



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 at the Espanola Regional Recreation Complex
November 22nd, 2001

1.0 CALL TO ORDER

- Present:** Jack Barr, Pat Best, Raymond Chénier, Ken Ferguson, Earle Freeborn, Les Gamble, Frank Gillis, Vincent Lacroix, Willy Léveillé, Janet Whissell
- Regrets:** Gary Brown, Lucie Lemieux, Tim McDonald, Dale Van Every
- Staff:** Gary Champagne, CAO,
Karen Gerrard, E.A. (Recording Secretary)
Connie Morphet, Finance and Administration Manager
Fern Dominelli, Ontario Works Program Manager
Dan Hammond, EMS Program Manager
Iain Stephen, BTP Co-ordinator
Robert Sutherland, DHC Housing Manager
- Visitors:** Mayor Marcel Rancourt, Town of Espanola
Merwyn Sheppard, Clerk-Administrator, Town of Espanola
Joel MacKenzie, Treasurer, Town of Espanola
Gary Michalak, Strategic Partnering Workshop Consultant
Media: R. Raby

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

2.0 ADOPTION OF AGENDA

Resolution No. 01-257

Moved by: Ken Ferguson

Seconded by: Earle Freeborn

That the agenda be approved as printed and presented.

Carried

3.0 DISCLOSURE OF INTEREST

None declared.

4.0 INFORMATION ITEMS

4.1 Town of Espanola Presentation

Mayor Rancourt, Mr. Sheppard, Mr. MacKenzie spoke to why they believe the DSSAB should consider adopting an Apportionment adjustment formula similar to that which existed with School Boards to address the impact of municipal assessments that differ from those utilised to determine DSSAB municipal cost apportionments.

Resolution No. 01-258

Moved By: Earle Freeborn

Seconded By: Les Gamble

WHEREAS the Espanola municipal representatives have made a presentation regarding the impact of assessment changes and its resulting impact on apportionment figures;

BE IT RESOLVED THAT the budget committee take this matter into consideration during budget deliberations.

Carried

5.0 IN – CAMERA SESSION

Resolution No. 01-259

Moved By: Ken Ferguson

Seconded By: Les Gamble

THAT the Board move in-camera to discuss Human Resource issues.

Carried

All staff, including the CAO and Recording Secretary, were requested to leave the meeting.

Resolution No. 01-260

Moved By: Willy Léveillé

Seconded By: Jack Barr

That the Board move out of camera and report.

Carried

5.1 Human Resources

Resolution No. 01-261

Moved By: Ray Chénier

Seconded By: Pat Best

BE IT RESOLVED THAT the following Management positions be placed on their appropriate salary grid that is composed of five (5) levels:

- Chief Administrative Officer
- EMS Manager
- Ontario Works Program Manager
- Finance and Administration Services Coordinator
- BTP Coordinator
- Community Services Manager
- Ontario Works Supervisor
- Information Systems Coordinator

AND THAT the following Non-Union positions be placed on their appropriate salary grid that is composed of four (4) levels:

- Executive Assistant
- Assistant to the Financial Services Manager
- Finance Assistant

Carried

Resolution No. 01-262

Moved By: Willy Léveillé

Seconded By: Janet Whissell

BE IT RESOLVED THAT effective January 02, 2001 to December 31, 2003, all non-union employees' salary grids be increased in accordance with the following:

January 01, 2001	2.00% of December 31, 2000
November 01, 2001	2.50% of December 31, 2000
January 01, 2002	2.00% of November 01, 2001
January 01, 2003	2.50% of January 01, 2002

AND THAT increments to the next level within that grid will take place after the completion of one year at the previous rate provided the employee has received a positive evaluation of his/her annual performance review.

Carried

Resolution No. 01-263

Moved By: Jack Barr

Seconded By: Janet Whissell

THAT the Executive Assistant's salary is at Level 2 of her category, effective May 14, 2001.

Carried

Resolution No. 01-264

Moved By: Willy Léveillé

Seconded By: Earle Freeborn

THAT the CAO's annual performance appraisal be received, contents noted, and placed in his personal personnel file.

Carried

Resolution No. 01-265

Moved By: Pat Best

Seconded By: Janet Whissell

THAT the Board grant \$300.00 to the Staff for their Christmas Party, the same amount as last year.

Carried

5.1 Benefits Brokerage

Resolution No. 01-266

Moved By: Willy Léveillé

Seconded By: Ken Ferguson

WHEREAS the DSSAB is interested in examining the ways and means of reducing the cost of its Employee Benefits package;

AND WHEREAS the CAO has spoken to a recommended process by which the DSSAB proceed to identify and select a benefits broker that will act as the DSSAB's agent of record in this area;

BE IT RESOLVED THAT the DSSAB direct the CAO to proceed to request letters of intent from potentially interested benefits brokerage firms.

Carried

6.1 APPROVAL OF PREVIOUS MINUTES

Resolution No. 01-267

Moved By: Earle Freeborn

Seconded By: Ken Ferguson

That the minutes of the October 25, 2001 Board meeting be approved as presented.

Carried

6.2 FINANCIAL REPORT

Resolution No. 01-268

Moved By: Ray Chénier

Seconded By: Vince Lacroix

That the Board accepts the Financial Report for the period ending October 31, 2001 as attached.

