letters detailing the ODSP Ontario Drug Benefit savings.

MOVED BY: Nina Wallace
SECONDED BY: Linda Cunningham

Motion # 5

THAT the Board approve the 2008 apportionment of the municipal share for the 2008 approved budget to be levied to the municipalities as presented.

CARRIED

7.3 Update re: 2007 Audit & 2007 Reserve Allocations

Janice Loranger, Director of Finance, presented an update of the 2007 Audit, which was discussed by the Board and Management. The packages from the auditors should be distributed to the Board for review at least two weeks in advance of the next scheduled meeting of May 15th. In regards to the Reserve Allocations, the Board and Management discussed the proposed changes to the EMS Vehicle Reserve contributions and Best Start Unconditional Grant allocations as a result of actual audited figures.

MOVED BY: Bob Hobbs
SECONDED BY: Dan Coté

Motion # 6

THAT the Board approve the following reserve allocations for 2007:

Transfer to Land Ambulance – Vehicle Purchases Reserve Fund \$473,907
Transfer from Land Ambulance - Vehicle Purchases Reserve Fund \$258,552

FURTHERMORE THAT, the Board approve any contributions to or from the working reserve fund as a result of a deficit or surplus pending the outcome of the 2007 audit.

AND, that any surplus be returned from the working reserve fund to the member municipalities in the form of a refund.

CARRIED

7.4 Board Recognition of EMS Week (May 18 – 24, 2008)

Melissa Harrison, CAO (A) provided an overview of the planned activities which will be confirmed shortly through a Media Release.

MOVED BY: Linda Cunningham
SECONDED BY: Arla West

Motion # 7

WHEREAS, Emergency Medical Services in Ontario are a vital public service; and

WHEREAS, the members of Emergency Medical Services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, the Emergency Medical Services, in Ontario, recognize the role support staff play in meeting this vital public service; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the members of Emergency Medical Service teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of ALL Emergency Medical Service providers by recognizing Emergency Medical Services Week;

NOW THEREFORE, the District of Timiskaming Social Services Administration Board recognizes the week of May 18th – 24th, 2008, as

Emergency Medical Services Week

With the international theme, “**EMS: Your life is our Mission**”. The Board requests all communities in the District of Timiskaming observe this week;

FURTHERMORE, that a copy of this resolution be forwarded to all member municipalities requesting their support and participation in proclaiming EMS Week;

AND, that this resolution be forwarded to the Association for Municipal Emergency Medical Services of Ontario.

CARRIED

7.5 CAO Report – 2008 DTSSAB Work Plan Summary

NOTE: Linda Cunningham excused herself for this agenda item.

Melissa Harrison, CAO (A), presented the agency’s work plan, which was discussed by the Board and Management, along with updates on renovations and recruitment.

7.6 Board Governance

7.6.1 Draft 2008 Board Work and Agenda Plan

Jim Whipple, Vice-Chair presented a Draft Work and Agenda Plan to the Board for review and discussion. The Board agreed with plans as presented. Items will be brought to the Board throughout the year for further discussion.

8.0 IN CAMERA SESSION

MOVED BY: Dan Coté
SECONDED BY: Nina Wallace

Motion # 8

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: Arla West
SECONDED BY: Bob Hobbs

Motion # 9

THAT the Board resolves to rise from the in camera session and reconvene with the Regular Board Meeting without report at 10:45 p.m.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Jim Whipple
SECONDED BY: Norm Mino

Motion # 10

THAT the Board meeting be hereby adjourned at 11:10 p.m.

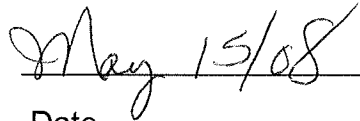
AND that the next meeting will be held on May 15, 2008, in Kirkland Lake, or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:



Board Chair



Date