

**MINUTES OF
DISTRICT OF SAULT STE. MARIE SOCIAL SERVICES ADMINISTRATION BOARD
MEETING HELD December 7, 5:00 PM
Russ Ramsay Boardroom, Civic Centre**

PRESENT:	W. Pickard P.Vaudry	D. Amaroso D. Jones	D. Edgar
DSSAB STAFF:	K. Streich-Poser	S. French	
CITY STAFF:	A. McRae	F. Lake	W. Lamming
REGRETS:	B. Irwin B. McHale D. Overboe	S. Lepore S. Bergamin	C. Swift C. Jensen

1. Minutes

Resolution #00-137

Moved by: D. Edgar

Seconded by: P. Vaudry

"Be it resolved that the Minutes of the District of Sault Ste. Marie Social Services Administration Board dated October 26th, 2000 be adopted as recorded."

Carried

2. Accounts

Resolution #00-138

Moved by: D. Amaroso

Seconded by: D. Edgar

"Be it resolved that the DSSAB Accounts Payable dated

October 19, 2000 in the amount of \$289,602.18

October 26, 2000 in the amount of \$424,476.67

November 2, 2000 in the amount of \$110,150.29

November 8, 2000 in the amount of \$5,175.75

November 16, 2000 in the amount of \$1,154,922.25

be passed for payment."

Carried

The Finance Manager stated that the payables were for the normal accounts for running DSSAB.

Resolution #00-139

Moved by: D. Edgar

Seconded by: D. Amaroso

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board accept the Ontario Works Financial Manager's proposal to issue;

1. An interim levy equal to 25% of the year 2000 levy be sent to the contributors with a due date of January 2, 2001.

2. An interim levy equal to 25% of the year 2000 levy be sent to the contributors with a due date of April 2, 2001."

Carried

The Finance Manager explained that the "interim levies" would be sent to the contributing municipalities and appropriate Provincial Ministries that contribute the Unorganized Territory's portion.

Resolution #00-140

Moved by: D. Amaroso

Seconded by: D. Edgar

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board let the current signing authorities stand until the new signature plates arrive in 2001."

Carried

Resolution #00-141

Moved by: D. Edgar

Seconded by: D. Jones

"Be it resolved that the report from the Financial Manager for November 2000 be accepted as information."

Carried

The remaining one-time funding dollars for communications will be used for the website.

3. Director of Ontario Works

Resolution #00-142

Moved by: P. Vaudry

Seconded by: D. Edgar

"Be it resolved that the report from the Director of Ontario Works for November 2000 be accepted as information."

Carried

In the absence of David Overboe, Andrew McRae gave an update on Ontario Works. Andrew commented that statistics continue to drop. The Intake Screening Unit Process had a test run earlier in the month and everything looks okay. The last item in David Overboe's report refers to studying the Financial Manager's position and analyzing the workload for the possibility of additional assistance.

The Board asked how staffing has been affected since the overall caseload has decreased by 700 to 800 cases. The Financial Manager stated that the Case Workers are now able to focus on the harder to serve cases. This takes more time and therefore should not affect staffing levels yet.

Resolution 157 was added to the agenda and discussed prior to the adjournment of the meeting.

Resolution #00-157

Moved by: P. Vaudry

Seconded by: D. Jones

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board accept and sign the Service Contract, Business Transformation Project with the Ministry

of Community and Social Services for the period of April 1, 2000 until December 31, 2000.

Carried

Through this contract MCSS covers 100% of funding for the BTP project and the salary of the Local Implementation Manager.

4. Community Child Care Manager

Resolution #00-143

Moved by: D. Edgar

Seconded by: D. Amaroso

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board accept the Community Child Care Manager's recommendation to commence needs testing for families of children with special needs effective January 2001 and to increase fees accordingly effective September 2001."

Carried

There are 60 children in this category. Since children tend to leave Child Care programs in June, it would be advisable to increase the fees in September 2001 to have the least impact on families currently using the system.

Resolution #00-144

Moved by: P. Vaudry

Seconded by: D. Edgar

"Be it resolved that the report from the Manager of Community Child Care for November 2000 be accepted as information."

Carried

In addition to the Child Care Manager's report a financial forecast for the end of the third quarter has been completed and there will be a surplus of up to approximately \$70,000.00 available to address one-time health and safety/licensing issues. Therefore the Child Care Manager is requesting approval to re-direct the surplus funds for one-time health and safety/licensing issues.

Resolution #00-158

Moved by: D. Edgar

Seconded by: D. Amaroso

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board approve one time requests from Child Care Service Providers for funding to address health and safety/licensing issues, as recommended by the Community Child Care Manager."

Carried

The Child Care Manager has talked to the Manager of the Wee Watch Child Care Program and has informed them that they may be considered for funding in the New Year.

