

Manitoulin-Sudbury District Social Services Administration Board
Minutes of meeting April 8th, 1999
at the Pinewood Inn, Regency Room

- 1.0** Meeting called to order at 10:05 A.M.
Chairman welcomed everyone

Attendance List:

| | | | |
|--------------------|---------------------------|------------------|--------------------------|
| Frank Gillis - | Espanola | Sandra Larsen - | Consultant |
| Dave Ham - | Assig Twp/East Manitoulin | Perry Anglin - | Central& East Manitoulin |
| Pat Best - | Manitoulin West | Dale Van Every - | Unorganized South West |
| Lucille Joyce - | Espanola Council | Claude Mayer - | French River |
| Willy Leveillee - | Markstay - Warren | Frank Malvaso - | MCSS |
| Ray Chenier - | Sudbury North | Jack Barr - | Sudbury East Unorganized |
| Les Gamble - | Sable Spanish River | Ray Harding - | Nairn/Hyman |
| Laurier Low - | Killarney | Earle Freeborn- | Chapleau Township |
| Joanne Palkovits - | Consultant | | |

(Recorder: Helen Noonan)

- 2.0** Adoption of Agenda

Add 7.1 List of Board & Email Addresses
7.2 FONOM - issues for discussion

Motion

Moved by Earle Freeborn Seconded by Claude Mayer
that the Agenda for April 8th be approved as amended.
CARRIED

- 3.0** Adoption of Minutes

Question on minutes:

- ◆ Motion on Children's Aid. - Chair has to get CAS to change their By-Law.
- ◆ Motion on Chair's payment - Change to read \$225/month

Motion

Moved by Ray Chenier Seconded by Dave Ham
that the minutes of March 25th be approved as circulated and amended.
CARRIED

- 4.0** Business Arising

4.1 By-Laws - Sandra Larsen

- ◆ Meeting held with Marc Huneault. Frank Gillis, Sandra Larsen and Ray Harding attended this meeting. One draft is already in place. 2nd draft will be ready for next meeting
- ◆ What will the Chair be recognized as - Chair or President?

Motion

Moved by Ray Chenier Seconded by Claude Mayer
that henceforth the Chair be named President and Vice Chair be named Vice President
CARRIED

- ◆ Seal has to be ordered. What name to be used.
Consensus to amend By-Laws to read Manitoulin-Sudbury Social Services Administration Board

4.2 Banking - Sandra Larsen

- ◆ Met with Mike Goulbourne and signatory sheets are signed
- ◆ Met with Accountant from Town and Ministry and keep things flowing through Town Office
- ◆ Kirby Houle to set up Financial Books. Ray Harding suggested things remain as are until CAO is set up and he can work with accountant. Pat Best recommended we stay with Town until DSSAB Finance person comes on.
- ◆ Sandra Larsen recommended that we nominate a Treasurer. Consensus of Board is to wait.

4.3 Insurance - Sandra Larsen

- ◆ Still working on this. One quote is final and other quote should be ready by tomorrow
- ◆ Will be insured by Monday

4.4 Implementation Plans - Joanne Palkovits

- ◆ Still working with Regional Efforts Committee. Revised model a little. Working with Ministry person on a work plan.
- ◆ working with other Ministry on Policy and Procedure Manual
- ◆ Gave presentation on Model of Implementation Plan and will include in next mailing or will sent out herself .

4.5 Apportionment Tables - Frank Gillis

- ◆ Was to contact Davis Court. Hasn't done it. Will make an effort. Frank Malvaso will try to have it for next meeting.

4.6 Service Contracts - Sandra Larsen

- ◆ Sandra got confused over what was wanted from her. Not signed. Frank Malvaso recommended that if she and the lawyer are happy with wording get then sent out .
- ◆ Procedure for payment is send them 100% of 1/12th of Budget Schedule

4.7 Technology Planning - Sandra Larsen

- ◆ Working diligently. Starting next week will visit sites and get things in place
- ◆ Can we start using the building in Espanola? Yes - may have to rent for the time being

- ◆ Can we use Lap Top Computers ? Frank Malvaso stated that Ministry does not recommend this. We don't have the green light from the Government. - Ministry to push hard on our behalf.

4.9 Communications Policy - Sandra Larsen

- ◆ Tabled to next meeting

4.10 Inter Church Council - Joanne Palkovits

- ◆ Followed up on this and the Sudbury Region had a Letter of Understanding with the Council and recommends that we continue this practice and she will draw up Letter of Understanding
- ◆ Asked if any other Municipalities had any requests for homeless.
- ◆ President Frank Gillis reported that he received a letter from Massey Inter Church Council

4.11 Town of Espanola 5% Service Charge - Frank Gillis

- ◆ Discussed with the Municipality

4.12 Committee meetings - Frank Gillis

- ◆ Discussion held and felt it should be left to next meeting and come back with info from Region and Algoma
- ◆ Point raised have to travel day before to get to meeting. Do we classify travel as a meeting? They get mileage, does this cover travel day?

