



THE DISTRICT OF THUNDER BAY
SOCIAL SERVICES ADMINISTRATION BOARD

**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 18/2011
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: November 17, 2011

TIME OF MEETING: 12:32 p.m.

LOCATION OF MEETING: Nipigon District Memorial Hospital
Mult-Purpose Room
125 Hogan Road
Nipigon, ON

CHAIR: Councillor I. Angus

PRESENT:

Councillor Iain Angus
Councillor Armand Giguere
Mayor Keith Hobbs
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
Mr. William (Bill) Bradica, Director,
Corporate Services Division
Mr. John (Sandy) Isfeld, Director,
Service System Planning Division
Ms. Elizabeth (Liz) DiTullio, Director
Client Services Division
Mrs. Sandra Legros, Recording Secretary

REGRETS:

Councillor Andrew Foulds

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 (CLOSED SESSION) MEETING

DISCLOSURES OF INTEREST

Councillor I. Angus disclosed an interest with respect to the "Conflict of Interest Declaration" agenda item. Councillor Angus also clarified that with respect to Housing matters there no longer is a pecuniary interest, and disclosed an interest only on a political basis.

At 12:34 p.m. Councillor Iain Angus left the meeting room, as well as Bill Bradica, Director, Corporate Services Division; Liz DiTullio, Director, Client Services Division, and Sandy Isfeld, Director, Service System Planning Division.

Mr. R. Katajamaki assumed the Chair.

REPORTS OF OFFICERS

Conflict of Interest Declaration

At the September 26, 2011, Special Closed Session meeting, the remaining Board Executive and Administration were requested to contact the Board Solicitor for further legal advice with respect to the above noted. At the October 20, 2011, Closed Session meeting Administration advised that a legal opinion would be distributed to Members of the Board when received.

Letter from Mr. John A. Cyr, of Weiler, Maloney, Nelson, dated November 7, 2011, providing a legal opinion relative to Risk of Conflict of Interest, was distributed to Members of the Board at the meeting.

Mr. R. Katajamaki provided an overview and read the facts of the letter.

Upon further discussion, Mr. John Cyr of Weiler, Maloney, Nelson was contacted via telephone at 1:20 p.m. to provide further clarification.

At 1:35 p.m. Mr. R. Katajamaki, Acting Chair, called for a 5 minute break.

At 1:40 p.m. the Board reconvened in Closed Session with Councillor I. Angus as Chair. Councillor Angus was provided with a copy of the legal correspondence from Mr. J. Cyr of Weiler, Maloney, Nelson, dated November 7, 2011.

Bill Bradica, Director, Corporate Services Division entered the meeting room.

Breach of Confidentiality

Memorandum from Iain F. Angus, Chair – TBDSSAB, dated October 28, 2011, attaching legal opinions from Mandy Fricot, Barrister & Solicitor, and John A. Cyr of Weiler, Maloney, Nelson, both dated October 28, 2011, relative to the above noted, was distributed to Members of the Board via email on October 28, 2011.

Letter from Mandy Fricot, Barrister and Solicitor, dated November 16, 2011, relative to TBDSSAB/Reorganization, was distributed to Members of the Board at the meeting.

Councillor Iain Angus provided an overview and responded to questions.

Sandy Isfeld, Director, Service System Planning entered the meeting room.

Investments in Affordable Housing Program – Approval of Plan Development

Confidential memorandum from Sandy Isfeld, Director, Service System Planning Division, dated November 4, 2011, relative to the above noted.

It was noted that the above memorandum contained an incorrect date in the fourth bullet point on page 11 which should read 2023 and not 2013, and on page 12 the second bullet point should read 2023.

Sandy Isfeld, Director, Service System Planning Division, responded to questions. Melissa Harrison, CAO, and Bill Bradica, Director, Corporate Services Division also responded to questions.

At 2:12 p.m. Liz DiTullio, Director, Client Services Division, entered the meeting room.

At 2:48 p.m. Councillor Armand Giguere left the meeting.

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

2012 Market Rent Follow-up

Confidential memorandum from Dianne Lampi, Acting Supervisor, Housing Portfolio, Client Services Division, dated November 2, 2011, relative to the above noted.

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

Rent Supplement Program Update –
October 2011

Confidential memorandum from Dianne Lampi, Acting Supervisor, Housing Portfolio, Client Services Division, dated November 2, 2011, attaching confidential Attachment #1 to Report No. 2011-38.

Melissa Harrison, CAO, and Bill Bradica, Director, Corporate Services Division, responded to questions.

It was the consensus of the Board that the resolution as contained in Report No. 2011-38, be presented for consideration in Open Session.

Security of TBDHC Properties

As requested by Chair Iain Angus, copies of police service calls for Thunder Bay District Housing Corporation properties were distributed to Members of the Board at the meeting, for information only.

Councillor I. Angus provided an overview; Melissa Harrison, CAO, provided additional information.

Legal Update

At 3:05 p.m. Sandy Isfeld, Director, Service System Planning Division, and Liz DiTullio, Director, Client Services Division, left the meeting room.

Bill Bradica, Director, Corporate Services Division, provided a verbal update relative to personnel matters.

Organizational Review – Update

Sandy Isfeld, Director, Service System Planning Division, and Liz DiTullio, Director, Client Services Division, returned to the meeting room.

Melissa Harrison, CAO, provided an overview of the PowerPoint presentation and responded to questions with respect to implementation of Phase 2 and 3 of the Organizational Review, and advised that copies of the slides would be forwarded to Members of the Board via email.

Confidential memorandum from Keri Greaves, Manager, Finance, dated November 16, 2011, containing a resolution for consideration relative to the Organizational Review – Phase 2 Financial Implications, was distributed to Members of the Board at the meeting.

Bill Bradica, Director, Corporate Services Division, and Sandy Isfeld, Director, Service System Planning Division, also responded to questions.

It was the consensus of the Board that additional time would be required to review the current information provided, and requested further information, prior to providing direction to Administration.

NEW BUSINESS

Additional Office Space Feasibility Study

Confidential memorandum from William Bradica, Director, Corporate Services Division, dated November 14, 2011, containing a resolution for consideration relative to the above noted, was distributed to Members of the Board at the meeting.

Discussion with respect to TBDSSAB office space was conducted during discussions on the Organizational Review, and Administration responded to questions during that time.

CAO Performance Evaluation

Chair Iain Angus advised Board Members that a survey through Survey Monkey would be distributed to Members of the Board via email with respect to a performance evaluation of the Chief Administrative Officer. The final performance evaluation would be presented by the Executive Committee to the Board.

ADJOURNMENT

Resolution No. 11/CS09

Moved by: Councillor P. Pugh
Seconded by: Councillor S. Park

THAT the Board (Closed Session) Meeting No. 18/2011 of The District of Thunder Bay Social Services Administration Board, held on November 17, 2011, be adjourned, at 4:56 p.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED