

**Manitoulin-Sudbury District Social Services Board**  
**Meeting April 22/99**  
**Pinewood Motor Inn, Espanola, Regency Room**

1.0 Meeting called to order at 10:10 AM President welcomed everyone.

Attendance List:

Frank Gillis, Dave Ham, Perry Anglin, Pat Best, Dale Van Every, Lucille Joyce,  
Claude Mayer, Willy Leveillee, Ray Chenier, Jack Barr, Les Gamble, Ray  
Harding  
Laurier Low, Earle Freeborn

Guest - Marianne Raymar, Gary Champagne, Frank Malvaso, Fern Dominelli, Joachim  
Muetze, Consultants Sandra Larsen, Joanne Palkovits  
(Recorder: Helen Noonan)

2.0 Review and Adoption of Agenda

Add 5.1.1 Hiring - human resource - look at benefits  
5.1.2 Reasonable Efforts Resolution  
5.1.5 Policy Committee  
5.2 ODSP Office  
Technology update  
Exit strategy in respect to Board involvement  
New Business - in camera session

1st Motion

Moved by Earl Freeborn Seconded by Dave Ham  
that the Agenda for April 22<sup>nd</sup> be approved as amended.  
CARRIED

3.0 Adoption of Minutes April 8<sup>th</sup>, 1999

2nd Motion

Moved by Dave Ham Seconded by Laurier Low  
that the minutes be approved as circulated  
CARRIED  
Joanne Palkovits and the Ministry didn't receive minutes

4.0 Business Arising

4.1 By-Laws - Sandra Larsen

- ◆ Incorporation rationale from Mark Huneault will be sent with next mailing.
- ◆ By-laws will be sent with next mailing

- ◆ suggested we have an Ontario Works Administrator and recommended it be the CEO

### 3<sup>rd</sup> Motion

Moved by Claude Mayer Seconded by Dale Van Every  
that Executive Director be appointed Ontario Works Director subject to MCSS approval.  
Effective May 2/99

CARRIED

- ◆ Need motion to approve Pat Cull as lawyer

### 4<sup>th</sup> Motion

Moved by Perry Anglin Seconded by Dave Ham  
that Pat Cull of Desmarais Keenan be retained as solicitor to act on our behalf.

CARRIED

- ◆ give thought to name of Organization. After much discussion leave as is
- ◆ Finance Committee needed - to discuss under Committees

#### 4.2 Insurance - Sandra Larsen

- ◆ just received 2<sup>nd</sup> quote today and have to get back to them

#### 4.3 Implementation Plans - Joanne Palkovits

- ◆ working with Reasonable Efforts
- ◆ Work plans - meeting with Ministry staff next week
- ◆ Actual model was faxed to everyone

#### 4.4 Apportionment Tables

Frank Malvaso did preamble effective April 1 cost sharing exercise

- ◆ May run into problems with cash flow must arrive at interim decision to get money from Municipalities

- ◆ Log Apportionment Tables with Ministry

Fern Dominelli

- ◆ Went back to DSABB report and came up with numbers
- ◆ There be a resolution for Apportionment so it's a fair assessment for each. We said we'd review every year.
- ◆ up to the Board on how they want to choose
- ◆ Census or Municipal Directory. Census was 96 Municipal Directory more recent
- ◆ left to get interpretation from Ministry and Lawyer to whether or not Board can make Apportionment

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- ◆ Frank Malvaso said LSR figures is given to Ministry but he has no idea where figures come from
- ◆ Decide on interim way to get money from Municipalities. Frank Gillis suggested we use last years LSR's
- ◆ Ministry to get answer by next meeting
- ◆ Come back a little later with a method of getting money in. Talk again after lunch.

President Frank Gillis thanked Fern Dominelli for his work on the Apportionment figures.

