



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 Wednesday, July 16, 2008
at 40 Third Street, Englehart**

PRESENT: Norm Menard, Chair
Jim Whipple, Vice-Chair
Dan Coté
Linda Cunningham (arrived at 6:00pm)
Bob Hobbs
Nina Wallace
Tom Wells
Arla West
Melissa Harrison, Chief Administrative Officer (A)
Isabelle Rhéaume, Executive Assistant to CAO (Recorder)

GUESTS: Anna McGonigal, Social Housing Manager
Rachel Levis, Director of Human Resources

REGRETS: Norm Mino

CALL TO ORDER:

The Regular Meeting of the Board was called to order at 5:40 p.m.

1.0 DISCLOSURE OF PECUNIARY INTEREST

None.

2.0 PETITIONS AND DELEGATIONS

None.

3.0 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA

MOVED BY: Dan Coté **Motion # 1**
SECONDED BY: Nina Wallace

THAT the agenda of the July 16, 2008, meeting of the Board be accepted as presented.

CARRIED

4.0 ADOPTION OF PREVIOUS MINUTES

MOVED BY: Bob Hobbs
SECONDED BY: Arla West

Motion # 2

THAT the minutes of the June 18, 2008 meeting be approved as presented.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Item 7.3 – NCB Reinvestment Strategy

Melissa Harrison, CAO (A) provided an update for the Board regarding the NCB Reinvestment Strategy. As per the Board's direction a Request for Proposal was issued today in both the Northern News and the Temiskaming Speaker, which will run again on July 30th, closing on August 8th. It was also posted on our web site and e-mailed out to the 23 Member Municipalities, MPP and MP offices, and community agencies, including Guidelines and an Application package. Funds are to be flowed by year end, while agencies must spend by December 31, 2009. A Report with Recommendations will be presented for the Board's consideration at the September 17, 2008 meeting.

5.1 Board Honorarium Policy

Jim Whipple, Board Vice-Chair presented the revised Policy to the Board, which was reviewed and discussed. There was some concern with the wording around missed meetings, therefore amended to read "regularly scheduled meetings".

MOVED BY: Jim Whipple
SECONDED BY: Tom Wells

Motion # 3

THAT the Board Honorarium Policy be approved as amended, effective July 1, 2008.

CARRIED

6.0 CORRESPONDENCE

6.1 MCSS / MCYS letter re: Final 2006 Settlement

Melissa Harrison, CAO (A) advised the Board that we are still in the process of analysing this information. Details of how this will impact our financial position will be provided in the Q2 Report to the Board at the September meeting.

6.2 MMAH letter re: Social Housing Capital Repair Grant

Melissa Harrison, CAO (A) presented this information to the Board. The guidelines and criteria have been received, including accountability and reporting requirements, which were discussed by the Board and Management.

The Board's preference was to review the results of the pending Building Condition Assessments and Energy Audits prior to making any decisions and/or commitments with respect to this capital grant. As such, the Board directed staff to send a letter to the Ministry requesting an extension of the September 30th deadline in order to submit our capital repair plan. Furthermore, the Board directed staff to extend an invitation to the Non-Profit Housing Providers to submit proposals for use of these funds.

MOVED BY: Tom Wells **Motion # 4**
SECONDED BY: Nina Wallace

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

CARRIED

7.0 OTHER BUSINESS

7.1 Request for Reallocation of Social Housing Capital Funding

Anna McGonigal, Social Housing Manager presented this information to the Board. A recommendation was made and amended by the Board to use some of the new Social Housing Capital Repair Grant.

MOVED BY: Jim Whipple **Motion # 5**
SECONDED BY: Dan Coté

THAT the Board approve the allocation of \$83,580, from the Social Housing Capital Repair Grant to fund the additional project costs associated with the drainage and Parking Lot upgrades at 26 Ferland, Cobalt, in 2008.

CARRIED

7.2 Social Housing Tender Award

Anna McGonigal, Social Housing Manager presented information to the Board, which was discussed by the Board and Management.

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

THAT the Board award the following Social Housing contract as recommended by the Tender Evaluation Committee:

- PTC 1008-10 Drainage and Parking Lot Upgrade, 26 Ferland, Cobalt contract to Pedersen Construction.

CARRIED

7.3 In Camera Session to discuss Human Resources and Finance Matters.

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

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

CARRIED

MOVED BY: Dan Coté **Motion # 8**
SECONDED BY: Bob Hobbs

THAT the Board resolves to rise from the in camera session and reconvene with the Regular Board Meeting without report at 6:50 pm.

CARRIED

7.4 Memo re: Ontario Works & Get Trained Workers.com Joint Initiative – “Best Foot Forward” Pilot Workshop

Melissa Harrison, CAO (A) presented this information. Board members were encouraged to review the binder circulated on this worthwhile endeavour in assisting clients to improve their employability and self-esteem, which was very well received. Clients were so touched that their Caseworkers cared about them, it was very positive. Melissa Mackey and her staff were commended for the great job in putting this together.