Resolution #00-145

Moved by: D. Edgar

Seconded by: D. Amaroso

"Be it resolved that Florence Lake be designated as the District of Sault Ste. Marie Social Services Administration Board's representative to the Algoma Health Unit's Steering Committee for the Early Years project."

Carried

Attached to the Child Care Manager's Report is information on the Early Years project.

ACTION: Florence Lake asked that a letter be sent from the DSSAB Chair to Dr. Northam informing him that she would be the DSSAB representative on the Algoma Health Unit's Steering Committee for the Early Years project.

5. Director of Performance Standards

Resolution #00-146

Moved by: D. Amaroso

Seconded by: P. Vaudry

"Be it resolved that the report from the Director of Performance Standards for November 2000 be accepted as information."

Carried

The Director of Performance Standards gave an update on the report. The office has received positive feedback from the participants of the CAO/Manager NOSDA Conference held in Sault Ste. Marie on November 1 and 2, 2000. There were seven DSSABs represented and four Ministries presented to the group. In January/February, NOSDA will be meeting to re-elect their board; it has been suggested that the meeting be held here in Sault Ste. Marie.

The TWOMO elections went well. The partnership with the school board was a huge success. The MCSS representatives and the City Clerks office were both helpful and informative when it came to clarification and suggestions. It was noted that there was a discrepancy between the population numbers that MCSS based their funding allocation on and the actual number of eligible voters (a difference of approximately 3,000 individuals). This and other issues have been discussed with the MCSS representatives. There was special acknowledgement and thanks for all the effort that Marlene Polychuk, ADSB and Shannon French, DSSAB staff, put into the election.

Resolution #00-147

Moved by: P. Vaudry

Seconded by: D. Jones

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board approve Kim Streich-Poser's travel cost to attend an orientation session on the Social Housing Guidebook for the Joint Local Transfer Plan and Implementation in Sudbury on December 19, 2000."

Carried

6. Personnel Committee

A closed camera session was held to discuss personnel.

Resolution #00-148 - Withdrawn

Moved by: D. Amaroso

Seconded by: P. Vaudry

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board extend the current contract for the Administrative Assistant position for a period of one month, December 19, 2000 to January 19, 2001."

Withdrawn

Resolution #00-149

Moved by: D. Amaroso

Seconded by: P. Vaudry

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board accept the recommendation of the Personnel Committee for a Permanent Full-time Administrative Assistant Position for the DSSAB office."

Carried

7. Land Ambulance Committee

Resolution #00-150

Moved by: P. Vaudry

Seconded by: D. Jones

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board include the Sault Area Hospital's administration costs for the delivery of Land Ambulance Services in the 2001 operating budget and contract. That a letter be sent to the Sault Area Hospitals asking for their agreement to this change in the 2001 budget and the contract."

Carried

The Financial Manager acknowledged the gesture of the Sault Area Hospitals to waive the administration fee for the first year of the contract. However, because future funding levels from MOHLTC would be based upon this initial year it would be prudent to include the cost of administration in this year's base budget request to MOHLTC.

Resolution #00-151

Moved by: P. Vaudry

Seconded by: D. Jones

"Be it resolved that the report from the Land Ambulance Committee for November 2000 be accepted as information."

Carried

The Director of Performance Standards gave an update on Land Ambulance. On December 19th there will be an inventory review of major equipment in the two Ambulance bases (Sault Area Hospitals and Northern Avenue) that will be transferred to the DSSAB. One of the O.W. Financial Unit's staff and Shannon French for DSSAB will meet with the Sault Area Hospitals and MOHLTC to review the major items in the inventory. KPMG has been informed about the inventory review and will have representatives present. The 1998 inventory list that the Ministry provided does not

include a valuation of the assets. The MOHLTC have indicated that this will not be provided.

The Director of Performance Standards attended a BASE Hospital meeting. The Base Hospital is and will continue to be responsible for the training of paramedics as well as doing research into pre-hospital care. The Base Hospital program will have to develop reporting relationships with the Ambulance Service who will then incorporate these items in their report to the DSSAB.

The Funding Template workbook has been developed to help with the completion of the funding application to MOHLTC. It has been suggested that additional training be made available on completion of the funding request.

Resolution #00-152

Moved by: P. Vaudry

Seconded by: D. Jones

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board accept the Chair's decision to approve Kim Streich-Poser's travelling expenditures to attend the EMS Funding Template Training in Toronto November 28, 2000."

Carried

8. Social Housing Committee

Peter Vaudry recommended that resolution number 153 be withdrawn and moved that resolution number 159 be accepted by the board.

Peter explained that early on Gary Avery, Algoma District Housing Authority was approached to develop a proposal to administer Non-profit and Co-op Housing. There have been several meetings between the City and Mr. Avery regarding the development of a Social Housing Division within the City of Sault Ste. Marie. Peter Vaudry indicated that he had meet with Mr. Avery on November 29th, 2000 regarding amalgamation with the City. Mr. Avery was in agreement with this direction. The City would also look at developing the capacity to administer the Non-profit and Co-op portfolios as well.

