MANITOULIN-SUDBURY DISTRICT
SOCIAL SERVICES ADMINISTRATION BOARD

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

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MINUTES
of the
MANITOULIN-SUDBURY DSSAB BOARD MEETING
held at the Espanola DSSAB Board Room
January 22, 2004

Present: Pat Best, Fernand Bidal, Collin Bourgeois, Earle Freeborn, Leslie Gamble, Frank Gillis, Bruce Killah, Mike Lehoux, Laurier Low, Bud Rohn, Richard Stephens, Maureen Van Alstine, Dale Van Every

Leave of Absence: Raymond Chénier

Staff: Gary R. Champagne, CAO
Suzanne Bouchard, E.A. (Recording Secretary)
Connie Morphet, Director of Finance
Dexter Adams, Human Resources Manager
Fern Dominelli, Director of Social Services
Peter Bradley, Manager, Housing Services
Karen Dominick, Community Programs Supervisor
Dan Hammond, Director of EMS

Guest: Kirby Houle

Press: Cheryl Waugh

1.0 CALL TO ORDER

Outgoing Chair, Frank Gillis, called the meeting to order at 10:00 a.m.
He welcomed both the new and returning members of the Board of Directors to this the first meeting in 2004.

2.0 ADOPTION OF AGENDA

Resolution No. 04-01 **Moved by:** Laurier Low **Seconded by:** Pat Best
THAT the agenda be adopted as presented. **Carried**

At this point, the Chair invited Board members to introduce themselves. He explained that Board Member, Ray Chénier was on a leave of absence for an indefinite period of time.

3.0 YEAR 2004 BOARD ELECTION

In standing with the DSSAB Act's annual election requirements, Mr. Gillis vacated the Chair and called upon Gary Champagne, CAO, to preside over the elections.

3.1. Chair Nominations & Election

The call for nominations to the Chair was opened.
Moved by: Earle Freeborn
THAT Frank Gillis be nominated.

There were no other nominations. Frank Gillis accepted to let his name stand.

Resolution No. 04-02 **Moved by:** Earle Freeborn **Seconded by:** Laurier Low
WHEREAS Regulation 278/98 of the District Social Services Administration Boards Act requires that at its first meeting after January 1 in each year, a Board shall appoint one of its members as chair of the Board;
BE IT RESOLVED that Frank Gillis is hereby appointed as Chair of the Manitoulin-Sudbury District Social Services Administration Board for the year 2004. **Carried**

3.2 Vice-Chair Nominations & Election

The call for nominations was opened.

Moved by: Earle Freeborn THAT Dale Van Every be nominated.

Moved by: Leslie Gamble THAT Earle Freeborn be nominated.
Earle Freeborn declined the nomination.

Moved by: Laurier Low THAT Bruce Killah be nominated.
Bruce Killah declined the nomination.

There were no other nominations and Dale Van Every accepted to let his name stand.

Resolution No. 04-03 **Moved by:** Earle Freeborn **Seconded by:** Bruce Killah
BE IT RESOLVED THAT Dale Van Every is hereby appointed as Vice-Chair of the Manitoulin-Sudbury District Social Services Administration Board for the year 2004.
Carried

At this time, Mr. Gillis assumed his position as Board Chair for the Year 2004.

3.3 DSSAB Committees & Membership

The CAO explained that it has been the practice of the Board to not have standing committees. The Board has preferred to only strike committees to address specific, time defined purposes as they are deemed required. The intent in so doing is to keep committees and committee costs to a minimum as well as to ensure that all Board members are as equally informed as can be on the business before them. When a Committee's task is completed, it is disbanded.

Budget Committee - One committee that the Board has customarily struck at this time of year is the Budget Committee. The Budget Committee oversees the Administration's work in the preparation of the New Year budget and reports its recommendations to the Board. The Committee may also be called upon during the year to address in year budget matters on the Board's behalf.

It being decided to strike a Budget Committee, the Chair's call for volunteers culminated in the identification of the following year 2004 Committee membership: Fernand Bidal, Leslie Gamble, Mike Lehoux, Bud Rohn and Maureen Van Alstine. Frank Gillis, as Board Chair, is an ex-officio member of the Committee.

Since the DSSAB Act requires that the DSSAB's approved budget be made known to the DSSAB's member municipalities no later than March 31st, the Board agreed with the Chair's suggestion that the Committee meet as soon as possible prior to the next Board meeting.

4. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

5. PRESENTATION – K. Houle, Heale & Houle, Chartered Accountants

The CAO indicated that Mr. Houle had been asked to attend the new Board's first meeting to provide its members the opportunity to meet with him as he is a senior member of their DSSAB's auditing firm.

Mr. Houle gave a short background of his firm's work for the Board since its inception in 1999. He indicated that Heale & Houle are hired by the Board to report on the financial position of the DSSAB, to review the records and internal control systems on a semi-annual basis. He circulated the 2003 management letter outlining those weaknesses identified during the interim audit completed as of December 31, 2003. Mr. Houle explained that the weaknesses identified were few and relatively minor and that the administrative adjustments needed to correct the matters were fairly simple and straightforward. Mr. Houle noted that the final review for the year 2003 is scheduled for March and final audit statements should be ready for the Board by the end of March or early April.

Mr. Houle made note that while the DSSAB's in-house assumption of its Emergency Medical Services (EMS) delivery requires the introduction of certain new procedures that will have to be reviewed in the coming year; these will not affect the year 2003 audit.

Mr. Houle summarized his comments by stating that:

- today's DSSAB is very different from the DSSAB that began in 1999.
- The constant changes that the DSSAB has had to cope with as a new organization faced with the ongoing downloading experienced over the past four years presented the organization with a number of budgeting challenges that it has for the most part managed extremely well.
- these challenges should become a lot easier to address as more experience in each of the various programs is acquired.
- In general, the DSSAB is in a good, solid financial position,
- reserves are in good shape and have been built up over the past five years.
- The organization has come in with surpluses over the past two years and with reserves being capped at 15%, municipalities have received refunds.

Copies of the year 2002 management letter and audited statement were circulated. The Chair assured Mr. Bidal that the Board would be looking at the 2003 Interim Management letter at its February meeting.

6.0 CLOSED SESSION –

Resolution No. 04-04 **Moved by:** Fernand Bidal **Seconded by:** Dale Van Every
THAT the Board move into closed session to discuss Human Resources and Property matters at 10:40 a.m. **Carried**

Resolution No. 04-05 Moved by: Earle Freeborn **Seconded by:** Laurier Low
THAT the Board adjourn this closed session at 11:10 a.m. **Carried**

7.0 MINUTES

7.1. Adoption of Minutes of November 27, 2003

Resolution No. 04-06 Moved by: Dale Van Every **Seconded by:** Les Gamble
THAT the minutes of the November 27, 2003 Board meeting be approved. **Carried**

7.2. Business Arising from the Minutes

7.2.1 Power Dams & Apportionment

The CAO explained that, since the beginning of the DSSAB in 1999, the apportionment formula had been changed twice, the last time being two years ago when it was decided, by way of the required Double Majority vote, to include PILs (Payment in Lieu of Taxes) in the municipal cost apportionment formula.
The CAO explained that the possibility of including the "Power Dam grants" that certain municipalities receive in the municipal apportionment formula is under consideration. It is a matter that the outgoing Board decided to leave for the incoming Board. The CAO explained that a change to include "Power Dams" could only be made by way of a Double Majority vote. He indicated that while some of the other DSSABs include Power Dams in their municipal apportionment formula some do not.
The Director of Finance circulated a report comparing what the 2003 apportionments would have looked like if Power Dams had been included in the formula. The CAO reminded members that the 2004 budget comparisons were not possible as the new budget was not finalised. Les Gamble cautioned members to not rely too heavily on the value of comparisons of what "would have been last year" with "what would be this year" given that a number of municipalities have already been informed of provincial changes to their past year property assessment revenues for the 2004 year.

The matter was tabled for possible later consideration.

7.2.2. Status Report on Sultan & Foleyet Public Housing

This matter was covered at the Board Orientation Session held January 21, 2004. In reply to Maureen Van Alstine's query as to whether the property mortgages would be free and clear when the properties were sold, she was informed that since the mortgages were held through debentures, the "mortgage payments" would remain for some time but that the practice of continuing to pay the disproportionately high operating costs associated to the presence of those units in our Public Housing portfolio would be eliminated and the dollars redirected to the "less costly " subsidisation of "Rent Supplement Program" housing units.

7.2.3. OW Benefits Rates

Another matter that the outgoing Board left for the new Board to address has to do with the fact that it has not taken a position on whether or not to join the lobby of some other CMSMs that since the Province reduced the benefits payable to Ontario Works clients by 21.8% eight years ago and since the rates payable to recipients have not been increased since then and since the new Liberal government had it as one of its electoral promises to increase those rates, it may be time for our Board to also lobby the Government to increase the rates even though we are municipally responsible for 20% of all rate increases.

As background, the CAO shared with new Board members that our DSSAB has in the past expressed the opinion that the subsidisation of "income maintenance" programs via the Property Tax system is no more valid for Ontario Works (OW) and Ontario Disability Support Program (ODSP) recipients than it is for other government "income maintenance" programs such as CPP or EI.

The matter was tabled for possible later consideration.

