



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, May 15, 2008
at Council Chambers, Kirkland Lake**

PRESENT: Norm Menard, Chair
Jim Whipple, Vice-Chair
Dan Côté
Linda Cunningham
Bob Hobbs
Norm Mino
Tom Wells (arrived at approx 6:15 pm)
Arla West
Melissa Harrison, Chief Administrative Officer (A)
Lise Gauvreau, HR Executive Assistant (Recorder)

GUESTS: Janice Loranger, Director of Finance
Adam Slee, Finance Supervisor
Mike Trodd, Emergency Medical Services Manager
Tom Gannon, Ross, Pope & Company
Christine Morrow, Ross, Pope & Company

REGRETS: Nina Wallace

CALL TO ORDER:

The Regular 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 – April 24, 2008

MOVED BY: Dan Côté
SECONDED BY: Norm Mino

Motion # 1

THAT the minutes of the April 24, 2008 meeting be approved as amended.

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) informed the Board that management is in the process of establishing a contract with AMFM Consulting Firm to assist in project management and prepare the Building Condition Assessments, Energy Audits and Appraisals Tender.

4.2 Item 7.2 – Apportionment of Municipal Share

Melissa Harrison, CAO (A) informed the Board that the Finance Department sent out the apportionment letters with billing schedules by courier to each member municipality on May 2, 2008.

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

Melissa Harrison, CAO (A) informed the Board that the Media Release and Resolution recognizing EMS Week was distributed to the media, member municipalities, Board and staff on April 30th. To date, the Township of Chamberlain has forwarded a copy of their Council's resolution to declare EMS week in their community.

5.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA

5.1 7.10 Social Housing Tender Awards to be added.

MOVED BY:

Jim Whipple

Motion # 2

SECONDED BY:

Bob Hobbs

THAT the agenda of the May 15, 2008, meeting of the Board be accepted as amended.

CARRIED

6.0 CORRESPONDENCE

6.1 Letter from MCSS – 2008/09 Social Assistance Restructuring Funding of \$3000 for one-time administration costs (dated April 22, 2008).

Melissa Harrison, CAO (A) advised the Board that this 100% provincial one-time funding will go toward administration costs in 2008.

6.2 Letter from MCSS – Municipal Share of ODSP Ontario Drug Benefit Program Rebate of \$16,873 (dated April 28, 2008).

Melissa Harrison, CAO (A) advised the Board that this revenue will be applied against the municipal share of the ODSP costs in 2008.

The Board requested that staff continue to track the rebate returns and one-time funding received throughout the year and report back to the Board at a later date.

6.3 Request for Funding – Camp Lorrain for Children in Cobalt

The request for funding and draft response were provided for the Board's information.

MOVED BY:

Linda Cunningham

Motion # 3

SECONDED BY:

Arla West

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

CARRIED

7.0 OTHER BUSINESS

7.1 Memo Update re: EMS Public Access Defibrillator Initiative

Mike Trodd, Emergency Medical Services Manager, informed the Board that from 22 site applications, 8 new sites are still waiting to be confirmed in round 2. A press conference is to be rescheduled pending MPP David Ramsay's availability. Free mini CPR sessions will be held across the District. Invitations have been posted in the local newspapers and on the website.

7.2 Recruitment of EMS Field Supervisor, Englehart Base

Mike Trodd, Emergency Medical Services Manager presented the business case to the Board, which was discussed by the Board and Management.

MOVED BY:

Norm Mino

Motion # 4

SECONDED BY:

Jim Whipple

THAT the Board approve the position of EMS Field Supervisor in Englehart, to be recruited as per the approved 2008 Budget.

CARRIED

7.3 Presentation of Draft 2007 Audit Findings Report - Introduction and Update

An update and introduction was presented by Janice Loranger, Director of Finance, and Adam Slee, Finance Supervisor.

As per the Board's request, Janice Loranger will investigate the possibility of automatic billing for municipalities. She also stated that letters and invoices will be sent out shortly to two municipalities with outstanding amounts owing. The Board directed staff to postpone the refund cheques being sent to these two municipalities until payment is received.

Tom Gannon and Christine Morrow from Ross, Pope & Company presented the 2007 Audit Findings Report to the Board. It was noted that the Timiskaming District Housing Corporation's audit findings were consolidated in the DTSSAB Financial Statements. The Audit Findings Report was reviewed and discussed by the Board, Management and guests.

7.4 In Camera Session to discuss Finance matters

MOVED BY: Bob Hobbs **Motion # 5**
SECONDED BY: Norm Mino

THAT the Board resolves to move into closed session to discuss Finance matters.

CARRIED

7.5 Return to Regular Meeting

MOVED BY: Tom Wells **Motion # 6**
SECONDED BY: Linda Cunningham

THAT the Board resolves to rise from the in camera session and reconvene with the regular Board meeting with report at 7:50 PM.

