



**MINUTES OF BOARD MEETING NO. 15/2017
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: October 26, 2017

TIME OF MEETING: 10:00 AM

LOCATION OF MEETING: 3rd Floor Boardroom
TBDSSAB Headquarters
231 May Street South
Thunder Bay, ON

CHAIR: Robert (Bob) Katajamaki

PRESENT:
Iain Angus
Kim Brown
Mark Figliomeni
Kevin Holland
Robert (Bob) Katajamaki
Lucy Kloosterhuis
Wendy Landry
Paul Pugh
Aldo Ruberto
Peter Ruel
Joe Virdiramo

OFFICIALS:
William (Bill) Bradica, Chief Administrative Officer
Ken Ranta, Director - Housing Services Division
Georgina Daniels, Director - Corporate Services
Division, Acting Director - Client Services Division
Brook Latimer, Communications and Engagement
Officer
Linda Molenda, Recording Secretary
Glenda Flank, Executive Assistant

REGRETS:
Andrew Foulds
Shelby Ch'ng
Eric Pietsch

GUESTS:

Note: For the purposes of the Minutes references to TBDSSAB or the Board refers to The District of Thunder Bay Social Services Administration Board of Directors as relevant to specific agenda item; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda item. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

Board Member Wendy Landry disclosed an interest (Perceived) with respect to Report No. 2017-76–TBDSSAB Utility Rates and Strategies, as she is employed by Union Gas.

NEW BUSINESS

Board Member Aldo Ruberto requested that an item referring to an identifiable individual be added to the Closed Session Agenda.

On consensus the Board agreed to discuss Board Member Ruberto's item at the October 26, 2017 Closed Session Board meeting.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 17/99

Moved by: Joe Virdiramo
Seconded by: Kim Brown

THAT with respect to the agendas for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for October 26, 2017, we approve that the agendas as printed, including any additional information and new business, be approved.

CARRIED

CLOSED SESSION MEETING

Administration recommends that the Board adjourns to a closed meeting relative to receipt of information with respect to identifiable individuals regarding the CAO Performance Review and with respect to identifiable individuals regarding Legal Issue No. 002-2017.

Resolution No. 17/100 – As Amended

Moved by: Joe Virdiramo
Seconded by: Kim Brown

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to identifiable individuals regarding CAO Performance Review and with respect to identifiable individuals regarding Legal Issue No. 002-2017.

CARRIED

At 11:30 p.m. the meeting reconvened in Regular Session with all of Administration in attendance.

At 11:35 a.m. the Board Chair called for a break for lunch.

The meeting reconvened at 12:03 p.m. with all of all of Administration and Roxanne Brunelle, HR Supervisor (temporary) in attendance.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 13/2017 (Regular Session) and Meeting No. 14/2017 (Closed Session) of TBDSSAB, held on September 28, 2017, respectively, were confirmed.

Resolution No. 17/101

Moved by: Wendy Landry
Seconded by: Kim Brown

THAT the Minutes of Meeting No. 13/2017 (Regular Session) and Meeting No. 14/2017 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on September 28, 2017, respectively, be confirmed.

CARRIED

Committee and Advisory Table Meetings

Community Homelessness Prevention Initiative (CHPI) Advisory Table

Draft Minutes of the CHPI Advisory Table Meeting held on September 25, 2017, were presented for information only.

At 12:10 p.m. Kathy McKay, Supervisor, Client Services, entered the meeting room.

PRESENTATION

Emergency Hostel Outreach Worker

Kathy McKay, Supervisor, Client Services, presented on the above-noted and responded to questions.

William Bradica, CAO, provided further information and responded to questions

Kathy MacKay, Supervisor, Client Services, left the meeting room at 12:28 p.m.

REPORTS OF ADMINISTRATION

Update on Kakabeka Falls Office

Report No. 2017-70 (Client Services Division) relative to providing the Board with an update on the uptake and visitor statistics for the satellite office located in Kakabeka Falls, was presented for information only.

William Bradica, CAO, introduced the above-noted and responded to questions.

On consensus, the Board directed Administration to provide a report on possible ways to track the Municipality of Ontario Works applicants.

On consensus, the Board directed Administration to provide a draft letter addressed to the Ministry of Community and Social Services regarding the current limitations of the Social Assistance Management System, for the Board's approval at the November 23, 2017 Board meetings.

Update on 2016 Ontario Works
Client Survey – Communication
with Staff Follow-up

Report No. 2017-71 (Client Services Division) relative to providing the Board with an update on the discussion and rollout with Client Services Staff regarding the Ontario Works Client Survey results, was presented for information only.

