



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 06/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: April 21, 2011

TIME OF MEETING: 12:19 p.m.

LOCATION OF MEETING: McNaughton Room
3rd Floor
Thunder Bay City Hall
500 East Donald Street
Thunder Bay, ON

CHAIR: Councillor I. Angus

PRESENT:

Councillor Iain Angus
Councillor Andrew Foulds
Councillor Armand Giguere
Councillor Larry Hebert
Reeve Kevin Holland
Mr. Robert (Bob) Katajamaki
Mayor Don McArthur
Councillor Sara Park
Councillor Paul Pugh
Councillor Aldo Ruberto
Councillor Kelly Tsubouchi
Councillor Joe Virdiramo

OFFICIALS:

Ms. Melissa Harrison, Chief Administrative Officer
Ms. Lynda DaCosta, Manager – Human Resources
Mrs. Sandra Legros – Executive Assistant to CAO

Note: For purposes of this agenda and subsequent Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors, and references to CAO refers to the Chief Administrative Officer of TBDSSAB.

BOARD (CLOSED SESSION) MEETING

DISCLOSURES OF INTEREST

REPORTS OF OFFICERS

CUPE Collective Agreement

Report No. 2011CS-05, (CAO's Office) relative to concluding the collective bargaining process with CUPE Local 87 by Board ratification of the memorandum of settlement reached by the parties on March 15, 2011.

Lynda DaCosta, Manager – Human Resources, provided an overview and responded to questions.

Melissa Harrison, CAO, also responded to questions.

It was the consensus of the Board that the resolution as contained in Report No. 2011CS-05 be presented for consideration in Open Session.

Rent Supplement Program Update April 2011

Memorandum from Don Tront, Manager – Property Management Services, dated April 7, 2011, attaching Confidential Attachment #1 to Report No. 2011-10, for information only. Report No. 2011-10 to be presented in Open Session.

NEW BUSINESS

Personnel Leave of Absence

Melissa Harrison, CAO, apprised Board Members of a staff member requiring a leave of absence. Arrangements have been made to provide coverage during the absence.

Housing Applications

Housing application processes were discussed and Melissa Harrison, CAO, responded to questions.

It was the consensus of the Board that Administration provides the Board with a customer service plan, specifically covering initial acknowledgement of client applications and correspondence, and the report should be presented in Open Session.

ADJOURNMENT

Resolution No. 11/CS03

Moved by: Mr. R. Katajamaki
Seconded by: Reeve K. Holland

THAT the Board (Closed Session) meeting No. 06/2011 of The District of Thunder Bay District Social Services Administration Board, held on April 21, 2011, be adjourned, at 1:01 p.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED