



District of Sault Ste. Marie

Social Services Administration Board

4.6

- Ontario Works
- Child Care
- Social Housing
- Land Ambulance

EXECUTIVE COMMITTEE (FINANCE, PERSONNEL, GOVERNANCE)

Draft Minutes For Wednesday February 25, 2004

Thompson Boardroom, Civic Centre 12:00 p.m. (Noon)

Present: B. Hayes P. Mick D. Edgar
DSSMSSAB Staff: K. Streich-Poser A. Nanne (notes)
City Staff: J. Crawford A. McRae D. Overboe
Guests: Tom Ambeault (BDO) Gabe Stefanizzi (BDO)
Absent: D. Amaroso

Kim Streich-Poser called the meeting to order at 12:08 p.m.

Introductions were made around the table for Gabe Stefanizzi and Tom Ambeault from BDO Dunwoody.

Gabe Stefanizzi handled the meeting and provided handouts for the information of committee members. Mr. Stefanizzi explained that the purpose of the meeting was to create more interaction between the auditors and the DSSMSSAB Finance committee.

Gabe reviewed the information provided in the handout. Topics reviewed included: Independence of auditors, Responsibilities of the auditor, Audit approach, Audit Team and Timing of the Audit and Audit Fees.

Mr. Stefanizzi noted that the financial statements are prepared by BDO after receiving the year end information from the DSSMSSAB. The City of Sault Ste. Marie then reviews and accept the statements as prepared by the auditors. Committee members asked if this was common practice and both Gabe and Tom responded that it was. Dave Overboe added that this is a way to speed the process of preparing the financial statements.

Kim Streich-Poser asked when will the 2003 Financial Statements would be ready to come to the board. Mr. Stefanizzi said August and that the Social Housing Corporation information would need to be approved in June and then consolidated into the DSSMSSAB financials.

Mr. Stefanizzi then moved on to the Social Housing Corporation letter. The format and topics discussed were the same as the DSSMSSAB topics. Gabe asked about the attendance of specific Social Housing Corporation members and was told that Pat Mick is chair of SHC and is present at this meeting but that City Manager, Gary Avery was not in attendance.

Mr. Stefanizzi reviewed specific Social Housing Corporation issues such as Payables, Mortgages and Revenue. The SHC has a smaller audit team than DSSMSSAB.

Tom Ambeault reiterated the importance of communication between the Board and auditors. Gabe then thank everyone for listening and voiced his hopes to continue to open the lines of communication

Gabe Stefanizzi and Tom Ambeault then left the meeting.

Committee reviewed the 4th quarter report for the Homelessness Initiative Fund. Andy McRae discussed the report with the Committee. He stated that we are on target financially.

Dree Pauze will be attending the next DSSMSSAB Board meeting to discuss this initiative. She is hoping to increase the funding from the Province with the Boards approval. This is the first year that we have spent the entire funding provided for this program

Dave Overboe hopes to have a report on the Enhanced spending before the next board meeting as well. A discussion took place about the communities need to help the poor and the programs that are in place serving this need

The next meeting will be held on March 17th, 2004 at Noon.

The meeting was adjourned at 1:25 p.m.