#### 4.5 - Service Contracts - Sandra Larsen

- ◆ Lawyer Pat Cull presented us a letter that he was in agreement with the contracts.
- ◆ ready to sign with minor changes

#### 4.6 Town of Espanola 5% Service Charge - Frank Gillis

- ◆ discussed with Administrator and is put to bed for time being

#### 4.7 Committee Meetings Policy - Frank Gillis

- ◆ Met this morning and Jack Barr is heading up committee and will present figures to the floor and is to bring back to next meeting
- ◆ monthly rate for
  - President \$50/week
  - Vice president \$25/week
  - Per diem for meeting \$75
  - Mileage 32¢/km
  - Rate of travel - no meeting ½ per diem  
- if meeting mileage + meeting
  - accommodation expense reasonable with receipt
  - meals - breakfast \$8.  
- lunch \$10.  
- supper \$22.  
- Over that with receipt
  - other expenses with receipt
  - conference calls to conduct business conference call rate per diem \$25
  - board will pay Bell rate
  - President to submit a bulk bill to get him up to date

#### 5<sup>th</sup> Motion

Moved by Pat Best Seconded by Ray Chenier  
that Jack Barr be appointed Chair of the Ad-Hoc Policy Committee.  
CARRIED

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## 5.0 Reports

### 5.1 Committees

#### 5.1.1 Hiring - Ray Chenier

- ◆ Hiring of Gary Champagne

#### 6<sup>th</sup> Motion

Moved by Parry Anglin Seconded by Ray Chenier  
that the Board accept the employment agreement with Gary Champagne as the  
Executive Director of M/S DSSAB and that the President be authorized to sign this  
employment agreement.

CARRIED

- ◆ Gary Champagne to set goals and objectives

#### 5.1.2 Reasonable Efforts - Ray Chenier

- ◆ meeting on a fairly regular basis. We want to keep these meetings Confidential.
- ◆ Have to deal with benefits and salaries
- ◆ looking close at asking Board to join Town of Espanola's benefit package
- ◆ read out the Protocol that was signed with the Ministry yesterday

#### 7<sup>th</sup> Motion

Moved by Ray Chenier Seconded by Lucille Joyce  
that the protocol document dealing with Reasonable Efforts be ratified by the Board.  
CARRIED

#### 4.4 Apportionment (Con't)

- ◆ Don't know how to resolve this. President Frank Gillis asked a few people to sit on  
Committee. They are Ray Harding, Perry Anglin, Claude Mayer, Fern Dominelli,  
Earle Freeborn. To meet in Espanola Municipal Office April 30 10 AM

#### 5.1.3 Property - Willy Leveillee

- ◆ Chapleau visited April 12 by Jack Barr, Frank Malvaso, Frank Gillis, Lorraine,  
Sandy Larsen, Earl Freeborn. Committee recommends site and also  
Ministry was in agreement
- ◆ Warren visited April 20 by Jack Barr, Claude Mayer, Dale Van Every, Ray  
Potvin and Sandy Larsen. \$500/month everything included, reasonable site,  
adequate parking, wired, fairly new building.

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- ◆ Alban visited much earlier by Jack Barr, Dale Van Every, Lorraine and Sandy Larsen. Meets criteria. Committee recommends site
- ◆ Lawyer Pat Cull drew up sample copy of rent agreement to use on all sites.
- ◆ Main Site meets requirement and well within budget. Committee recommends
- ◆ Manitoulin Island had visited Island a couple of weeks back. 3 sites in Little Current, Manitowaning, Mindemoya & Gore Bay. Frank Malvaso reported that ODSP Satellite Office will be in Little Current. Committee recommends going back to Bondi building with a one year lease and option for 2<sup>nd</sup> year. Ramp could require some adjusting. Health Unit or such to give certificate that there is no mildew problem. Mindemoya site recommended because of numbers.
- ◆ Hope we can receive resolution to this effect.

#### 8<sup>th</sup> Motion

Moved by Willy Leveillee Seconded by Jack Barr

that we accept the Property Committee recommendations as follows:

- Main Office - 210 Meade Blvd, Espanola P5E 1P5
- Chapleau satellite - 34 Birch St E, Chapleau P0M 1K0
- French River Satellite - Concession #6, Lot #7, Parcel \$12523, Bigwood Township, Alban P0M 1A0
- Markstay/Warren Satellite - 5 Dyke St, Warren P0H 2N0
- Little Current - the Bondi Building (on a one year contract)
- Mindemoya - (site to be determined)

and further that all rental/lease agreements be prepared, reviewed and approved by our legal council (Pat Cull)

CARRIED. Perry Anglin agrees with Dave Ham about not locating ODSP in Manitowaning.

- ◆ Willy Leveillee gave site plan and budget for Espanola.

#### 9<sup>th</sup> Motion

Moved by Willy Leveillee Seconded by Dale Van Every

that Option #1 (as per attached) be the preferred option for the Espanola Head Office location at a projected cost of \$61,410.00

CARRIED

- ◆ Frank Malvaso said window is 1<sup>st</sup> week of June. Need to get into location immediately. Frank Gillis reported that Rainbow Board has to go to Ministry of Education to get approval for the sale. Need approval from Town so we can start renovations. SHL gave a Tender and we don't have to accept it. We should proceed to receive proposals or tenders. If the process could start next week the Ministry could bring in people the 1<sup>st</sup> week of May. President Frank Gillis reported that we have the option to purchase at \$40,000 + or can make arrangement to lease. Town would rather sell to us than be Landlord.

- ◆ Proposal - just give a projected cost  
Tender - you have to advertise
- ◆ Jack Barr suggested that all Board members submit a list of General Contractors in their area to Property Committee Chairman Willy Leveillee by Monday April 27. Frank Malvaso to ask SHL for specs on site. Also to select a date for a general meeting on site with all contractors to attend and give them a few days to get a quote back to the committee.
- ◆ Sandy Larsen recommends that the Property Committee remain in tact for future use.

#### 5.1.4 Child Care - Frank Gillis

- ◆ Not much more to say. Had a discussion with Fern Domicelli. Joanne Polkovits volunteered to look into this.

Additions to agenda

Policy Committee Jack Barr dealt with this, this morning

ODSP office Frank reported on this earlier

Technology

- Frank Malvaso reported that Marianne reported on this earlier . Client computers - the Ministry will be asking all Resource Centers for an inventory to be given to the Board.
- Get recommendation for software packages for clients

Exit Strategy for Ministry

- in future should be here by invitation only and only for pieces they work on such as Apportionment, technology side and Marianne carry ball 30 days on site after implementation.
- Frank Malvaso involved with Financial side. Generate a Service Contract and ask their Finance person to generate a cash flow.
- Frank Malvaso is Programme Supervisor
- joint implementation plan is sitting in Toronto. Should try to get a Draft as soon as possible.

Frank Gillis stated that Frank Malvaso and Fern Dominelli's help has been invaluable.

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5.2 Ministry Update

Technology Update - Marianne

- ◆ Technology presentation on what offices will have computer wise
- ◆ working on licenses, hardware acquisition , acquisition of software, ISP's in area

6.0 Correspondence and News Items

- ◆ package to be sent out

7.0 New Business

- ◆ In Camera - 1<sup>st</sup> half hour of each meeting will be in camera if necessary

8.0 Dates and Locations of Committee Meetings

- ◆ Finance April 30th
- ◆ Hiring at call of chair
- ◆ Reasonable Efforts possible next week

9.0 Date and Location of Next Meeting

- ◆ 2<sup>nd</sup> and 4<sup>th</sup> Thursdays
- ◆ May 13 10 AM
- ◆ Pinewood Motor Inn Regency Room

10.0 Adjournment

10<sup>th</sup> Motion

Moved by Dave Ham Seconded by Les Gamble that we adjourn at 3:40 PM

President

Secretary

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