Peter recommended that instead of the DSSAB hiring someone from the Ministry on a temporary basis to develop the Joint Local Transfer Plan that the City of Sault Ste. Marie could hire someone as a permanent City Employee to fill that portfolio while there is still Ministry staff available. Ontario Works, Community Child Care and Social Housing would all function under one umbrella.

Peter Vaudry would like DSSAB to accept the City's proposal to hire a Transition Manager and advertise for the position as soon as possible. Walter Lamming stated that the city would take the same approach as they did when hiring for Child Care.

It was reiterated that the intent of the DSSAB Board was not to be hands on and that the focus of the Board should be on the preservation of quality assurance. It was decided to support the new resolution.

Resolution #00-153 - Withdrawn

Moved by: D. Jones

Seconded by: D. Amaroso

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board recruit a Social Housing Transition Manager for a period of up to 18 months for the purpose of facilitating the development and implementation of the Joint Local Transfer Plan."

Withdrawn

Resolution #00-159

Moved by: P. Vaudry

Seconded by: D. Amaroso

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board accept the proposal from the City of Sault Ste. Marie to recruit a Social Housing Transition Manager as outlined in the letter received from C.A.O., Joe Fratesi on November 15, 2000."

Carried

Resolution #00-154

Moved by: D. Amaroso

Seconded by: P. Vaudry

"Be it resolved that the report from the Social Housing Committee for November 2000 be accepted as information."

Carried

9. New Business

9.1 Credit Card –

Resolution #00-155

Moved by: D. Amaroso

Seconded by: P. Vaudry

"Be it resolved that the District of Sault Ste. Marie Social Services Administration Board accept the proposed Financial Policy for the DSSAB Royal Bank VISA credit card."

Carried

The VISA Cards are to be used for DSSAB business only (travelling, registration fees, etc.) or for DSSAB related business activities as approved by the Chair.

- 9.2 A meeting will be scheduled early in January with the newly appointed Board Members for orientation. The inaugural meeting to elect officers and complete signing authorities will be held on January 18, 2000. A schedule of Regular DSSAB Board Meetings was distributed. The meetings will continue to be held on the third Thursday of every month. After a discussion around meeting start times it was decided to continue to start the meetings at 5:00pm.

ACTION: Forward a copy of the DSSAB Meeting Schedule to the City Clerk's Office.

10. Correspondence/Information

- 10.1 Letter dated October 23, 2000 from Judy Tucci, Program Supervisor – MCSS regarding “Planned Out-of-Home Respite for High Needs Multiple Special Needs Children with Developmental and/or Physical Disabilities Living at Home”.
- 10.2 Letter dated October 24, 2000 from Dr. A. Northan, Medical Officer of Health – Algoma Health Unit regarding “an invitation to the DSSABs to participate as members of the Steering Committee for the “*Early Years*” project”.
- 10.3 Letter dated October 25, 2000 from P.M. Madill, Regional Clerk – The Regional Municipality of Durham regarding “Land Ambulance – One Time Start-Up Funding”.
- 10.4 Memorandum dated October 27, 2000 from Dan Lafranier, Regional Director – MCSS regarding “Northern Region Program Realignment”.
- 10.5 Letter dated October 27, 2000 from Lynn Buckham, Northeastern Area Director – MMAH. Accompanying the letter is a copy of the guidelines for the Social Housing Devolution Transition Funding Program.
- 10.11 Letter dated October 31, 2000 from Sante Bergamin, Acting Program Supervisor – MCSS regarding “Enhanced Family Support Initiative Approval”.
- 10.7 Letter dated November 8, 2000 from Sante Bergamin, Acting Program Supervisor – MCSS regarding “Provincial Homelessness Initiatives Fund (PHIF) Approval”.
- 10.8 Letter dated November 16, 2000 from Teresa Scott, Coordinator Employee Services – Sault Area Hospitals regarding “Sault Ambulance Services”.
- 10.9 Letter dated November 20, 2000 from Patti Redmond, Director – Non-Profit and Market Housing Programs Branch.
- 10.10 Letter dated November 28, 2000 from Lynn McCoy, Fire Chief – Sault Ste. Marie Fire Department regarding “CACC, Central Ambulance Communication Centre”.
- 10.11 Letter dated November 30, 2000 sent to Lynn Buckham regarding “Social Housing Devolution Transition Funding Request”.
- 10.12 Letter dated November 30, 2000 from Eddie Alton, CAO – Timiskaming DSSAB regarding “Audit services for the DSSABs”.

11. Adjournment

Resolution #00-156

Moved by: D. Amaroso

Seconded by: D. Edgar

"Be it resolved that we do now adjourn."

Carried