CARRIED

MOVED BY: Jim Whipple **Motion # 7**
SECONDED BY: Arla West

THAT the Board accept the 2007 Audit of the District of Timiskaming Social Services Administration Board as presented.

CARRIED

MOVED BY: Linda Cunningham **Motion # 8**
SECONDED BY: Bob Hobbs

THAT the Board accept the 2007 Audit of the Timiskaming District Housing Corporation as presented.

CARRIED

7.6 Apportionment of Refund to Municipalities

Janice Loranger, Director of Finance, presented an update on the status of the Working Fund Reserve Balance and Transfers. The purpose of this report was to update the Board on the status of the overall surplus/deficit for the year and the impact on the Working Fund Reserve Balance as a follow up to the original report and discussion that occurred at the March 20, 2008 Board Meeting. The details of the apportionment of the refund to member municipalities were also reviewed, which was based on the cost apportionment formula applied in 2007.

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

THAT the Board approve the Apportionment of the Refund from the Working Fund Reserve to the member municipalities in the amount of \$594,000 as presented.

CARRIED

7.7 2007 Board Member Honorarium and Expense Report

Janice Loranger, Director of Finance, presented this Report to the Board, which will be posted on the website for public access. The Board inquired if a declaration was required every year for the 1/3 tax exemption on honorariums. Janice Loranger will follow-up on this inquiry.

MOVED BY: Tom Wells
SECONDED BY: Norm Mino

Motion # 10

THAT the Board accept the 2007 Board Member Honorarium and Expense Report as presented.

CARRIED

7.8 Finance Report: Q1 2008

Note: This agenda item was presented before item 7.1

Janice Loranger, Director of Finance, provided an overview of the 1st Quarter 2008 Finance Report to the Board, which was discussed by the Board and Management. The Board commended the finance staff for the excellent report, recognizing their effort in providing quality information in an easy to read format.

MOVED BY: Bob Hobbs
SECONDED BY: Arla West

Motion # 11

THAT the Board accept the 1st Quarter 2008 Finance Report as presented, for information.

CARRIED

7.9 CAO Report: Q1 2008

Melissa Harrison, CAO (A) presented an overview of the 1st Quarter 2008 Operational Report, which was discussed by the Board and Management. The highlights included:

- EMS: Public Access Defibrillator initiative, increase of 13% in overall call volume
- Best Start: disbursement of over \$2.7 in one time funding ie: parenting programs, supplies and equipment, child care staffing
- Integrated Services: delivery model under development; staff recruitment
- Human Resources: recruitment – filling of vacancies and new positions ie: Best Start
- Information Technology: EMS infrastructure and hardware; phone system upgrade
- Program Supports: Records management – storage, shredder, tab shelving.

Board Members were invited to the Englehart Community Centre on June 23rd to join the staff for lunch during the “Staff Education Day”. The Board thanked the CAO (A) and staff for the excellent report.

MOVED BY: Dan Coté
SECONDED BY: Bob Hobbs

Motion # 12

THAT the Board accept the 1st Quarter 2008 Operational Report as presented, for information.

CARRIED

7.10 Social Housing Tender Awards

Note: This agenda item was presented following item 7.7

A report was distributed to the Board Members, including minutes of the Tender Evaluation Committee meetings containing recommendations, which was discussed by the Board and Management.

MOVED BY: Arla West **Motion # 13**
SECONDED BY: Jim Whipple

THAT the Board awards the following Social Housing contracts as recommended by the Tender Evaluation Committee:

- PTC 1008-06 Crescent and Parking Lot Upgrade, 25 and 25A Tweedsmuir, Kirkland lake contract to "Loach Asphalt Ltd.";
- PTC 1008-07 Elevator Preventative Maintenance for the District, 5 year contract by "ThyssenKrupp Elevator"; and
- SFT 1008-08 Exterior Renovations Balcony Upgrade, 6th Avenue, Englehart contract to "Belanger Construction".

CARRIED

8.0 IN CAMERA SESSION

MOVED BY: Tom Wells **Motion # 14**
SECONDED BY: Norm Mino

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: Linda Cunningham **Motion # 15**
SECONDED BY: Norm Mino

THAT the Board resolves to rise from the in camera session and reconvene with the Regular Board Meeting with report at 9:55 PM.

CARRIED

MOVED BY: Jim Whipple
SECONDED BY: Tom Wells

Motion # 16

THAT the Board approve the Consulting Contract with David Court Consulting Inc. effective May 26, 2008 to November 30, 2008 as presented.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Jim Whipple
SECONDED BY: Bob Hobbs

Motion # 17

THAT the Board meeting be hereby adjourned at 10:00 PM.

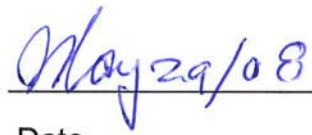
AND that the next meeting will be held on May 29, 2008, in Englehart, or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:



Board Chair



Date