Carried

6.3 DISTRICT HOUSING CORPORATION

Resolution No. 01-269

Moved By: Earle Freeborn

Seconded By: Janet Whissell

BE IT RESOLVED THAT the Board receive the minutes of the regular meeting of the Manitoulin-Sudbury District Housing Corporation held on Wednesday October 24th, 2001, as attached.

Carried

Resolution No. 01-270

Moved By: Earle Freeborn

Seconded By: Jack Barr

THAT a committee be struck for Social Housing by polling members, and be ready to meet at call of the chair.

Carried

December 19th, 2001 Little Current Presentation Dinner - It was announced that a presentation dinner for the former District Housing Corporation Board Members will be held on December 19th, 2001 in Little Current.

7.0 CAO REPORT

7.0.1 November 2001 CAO Report on the DSSAB's progress with its Integrated Eligibility Determination plans. The CAO answered questions regarding this pre-circulated report.

7.0.2 Social Housing Report – Mr. Sutherland answered questions on the information shared with the Non-Profit providers and their reactions, concerns and receptiveness re: these changes. He also spoke to:

- the November 14th meeting that he and the CAO had with the area's housing providers; (he noted that the material circulated to providers on the 14th had also been sent to all DSSAB Board members); and
- the JLTP plans regarding eligibility (RGI) determination that were part of the DSSAB's Integrated Eligibility Planning ; and
- the development of a future centralized waiting list.

7.0.3 EMS Report –Mr. Hammond spoke to the following circulated EMS Report items:

- Shining Tree service
- Defibrillators
- Present Staffing Patterns
- New Vehicle
- MNR building in Gogama

7.0.4 Child Care - Karen Dominick-Smyth noted that no tenders had yet been received pertaining to Chapleau and Massey reviews.

Early Years Centre Concerns - It was also noted that Minister Baird had yet to respond to our letter of concern; that the Chair had replied to the Minister's generic October 30th letter correcting him on his mistakes re: our area's Early Years Champion.

7.0.5 SDMT November 13th "Go Live" –

i. - The CAO asked Mr. Dominelli to speak to the matter. Fern noted that:

- While things were going relatively well the new system requires a number of workarounds and is unable to produce a number of the reports previously available thru CIMS.
- It would take some two to three months to be comfortable with the system and to really know its strengths and failings
- There were new municipal costs that come with the SDMT system
- The DSSAB had been successfully in getting BTP to fund some \$25,000 towards the "Go Live Date" Remote Access Site connectivity concerns addressed at last month's Board meeting.

ii.- The CAO added that:

- the DSSAB's decentralised presence and its pressures on Ontario to assist in overcoming our Remote Site SDMT connectivity concerns played a significant behind-the-scenes-role in bringing high-speed connectivity to Warren, Little Current and Chapleau sooner than might otherwise have been the case. The DSSAB is in fact the first to bring this high-speed connectivity to these three communities. This will benefit these communities. (The DSSAB's Chapleau connectivity costs will also drop significantly).
- Iain Stephen deserved special mention and thanks. As our lead on this front for close to two years, we owe him much for enabling us to be as prepared as we are to proceed as well as we are with this major transition.
- Congratulations also go out to Fern and Donna Moroso. It is thanks to them that the noise coming from the Boardroom, which is the control centre for this SDMT transition, consists primarily of Ontario Works staff laughter. A dedicated and professional team of employees that the DSSAB can be proud of.

Willy Léveillé asked to have it on record that from the Managers Reports he was hearing, from the correspondence he was reading and from the managers faces he saw before him from his seat at the Board table, the enthusiasm and esprit de corps indicated to him that the operations were pointed in the right direction that this was also a reflection of the leadership coming from the CAO's office.

Noting another commitment he has to attend to, Mr. Ferguson excused himself from the remainder of the meeting.

Resolution 01-271

Moved By: Ray Chénier

Seconded By: Vince Lacroix

THAT we enter into an in-camera sessions to discuss personnel issues.

Carried

Resolution 01-272

Moved By: Earle Freeborn

Seconded By: Willy Léveillé

THAT the Board move out of camera and report.

Carried

ACTING CAO

Resolution 01-273

Moved By: Jack Barr

Seconded By: Vince Lacroix

WHEREAS there may be times when Gary Champagne, CAO, will be absent and unavailable for decision-making items;

BE IT RESOLVED that Connie Morphet, Finance and Administration Manager, be named Acting CAO during those times and that she be remunerated accordingly at those times.

Carried

10.0 STRATEGIC PARTNERING WORKSHOP

Gary Michilak presented an update and a proposed schedule for the workshop. The suggested audience would be comprised of Board Members, Heads of Municipal Council, Heads of Municipal Staff (Clerks, CAO, Clerk-Administrators), and DSSAB Management Team.

It was suggested that Annual General Meetings, open to all municipal staff, stakeholders, councillors, DSSAB Board Members, etc, be planned as a separate and ongoing means of communicating and sharing information amongst all of the players that share a common interest in the Manitoulin-Sudbury community.

It was further suggested that the Municipal Treasurers and Clerks be invited to meet separately on the first morning of the workshop to discuss apportionment and other common issues.

11.0 NEXT MEETING and ADJOURNMENT

Resolution No. 01-274

Moved By: Jack Barr

Seconded By: Pat Best

That we do now adjourn at 12:17 p.m. until the next scheduled meeting to be held on Wednesday December 19th, 2001 at 9:30 a.m.

Carried

Chair

Chief Administrative Officer
(Secretary Treasurer of the Corporation)