William Bradica, CAO, introduced the above-noted.

William Bradica, CAO, and Georgina Daniel, Director – Corporate Services Division, Acting Director – Client Services Division, responded to questions.

Child Care Expansion Funding

Report No. 2017-72 (Client Services Division) relative to providing the Board with a work plan for the Child Care Expansion Funding, and the Canada-Ontario Early Learning and Child Care expansion funding, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

At 12:43 p.m. Louise Piercey, Manager, Childcare & Early Years Program, entered the meeting room.

Georgina Daniel, Director – Corporate Services Division, Acting Director – Client Services Division, provided an overview.

Resolution No. 17/102

Moved by: Joe Virdiramo
Seconded by: Paul Pugh

THAT with respect to Report No. 2017-72 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board approve the 2017 and the 2018 Expansion Funding, and the Canada Ontario Early Learning and Child Care Funding Work Plan, as presented.

CARRIED

At 12:47 p.m. Louise Piercey, Manager, Childcare & Early Years Program, left the meeting room.

Sale of TBDSSAB Property Upsala

Report No. 2017-73 (Housing Services Division) relative to providing the Board with information regarding to the sale of TBDSSAB housing property located in Upsala, was presented for consideration.

William Bradica, CAO, introduced the above-noted and provided background information.

Resolution No. 17/103

Moved by: Kevin Holland
Seconded by: Lucy Kloosterhuis

THAT with respect to Report No. 2017-73 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), direct that the net proceeds from the sale of the Upsala property be transferred to the Capital Regeneration Reserve Fund;

AND THAT any necessary By-law be presented to the Board, for consideration.

CARRIED

At 12:54 p.m. Crystal Simeoni, Manager, Property Management, entered the meeting room.

Tenant Support Coordinator Update

Report No. 2017-74 (Housing Services Division) relative to providing the Board with information regarding the success of the Tenant Support Coordinator expansion as approved by the Board in September, 2016, was presented for information only.

William Bradica, CAO, introduced the above-noted.

At 12:57 p.m. Barry Caland, Manager, Facilities, entered the meeting room.

Crystal Simeoni, Manager, Property Management, provided an overview.

William Bradica, CAO, and Ken Ranta, Director – Housing Services Division, provided further information.

On consensus, the Board supported Administration adding a fourth Tenant Support Coordinator position to the 2018 proposed budget.

Tenant Laundry Systems – Third-Party
Tenant Laundry Equipment

Report No. 2017-75 (Housing Services Division) relative to providing the Board with information regarding the opportunity to engage in third-party provision of tenant laundry equipment within multi-unit buildings, was presented for consideration.

Ken Ranta, Director – Housing Services Division, responded to questions.

A discussion followed.

Barry Caland, Manager, Facilities, responded to questions.

William Bradica, CAO, provided further information and responded to questions.

Resolution No. 17/104

Moved by: Lucy Kloosterhuis
Seconded by: Kevin Holland

THAT with respect to Report No. 2017-75 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), authorize Administration to research options for the provision of third-party tenant laundry equipment in multi-unit buildings in 2018;

AND THAT a final recommendation be brought before the Board for approval.

CARRIED

At 1:13 p.m. Crystal Simeoni, Manager, Property Management, left the meeting room.

The District of Thunder Bay Social
Services Administration Board Utility
Rates and Strategies

Report No. 2017-76 (Housing Services Division) relative to providing the Board with information regarding the utility costs for TBDSSAB direct-owned properties, and to update on the province's hydro rate reduction plan, was presented for information only.

William Bradica, CAO, introduced the above noted.

Ken Ranta, Director – Housing Services Division, provided an overview.

Barry Caland, Manager, Facilities, provided further information.

William Bradica, CAO, Ken Ranta – Housing Services Division, and Barry Caland, Manager, Facilities, responded to questions.

A discussion followed.

On consensus, the Board directed Administration to provide a recommended position on hydro rates to be sent to the Province, for the Board's approval at the November 23, 2017 Board meeting.

On consensus, the Board directed Administration to provide a report on alternate sources of energy.

Replacement of Elevator Drive Unit –
Matthews Court (201 Ravenwood)

Report No. 2017-77 (Housing Services Division) relative to providing the Board with information regarding the purchase of a new elevator drive system to replace the faulty unit at Matthews Court in Thunder Bay and outline the strategy to finance this unplanned capital project in 2017, was presented for consideration.

Resolution No. 17/105

Moved by: Lucy Kloosterhuis
Seconded by: Kevin Holland

THAT with respect to Report No. 2017-77 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board approve the financing of a new elevator drive system at Matthews Court from the Direct-Owned Housing Portfolio Capital Replacement Reserve Fund.

