



District of Sault Ste. Marie

Social Services Administration Board

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

EXECUTIVE COMMITTEE (FINANCE, PERSONNEL, GOVERNANCE)

DRAFT MINUTES For Wednesday March 17, 2004

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

PRESENT: D. Amaroso B. Hayes
P. Mick D. Edgar

CITY STAFF: D. Overboe A. McRae J. Crawford

DSSMSSB STAFF: A. Nanne (notes)

REGRETS: K. Streich-Poser

D. Amaroso called the meeting to order at 12:04 p.m.

D. Amaroso then turned the meeting over to A. McRae to handle the financial issues on the agenda.

1. Review minutes from February 25, 2003 Executive Committee Meeting.

The minutes were accepted and no changes were made.

2. Accounts Payable:

DSSMSSAB Accounts Payable:

January 29, 2004 in the amount of \$24,093.69

February 5, 2004 in the amount of \$1,759,326.33

February 12, 2004 in the amount of \$39,788.67

A. McRae reviewed the DSSMSSAB payables with the Executive Committee members and discussed what each is comprised of. There were no questions or comments. These payables will be brought forward at the next DSSMSSAB Board meeting on March 25th

Social Housing Corporation Accounts Payable:

January 2004 in the amount of \$808,200.87

February 2004 in the amount of \$507,403.97

J. Crawford discussed the Social Housing Corporation payables and provided information regarding the composition of each month. The payables were accepted by the Executive Committee and will also be brought forward at the March 25th DSSMSSAB Board meeting.

3. 2004 Budget Review

Information regarding the 2004 DSSMSSAB Budget was distributed to Executive Committee members earlier in the week (Monday). A. McRae reviewed the Budget with committee members.

While reviewing the Ontario Work portion of the budget questions were asked regarding the funding for various client levels. D Overboe provide information about the funding and requirements of each level. A. McRae stated that by maximizing funding and minimizing expenses in the Ontario Works program they have been able to cover administrative expenses and ultimately achieve a break-even status.

Estimated Cross-Border billings costs have now been built into the budget in an effort to avoid surprise expenses. B. Hayes requested clarification about the Cross Border issue. A. McRae and D. Overboe provided the historical background. The Cross-Border expense calculation is based on the current provincial formula.

A. McRae communicated to the committee that he feels that this is a "good news" budget. D. Amaroso agreed and commented that she would like to see that message transmitted to the City of Sault Ste. Marie.

B. Hayes had a number of questions for A. McRae regarding the budget. His questions included the following:

Q. Is the amount budgeted by the DSSMSSAB City of Sault Ste. Marie the actual amount that the City passed in their budget?

A. Yes, the budgeted levy amounts are the same. A. McRae also noted that City Council might not realize that the costs incurred by the DSSMSSAB have actually reduced although the bill is increasing. B. Hayes would like to take steps to ensure that City Council receives a clear message to clarify the fact that the DSSMSSAB is efficient and has not increased their expenses. He asked about the procedure for presenting the DSSMSSAB budget to City Council.

Q. What is the procedure should DSSMSSAB exceed their proposed budget?

- A. A. McRae informed the committee that any extra expenditure would be the first expense in the next year's budget. He also commented that proper money management would not necessarily cause an additional levy billing for the funding partners. A. McRae has reduced the "cushion" in the budget from previous years, as the budget is much tighter than in previous years.
- Q. Why are some of the actual cost expenses not reflected in the budget?
- A. A. McRae explained that these expenses are basically for tracking purposes and used as flags but are not budget items.
- Q. Why is the revenue on the revenue page not broken down to specifics? B. Hayes also commented that he would really like to see more specific information.
- A. A. McRae informed the committee that he supports the one line entry and D. Overboe added that the revenue is reviewed on a monthly basis. Any revenue inconsistencies would be detected at that time and breaking it down may be a meaningless exercise.
- Q. Bryan asked about "controllable" revenue streams and mentioned that he would like to see these identified in the Budget.
- A. A. McRae agreed that specific efforts generate some revenues along with the provincially legislated streams. B. Hayes feels that this information could be a good "marketing" tool for the DSSAB. He would like to see this information separated and have the numbers reflect any targets that may have been set.
- Q. Would it be possible to include more actual historical financial information from 2001, 2002, and 2003 along with the Budgeted figures?
- A. D. Amaroso clarified how the early year budgets were achieved by "guessing" and how the new components make things more accurate.
- Q. Why there are no Full Time Employees included in the budget?
- A. The DSSMSSAB has only two (2) Full Time Employees (FTE's) and all others are employed by the City. B. Hayes would like to see the relationship between the expenses and employment levels and feels that this correlation may prove to be an effective tool in the future.

The committee agreed to accept the budget as proposed by A. McRae and will bring it forward to the next DSSMSSAB Board meeting.

4. Other Business

D. Overboe brought forward a suggestion made earlier to the Public Education and Communication committee. He noted that Public Relations enable us to get new ideas and concepts to the public.

D. Overboe would like to see the money available to the DSSMSSAB after the transfer of Lynn Rosso back to Ontario Works for the Public Disabilities Committee. The \$50,000 in funding could be used by the Disability committee to enhance accessibility for the disabled and applications can be made directly to the Public Disabilities Committee. This proposal would give funding access to Prince Township and Sault North as well and would be a good use for DSSAB funds.

D. Amaroso would like to ensure that definitive parameters are put in place for this committee as well as set guidelines.

5. Next Meeting - Thursday, April 22, 2004

6. Adjournment

D. Amaroso adjourned the meeting at 1:13 P.M.