Motion

Moved by Jack Chenier Seconded by Dale Van Every
that a Committee be struck to look into all aspects related to travel and a meetings policy.
CARRIED

- ◆ Volunteers to sit on Committee are Pat Best, Jack Barr, Frank Gillis, Ray Harding Sandy Larsen as Resource person.

5.0 Reports

5.1 Committees

5.1.1 Hiring - Ray Chenier

- ◆ 49 applications received for CEO, narrowed it down to 6 (3 ladies 3 men)

Motion

Moved by Ray Chenier Seconded by Dave Ham
that Gary Champagne be offered the position of Executive Director provided that the reference checks are positive, that the salary range is mutually agreed upon (not to exceed \$75,000) and CPIC check

results are also negative.

CARRIED

- ◆ Evaluation after 6 months, a 1 year contract be drawn up. Then work with a 5 year contract that can be renewable.
- ◆ If for some reason this offer does not work out then advertise Province wide
- ◆ Ray Chenier thanked his Committee for hard work well done.

5.1.2 Reasonable Efforts - Ray Chenier

- ◆ Branch of Ministry of Community and Social Service
- ◆ Proposes salaries Councillors \$32 - \$37,000
Assistants \$27 - \$32,000
Consensus of Board agreed with this salary structure
- ◆ All staff required to have a 2 year Diploma in Social Services
- ◆ 9 jobs guaranteed to MCSS
- ◆ Preference given to individuals who reside in our DSSAB area

5.1.3 Property - Willie Leveillee

- ◆ Committee met with some Espanola Council members and presented a request for the purchase of the Board of Education Building, this was well received. It was taken to Council Meeting and the request was approved 100% if it can be worked out with Rainbow Country Board. It would flip over building to DSSAB at cost and legal fees
- ◆ Willie Leveillee, Frank Gillis, Jack Barr visited Little Current for possible Satellite Offices. Visited old Board Office and rent would be approx \$2,000/month, empty building on Main St but it is for sale, Upstairs of Pharmacy all liked this space but since then they heard there was a problem with mildew. Will confirm about this problem and speak to landlord about correcting problem.
- ◆ need to visit all sites again with Ministry
- ◆ Visited Manitowaning, Mindemoya, Gore Bay and received cost of locations. Have to bring Ministry to these places to do Tech check. Costing approx same in all three locations
- ◆ Have to visit Chapleau in a weeks time

5.1.4 Child Care - Frank Gillis

- ◆ Nothing to report at this time. Have been advised that we'll have to move fairly quickly on some aspects of this

5.2 Ministry Update - Frank Malvaso

- ◆ Frank apologized for giving us wrong information on Government appointee. This will happen only in Kenora & Thunder Bay Boards

6.0 Correspondence and news item - Frank Gillis

- ◆ There has been correspondence and news item.
- ◆ He suggested he put together a package and mail out every three weeks, if they are not decision making items. Agreed upon

7.0 New business

7.1 List of Board & E-Mail Addresses

- ◆ Sandra Larsen passed these out and corrections were made to them

7.2 FONOM - no time to deal with at meeting on Thursday. May have time to deal with on Friday, Frank Gillis will see if he can get it on the Agenda. Deal through FONOM to AMO

Motion

Moved by Ray Chenier Seconded by Dave Ham
that the expenses of \$123,801.29 (supported by attached listing) be approved in principle pending justification of invoices submitted by the Randolph Group
CARRIED

8.0 Dates and locations of Committee Meetings - Sandra Larsen

- ◆ She is meeting Monday with the Ministry
- ◆ Reasonable Efforts - April 16
- ◆ To set up meeting with Gary Champagne
- ◆ Meeting for Policy April 22 8 AM
- ◆ Property Committee to meet in Chapleau Monday April 19 12 noon
- ◆ Sandra Larsen still working with Lorraine, Bank, Lawyers. Accountant, Insurance
- ◆ Child Care - ASP

9.0 Date and Location of next meeting

- ◆ Possibly fewer meetings in future
- ◆ Length of time of meetings - can be shortened
- ◆ Can we meet once every three weeks rather than two weeks
- ◆ Next meeting April 22 10 AM Pinewood

10.0 Adjournment

Moved by Dave Ham that we adjourn 3:25 PM

President

Secretary _____