Staff are looking at ways we can continue to offer and fund this initiative. Based on the low costs of this initiative, the Board agreed that 80/20 cost sharing funds for employment supports could be used. The Board suggested we do a follow-up with the clients who participated to see if it has helped with successful employability.

7.5 Board Committees

Jim Whipple, Board Vice-Chair presented this item to the Board and the Board Members were given a form to fill out indicating their preferences for Committee membership. The Report and recommendations, along with Draft Terms of Reference for Board Standing Committees, was reviewed and discussed. There were questions surrounding the Tender Committee, which were deferred until such time the Consultant can work with the Board and Staff in drafting a DTSSAB-wide Tendering Policy.

The Board agreed to proceed with the establishment of three Standing Committees: Human Resources, Audit, and French Language Services. A Board Policy on Committees, Terms of Reference for the Standing Committees and Member Appointments will be presented for approval at the September meeting.

7.6 Strategic Planning Overview

Melissa Harrison, CAO (A) presented an overview of the first 5 year strategic planning process for the agency. The Board Members agreed to meet on Monday September 15th at 5:30 pm for their Focus Group, with a preference given to Englehart as the location of the meeting.

7.7 Board Delegates: 2008 ONPHA Conference and NOSDA AGM

Norm Menard facilitated the call for interest of Board Members to participate in these learning opportunities.

MOVED BY: Nina Wallace

Motion # 9

SECONDED BY: Jim Whipple

THAT the Board approve the attendance of the following Board Members as delegates in 2008 to participate in the following:

NOSDA Annual General Meeting, Thunder Bay, September 29th to October 1st.

- Jim Whipple, NOSDA Vice Chair
- Linda Cunningham
- Tom Wells

ONPHA Annual Conference, Ottawa, October 17th to 19th.

- Norm Menard
- Bob Hobbs

CARRIED

7.8 Signing Authority

Melissa Harrison, CAO (A) provided an update to the Board with respect to Signing Authority and the bank's requirement for the Board to authorize the use of fax and stamp signatures, as appropriate.

MOVED BY: Linda Cunningham

Motion # 10

SECONDED BY: Dan Coté

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

Board Chair
Board Vice-Chair
Chief Administrative Officer
Director of Finance
Director of Human Resources
Director of Integrated Client Services & Program Supports
Finance Supervisor

AND, THAT the Board approves the following positions with signing authority for the Social Assistance and Social Housing Accounts:

Ontario Works Manager
Child Care Manager
Social Housing Manager
EMS Manager

FURTHERMORE, THAT the above signing authorities replace any existing authorities.

CARRIED

MOVED BY: Linda Cunningham **Motion # 11**
SECONDED BY: Bob Hobbs

THAT the Board approve that the Corporation create and issue to Canadian Imperial Bank of Commerce (the "Bank") an agreement respecting facsimile signatures on the Bank's Form 330 (the "Agreement") relating to the issuance of instruments under facsimile signatures of authorized officers of the Corporation;

As signing officers, the Board Chair, Vice Chair, Chief Administrative Officer or Director of Finance are hereby authorized for and on behalf of the Corporation to execute under its corporate seal, and deliver the Agreement to the Bank with such alterations, additions, amendments and deletions may be approved by such persons executing the same, whose signatures shall be conclusive evidence of such approval; and

Any one of the persons designated in paragraph 2 hereby authorized for and in the name of the Corporation to execute and deliver under the corporate seal or otherwise all such other documents and to do all such other acts and things as may be necessary or desirable to give effect to this Resolution or as may be reasonably required by the Bank.

CARRIED

8.0 IN CAMERA SESSION

MOVED BY: Arla West **Motion # 12**
SECONDED BY: Tom Wells

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
SECONDED BY: Arla West

Motion # 13

THAT the Board resolves to rise from the in camera session and reconvene with the Regular Board Meeting without report at 9:18 pm.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Linda Cunningham
SECONDED BY: Dan Coté

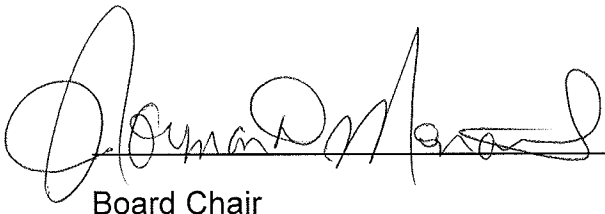
Motion # 14

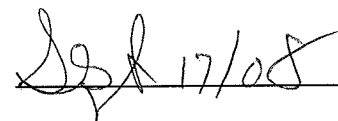
THAT the Board meeting be hereby adjourned at 9:20 pm.

AND that the next meeting will be held on September 17, 2008, in Temiskaming Shores, or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:


Board Chair


Date