



District of Sault Ste. Marie

Social Services Administration Board

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

**DRAFT MINUTES FOR THE
DSSMSSAB REGULAR BOARD MEETING
Wednesday, September 1, 2004 - 5:20 PM
Aweres Public School - Hwy 556 - Sault North Planning Area**

Present: D. Amaroso J. Curran S. Butland
B. Hayes L. Madonna V. Burns
D. Edgar (late)

City Staff: G. Avery D. Overboe A. McRae
J. Crawford R. Cobean F. Lake

MCSS: R. McKinnon

DSSMSSAB Staff: K. Streich-Poser A. Nanne (notes)

Regrets: P. Mick L. Turco L. McCoy C. Rosso

DSSMSSAB Chair, D. Amaroso at 5:32 p.m, called the meeting to order. She welcomed guests present at the meeting.

**PRESENTATION - Gabe Stefanizzi,
BDO Dunwoody LLP, Accountants and Consultants**

◆ Audited Financial Statements

G. Stefanizzi reviewed the District of Sault Ste. Marie Social Services Administration Board Financial Statements for the year 2003 as well as the Letter of Audit provided by BDO Dunwoody. He noted the changes that were made in the reporting procedures compared to practices used in previous years. These minor changes will help clarify the statements for readers and stakeholders.

G. Stefanizzi discussed the various aspects of the balance sheet, income statement and other financial statements with the board members. A new Schedule for the Consolidated Fund Balance is included with the audited statements that addresses the DSSMSSAB Resolution to set up Reserve Funds for Social Housing and EMS / Land Ambulance. This schedule reflects the balances of the reserve accounts where previous statements showed surpluses allocated as payables.

S. Butland inquired about the Provincial Government's stand on reserve accounts and asked if they support or oppose such financial methods. A. McRae responded that the Government is still undecided about such accounts and K. Streich-Poser commented

that the reserve accounts are used as a method of risk management, particularly for EMS / Land Ambulance. A. McRae also noted the conflict with the DSSAB Act, where reserves are not allowed and the MOHLTC, where they insist that reserves be formed for EMS / Land Ambulance funding purposes. R. MacKinnon commented that things have evolved and changed for the DSSAB's over the years.

J. Curran asked if the DSSMSSAB has had a problem in the past with deficits in these areas. D. Overboe commented that the DSSMSSAB budget is unlike the City Budget or the levies implicated there.

There were no further questions.

Resolution #04-074

Moved By: J. Curran

Seconded By: L. Madonna

"Be it resolved that the DSSMSSAB Board accept the Audited Financial Statements for the year ended December 31, 2003 as prepared and presented by BDO Dunwoody LLP, Accountants and Consultants."

CARRIED

1. Minutes

Resolution #04-075

Moved By: L. Madonna

Seconded By: B. Hayes

1.1 "Be it resolved that the Minutes from the District of Sault Ste. Marie Social Services Administration Board dated May 13, 2004 be adopted as recorded."

CARRIED

2. Accounts

A. McRae asked the Board if they would like him to continue presenting the DSSMSSAB Accounts Payable as City Council just passed a resolution regarding the review of Payables. B. Hayes inquired about the amount of preparation involved for the presentation of the Accounts Payables and commented that as long as it isn't a lengthy process the current standard is fine. L. Madonna agreed with B. Hayes and the Board agreed to continue with the same process.

Accounts previously reviewed by the Executive Committee

Resolution #04-076

Moved By: B. Hayes

Seconded By: J. Curran

2.1 "Be it resolved that the DSSMSSAB Accounts Payable dated April 29, 2004 in the amount of \$794,006.67

May 06, 2004 in the amount of \$1,010,231.87
May 13, 2004 in the amount of \$185,424.76
May 28, 2004 in the amount of \$3,655.75
June 03, 2004 in the amount of \$671,138.38
June 17, 2004 in the amount of \$1,301,183.11
June 24, 2004 in the amount of \$1,708.54
July 02, 2004 in the amount of \$468.97

be passed for payment."

CARRIED

Accounts previously NOT reviewed by the Executive Committee

Resolution #04-077

Moved By: B. Hayes

Seconded By: S. Butland

2.2 "Be it resolved that the DSSMSSAB Accounts Payable dated

July 08, 2004 in the amount of \$1,000,821.13

July 15, 2004 in the amount of \$575.25

July 22, 2004 in the amount of \$723,780.70

July 29, 2004 in the amount of \$2,776.04

be passed for payment."

