



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, November 27, 2008
at 40 Third Street, Englehart**

PRESENT: Norm Menard, Chair
Jim Whipple, Vice-Chair
Dan Côté
Linda Cunningham
Norm Mino
Nina Wallace (5:50 pm)
Tom Wells
Arla West
Melissa Harrison, Chief Administrative Officer (A)
Isabelle Rhéaume, Executive Assistant to CAO (Recorder)

GUESTS: Janice Loranger, Director of Finance
Adam Slee, Finance Supervisor
Anna McGonigal, Social Housing Manager
Endrien Gauthier, Social Housing Maintenance Supervisor
Kelly Black and Peter Szack, KL Non-Profit Housing
Marcia O'Connor, AMFM Consulting
Paul Duffy, Buchan, Lawton & Parent

REGRETS: Bob Hobbs

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 ADDITIONS TO AGENDA / ACCEPTANCE OF AGENDA

Added item 6.3 Letter from MMAH re: Board Chair and Vice Chair Meeting with Minister Watson at ONPHA Conference; and item 6.4 Letter of clarification to Township of Armstrong regarding Social Housing client eligibility.

MOVED BY: Linda Cunningham
SECONDED BY: Jim Whipple

Motion # 1

THAT the Agenda of the November 27, 2008, regular meeting of the Board be accepted as amended.

CARRIED

4.0 ADOPTION OF PREVIOUS MINUTES

MOVED BY: Dan Coté
SECONDED BY: Arla West

Motion # 2

THAT the minutes of the October 23, 2008, meeting of the Board be approved as presented.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Melissa Harrison, CAO (A) provided the Board with updates from the business arising of the minutes as follows:

Item 7.6 (Oct. 9) Social Housing Revenue – as requested by the Board, in order to offset the revenue shortfall as a result of the debentures issue, we have implemented cost saving measures in 2008, and are projecting that expenses will be less than budgeted by more than \$130,000 by year end.

Item 6.3 (Oct. 23) Clarification letter for Township of Armstrong regarding Social Housing client eligibility was prepared and distributed for the Board's information as correspondence under item 6.4.

Item 7.4 (Oct. 23) OW Proposed Budget – as suggested by the Board, the CAO(A) brought forward the administrative funding pressures to the Ministry and was successful in negotiating additional one-time funding of approximately \$30,000 towards OW administration costs in 2008. Furthermore, the CAO(A) successfully negotiated the use of 100% provincial Best Start funds, on a one-time basis in 2008 (which was also negotiated in 2007); to offset pressures in child care administration costs. This amount is still to be finalized, which is currently estimated at \$185,000.

6.0 CORRESPONDENCE

6.1 MMAH Letter re: new Social Housing Information Management Systems Project *(dated October 20, 2008)*

Anna McGonigal, Social Housing Manager presented this information to the Board. It was discussed that this would help simplify things as it will standardize administrative data collection across the Province.

6.2 MCSS Final 2007 Settlement – ODSP (dated November 4, 2008)

Janice Loranger, Director of Finance and Adam Slee, Finance Supervisor, presented this information to the Board.

6.3 MMAH letter RE: ONPHA (dated November 5, 2008)

Jim Whipple, Board Vice Chair presented this information to the Board for discussion.

6.4 Township of Armstrong letter of clarification

Distributed for the Board's information.

MOVED BY: Tom Wells

Motion # 3

SECONDED BY: Norm Mino

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

CARRIED

7.0 OTHER BUSINESS

7.1 Presentation: Building Condition Assessments, Appraisals, Reserve Fund Studies, Asbestos Surveys and Energy Audits.

Marcia O'Connor, AMFM Consulting and Paul Duffy, Buchan, Lawton & Parent presented an overview of the findings and recommendations, which was discussed by Board Members, Management, and Guests. Many suggestions were provided to Staff.

7.2 Social Housing – Poverty Reduction Reallocation

Anna McGonigal, Social Housing Manager presented this item, which was discussed in detail by the Board and Management. The request was to reallocate \$85,000 previously approved for new Energy Star refrigerators and ranges through the Poverty Reduction Strategy to the abatement process for necessary mould remediation discovered during our recent BCA, which is estimated to cost \$135,254. There were many different suggestions on how to proceed with this situation, including consideration of proceeding with the purchase of energy efficient appliances, and using the capital reserve fund for the full abatement costs. It was recommended that the capital reserve fund not be used for the full costs. The Board's consensus was to reallocate the \$85,000 in addition to budgeting for the remainder of the costs in the 2009 Capital Plan. It was suggested that Staff further investigate incentive programs for the replacement of appliances with Energy Star products.

