



MANITOULIN-SUDBURY DISTRICT
SOCIAL SERVICES ADMINISTRATION BOARD

CONSEIL D'ADMINISTRATION DES SERVICES
SOCIAUX DU DISTRICT DE MANITOULIN-SUDBURY

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MINUTES
of the
BOARD MEETING
held in Killarney, ON
August 3, 2000

1.0 CALL TO ORDER

1.1 The Chair, Mr. Frank Gillis, called the meeting to order at 10:00 a.m.

Present: Perry Anglin, Jack Barr, Pat Best, Raymond Chénier, Earle Freeborn, Les Gamble, Frank Gillis, Dave Ham, Lucille Joyce, Willy Léveillée, Laurier Low, Claude Mayer, Dale VanEvery, Janet Whissell.

Staff: Gary Champagne, CAO
Paulette Poulin, E.A. (Recording Secretary)
André Clément, Land Ambulance Transition Manager

Guests: Fern Dominelli, Ontario Works Program Supervisor, MCSS
Joachim Muetze, MNDM

2.0 REVIEW AND ADOPTION OF AGENDA

Resolution No. 00-062 Moved by: Earle Freeborn Seconded by: Lucille Joyce

That the agenda be approved subject to the following amendments:

- That we add Items
 - 7.3 Insurance Coverage
 - 7.4 Land Ambulance
 - 10.1 Social Housing Election
 - 10.2 Pay Equity
 - 10.3 Expense Form Format
 - 10.4 Official Opening
- That the Land Ambulance item be discussed as an out-of-camera matter.

Carried

3.0 DISCLOSURE OF INTEREST

Claude Mayer disclosed a conflict of interest regarding the Land Ambulance/EMS dossier.

4.0 ADOPTION OF PREVIOUS MINUTES

Resolution No. 00-063 Moved by: Willy Léveillé Seconded by: Laurier Low
That the minutes of the June 22, 2000 meeting be approved as presented.

Carried

5.0 PRESENTATIONS

None

6.0 CORRESPONDENCE

6.1 ONPHA Annual Conference – (Doc.#000803-001)

Resolution No. 00-064 Moved by: Earle Freeborn Seconded by: Janet Whissell
That two Board members are authorized to attend the “Ontario Non-Profit Housing Association Annual Conference” held on November 24th – 26th in Toronto.

Carried

It was further agreed to reactivate the Finance Committee to review the financial issues related to Social Housing before the next Board meeting.

6.2 TWOMO Elections – (Doc.# 000803-002)

There are nine (9) unorganized Sudbury District townships within the current Manitoulin-Sudbury DSSAB boundaries which will be included as part of the City of Greater Sudbury, effective January 1, 2001. This led to Board discussions regarding the new boundaries, the number of Ontario Works clients we might be transferring to The City of Greater Sudbury and the number of Board representatives required for the TWOMO that remain part of the DSSAB’s jurisdiction.

Fern Dominelli, MCSS Program Manager will be providing any clarifying information MCSS may have on the matter to the CAO.

There was consensus that:

- the administrative workload is such that the management of the TWOMO election process should be contracted out; and
- it would be left to the Chair and the CAO to decide whether to contract out the election management process to one of our municipalities or to an outside private consultant
- they would report their decision by letter to the Board members.

7.0 REPORTS/RESOLUTIONS

7.1 Ontario Works 3 Year Plan (Doc.#000803-013)

The CAO and Fern Dominelli gave an overview of the Three Year Plan.

Resolution No. 00-065 Moved by: Ray Chénier Seconded by: Claude Mayer
That the Manitoulin-Sudbury DSSAB endorse the CAO's recommendation to approve the Ontario Works Three Year Plan 2000 – 2002.

Carried

7.2 Signing Authority

Resolution No. 00-066 Moved by: Dale Van Every Seconded by: Jack Barr
Whereas it has been determined that expediency of cheques is required for general operations of the Manitoulin-Sudbury District Social Services Administration Board.

And whereas the Manitoulin-Sudbury District Social Services Administration Board delete the names of Board Member, Ray Harding and Ontario Works Program Manager, Kathie McCann as signing authority.

And whereas the Manitoulin-Sudbury District Social Services Administration Board at present, has only one signing authority from the Board - Frank Gillis and two from the Management staff; Gary Champagne, CAO and Connie Morphet, Financial Manager.

