



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 Wednesday, December 17, 2008
at 40 Third Street, Englehart**

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

GUESTS: Dani Grenier-Ducharme, Best Start Project Manager
Anna McGonigal, Social Housing Manager

REGRETS: Norm Menard, Chair

CALL TO ORDER:

The Regular and Budget 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

Norm Mino requested the addition of item 6.4 AMO Communication re: OMPF and Uploading of OW and ODSP costs.

MOVED BY: Tom Wells
SECONDED BY: Linda Cunningham

Motion # 1

THAT the agenda of the December 17, 2008, regular and budget 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 November 27, 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 October 23rd minutes as follows:

Item 7.4 OW Proposed Budget – Melissa announced that the additional one-time OW administration funding negotiated was approved for \$70,000 to \$75,000 and not the \$30,000 that was previously stated.

6.0 CORRESPONDENCE

6.1 MCSS: SAIL Training 50/50 Admin Funding 2009-10 *(dated Nov. 28, 2008)*

6.2 MOHTLC: 2009 EMS Grant Adjustment *(dated December 5, 2008)*

Jim Whipple and Melissa Harrison presented this information to the Board, which was discussed and questions answered. There will be a reduction of approximately \$300,000, however Management are investigating and will be appealing due to information the ministry has not considered.

6.3 Board Memo to Management Team: 2008 Recognition and Appreciation *(dated December 9, 2008)*

6.4 AMO Communication RE: OMPF and Uploading of OW and ODSP Costs

Norm Mino presented this information to the Board with a direction for the Finance department to review and report back to the Board.

MOVED BY: Bob Hobbs
SECONDED BY: Nina Wallace

Motion # 3

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

CARRIED

7.0 OTHER BUSINESS

7.1 Annual Contract Tenders - 2009

Anna McGonigal, Social Housing Manager presented this information to the Board for consideration and approval.

MOVED BY:
SECONDED BY:

Linda Cunningham
Dan Coté

Motion # 4

THAT the Board award the following Annual Service Contracts for 2009, as recommended by the Tender Evaluation Committee:

- Plumbing and Heating:
 - o North: Chad Plumbing
 - o South and Central: Packard Plumbing
- Electrical Maintenance:
 - o North, Central, and South: R.C. Electrical
- Painting and Cleaning:
 - o North: New Look Painting
 - o South and Central: Derle and Jeanette's Handyman Service
- Flooring:
 - o North, Central, and South: G. Belanger Construction

CARRIED

7.2 Social Housing - 2009 Market Rent Increase

Anna McGonigal, Social Housing Manager presented this item to the Board for information and discussion. The market rents for DTSSAB public housing portfolio will increase by 1.8% as per the Rent Control Guidelines. The increase will have a minimal impact of an additional \$7 to \$14 per month, for approximately 114 tenants. Market rent comparisons across the District were discussed. The DTSSAB rent supplement units were also used for comparison purposes.

The Board requested that future reports indicate whether the utilities are included or not, for market rent comparison purposes. The Board directed staff to review and present this item to the Board annually, to coincide with the Ministry release, around the September Board meeting.

7.3 Working Fund Reserve - 2009

MOVED BY:
SECONDED BY:

Tom Wells
Norm Mino

Motion # 5

THAT the Board approve any contributions to or from the working fund reserve as a result of a deficit or surplus in 2008, pending the outcome of the Audit.

CARRIED

7.4 Child Care – Proposed Budget 2009

Melissa Harrison, CAO (A) presented this item to the Board, and responded to

questions. Norm Mino inquired about the amount allocated to Integrated Client Services. Melissa explained the roll out of this new work unit and how it is anticipated to be fully operational in 2009. The Child Care Proposed Budget would result in a 4.32% increase in the municipal share equalling \$16,235.00 in 2009. There were concerns discussed regarding the inadequate administration funding for Child Care, if and when Best Start were to end.

MOVED BY: Tom Wells **Motion # 6**
SECONDED BY: Nina Wallace

THAT the Board accepts the 2009 Proposed Child Care Budget, in principle, subject to the approval of the Budget as a Whole.

CARRIED

7.5 Best Start - Proposed Budget & Capital Plan 2009

Dani Grenier-Ducharme, Best Start Project Manager presented this item to the Board, which was discussed. Dani explained that the 2008 budget was adjusted following the Ministry's approval of the funding allocation and amount for January to March 2009, as referenced in a previous Finance quarterly report to the Board. The Board requested a description of the activities under Operating Expenses, totalling over \$3M.

The Capital Plans were discussed at length. It was explained that many of these centres only have temporary licenses with the expectation that compliance under the *Day Nurseries Act*, such as health and safety requirements, would be addressed. The impacts of not approving these plans were discussed. The Board wishes to reconsider and further discuss the Best Start Unconditional Grant and the \$2.2M the Board previously designated for the exit strategy, should Best Start funding no longer be continued.

MOVED BY: Nina Wallace **Motion # 7**
SECONDED BY: Tom Wells

THAT the Board approves the 2009 Best Start Budget and Capital Plan as presented.

CARRIED

7.6 NCB Reinvestment Strategy: Additional 2008 Disbursement

Melissa Harrison, CAO (A) presented this item to the Board. Norm Mino expressed concerns that we should have reduced spending in NCB reinvestments earlier in the year as he understood that municipal savings were less than budgeted. Melissa Harrison explained that the amounts levied were based on Ministry forecasted savings provided at the time.

MOVED BY: Norm Mino **Motion # 8**
SECONDED BY: Linda Cunningham

THAT the Board approve the National Child Benefit Reinvestment Strategy, additional disbursement of funds in 2008 in the amount of \$2,000 to Timiskaming Child and Family Services' Christmas Angel program, in recognition and appreciation for the Board's use of their Englehart facilities in 2008.

CARRIED

7.7 Board Expense Approvals – 2008 (Policy BD-01)

Jim Whipple, Acting Board Chair presented this information to the Board, which was discussed. It was noted that the Board Honorarium Policy was pending revisions to be brought forward to the Board, such as the formal inclusion of the additional honorarium for NOSDA participation as previously approved by the Board.

MOVED BY: Dan Coté **Motion # 9**
SECONDED BY: Tom Wells

THAT the Board approve the additional Honorariums paid out to Board Members in accordance with the Board Honorarium Policy, for the period of July 2008 until November 2008 as follows;

August 2008	
Jim Whipple	An additional \$125.00, NOSDA teleconference
Norm Menard	An additional \$375.00 for 3 extra meetings

September 2008	
Jim Whipple	An additional \$125.00 for 1 extra meeting (TMA)
Norm Menard	An additional \$250.00 for 2 extra meetings

October 2008	
Norm Menard	An additional \$500.00 for 4 extra meetings

November 2008	
Jim Whipple	An additional \$125.00, NOSDA teleconference
Norm Menard	An additional \$375.00 for 3 extra meetings

CARRIED

7.8 2009 Proposed Board Meeting Schedule

Jim Whipple, Acting Board Chair presented this information to the Board, which was discussed.

MOVED BY: Bob Hobbs **Motion # 10**
SECONDED BY: Nina Wallace

THAT the Board approve the Board Meeting Schedule for the year 2009, as presented.

CARRIED

8.0 IN CAMERA SESSION

MOVED BY: Tom Wells **Motion # 11**
SECONDED BY: Arla West

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 **Motion # 12**
SECONDED BY: Linda Cunningham

THAT the Board resolves to rise from the in camera session and reconvene with the regular and budget meeting with report at 9:45 p.m.

CARRIED

MOVED BY: Arla West **Motion # 13**
SECONDED BY: Bob Hobbs

THAT the Board rescinds the appointment of Melissa Harrison as Acting Chief Administrative Officer, effective December 31, 2008.

CARRIED

MOVED BY: Nina Wallace **Motion # 14**
SECONDED BY: Dan Coté

THAT the Board appoint Don Studholme as Chief Administrative Officer, effective January 6, 2009.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

MOVED BY: Nina Wallace **Motion # 15**
SECONDED BY: Arla West

THAT the Board meeting be hereby adjourned at 9:51 p.m.

AND that the next meeting be held on January 8, 2009, in Englehart, or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:



Board Chair

Jan. 8-09

Date