



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 Espanola , ON  
**September 28, 2000**

**1.0 CALL TO ORDER**

1.1 The Chair, Mr. Frank Gillis, called the meeting to order at 10:05 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)  
Fern Dominelli, Ontario Works Program Manager  
Iain Stephen, BTP Local Implementation Manager

**Guest:** Richard Théoret

**2.0 ADOPTION OF AGENDA**

**Resolution No. 00-086** Moved by: Dave Ham Seconded by: Perry Anglin  
That the agenda be approved subject to the following amendments:

- Item 5.0 – R. Théoret presentation on TWOMO Elections.

Carried

**3.0 DISCLOSURE OF INTEREST**

None declared.

**4.0 ADOPTION OF PREVIOUS MINUTES**

**Resolution No. 00-087** Moved by: Claude Mayer Seconded by: Dave Ham  
That the minutes of the August 3, 2000 meeting and special meeting of September 8, 2000  
be approved as presented.

Carried

## 5.0 PRESENTATIONS

### 5.1 Technology – Cable Internet Access Possibilities (Doc.#000928-016)

Iain Stephen, BTP Local Implementation Manager, led members through a PowerPoint slide presentation regarding the proposed changes to the Manitoulin-Sudbury DSSAB Network. In order to accommodate the emerging technology for Ontario Works and Social Housing the Manitoulin-Sudbury DSSAB has to upgrade its current connection to the Government Network and the Internet. Algoma DSAB is in partnership with the Separate School Board and Algoma DSAB has offered to connect the Manitoulin-Sudbury DSSAB to their existing network for both Internet and Government Network access. If the Manitoulin-Sudbury DSSAB were to have the GoNet connection set up independently, the cost would be cost-shared on a 50/50 basis with the MCSS. By further cost-sharing our connection with Algoma DSAB, we should be able to cut that number in half again. It was emphasized that this connection to the GoNet is an absolute requirement if we are to continue to provide service to our Ontario Works clients.

**Resolution No. 00-088** Moved by: Perry Anglin Seconded by: Willy Léveillé  
That the Board approve to proceed to connect the Manitoulin-Sudbury DSSAB with the Algoma District Services Administration Board's existing IMS network for both Internet and Government Network (GoNet) access purposes.

Carried

**Resolution No. 00-089** Moved by: Dave Ham Seconded by: Claude Mayer  
That the Board approve the cost sharing of our connection with Algoma District Services Administration Board for a total of \$13,200/year. (Including Internet @\$100/month)

Carried

### 5.2 TWOMO Elections – Richard Théoret

Richard Théoret gave an overview of the DSSAB Administration's approach to the management of the TWOMO elections process. It was noted that, for most of its jurisdiction, the DSSAB would be relying on the services of the Rainbow School Board with separate arrangements in each of the Chapleau and Gogama areas.

G. Champagne spoke to the questionable sufficiency of the sums allocated to the DSSAB for the management of the TWOMO elections purposes given the experience of School Boards during the 1997 elections. He noted that a minimum pre-agreed-to amount (\$3000) would be set aside for the Deputy Returning Officer's fees and a record of the actual costs would be kept for submission to MCSS.

**Resolution No. 00-090** Moved by: Perry Anglin Seconded by: Laurier Low  
That the Board authorizes that the Election Day be November 13, 2000 and the advance poll on November 4, 2000.

Carried

**Resolution No. 00-091** Moved by: Ray Chénier Seconded by: Claude Mayer  
That the Board retain the contractual services of Richard Théoret to manage the Fall 2000 Elections as pertains the Election of District Social Services Administration Board Members to represent Territory without Municipal Organization (TWOMO) and that Richard Théoret be appointed Deputy Returning Officer for the Manitoulin-Sudbury DSSAB.