Therefore be it resolved that the Board also assign signing authority to Board member Janet Whissell and to the Ontario Works Program Manager.

Carried

By the above resolution it is understood that by assigning signing authority to the Ontario Works Program Manager, this signing authority is vested in that office and as such in the individual who is hired to occupy that office.

7.2 Insurance Coverage

Resolution No. 00-067 Moved by: Willy Léveillé Seconded by: Earle Freeborn
That the Board approve renewing the insurance coverage with Cowan Insurance through Frank McCulloch Insurance & Real Estate Ltd. at a cost of approximately \$7,240.32.

Carried

It was further agreed that Administration, by way of the Financial Services Coordinator, would ensure that there is no payment for any coverage that Board members may already have by virtue of the coverage they already have by virtue of their elected office in their home municipalities.

7.3 Land Ambulance Service Report

RFP - Perry Anglin, Proposal Evaluation Committee Chair, spoke to the Committee's findings and recommendations. Perry spoke to the integrity of the evaluation process and thanked his fellow Committee members for their hard and dedicated work.

Resolution No. 00-068 Moved by: Earle Freeborn Seconded by: Perry Anglin
That the Board endorse the Land Ambulance Proposal Evaluation Committee recommendation that the DSSAB enter into three year contractual agreements with an option to renew with the here-identified parties relative to the provision of Land

Ambulance services in the five service areas specified in the RFP document and herein identified across from their names:

Rainbow North EMS:	The North service area & The Manitoulin service area
The Municipality of French River:	The Sudbury-East service area & The Killarney service area
Espanola General Hospital:	The La Cloche service area

Carried

While the sample agreement had been provided to the Land Ambulance Committee, the recent day receipt of the proposed final agreements did not permit the Committee to have a thorough examination of the end product.

It was agreed that the Committee would review the agreements and the associated DSSAB budget implications and report to the Board. It was understood that a Special meeting of the Board might be convened to address the Land Ambulance dossier prior to the next regular Board meeting if the Committee deemed such was appropriate.

The Land Ambulance Committee will meet on Aug. 29 at 7:30 p.m. and perhaps have a conference call with the Board on August 31st.

DSSAB Land Ambulance Budget - (Doc.#000803-017) André Clément provided the Board with an overhead presentation of the overall estimated Year 2001 cost (see Doc.#000803-017) of Land Ambulance services to the DSSAB now that the negotiations with the selected bidders have been completed.

The costs identified address the One-Time Start Up costs, and the Year 2001 Annual Costs which are comprised of controllable and uncontrollable cost projections. The Gross Annual Operating Budget for the Year 2001 has been estimated at ranging between \$5,280,000 and \$5,380,000 with the Year 2001 Net Annual Operating budget ranging between \$2,870,000 and \$3,300,000.

Our CAO alerted the Board to the IBI identified concerns that:

- a. our Land Ambulance cost sharing was going from what appears to have been **a 60-40 provincial-municipal cost sharing** (when one factors in the cost of services to First Nations and TWOMOS) to one which appears to be **a 40-60 provincial-municipal cost sharing** arrangement;
- b. an unknown of obvious importance to our costs is the cost of servicing First Nations communities and TWOMOs. It would be important to obtain the province's past service statistics and past costs of servicing those areas.
- c. The TWOMO and First Nation cost issue is not one that AMO is necessarily aware of nor is one that impacts in any significant way on southern Ontario municipalities. It is a primarily Northern issue and most particularly a DSSAB issue.

Resolution No. 00-069 Moved by: Earle Freeborn Seconded by: Janet Whissell
That the CAO and the Chair request to meet with the Minister of Health, on behalf of the Manitoulin-Sudbury DSSAB, with respect to its Land Ambulance concerns.

Carried

8.0 IN-CAMERA ITEMS

Resolution No. 00-070 Moved by: Earle Freeborn Seconded by: Ray Chénier
That the Board move in-camera to discuss HR matters.

Carried

Resolution No. 00-071 Moved by: Earle Freeborn Seconded by: Lucille Joyce
That the Board move out of camera and report.

Carried

Human Resources In-Camera Report

The HR Committee will be reviewing and short listing the résumés for the Ontario Works Program Manager position. Copies of all résumés will be circulated to HR Committee members.