8.0 ACTION ITEMS

8.1. Business Arising from In-Camera Session

The Chair stated that there was nothing to report at this time other than the fact that Board members were appraised and discussed the present status of Contract Negotiations related issues and future Property consideration pressures.

8.2. DSSAB Cheque Signing Authorities

The Chair explained that all DSSAB cheques require two authorised signatories. He explained that in addition to those designated managers, the Board has always identified three Board members as designated DSSAB signing authorities. He explained that it is Board policy that at least one of the two signatures on all non-routine cheques in excess of $10,000 be that of one of the designated Board members.

Noting that the Senior Managers with signing authority is already a matter of record, Frank Gillis suggested that the Board designate him, because he holds the Chair, Dale Van Every, because he is the Vice-Chair, and Mike Lehoux because of his easy access and proximity to the Espanola offices as the Board's three members.

Resolution No. 04-07 Moved by: Fernand Bidal **Seconded by:** Laurier Low
BE IT RESOLVED THAT the following persons shall have signing authority for the Manitoulin-Sudbury District Social Services Administration Board, effective as of this date:

Board Member	Frank Gillis
Board Member	Dale Van Every
Board Member	Mike Lehoux
CAO	Gary R. Champagne
Director of Finance	Connie Morphet
Director of Social Services	Fern Dominelli
Director of Emergency Medical Services	Kenneth Daniel Hammond
Social Housing Manager	Peter Bradley

AND THAT each cheque be signed by two of the above-named persons, and as per the dictates of existing Board policy. **Carried**

9.0. REPORTS

9.1. Board Committees

There were no Board Committee reports.

9.2. CAO Report

9.2.1. Operational Management Reports

The CAO explained the practice of providing the Board written operational management reports on each of the DSSAB's key business portfolios as part of the Board packages

provided to them in advance of upcoming Board meetings. These reports are sent to the Board members, by e-mail, the week preceding the upcoming Board meeting.

9.2.1.1. Children's Services

There were no questions re: the earlier circulated Children's Services Report.
The CAO reminded members that the new government had established a new Ministry of Children's Services and that it was in the process of re-examining the directions it wished to pursue re: the municipal role in the local planning, coordination, management and funding of its community based early childhood health and social services programs.

9.2.1.2. EMS

There were no questions re: the earlier circulated Emergency Medical Services Report.
Referring to the circulated Letter to the Editor that a disgruntled EMS client chose to see published in both the Manitoulin Recorder and the Sudbury Star, Pat Best questioned if there were any thoughts as to whether the matter should be addressed in a public fashion and specifically via the media. The CAO thanked Pat Best for raising the matter. He indicated that while the Board has historically refrained from entering into "public media responses" to complaints received, the key concern his Administration had with this particular complaint had to do with what it regarded as the false impression that the public may be left with if there was no public DSSAB comment re: the allegation that that the DSSAB had Land Ambulance Service "…policies (that) are obstructing good, safe patient care; and that are affecting and endangering the lives of real people."

Frank Gillis was of the opinion that the issue should not be dealt with through the newspaper but through a response to the individual. Dale Van Every agreed with a response to the individual but suggested that a newspaper article be written to explain the dispatch process in place to respond to ambulance calls, rather than a letter to the editor. Bud Rohn thought that a letter should be sent to the individual before anything is sent to the press.

The CAO explained that a draft Letter to the Editor had been prepared for the Board's perusal and consideration. He indicated that the Letter, if it was to be sent out, was meant to speak to the general ambulance dispatch process as opposed to the actual incident referred to in the Letter to the Editor.

The Chair recommended that it be the Administration's practice that any public media replies to individual citizen complaints that are addressed to us via the public media be run by the Board before anything is sent out to the press.

The CAO will circulate the draft Letter to Board members for their comment before it is acted on.

In reply to Les Gamble's question re: the status of Administration's Paper on the DSSAB's projected EMS Facility needs over the next few years, Dan Hammond replied that it was being worked on.

9.2.1.3. Social Housing

There were no questions regarding the circulated Social Housing Report.

9.2.1.4. Ontario Works

There were no questions regarding the circulated Ontario Works Report.
Fern Dominelli noted that with the resignation of an Espanola office Case Manager and the significant drop in the Alban worker's caseload over the past few years, it was decided to move one of the Warren office Case Managers from Warren to Espanola, and to move the Alban Case Manager to Warren. The Alban office remains open, but by appointment only. Mr. Dominelli added that this is a temporary situation and it will be reviewed in twelve months.

Laurier Low wondered how a new client in Alban would proceed. All new clients, no matter where they are, must go through the Intake Screening Unit in Elliot Lake. The CAO explained that there are seven call centres for Ontario Works in Ontario and that the Northern Ontario call centre is in Elliot Lake.

9.2.1.5. Finance & Administration

The CAO explained that Finance Reports are made to the Board on a quarterly basis. All significant financial variances as well as items of a strategic financial or policy nature, if any, are reported to the Board during the months as they arise. Mr. Bidal asked why this was the practice. Connie Morphet explained that a key reason rested in the tardiness of the government reports needed to provide more robust and reliable financial statements of any true merit any earlier.

There was discussion of the sufficiency of the amount set aside for the Pay Equity retroactivity that will have to be paid out.

9.2 Strategic Issues Report

"Board Orientation" and **NOSDA CDs -** The CAO encouraged the members to view the two CDs provided to them at the previous day's Board Orientation Session.
He specifically reminded them that **the "Board Orientation" CD *included a "Strategic Issues" section that spoke to the strategic concerns re: each of the DSSAB programs that time did not permit them to get to the previous day,* and that the NOSDA CD *spoke to the strategic issues, directions and resolutions that are of common interest to all Northern Ontario DSSABs*.** He reminded members that NOSDA stands for Northern Ontario Service Deliverers Association (NOSDA). He noted that they key strategic issue that NOSDA has been pursuing for some two years, and that our particular DSSAB has been spearheading, is the creation of a Ministry of Northern Development coordinated table which includes DSSAB CAOs and Senior level Ministry officials from each of the Ministries the DSSABs deal with to address those governance and accountability issues particular to DSSABs, key amongst which is the minimum Central Administrative infrastructure funding requirements of the DSSABs. The NOSDA letter requesting same is before the Hon. Rick Bartolucci, Minister of Northern Development.
Gary indicated he would be pleased to answer any questions the members may have re: any of the material therein covered.

Annual (month of May) Member Municipalities Information Meeting – Members were reminded that the DSSAB holds an Annual May Meeting to which all member municipalities are invited and briefed on the state of the DSSAB's affairs, its current issues and its future directions. Members were asked to encourage the active attendance and participation of the Clerks and elected politicians from each of the

member municipalities that they represent at the DSSAB table.

NOSDA Annual Meeting (September 15-17/2004) -
Members were reminded that it is our DSSAB that will be hosting this year's NOSDA Annual Meeting in September. It will be taking place on Manitoulin Island.

September Strategic Planning Session -
Gary reminded members of the plans to see time set aside in September for what might be a two-day Strategic Planning Session at which the Board would focus on its strategic plans and objectives for the DSSAB over the course of the next three- to five-year period.

Resolution No. 04-08 Moved by: Collin Bourgeois **Seconded by:** Richard Stephens
THAT the CAO's Operational Management and Strategic Issues Reports be accepted.
Carried

10.0. NEW BUSINESS

10.1. Thank You

Bruce Killah took this opportunity to thank the staff for the work done in the preparation of the prior day's Board Orientation Session. He felt that he, as a new member, now had a good idea of what the DSSAB was all about and of what his role was. He indicated that he was impressed by and appreciated the efforts that each manager put forth to explain the scope and responsibilities of her/his given program. He found the session most enlightening and left him comfortable that he had joined an excellent team and an organization that seems to be on a good road and well equipped to deal with its present realities without losing sight of where it believes it should be going.
While he started by indicating that he was speaking on his own behalf when he thanked the staff for a job well done, his comments were soon echoed by others as all Board members joined in to applaud the DSSAB's management team.

Jack Barr - Pat Best, on behalf of herself and the past Board of Directors, asked to have the minutes record their expressed best wishes to Jack Barr (past Board member) on his continued fight for his health.

10.2. Children's Aid Society Membership

Frank Gillis reported that he is a Board member and Secretary Treasurer of the Children's Aid Society and has been sitting on the Board for many years. At present, he is a member on behalf of the DSSAB and enjoys his seat on the committee. He asked that the Board appoint him to continue to represent this DSSAB on this committee.

Resolution No. 04-09 Moved by: Pat Best **Seconded by:** Bud Rohn
WHEREAS there is one municipally-elected individual from the DSSAB's catchment area who sits as a member of the Children's Aid Society: (Frank Gillis)
BE IT RESOLVED THAT the Manitoulin-Sudbury DSSAB continue the practice of paying Frank Gillis the Board's established Honorarium as pertains his role as a member of the CAS Board. **Carried**

11.0. ADJOURNMENT

Resolution No. 04-10 **Moved by:** Dale Van Every **Seconded by:** Mike Lehoux
THAT we do now adjourn at 12:20 p.m. until the next regular meeting to be held on February 26, 2004 in the Espanola DSSAB Office Boardroom at 10:00 a.m.

_____ _____

Chair Chief Administrative Officer
(Secretary Treasurer of the Corporation)