

**MINUTES OF  
DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD  
DAY CARE SUB-COMMITTEE MEETING HELD MONDAY, SEPTEMBER 13, 1999  
BIGGINGS ROOM, CIVIC CENTRE - 12:00 NOON**

**PRESENT:** P. Vaudry, Chair            D. Amaroso  
**MINISTRY:** D. Zuccato                    J. McKiggan  
**STAFF:** W. Lamming                    D. Overboe  
**REGRETS:** B. Irwin

**Process for Completion of Joint Implementation Plan (J.I.P.)**

A discussion took place regarding what is required to ensure submission of the J.I.P. to the Ministry of Community and Social Services by the October 1, 1999 deadline.

The following action was agreed to;

- Sub-Committee Chair, P. Vaudry, will contact designated Provincial employee with offer and confirmation of term for position of J.I.P. Project Manager.
- City will provide financial and technical assistance as required.
- J.I.P. to be completed according to M.C.S.S. Ministry format.
- Timelines met; draft to Board for September 23, 1999 for approval prior to submission.
- Project Manager will work with the Committee and under its direction for the completion of the J.I.P. this will include on-going communication and arranging committee meetings as required.
- DSSAB will reimburse individual's employer at a rate to be mutually agreed upon.
- Project Manager initially seconded for eight weeks with extension to be renegotiated.
- Project Manager will be assigned accommodation at M.C.S.S. office with access to work station, computer, phone, fax, photocopier, etc.
- Project Manager will complete necessary work for Board's approval for any revisions, amendments, additions required as a result of Ministry's review.