Carried

### **5.3 Ontario Works/C.P. Update – F. Dominelli (Doc.#000928-015)**

Members welcomed Fern Dominelli to his new office as Ontario Works Program Manager. Citing the above report, Fern proceeded to elaborate upon the challenges faced in the management of the DSSAB's Ontario Works operations and the changes that he would like to implement. His major concerns rested in the area of effective, efficient and consistent staff communications across a decentralized area, good client services, and the need to get on with mandatory Employment Information Sessions. He spoke to the rationale behind the prospect of having Satellite offices open to the general public only 3 days a week. He spoke to the type of client employment related work that staff could more productively accomplish and schedule on the other two specific days per week: e.g.

- individual, one-on-one, client work (e.g. - skills identification, employment barriers identification, etc.),
- group work (e.g.- employment information sessions, resume writing sessions, job search clubs, training sessions, etc.), and
- time to meet with present and future Community Placement and Employment hosts.

DSSAB staff meetings, supervision and training sessions could also be organised on those two days.

**Resolution 00-092** Moved by: Ray Chénier Seconded by: Perry Anglin  
That the Board approve a six month trial proposal of office closure to the general public for two days a week to satellite offices only and that the Program Manager submit a report in three months from the start date.

Carried

Fern is to advise the Board of the start date.

## **6.0 BUSINESS ARISING FROM THE MINUTES**

### **6.1 Manitoulin Offices**

The Board was advised that the MMA was to discuss the matter this very evening.

### **6.1 Christmas Open House**

The Committee members previously identified for this project will be contacted to schedule an Open House Planning meeting.

## **7.0 CORRESPONDENCE (Doc.#000928-001 to 006)**

There were no questions re: the distributed correspondence.

## **8.0 REPORTS/RESOLUTIONS**

### **8.1 H.R. Committee**

Ray Chenier gave a brief report on the status of Collective Agreement Negotiations. The HR Committee will be meeting to discuss the EMS Manager job description Management Salary increments.

### **8.2 Housing Committee (Doc.#000928-017)**

It was pointed out that Willy Léveillé is the DSSAB Housing Committee Chair. A report was provided on the Committee's prior night meeting with MMAH officials. Gary noted that their presentation is captured in the above-cited document. Referring to the information captured in correspondence Emailed to Board members, the CAO confirmed that the DSSAB's Social Housing management responsibilities begin Jan. 1, 2001 and that the DSSAB is awaiting details as to how and when it can apply for the 100% transition planning funding being made available by Ontario.

### **8.3 Apportionment**

Significant development - The Ontario Government's legal services have confirmed that with each new budget year, the DSSAB's share of its service delivery costs are to be apportioned amongst member municipalities on a Weighted Assessment basis. The only way the Weighted Assessment formula can be replaced by an alternate formula is if the Board, at its discretion, chooses to seek the implementation of an apportionment formula other than that the weighted assessment formula. If the Board so decides, it must proceed to secure a double majority support for the alternate method it would like to propose before it can proceed with its implementation. The legislative basis for apportionment lies in the DSSAB Act.

### **8.4 Homelessness**

The Canadian Mental Health Association - Sudbury chapter, will be returning most of the Homelessness Initiative Funding allocated to them for the 1999 fiscal year. The CAO indicated that the DSSAB will proceed to administer the Year 1999 and Year 2000 Homelessness initiative funding itself. Noting that this does not negate the possibility of allocating some of these funds to third party initiatives that meet the criteria, it does allow the DSSAB to better ensure that a greater portion of the dollars is actually directed to direct client services and less so to third party administration costs. The vast majority of people qualifying for Homelessness funding already direct themselves to the DSSAB. Having the program directly managed, lessens the need for clients to be assessed and reassessed before actually accessing available dollars. Controlling the dollars and carrying out a series of community consultations across our area as to how the need expresses itself in the various communities across our catchment area should allow us to better determine

how and where to spend the funds available without building up third party expectations re: the sustainability of third party infrastructures we can not guarantee or support on the strength of the unknown and year by year nature of the Homelessness funding made available by Ontario.

Copies of the provincial Homelessness documentation and funding guidelines will be provided to Board members at the next Board meeting.