CARRIED

3. Executive/Finance

A. McRae reviewed the financial reports not previously processed by the Executive / Finance committee. The Local System Support, Computer Equipment and Intake Screening Unit report is a new report required for submission to MCSS and A. McRae discussed the procedure with the Board.

B. Hayes commented to A. McRae that he appreciates the new cover page / briefing notes section provided by A. McRae along with the financial reports.

Resolution #04-078

Moved By: B. Hayes

Seconded By: L. Madonna

3.1 "Be it resolved that the verbal report presented by the Social Services Financial Manager be accepted as information."

CARRIED

Resolution #04-079

Moved By: S. Butland

Seconded By: B. Hayes

3.2 "Be it resolved that the minutes from the April 26, 2004 and June 24, 2004 Executive / Finance Committee meetings be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-080

Moved By: B. Hayes

Seconded By: L. Madonna

3.3 "Be it resolved that the following MCSS and MCYS Financial Reports and Budgets

- ◆ Ontario Works - MCSS 1st Quarter Report - Addiction Services Initiative - Early Sites
- ◆ Ontario Works - MCSS Addiction Services Initiative - Early Sites 2004 Budget Submission
- ◆ Community Childcare - MCYS 4th Quarter Report
- ◆ Community Childcare - 2003 Annual Program Expenditure Reconciliation
- ◆ Land Ambulance Services Grant Financial Assurance Statement - Ministry of Health and Long-Term Care
- ◆ Land Ambulance - Apportionment of 2003 Municipal Share of Land Ambulance Costs Between Serviced Municipalities

Previously reviewed by the Executive / Finance Committee be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-081

Moved By: L. Madonna

Seconded By: B. Hayes

3.4 "Be it resolved that the following MCSS and MCYS Financial Reports

- ◆ Provincial Homelessness Initiative Fund - MCSS Second Quarter Report
- ◆ Community Childcare MCYS 2nd Quarter Report
- ◆ Ontario Works - MCSS Second Quarter Report
- ◆ Ontario Works Administration - LSS, Equipment and ISU MCSS 2004 Budget
- ◆ Ontario Works Addiction Services Initiatives - Early Sites MCSS Second Quarter Report

Be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

4. Land Ambulance

K. Streich-Poser addressed the EMS reports submitted by Fire Chief, Lynn McCoy and noted that there were no unusual items included in the information provided.

Resolution #04-082

Moved By: J. Curran

Seconded By: B. Hayes

- 4.1 "Be it resolved that the May 2004, June 2004 and July 2004 reports from the Fire Chief for the Sault Ste. Marie Emergency Medical Services be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-083

Moved By: B. Hayes

Seconded By: J. Curran

- 4.2 "Be it resolved that the minutes from the February 17, 2004 EMS / Land Ambulance Committee meeting be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

K. Streich-Poser explained the Memorandum of Agreement with the MOHLTC regarding new vehicle inspection. She also provided the background and purpose of the Agreement with the Board.

Resolution #04-084

Moved By: B. Hayes

Seconded By: L. Madonna

- 4.3 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board, with the recommendation of the EMS / Land Ambulance Committee, accept the Memorandum of Agreement with the MOHLTC, per new vehicle inspection."

CARRIED

K. Streich-Poser summarized the report distributed to the Board. It had been previously reviewed regarding the EMS Land Ambulance Committee. She also noted that the City of Sault Ste. Marie has met or exceeded all expectations under the terms and conditions of the original contract with the DSSMSSAB. The report recommended that the Board receives excellent EMS service on our behalf. Overall, the Fire Services has improved the level of EMS service, provided thorough monthly reporting, maintained vehicles and offered innovative ideas for further upgrading. Based on this criteria as well as a number of other indicators, the EMS / Land Ambulance subcommittee is confident in recommending the renewal of this contract. There were no questions or comments from the Board Members present.

Resolution #04-085

Moved By: B. Hayes

Seconded By: J. Curran

- 4.4 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board renew the Emergency Medical Services / Land Ambulance Contract with the City of Sault Ste. Marie for the three year period beginning April 1, 2005 to March 31, 2008 as recommended by the EMS / Land Ambulance Committee."

CARRIED

5. Ontario Works

D. Overboe addressed the Ontario Works Service Plan 2004-2006 and stated that the compilation of this report was quite onerous. He also commented that the time constraints were very tight and that the task of forecasting business methods was difficult as the funding system has not yet been determined by MCSS. R. MacKinnon complimented the Ontario Works staff, citing the fact that he is responsible for a number of DSSAB's and that the DSSMSSAB plan was well done and the only one submitted on time.

