



MINUTES
of the REGULAR MEETING of the BOARD
THURSDAY, March 15, 2007

RRDSSAB Office, Fort Frances, ON 6:30 p.m.
MEETING #04/07

PRESENT: PETER VAN HEYST, Township of Chapple
WADE DESSERRE, R. R. West Electoral Area
TANNIS DRYSDALE, Town of Fort Frances
MICHAEL LEWIS, R. R. East Electoral Area
EMILY WATSON, Township of LaVallee
DENNIS BROWN, Township of Atikokan
LINDA ARMSTRONG, Township of Dawson
JOHN CALLAN, R. R. Central Electoral Area
GARY JUDSON, Township of Emo
VALERIE PIZEY, Township of Lake of the Woods
DEBBIE EWALD, Town of Rainy River
BARBARA COURNOYER, Township of Alberton

REGRETS: GARY GAMSBY, Township of Morley

STAFF: DONNA DITTARO, Secretary-Treasurer
LEANNE ELUIK, Manager of Finance
JUDY KOSKI, Recorder

1. Call to Order

Michael Lewis, Chair, called the meeting to order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Approval of Agenda

Emily Watson asked that a new item be added to the agenda to discuss the organizational chart and integrated services. The Chair advised that this will be added as a *New Business* item under 8.2.

Resolution #20/07 MOVED BY E. Watson and SECONDED BY J. Callan:

RESOLVED THAT the agenda of March 15, 2007, be approved as amended.

CARRIED

4. Presentations/Delegations

Michelle Korpi, Tenant Liaison Officer, presented information to the Board regarding the Social Housing Application Process and Eligibility Requirements. A question period followed and the Chair thanked Michelle for her presentation.

5. In Camera

None

6. Approval of Minutes

Resolution #21/07 MOVED BY J. Callan and SECONDED BY E. Watson:

RESOLVED THAT the Minutes of the *Regular Board Meeting* held February 15, 2007, be approved.

CARRIED

7. Business Arising from the Minutes

7.1 Cost Apportionment Review Committee

The Chair advised that at the last regular Board meeting a Notice of Motion had been made by Peter Van Heyst and reviewed the motion with the Board. John

Callan stated that he understood Peter’s position, however, felt that the Board should be careful taking steps which may result in a situation which is unacceptable to anyone. He stated that there was some indication that Chapple’s funding shortfall was made up in CRF. He advised that he could not support this motion. Tannis Drysdale stated that this discussion will take place once PLT is implemented. Peter Van Heyst advised that OMPF does not reward for a lower tax ratio. Emily Watson, Gary Judson and Val Pizey all agreed that the formula should stay as is. A discussion followed regarding the forming of a Committee to deal with this matter.

Resolution #22/07 MOVED BY D. Ewald and SECONDED BY P. Van Heyst:

RESOLVED THAT the following be appointed to the Cost Apportionment Review Committee:		
•	Board Chair	- Michael Lewis
•	Board Vice-Chair	- Val Pizey
•	Committee Chairs	- Linda Armstrong
		- Barb Cournoyer
		- Gary Gamsby
		- Peter Van Heyst
DEFEATED		

8. New Business

8.1 Reserve Transfers for Audit Purposes

The Manager of Finance advised that the 2006 audit will be taking place next week and some resolutions are needed to facilitate the audit process. Two resolutions are needed regarding the Land Ambulance Bases, one regarding the purchase and renovation of 450 Scott Street and lastly a resolution recovering funds from the Land Ambulance Transition Reserve Fund.

Resolution #23/07 MOVED BY P. Van Heyst and SECONDED BY D. Ewald:

RESOLVED THAT the <i>Rainy River District Social Services Administration Board</i> approve the recovery of funds from the <i>Land Ambulance Base Reserve Fund</i> for the purchase and renovations to date of the Fort Frances and Rainy River Ambulance Bases in the amount of \$246,791.17.	
CARRIED	

Resolution #24/07 MOVED BY D. Ewald and SECONDED BY G. Judson:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the redirection of funds from the *Land Ambulance Vehicle Reserve Fund* for the purchase and renovations to date of the Fort Frances and Rainy River Ambulance Bases in the amount of \$140,379.46.
CARRIED

Resolution #25/07 MOVED BY L. Armstrong and SECONDED BY D. Brown:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve that the construction project at 450 Scott Street be partially funded from transfers of municipal operating surplus from various programs in the amount of \$306,837.92 for 2006, as per the report from the Manager of Finance.
CARRIED

Resolution #26/07 MOVED BY V. Pizey and SECONDED BY D. Brown:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the transfer of \$2,940.12 into a reserve fund for future Strong Community Rent Supplement costs as per the Ministry retention of funds requirements.
CARRIED

Resolution #27/07 MOVED BY L. Armstrong and SECONDED BY V. Pizey:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the recovery of funds from the *Land Ambulance Transition Reserve Fund* for the purchase of capital items relating to program delivery in the amount of \$6,760.04, net of refundable GST.
CARRIED

8.2 Organizational Chart and Integrated Services

Integration of services and its impact on staffing and service delivery was discussed. An Integrated Intake Worker has been added to the organization as the first point of contact for clients of all services under the RRDSSAB umbrella, with the exception of Land Ambulance. Given the make-up of the clients we serve, this is a more user-friendly approach, allowing them to “tell their story” to one intake worker rather than a worker for each program. The move to an integrated intake system has been in the making since 1999, with the inception of DSSABs. With the recent introduction of an employment-focused funding

formula for Ontario Works, caseworkers will now be allowed to concentrate on the employment of social assistance clients; this was introduced and discussed at the Ontario Works Committee by the respective Manager, as part of the 2006 and 2007 budget years. The position has only recently been filled, in order to allow DSSAB staff to perform an extensive review of the requirements and duties of the position. This now frees up existing OW, Housing and Child Care staff to fulfill other Program requirements.

As the DSSAB is now responsible for the management of Faith Non-Profit Housing and the on-site maintenance employee has retired, we have taken over those duties and have been contracting the service out. We will now be integrating that position with office and RRDSSAB Housing maintenance. This is not a newly-funded position. It has been in our DSSAB budget since the original transfer, under the specific Non-Profit Program and care-taking contracts. This approach is more cost effective and maintains consistency across the system. We expect to have more of the maintenance responsibilities transferred to us from other housing providers which is a trend across the Province.

The Non-Profit Housing Manager position was created, following a formal Job Analysis & Review in 2006, per RRDSSAB policy, replacing the Property Supervisor position. This Review had been reported in the past by the CAO to the full Board. The position was based strictly on the need to address our increasing management of Non-Profits, as identified by Social Housing staff. The reorganization of job responsibilities across the department has been successful.

Managers bring human resource matters, including newly proposed positions, to their respective service Committees; most often, this is done as part of the budgeting process, unless circumstances warrant additional staff mid-year. Should proposed staffing fall outside the budget, it would be brought to the full board for approval, per RRDSSAB policy.

There were no new positions created within the 2007 budget.

A Negotiating Committee will continue to be established, as required. The Chair reminded the Board members that all Committee Chairs should be reporting to the Board in order that the required information is received. HR activities will be identified in CAO Report, as required. The CAO invited individual Board members to call her anytime if they have questions regarding HR matters.

9. Reports

9.1 CAO and Program Reports

The CAO's Report and Program Manager reports were received and reviewed by the Board members.

9.2 Finance

The Board members received and reviewed the Accounts Payable Report for the month of February, 2007, in the amount of \$633,064.04. Emily Watson inquired about cheque #7269 payable to Judy Koski in the sum of \$80.00. The Manager of Finance explained that this is a monthly occurrence whereby employees consent to a \$5.00 deduction for Social Fund Dues. Linda Armstrong inquired about cheque #7148 payable to Rainy River Playschool Inc in the sum of \$75,000.00. The Manager of Finance explained that this is start up funding for the Best Start Program. Financial Statements for the months of January, 2007, and February, 2007, were received and reviewed.

9.3 Board Chair

None

9.4 Committee Reports

Ontario Works - Linda Armstrong, Committee Chair, advised that no meeting has been held and referred the Board to the Ontario Works Manager's report.

Social Housing - No meeting has been held recently.

Land Ambulance - No meeting has been held recently.

Child Care - No meeting has been held recently.

Building -Mike Lewis, Building Committee Chair, reported that the Building Committee had met on March 12, 2007 to discuss the lift variance and the building exterior. At that time, we were awaiting a decision on the lift variance. On March 14th, Technical Standards & Safety Association (TSSA) denied Federal Elevator's request for the variance and have recommended a limited-use, limited-access (LULA) lift. The original estimate for the elevating device was \$95,000 which was reduced to \$42,000 for a basic lift. In accordance with the lowest estimate received to date, we will require an additional \$35,000 to the Construction Budget for the LULA lift.

In order to accommodate individuals with disabilities, a lift is required to access all areas of the building with the exception of the new entrance. Staff may not service clients in the waiting area, due to confidentiality restrictions. The building design does not allow for a ramp or a handicapped chair lift; it was designed specifically for an elevating device.

A revised Construction Budget was reviewed by the Board. The Construction Manager has indicated that he will require approximately \$25,000 from the contingency fund to offset miscellaneous jobs and materials. The Chair advised that \$20,000 has also been taken from that line for the exterior of the building.

The lift could be included within the existing budget and, once the budget was expended, any additional costs would require full Board approval.

The CAO presented drawings of the exterior for the Board’s review.

Resolution #28/07 MOVED BY G. Judson and SECONDED BY J. Callan:

WHEREAS the Technical Standards & Safety Authority(TSSA) has denied Federal Elevator’s request for a Variance for the lift at 450 Scott Street;

AND WHEREAS the TSSA has advised that a LULA lift is more suitable for our requirements;

AND WHEREAS the costs for a LULA lift exceed the budgeted amount;

NOW THEREFORE BE IT RESOLVED that the *Rainy River District Social Services Administration Board* approve an additional \$35,000 to accommodate the required lift and associated costs.

Recorded Vote:

Peter Van Heyst – Yea	Barbara Cournoyer Nay
Linda Armstrong – Yea	Valerie Pizey - Nay
Gary Judson – Yea	Tannis Drysdale Nay
Debbie Ewald – Yea	Emily Watson Nay
John Callan - Yea	Wade Desserre Nay
Michael Lewis - Yea	

DEFEATED

N.B. - Mayor Brown and Reeve Gamsby were absent for the vote.

The CAO was advised that staff could proceed with the tendering of the LULA lift and exterior finish.

10. Other Business

None.

11. Information Items Attached

The Board members received information items 11.1 to 11.4 which were acknowledged. Val Pizey stated that some of the data contained in item 11.2 is incorrect and the Health Services Manager should be informed. The Chair advised that he is already aware of this, however, the CAO was directed to bring this to his attention.

12. Information Items Available Upon Request

Committee Minutes.

13. Next Meeting

The next regular Board meeting will be held April 19, 2007, at 6:30 p.m. at the *Rainy River District Social Services Administration Board Office*, 206 Scott Street.

14. Adjournment

Resolution #29/07 MOVED BY G. Judson and SECONDED BY P. Van Heyst:

RESOLVED THAT the *Rainy River District Social Services Administration Board* meeting be adjourned.

CHAIR

SECRETARY-TREASURER

DATE APPROVED