



MINUTES
of the October 22, 2009
MANITOULIN-SUDBURY DSSAB BOARD MEETING
held in Espanola's 210 Mead Blvd. DSSAB Boardroom

Present: Gary Brown, Jean-Marc Chayer, Ray Chénier, Earle Freeborn, Les Gamble, Dennis Golden, Bruce Killah, Mike Lehoux, David Leonard, Al MacNevin, Shelley Quibell, Margaret Tuomi, Dean Wenborne

Staff: David Court, Suzanne Bouchard, Fern Dominelli, Connie Morphet, Michael Maclsaac, Peter Bradley, Iain Stephen

Consultant: Aurel Malo, DiBrina-Sure Human Resources Inc.

Guest: Jeff Horseman

Media: Lindsay Kelly, Manitoulin Expositor

Regrets: Jack McMillan

1.0 CALL TO ORDER

Chair Ray Chénier called the meeting to order at 10:00 a.m.
Ray introduced Michael Maclsaac, Acting EMS Director, who is replacing Jeff Horseman until recruitment process for a permanent EMS Director is completed.

2.0 ADOPTION OF AGENDA

Resolution No. 09-86

Moved by: E. Freeborn **Seconded by:** J.-M. Chayer
THAT the agenda be adopted as presented.

Carried

3.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4.0 CLOSED SESSION

Resolution No. 09-87

Moved by: D. Leonard **Seconded by:** E. Freeborn
THAT the Board move into closed session at 10:05 a.m. to discuss Property and Human Resources matters.

Carried

Resolution No. 09-88

Moved by: S. Quibell **Seconded by:** E. Freeborn
THAT the Board adjourn this closed session at 10:15 a.m.

Carried

CLOSED SESSION REPORT

During its Closed Session, the Board discussed:

- Foleyet EMS Base
- Little Current EMS Base
- 2010 Social Housing Capital Plan
- OPSEU Negotiations
- Non-Union Wages 2010

5.0 MINUTES

5.1 Adoption of Previous Board Minutes

Resolution No. 09-89

Moved by: D. Golden **Seconded by:** B. Killah

THAT the Minutes of the September 24, 2009 Board meeting be approved.

Carried

5.2 Business Arising from Minutes

Decision re Annual Meeting

Resolution No. 09-90

Moved by: A. MacNevin **Seconded by:** S. Quibell

THAT the DSSAB begin holding an Annual General Meeting, starting in 2010.

Carried

Administration will look at proposing alternative formats for the Annual General Meeting, also proposing dates and venues.

6.0 NEW BUSINESS

6.1 Demo of Additional SharePoint Site Features for Board Members

Iain Stephen made a short demonstration on the use of the Board Calendar in the Board Zone SharePoint program.

6.2 DSSAB Financial Institution Signing Authorities

Resolution No. 09-91

Moved by: E. Freeborn **Seconded by:** A. MacNevin

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	Les Gamble
Board Member	Jack McMillan
Board Member	Mike Lehoux
Acting CAO	Fern Dominelli
Director of Finance	Connie Morphet
Acting Director of Social Services	Donna Moroso
Acting Emergency Medical Services Manager	Mike MacIsaac
Social Housing Manager	Peter Bradley
Information Systems Manager	Iain Stephen

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

Carried

7.0 COMMITTEE REPORTS

7.1 Finance Committee Report

7.1.1. External Financial Review Draft Report

David walked Board members through the 18 Recommendations in the report prepared by KPMG and noted that management had chosen not to accept all of the recommendations as proposed, as it was felt that some of the recommendations would not be in the best interests of the DSSAB. He added that the DSSAB auditor, Kirby Houle, did not agree with some of the recommendations and a meeting is planned with both the auditor and the KPMG representative so that management can listen to both sides and subsequently make a decision on the respective processes.

Management will proceed with the work plan as presented, but will give Board members an opportunity to provide input before implementing any changes. An updated report will be provided in February 2010.

Resolution No. 09-92

Moved by: G. Brown **Seconded by:** A. MacNevin

THAT the Manitoulin-Sudbury DSSAB accepts Finance Department Review and Evaluation Report prepared by KPMG as presented and further receive and approve Management's implementation work plan. **Carried**

7.1.2 Report on Reserves

David proceeded to give Board members a summary of the proposed changes to the DSSAB's reserve holdings which would reduce the number of reserve funds from 15 to 9 and it is hoped to reduce this number again in 2010. This review will be done on an annual basis before work on the budget begins each year.

Resolution No. 09-93

Moved by: G. Brown **Seconded by:** A. MacNevin

THAT the Manitoulin-Sudbury DSSAB approves the Report on Reserves as presented and further approves the implementation of the recommendations contained within this report. **Carried**

5-Minute BREAK at 11:05 a.m.

7.1.3 Allocation of Program Support

David Court explained that, in the past, allocation of program support was done on a flat 30/30/30/10 formula, split between Ontario Works/Social Housing/EMS/Childare. The allocation has been reworked to be based on actual factors pertaining to each program.