Resolution #04-086

Moved By: S. Butland

Seconded By: B. Hayes

- 5.1 "Be it resolved that the updated Ontario Works Service Plan 2004-2006 prepared by the Ontario Works Manager be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-087

Moved By: S. Butland

Seconded By: B. Hayes

- 5.2 "Be it resolved that the minutes from the February 03, 2004 and April 29, 2004 Ontario Works Committee meetings be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

6. Community Child Care

F. Lake updated the Board Members on the status of the Waterfront Child Centre. She reminded them that this facility was in jeopardy of having to pay rent to the Ontario Realty Corporation, but has been informed that no rent need be paid at this time.

Additional Childcare funding will be provided DSSMSSAB and F. Lake reviewed her proposal for the allocation of these funds. The 2004/2005 Service Plan for the MCSS Multilateral Framework on Early Learning and Childcare Initiative was presented to the Board for approval and must be submitted to the Provincial Government by September 15, 2004.

Included in the MCSS Multilateral Framework is an assessment of needs. The Ministry is requesting that development of Child Care spaces in school settings become a

priority. The DSSMSSAB currently has programs in three different schools but none of these spaces is subsidized. The Child Care Plan would see additional subsidized spaces at these locations and the creation of extended hours of operations for the benefit of shift-workers as well as decrease the minimum user fee to \$2.90 for all users.

D. Edgar inquired about the ages of the children accessing extended hours day-care services. F. Lake responded that the children would be between 18 months and 12 years of age.

D. Amaroso asked about the impact of the DSSMSSAB \$87,000 contribution. A. McRae commented that this would have a minimal impact on the DSSMSSAB financially. F. Lake then added that these changes would create 6-8 new jobs in Sault Ste. Marie within the Child Care Sector.

F. Lake advised the Board that in conjunction with the Ontario Early Years Centre and the Algoma Health Unit, Mr. Charles Coffey, Vice President for Community Affairs with the Royal Band of Canada will be coming to Sault Ste. Marie in November to address the business community on the importance of early years development. Copies of a recent speech given by Mr. Coffey were provided to the Board Members.

Resolution #04-088

Moved By: S. Butland

Seconded By: B. Hayes

- 6.1 "Be it resolved that the report from the Community Child Care Services Manager be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-089

Moved By: S. Butland

Seconded By: J. Curran

- 6.2 "Be it resolved that the minutes from the May 03, 2004 Community Child Care Committee meeting be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-090

Moved By: L. Madonna

Seconded By: B. Hayes

- 6.3 "Be it resolved that the District of Sault Ste. Marie Social Services Board approve the 2004/2005 Service Plan for the MCSS Multilateral Framework on Early Learning and Child Care Initiative, which will fund 25 new subsidized child care spaces in the District of Sault Ste. Marie."

CARRIED

Resolution #04-091

Moved By: L. Madonna

Seconded By: S. Butland

6.4 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board in conjunction with the Algoma Health Unit and the Ontario Early Years Centre invite Charles Coffey to Sault Ste. Marie to conduct a presentation regarding the early years."

CARRIED

Resolution #04-092

Moved By: V. Burns

Seconded By: S. Butland

6.5 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board approve the 2004 Service Contracts for all Child Care Service Providers."

CARRIED

R. MacKinnon thanked the DSSMSSAB, F. Lake and D. Overboe for their support and hard-work in regards to the new Childcare funding systems.

7. Social Housing

R. Cobean provided an overview of his report. The Cara Community funding proposal is currently being fine-tuned and will be re-submitted to MMAH for additional capital funding at the end of September 2004. He expects that there will be some negotiations regarding the actual funding amount that will be provided for the Cara Community renovations. All of the capital funds will need to be spent upon the completion of this project.

The Ministry of Municipal Affairs and Housing hopes to implement their Draft benchmarks which will be used for funding purposes by January 2006. They are currently reviewing the flaws in the funding systems and will use the input of providers to make decisions regarding the final version of the benchmarks.

Resolution #04-093

Moved By: S. Butland

Seconded By: J. Curran

7.1 "Be it resolved that the report from the Housing Programs Manager be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-094

Moved By: S. Butland

Seconded By: J. Curran

7.2 "Be it resolved that the minutes from the March 23, 2004 Social Housing Committee meeting be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

D. Overboe addressed the contract arranged by D. Pauze for the United Way to act on behalf of the DSSMSSAB to administer the Rent Bank Fund.

Resolution #04-095

Moved By: L. Madonna
Seconded By: J. Curran

7.3 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board enter into a Memorandum of Understanding with the Ministry of Municipal Affairs and Housing to administer the Rent Bank Fund."

CARRIED

8. Social Housing Corporation

Resolution #04-096

Moved By: S. Butland
Seconded By: J. Curran

8.1 "Be it resolved that the minutes from the Sault Ste. Marie Housing Corporation Meeting for May 13, 2004 be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

Resolution #04-097

Moved By: S. Butland
Seconded By: B. Hayes

8.2 "Be it resolved that the minutes from the Sault Ste. Marie Housing Corporation Annual Meeting held June 26, 2002 be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

9. Social Services

D. Overboe provided a verbal report to the Board Members. He commented that the recent Ontario Works and Community Childcare Business Planning requirements have had difficult time lines and complimented the staff for their ability to meet these significant challenges. C. Rosso, F. Lake and A. McRae have all been asked to finish projects quickly and have completed the tasks despite the fast turn-around time.

D. Overboe talked about the cost sharing involved in bringing in Charles Coffey to Sault Ste. Marie. He feels that the \$500 cost (1/3 of \$1,500) is a minimal contribution and will be money well spent for this promotion. He would like to see the DSSMSSAB gain recognition for this undertaking.

Resolution #04-098

Moved By: J. Curran
Seconded By: S. Butland

- 9.1 "Be it resolved that the verbal report from the Commissioner of Social Services be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

10. Director of Performance Standards

K. Streich-Poser summarized the key areas for each of the DSSMSSAB program areas. The matrix provided in her report gives an up to date tracking of current issues being address by DSSMSSAB and is a good quick-reference.

K. Streich-Poser reminded Board Members that the Public Education and Communication Committee is involved in updating the DSSMSSAB website. She reported that the process is approximately $\frac{3}{4}$ complete. The website will be user friendly and provides a great customer service tool. K. Streich-Poser thanked the Program Managers for providing the necessary information to the website developers. This project is funded through Enhancement dollars.

Resolution #04-099

Moved By: J. Curran

Seconded By: B. Hayes

- 10.1 "Be it resolved that the report from the Director of Performance Standards be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

K. Streich-Poser informed Board Members that a number of issues have been identified recently as Governance challenges for DSSABs. A report recently distributed by the Provincial Government is a compilation of the issues identified as well as recommendations for possible changes. She stated that the Executive Committee should consider taking a closer look at this document and develop a response to MCSS.

There were no questions or comments from Board Members.

Resolution #04-100

Moved By: S. Butland

Seconded By: J. Curran

- 10.2 "Be it resolved that the Draft Governance and Accountability Guidelines for DSSAB's be accepted by the District of Sault Ste. Marie Social Services Administration Board as information."

CARRIED

K. Streich-Poser asked the board members to note the proposed resolutions that will be brought forward at the 2004 NOSDA annual meeting. These were provided to each Board member in their package.

Resolution #04-101

Moved By: L. Madonna

Seconded By: S. Butland

10.3 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board approve Pat Mick, Lou Turco and Kim Streich-Poser to travel to attend the Fall NOSDA (Northern Ontario Service Deliverers Association) meeting to be held on Manitoulin Island on September 15, 16 and 17, 2004."

CARRIED

Resolution #04-102

Moved By: S. Butland

Seconded By: J. Curran

10.4 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board approve Pat Mick and Kim Streich-Poser to travel to attend the ONPHA (Ontario Non-Profit Housing Association) 2004 Annual Conference, November 19, 20 & 21 in Toronto, Ontario."

CARRIED

Resolution #04-103

Moved By: S. Butland

Seconded By: L. Madonna

10.5 "Be it resolved that the District of Sault Ste. Marie Social Services Administration Board approve Kim Streich-Poser to travel to attend the 2004 AMEMSO (Association of Municipal Emergency Medical Services of Ontario) Annual Conference scheduled for Wednesday September 29 - Friday October 1, 2004 at the Howard Johnson Plaza Hotel in Sudbury ON."

CARRIED

12. New Business

A. McRae commented that Ontario Works administration has not received an increase in funding in many years. He then thanked R. MacKinnon for enabling the recent increase.

13. Old Business

14. Correspondence/Information

** See listing of Correspondence provided with meeting material **

15. Adjournment

Resolution #04-104

Moved By: S. Butland

Seconded By: J. Curran

15.1 "Be it resolved that we do now adjourn."

CARRIED

The meeting was adjourned at 6:50 p.m.