## **9.0 IN CAMERA ITEMS**

**Resolution No. 00-093** Moved by: Perry Anglin Seconded by: Dave Ham  
That the Board move in-camera to discuss CUPE Negotiations and HR matters.

Carried

**Resolution No. 00-094** Moved by: Perry Anglin Seconded by: Jack Barr  
That the Board move out of camera and report.

Carried

### **9.1 CUPE Negotiations In-Camera Report**

No in-camera report.

### **9.2 Human Resources In-Camera Report**

**Resolution No. 00-095** Moved by: Perry Anglin Seconded by: Ray Chénier  
That the EMS job description recommended by the HR Committee and the Land Ambulance Committee be accepted.

Carried

**Resolution No. 00-096** Moved by: Dave Ham Seconded by: Willy Léveillé  
That the salary range for the EMS Manager be established at \$50,000 to \$60,000 per annum.

Carried

**Resolution No. 00-097** Moved by: Ray Chénier Seconded by: Janet Whissell  
That the salary increment for the Financial & Administrative Services Coordinator be approved at the amount recommended by the HR Committee, retroactive to July 14, 2000.

Carried

**Resolution No. 00-098** Moved by: Ray Chénier Seconded by: Janet Whissell  
That the salary increment for the BTP Coordinator be approved at the amount recommended by the HR Committee, retroactive to July 17, 2000 once the Ministry of Community and Social Services has confirmed its approval given the 100% funding nature of this position.

Carried

## **10.0 CAO'S REPORT (Doc. #000928-009)**

### **10.1 Monthly Financial Report (Doc.#000928-010)**

Connie Morphet answered questions relative to the above-cited document's content.

**Resolutions No. 00-099** Moved by: Dave Ham Seconded by: Earle Freeborn  
That the Board approve the Financial Report for the period ending August 31, 2000.

Carried

**10.2 Monthly OW Stats (Doc.#000928-007 & 008)**

**10.3 Monthly CP Stats (Doc. #000928-011 & 012)**

It was pointed out that all preliminary (unaudited) indications are that we have reached our Year 2000 targets and are in bonus funding.

**10.4 Staff Xmas Party**

**Resolution No. 00-100** Moved by: Dale VanEvery Seconded by: Dave Ham  
That the Board donate \$300.00 to the staff Christmas Party.

Carried

**10.5 ISU Contract (Doc.#000928-014)**

We have no choice but to sign the ISU Agreement. Iain already spoke to the associated \$12,000 Go-Net costs. The DSSAB's projected annualized cost for the first year of operations should not exceed \$30,000.

Staff Reductions – The Workload impact of the ISU on our present staff complement cannot be answered at this time.

**10.6 O.W. Policies and Procedures (Doc.000928-013)**

The document outlining the Administration's proposed O.W. P&P was circulated to all Members. A copy has also been circulated to staff for comment. It is Administration's request that the Board establish an O.W. P&P committee to work with the O.W. Program Manager in the review of the discretionary Policies that the Administration is proposing for Board adoption.

**Resolution No. 00 –101** Moved by: Ray Chénier Seconded by: Lucille Joyce  
That the Board appoint a Committee to review the OW Policies and Procedures and that the Committee consists of Jack Barr, Janet Whissell and Frank Gillis.

Carried

Fern will be scheduling a meeting with the OW Policies and Procedure Committee.

**11.0 UPCOMING CONFERENCES/EVENTS**

The Chair advised that this item will be added to all agendas to keep members abreast of current and upcoming conferences and events.

**12.0 NEW BUSINESS**

**12.1 Honoraria and Travel Guidelines**

The Chair advised the Board that a review of the current travel honorarium policy would be discussed at the next Board meeting. Paulette will circulate copy of the District of Cochrane study on this matter.

**13.0 NEXT MEETING** - Thursday, October 26, 2000 at 10:00 a.m. Espanola Board office.

**14.0 ADJOURNMENT**

**Resolution No. 00-102**      Moved by: Dave Ham      Seconded by: Ray Chénier  
That we do now adjourn at 2:15.

Carried

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Frank Gillis, Chair