Resolution No. 09-94

Moved by: G. Brown **Seconded by:** D. Golden

THAT the Manitoulin-Sudbury DSSAB supports the principles contained within the Allocation of Program Support Costs Report as presented and further approves the implementation of this allocation model with the 2010 DSSAB budget. **Carried**

7.1.4 Year-to-Year Budget Summary

The document circulated was as a result of the recent report prepared by the Provincial-Municipal Fiscal Services Delivery Review, and the uploading of

ODSP, which requires the DSSAB to provide municipalities with an instrument that actually shows true costs taking into consideration uploaded costs.

7.1.5 2010 Budget

Resolution No. 09-95

Moved by: G. Brown **Seconded by:** D. Golden

THAT the Manitoulin-Sudbury District Social Services Administration Board accepts the Budget committee's recommendation that it adopt the Year 2010 Operating Budget in the amount of \$35,351,587 gross and municipal/unincorporated share* in the amount of \$9,047,623.

*does not include unincorporated (TWOMO) EMS share payable.

Carried

7.2 Property Committee

7.2.1 Foleyet Ambulance Station

Resolution No. 09-96

Moved by: M. Lehoux **Seconded by:** E. Freeborn

THAT the Manitoulin-Sudbury District Social Services Administration Board accepts the Property Committee's recommendation to proceed with the purchase of property in Foleyet.

Carried

7.2.2 Little Current Ambulance Station

Administration will be looking at two potential sites for a proposed new EMS Ambulance Station in Little Current and will report to the Property Committee.

7.2.3 Social Housing 2010 Capital Budget

Resolution No. 09-97

Moved by: M. Lehoux **Seconded by:** S. Quibell

THAT the Manitoulin-Sudbury District Social Services Administration Board accepts the Property Committee's recommendation to approve the 2010 Social Housing Capital Plan as presented.

Carried

8.0 MANAGEMENT REPORTS

8.1 Ontario Works

8.1.1. Healthy Communities Policy Change & OW Last Month Rent

Resolution No. 09-98

Moved by: J.-M. Chayer **Seconded by:** D. Wenborne

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives a third and final reading to the proposed changes to the Ontario Works Policy Manual Section 10.1 "Healthy Communities Fund" and Section 7B.13 "Last Month's Rent" as identified in the September 2009 Employment Report; and

THAT the Board acknowledges its awareness of the changes being made to the (Administrative) Procedures of those Ontario Works Policies identified in the document mentioned above.

Carried

8.2 Children's Services

8.2.1 Children's Services Policy Manual Revision

Resolution No. 09-99

Moved by: M. Tuomi **Seconded by:** A. MacNevin

BE IT RESOLVED THAT the Manitoulin-Sudbury District Social Services Administration Board gives a first and second reading to the proposed changes

to the Children's Services Policy Manual; and
THAT the Board acknowledges its awareness of the changes being made to the
(Administrative) Procedures of those Children's Services Policies identified in the
document mentioned above. **Carried**

Resolution No. 09-100

Moved by: J.-M. Chayer **Seconded by:** B. Killah
THAT the Committee and Management Reports be accepted. **Carried**

9.0 CORRESPONDENCE

9.1 Travel, Meal and Hospitality Expenses Directive

David Court referred to the Ministry directive re travel, meal and hospitality expenses and indicated that there would be no significant changes required as a result of this Directive. A report will be brought to the HR Committee in November.

9.2 Ministry of Health and Long-Term Care--2009 Funding

David Court referred Board members to the communications received from the Ministry of Health and Long-Term Care regarding acceptance all of the 2009 Budgeted amounts (including the increase in Hagar ambulance coverage).

10.0 OTHER BUSINESS

10.1 Human Resources Update

Aurel Malo informed Board members that, due to the resignation of Jeff Horseman, effective October 19, 2009, the following interim appointments have been made:

- Michael MacIsaac, Acting Director of EMS
- Jeff Aiken, Acting EMS Operations Manager
- David Wolff, Acting SE EMS Field Manager

Recruitment for a permanent EMS Director is underway and interviews will be scheduled for late November.

Also, due to the CAO Leave of Absence, effective November 2, 2009, the following interim appointments have been made:

- Fern Dominelli, Acting CAO
- Donna Moroso, Acting Director of Ontario Works
- Gilles Plouffe, Acting Ontario Works Supervisor

10.2 Health Unit Meeting Update

Fern reported that he and David Court had met with Penny Sutcliffe of the Sudbury & District Health Unit and that the meeting had been very well received. All agreed that the two organizations should work together where it is deemed to be mutually beneficial to the clients of each. It is hoped that a closer relationship can be developed between the two organization in the future.

10.3 Budget Deliberations

On behalf of the Finance Committee, Gary Brown thanked the Administration for the work done in the DSSAB's finance area this year. With placement of explanatory documents on the website, municipalities and the public should have a better understanding of the DSSAB's financial processes.

11.0 ADJOURNMENT

Resolution No. 09-101

Moved by: M. Lehoux

THAT we do now adjourn at 12:10 p.m. until the next regular meeting to be held in the DSSAB's Espanola Mead Boulevard Board Room on November 26 , 2009.

Carried

Chair

CAO (Secretary-Treasurer
of the Corporation)