MOVED BY: Tom Wells

Motion # 4

SECONDED BY: Dan Coté

THAT the Board approve the Poverty Reduction Funding reallocation from the purchase of appliances to abatement services for DTSSAB public housing in the amount of \$85,000 as presented.

CARRIED

7.3 Social Housing – Fraser Hotel Project (Cobalt)

Anna McGonigal, Social Housing Manager presented this information to the Board, which was discussed. It was agreed that although we are unable to assist financially, the DTSSAB supports the concept of the project and any applications for funding from other sources.

MOVED BY: Linda Cunningham
SECONDED BY: Arla West

Motion # 5

THAT the Board support the partnership of the Town of Cobalt, Historic Cobalt Corporation, and Co-Tem Pro-Native Non-Profit Housing in The Fraser House – Bilsky Block Restoration Project;

AND THAT the Board support this partnership's objective to provide 15 units of additional safe and affordable housing for its residents;

AND THAT, the Board support this project's application for funding from any and all public and private sources, including all levels of government;

FURTHERMORE, THAT the Board support this project's application directly to the Ministry of Municipal Affairs and Housing for any provincial funds remaining through the Affordable Housing Program, as a Northern Complex Project.

CARRIED

7.4 Finance Report: Q3 2008

Janice Loranger, Director of Finance presented this information to the Board, which was discussed. Overall, we are projecting a net deficit of approximately \$900,000, which represents a 10% variance in the municipal share.

Some of this variance is related to increased caseloads in ODSP and Ontario Works, which are uncontrollable. At year end we are forecasting a variance of almost \$1.2 million in these 2 programs. Approximately \$236,000 of this amount is the 20% municipal share and this has not been levied to the municipalities as it was not anticipated. There will also be a shortfall of \$696,000 in revenue relating to the social housing debentures.

MOVED BY: Linda Cunningham
SECONDED BY: Jim Whipple

Motion # 6

THAT the Board accepts the 3rd Quarter 2008 Finance Report, for information purposes.

CARRIED

7.5 CAO Report: Q3 Operational Report 2008

Melissa Harrison, CAO (A) presented to the Board for information and discussion.

MOVED BY: Dan Coté
SECONDED BY: Tom Wells

Motion # 7

THAT the Board accepts the 3rd Quarter 2008 Operational Report, for information purposes.

CARRIED

7.6 2009 Budget Process – Update

Janice Loranger, Director of Finance presented this information, which was discussed at length by the Board and Management. As suggested, the Acting CAO investigated budgeting matters with other Service Managers, and presented a brief overview to the Board, indicating similar trends, issues, and strategies; and confirming that we are on the right track. Direction was given to Staff to proceed with organizing a meeting in the 1st Quarter of 2009 with the Senior Administrators and Clerks/Treasurers from the member municipalities, in order to present, communicate, and discuss information related to budgeting.

8.0 IN CAMERA SESSION

MOVED BY: Linda Cunningham
SECONDED BY: Dan Coté

Motion # 8

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

CARRIED

9.0 RETURN TO REGULAR MEETING

MOVED BY: Nina Wallace
SECONDED BY: Arla West

Motion # 9

THAT the Board resolves to rise from the in camera session and reconvene with the regular meeting of the Board without report at 10:18 p.m.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Norm Mino
SECONDED BY: Linda Cunningham

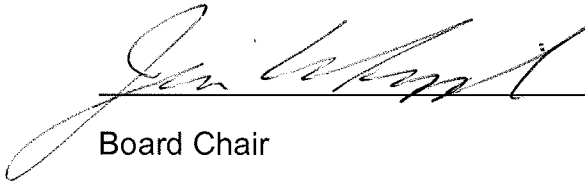
Motion # 10

THAT the Board meeting be hereby adjourned at 10:20 p.m.

AND that the next meeting will be held on December 17, 2008, in Englehart, or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:



Board Chair

Dec. 17 / 08

Date