



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

**MINUTES OF BOARD SPECIAL (CLOSED SESSION) MEETING NO. 20/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: December 8, 2011

TIME OF MEETING: 12:04 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
Reeve Kevin Holland
Mr. Robert (Bob) Katajamaki
Mayor Don McArthur
Councillor Sara Park
Councillor Aldo Ruberto
Councillor Kelly Tsubouchi
Councillor Joe Virdiramo

OFFICIALS:

Ms. Melissa Harrison, Chief Administrative Officer
Mr. William (Bill) Bradica, Director,
Corporate Services Division
Ms. Elizabeth (Liz) DiTullio, Director,
Client Services Division
Mr. John (Sandy) Isfeld, Director,
Service System Planning Division
Mr. Keri Greaves, Manager, Finance
Corporate Services Division
Mrs. Sandra Legros, Recording Secretary

REGRETS:

Mayor Keith Hobbs
Councillor Paul Pugh

GUESTS:

Mr. Ian Cullwick, Partner, Deloitte Inc.
Ms. Lizanne Roziere, Senior Manager/Consulting,
Deloitte Inc.

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

BOARD SPECIAL (CLOSED SESSION) MEETING

Chair Iain Angus introduced Ian Cullwick and Lizanne Roziere of Deloitte Inc., who were in attendance to present the consultant's final report relative to the Organizational Review.

DISCLOSURES OF INTEREST

REPORTS OF OFFICERS

Organizational Review

At the November 17, 2011 Board meeting a resolution was passed referring all information relative to the Organizational Review back to Administration to provide additional information at the December 8th Special Board meeting.

Ian Cullwick, Partner, and Lizanne Roziere, Senior Manager/Consulting, made a PowerPoint presentation entitled "Integrated Client Service Delivery Model and Organization Design - ICSDM and Organizational Structure Recommendations – Final – November 21, 2011". Copies of the slide presentation and the Deloitte – Mandate: TBDSSAB & Strategic Road Map, were distributed to Members of the Board at the meeting. During the presentation Ian Cullwick and Lizanne Roziere responded to questions. Melissa Harrison, CAO, also responded to questions.

At 1:27 p.m. Lizanne Roziere provided a brief status report on the Employment Services Review currently being conducted by Deloitte Inc. Chair Iain Angus thanked Ian Cullwick and Lizanne Roziere for work conducted by Deloitte during the Organizational Review and for the presentation.

At 1:34 p.m. the Chair called for a five minute break.

At 1:41 p.m. the Board reconvened in Closed Session with all officials present.

Copies of following documentation were distributed to Members of the Board at the meeting:

- Administration's presentation entitled "Organizational Review Phase 2 & 3 Implementation – Confidential – December 8, 2011"
- Salary Schedules for Managerial, Non Union, CUPE, and IBEW employees, as per Members' request at the Special Board Executive Committee meeting held on December 2, 2011.

It was the consensus of the Board that as the presentation had been presented previously at the special meeting of the Board Executive Committee on December 2, 2011, and copies of the presentation were distributed to Members of the Board via email on December 2, 2011, only a review of the summary slides would be required.

Melissa Harrison, CAO, Bill Bradica, Director, Corporate Services Division, and Keri Greaves, Manager, Finance provided an overview of their relevant summary slides, and responded to questions.

Sandy Isfeld, Director, Service System Planning Division, and Liz DiTullio, Director, Client Services Division, also responded to questions.

At 2:18 p.m. Sandra Legros, Executive Assistant to the CAO, left the meeting room during review of the CAO's Office slides, and at 2:25 p.m. returned to the meeting room.

It was noted that titles of the Planning Coordinator positions would need to be reviewed with respect to reflecting specialized focus, as well as advocacy through the Political Action Committee with respect to possible funding.

Administration was requested to provide further information as follows:

- Dollar value of recovering Ontario Works fraud
- Verify Area 1 numbers and the Gorham and Ware Child Care Centre in the Unorganized area
- The ratio of housing units to the number of staff responsible for property management and maintenance
- A general information package that can be distributed to Member Municipalities relative to the Organizational Review

Confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011, relative to the Organizational Review – Phase 2 Financial Implications, was distributed to Members of the Board at the meeting.

Confidential memorandum from Keri Greaves, Manager, Finance, dated December 2, 2011, relative to the Organizational Review – Phase 3 Financial Implications, was distributed to Members of the Board at the meeting.

Melissa Harrison, CAO, Bill Bradica, Director, Corporate Services Division, and Keri Greaves, Manager, Finance, responded to questions with respect to the above noted memorandums.

It was the consensus of the Board that the resolutions as contained in the memorandums dated December 2, 2011, be presented for consideration in Open Session.

At 4:00 p.m. Liz DiTullio, Director, Client Services, Sandy Isfeld, Director, Service System Planning, and Keri Greaves, Manager, Finance, left the meeting room.

Bill Bradica, Director, Corporate Services Division, provided a verbal update relative to legal matters, and responded to questions. Melissa Harrison, CAO, also responded to questions.

Labour Relations

Bill Bradica, Director, Corporate Services Division, provided a verbal update relative to the above noted, and responded to questions. Melissa Harrison, CAO, also responded to questions.

Additional Office Space Considerations

At the November 17, 2011, Board meeting a resolution was passed deferring the confidential memorandum from William Bradica, Director, Corporate Services Division, dated November 14, 2011, to the December 8th, 2011, Special Board meeting.

Confidential memorandum from William Bradica, Director, Corporate Services Division, dated November 29, 2011, providing updated information relative to the above noted.

Bill Bradica, Director, Corporate Services Division, 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 the above noted memorandum be presented for consideration in Open Session.

Master Agreement With the City of Thunder Bay

At the November 27, 2008, Board meeting a resolution was passed requesting Administration prepare a cost benefit analysis with respect to the purchase of services from the City of Thunder Bay, and at the April 15, 2010 Board meeting a resolution was passed recommending that the analysis be completed after two years of separation from the City of Thunder Bay.

Report No. 2011CS-12 (Corporate Services), relative to the above noted, was distributed to Members of the Board at the meeting.

Bill Bradica, Director, Corporate Services Division, provided an overview.

It was the consensus of the Board that the resolution as contained in Report No. 2011CS-12 be presented for consideration in open session.

NEW BUSINESS

Personnel Matter

Melissa Harrison, CAO, advised the Board of a personal matter.

At 4:14 p.m. all of Administration was requested to leave the meeting room.

Anonymous Correspondence

Chair Iain Angus distributed information with respect to the above noted to Board Members only.

At 4:24 p.m. all of Administration was requested to return to the meeting room.

Investments in Affordable Housing Program

Confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated December 7, 2011, containing a resolution for consideration relative to the above noted, was distributed to Members of the Board at the meeting.

Sandy Isfeld, Director, Service System Planning Division, provided an overview.

It was the consensus of the Board that the resolution as contained in the above noted memorandum be presented for consideration in Open Session.

ADJOURNMENT

Resolution No. 11/CS10

Moved by: Councillor S. Park
Seconded by: Reeve K. Holland

THAT the Board Special (Closed Session) Meeting No. 20/2011 of The District of Thunder Bay Social Services Administration Board, held on December 8, 2011, be adjourned, at 4:20 p.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED