



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 Thursday, January 29, 2009
at the Englehart Medical Centre Boardroom**

PRESENT: Norm Menard, Chair
Dan Côté
Bob Hobbs
Linda Cunningham
Nina Wallace
Arla West
Don Studholme, Chief Administrative Officer
Isabelle Rhéaume, Executive Assistant to CAO (Recorder)

GUESTS: Janice Loranger, Director of Finance
Adam Slee

REGRETS: Jim Whipple, Vice Chair
Norm Mino
Tom Wells

CALL TO ORDER:

The Regular and Budget Meeting of the Board was called to order at 5:30 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 Côté
SECONDED BY: Nina Wallace

Motion # 1

THAT the agenda of the January 29, 2009, regular meeting of the Board be accepted as presented.

CARRIED

4.0 ADOPTION OF PREVIOUS MINUTES

MOVED BY: Bob Hobbs
SECONDED BY: Linda Cunningham

Motion # 2

THAT the minutes of the January 8, 2009, meeting of the Board be approved as presented.

CARRIED

5.0 BUSINESS ARISING FROM PREVIOUS MINUTES

Don Studholme, CAO stated that business arising from the January 8, 2009 meeting was addressed as item 7.4, Board Governance By-Law Amendment, on tonight's agenda.

6.0 CORRESPONDENCE

Both pieces of correspondence were regarding budgeting matters and municipal portions, the CAO also explained that there were 5 more letters that have come in similar to these two.

DIRECTION TO STAFF: That a letter go to the 23 member municipalities stating that once the budget has been approved that our CAO and finance team will be meeting with each municipality to review the budget with them.

6.1 Letter from Twp. of Kerns *(dated January 19, 2009)*

Presented to the Board for information purposes.

6.2 Letter from Twp. of Hudson *(dated January 19, 2009)*

Presented to the Board for information purposes.

MOVED BY: Nina Wallace
SECONDED BY: Bob Hobbs

Motion # 3

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

CARRIED

7.0 OTHER BUSINESS

7.1 Policy: Tangible Capital Asset Management

Janice Loranger, Director of Finance presented this Policy to the Board, which was discussed. There were some questions around standards used to complete inventory. Janice stated that at this time the finance department is doing the final reviews to ensure consistency but that they are looking at purchasing software for inventory to facilitate and standardize the process.

MOVED BY:
SECONDED BY:

Linda Cunningham
Dan Coté

Motion # 4

THAT the Board approve the Tangible Capital Asset Management Policy as presented.

CARRIED

7.2 EMS: Proposed Budget

Mike Trodd, EMS Chief / Manager presented this information to the Board, along with a Business Case for One-Time Funding RE: vehicle replacement, and a Vehicle Collision Report, which was all discussed. Some questions arose regarding to the severance reserve and the legislation around this requirement.

MOVED BY:
SECONDED BY:

Bob Hobbs
Dan Coté

Motion # 5

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

CARRIED

7.3 Program Support: Proposed Budget

Janice Loranger, Director of Finance presented this information to the Board, along with a Staffing Request for a Financial Analyst, which was discussed. The Board commended the Finance department for work well done throughout this Budgeting process.

MOVED BY:
SECONDED BY:

Nina Wallace
Arla West

Motion # 6

THAT the Board accepts the 2009 Proposed Program Support Budget, in principle, subject to approval of the Budget as a Whole, and the staffing request for a full-time Financial Analyst be approved.

CARRIED

7.4 Board Governance By-Law 2009-01

Don Studholme, CAO presented this item to the Board. There were a few questions around wording, which was addressed.

MOVED BY:
SECONDED BY:

Bob Hobbs
Don Coté

Motion # 7

THAT the Board approve the Governance By-Law as distributed and amended

CARRIED

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

Norm Menard, Board Chair presented this information to the Board.

MOVED BY: Arla West **Motion # 8**
SECONDED BY: Linda Cunningham

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

December 2008	
Jim Whipple	An additional \$250.00, for 2 additional meetings

CARRIED

8.0 IN CAMERA SESSION

MOVED BY: Dan Coté **Motion # 9**
SECONDED BY: Bob Hobbs

THAT the Board resolves to move into closed session to discuss 2 Human Resources matters.

CARRIED

9.0 RETURN TO REGULAR MEETING

MOVED BY: Nina Wallace **Motion # 10**
SECONDED BY: Arla West

THAT the Board resolves to rise from the in camera session and reconvene with the regular Board meeting without report at 8:25 p.m.

CARRIED

10.0 ADJOURNMENT/ NEXT MEETING

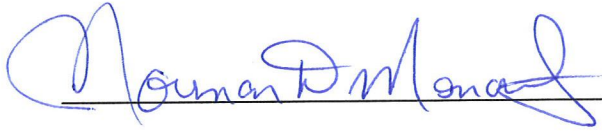
MOVED BY: Linda Cunningham **Motion # 11**
SECONDED BY: Dan Coté

THAT the Board meeting be hereby adjourned at 8:26 p.m.

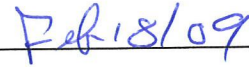
AND that the next meeting be held on February 18, 2009, in Englehart, or at the call of the Chair.

CARRIED

Minutes signed as approved by the Board:

A handwritten signature in blue ink, appearing to read "Norman D. Monaghan", written over a horizontal line.

Board Chair

A handwritten date in blue ink, "Feb 18/09", written over a horizontal line.

Date