9.0 CAO's Report (Doc.#000803-012A to 012C)

Gary advised the Board that present work demands, particularly in light of the summer holidays and the vacant O.W. Program Manager position did not permit for more than an oral Report.

Northern Intake Screening Unit (ISU) - All O.W. Intake applications emanating from anywhere in Northern Ontario will be vetted via the Elliot Lake ISU given that the Algoma DSAB submission to sponsor and manage this Northern ISU was the one chosen by the Province. As earlier indicated this is the first major change in the province's BTP. Routing all calls via Elliot Lake is scheduled to begin December 1st, 2000.

The ISU proposal calls for the creation of an overview management committee consisting of representatives from all of the involved DSSABs.

Concern – Costs of the Northern ISU operations are to be apportioned across all affected DSSABs per a yet-to-be-provincially confirmed cost apportionment formula. This will have to be considered in our 2001 budget planning. There are a number of equally important day to day operations concerns that are being worked on by management, e.g. workload impact, staff training, client service implications, phone & technology system capabilities and upgrades, scheduling software, etc. Iain remains our key person on these fronts.

The Board expressed the opinion that a variable user fee approach to funding is the approach we would, as a DSSAB like to see in place.

Resolution No. 00-072 Moved by: Perry Anglin Seconded by: Willy Léveillé
That the Chair write to the ADM of Community and Social Services explaining our preference and rationale for a variable user fee approach to the cost sharing of the Northern Ontario Works Call Centre.

Carried

Perry Anglin asked when we could anticipate seeing the local reduction in the DSSAB staffing that the province indicated would ensue as a result of the ISU's introduction and natural reduction on local workloads.

The CAO indicated that it was at this time impossible to identify the actual workload reductions this will involve or when.

Dave Ham joined the meeting at 2:00 p.m.

9.1 Financial Report (Doc.#000803-012A)

Resolution No. 00-073 Moved by: Perry Anglin Seconded by: Dave Ham

That the Board received the Financial Report for the period ending June 30, 2000.

Carried

10.0 NEW BUSINESS

10.1 Social Housing –

10.1.1 Manitoulin-Sudbury District Housing Authority Board Vacancies

Resolution No. 00-074 Moved by: Ray Chénier Seconded by: Willy Léveillé
That the following board members be appointed to the new Manitoulin Sudbury District Housing Authority to fill the four vacancies:

Earle Freeborn - Municipality of Chapleau

Claude Mayer - Sudbury East

Lucille Joyce – La Cloche area

Dave Ham - Manitoulin

Carried

10.2 Pay Equity

Resolution No. 00-075 Moved by: Janet Whissell Seconded by: Ray Chénier
That the Pay Equity matter be reviewed at the next HR meeting.

Carried

Lucille Joyce will forward the Pay Equity process guidelines to the HR committee.

10.3 Expense Forms

Resolution No. 00-076 Moved by: Janet Whissell Seconded by: Laurier Low
That the Board accepts the new Board member Expense Claim form.

Carried

10.4 Official Opening

A Christmas Open House was suggested for all satellite offices. The official opening will be discussed at the next Board meeting.

10.5 Board Member Computers and Accommodation Arrangements

10.5.1 Board Member Computers

Some members are up and running. Others are not. We are in a transition period where it is uncertain who is and is not yet on line and comfortable with the operation of their computer and its Email capabilities. Some members are seeking to have documents continue to be sent to them and others comfortable in relying on their ability to receive and download via their computer. Our IMS Coordinator is working with all members on their individual needs. The status of everyone's Email capability will be verified in one month.

10.5.2 Board Member Accommodation Arrangements for Meetings

It was agreed that each Board member would henceforth make his and her own accommodation arrangements. For larger accommodation arrangements, Paulette will make arrangements with the hotel to receive a block of rooms and inform Board members of the number to phone to reserve a room at a fixed rate by a fixed time. Members will in turn each pay for their own meals and drinks and invoice the DSSAB as appropriate.

11.0 NEXT MEETING - A conference call will take place on August 31st to receive information pertaining to the Land Ambulance dossier should the Land Ambulance Committee deem such is warranted. Notwithstanding this possibility, the next scheduled Board meeting will be September 28, 2000 in the Espanola Offices Boardroom.

12.0 ADJOURNMENT

Resolution #00-077 Moved by: Ray Chénier
That we do now adjourn at 3:00 p.m.

Seconded by: Earle Freeborn

Carried

Frank Gillis, Chair