AND THAT should the purchase and installation not be completed in 2017, the funding shall be carried over to 2018.

CARRIED

At 1:16 p.m. Barry Caland, Manager, Facilities, left the meeting room.

Social Housing Service Level Standards

Report No. 2017-78 (Housing Services Division) relative to providing the Board with background and an update on the status of attainment for TBDSSAB's social housing Service Level Standards, was presented for information only.

William Bradica, CAO, introduced the above noted.

At 1:28 p.m. Aaron Park, Program Lead, Housing, entered the meeting room

Aaron Park, Program Lead, Housing, provided an overview.

William Bradica, CAO, responded to questions.

Home For Good Take-up Plan

Report No. 2017-79 (Housing Services Division) relative to providing the Board with information regarding the new Ministry of Housing program Home for Good, and TBDSSAB's Take-Up Plan for the funding, was presented for consideration.

William Bradica, CAO, introduced the above noted.

Resolution No. 17/106

Moved by: Kevin Holland
Seconded by: Lucy Kloosterhuis

THAT with respect to Report No. 2017-79 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), authorize the Chair and the Chief Administrative Officer, to approve and submit the Home for Good Take-Up Plan to the Ministry of Housing;

AND THAT the Board authorizes the Chair and Chief Administrative Officer, to execute any required Agreements with Service Deliverers;

AND THAT any necessary By-law be presented to the Board, for consideration.

CARRIED

At 1:36 p.m. Aaron Park, Program Lead, Housing, left the meeting room.

Corporate Communications Policy

Report No. 2017-80 (CAO's Office) relative to providing the Board with information related to the implementation of a Corporate Communication Policy, was presented for consideration.

William Bradica, CAO, provided an overview and responded to questions.

Brook Latimer, Communications and Engagement Officer, responded to questions.

William Bradica, CAO, provided further information and responded to questions.

A discussion followed.

Resolution No. 17/107

Moved by: Paul Pugh
Seconded by: Joe Virdiramo

THAT with respect to Report No. 2017-80 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board approve the Corporate Communication Policy;

AND THAT we authorize the Chief Administrative Officer to make amendments to the Policy with respect to housekeeping items, as may be required from time to time.

CARRIED

Social Media Policy

Report No. 2017-81 (CAO's Office) relative to providing the Board with information related to the implementation of a Social Media Policy, was presented for consideration.

William Bradica, CAO, responded to questions.

Resolution No. 17/108

Moved by: Joe Virdiramo
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2017-81 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board approve the Social Media Policy;

AND THAT we authorize the Chief Administrative Officer to make amendments to the Policy with respect to housekeeping items, as may be required from time to time.

CARRIED

Whistleblower Protection for TBDSSAB
Staff – Policy Review –

Memo from Board Member Aldo Ruberto dated October 20, 2017, was presented for discussion.

William Bradica, CAO, introduced the above-noted.

At 1:58 p.m. Aurel Malo, HR Consultant, DiBrina Group, entered the meeting room.

Board Member Ruberto provide an overview.

Aurel Malo, HR Consultant, DiBrina Group, provided further information and responded to questions.

A discussion followed.

Resolution No. 17/108(A)

Moved by: Aldo Ruberto
Seconded by: Wendy Landry

THAT with respect to the Memorandum from Board Member Aldo Ruberto, we, The District of Thunder Bay Social Services Administration Board, direct the Committee (Chair, Vice-Chair and CAO) to look into options to present to the Board regarding an Outside Whistleblower Policy agency to deal with serious incidents, with the advice of an outside Employment lawyer;

CARRIED

At 2:23 p.m. Board Members Kevin Holland and Aldo Ruberto, and Aurel Malo, HR Consultant, DiBrina Group left the meeting room, and Keri Greaves, Manager, Finance, entered the meeting room.

2017 Reserve and Reserve Fund
Strategy Update

Report No. 2017-82 (Corporate Service Division) relative to providing the Board with an update on the Reserve and Reserve Fund Strategy, was presented for consideration.

William Bradica, CAO, introduced the above-noted.

Georgina Daniels, Director – Corporate Service Division and Acting Director – Client Services Division, provided an overview and responded to questions.

Resolution No. 17/109

Moved by: Paul Pugh
Seconded by: Joe Virdiramo

THAT with respect to Report No. 2017-82 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the 2017 Reserve Fund Strategy provided within the report;

AND THAT any necessary By-laws be presented to the Board, for consideration.

CARRIED

2017/18 Property Insurance Contract –
Direct-Owned Housing Portfolio

Report No. 2017-83 (Corporate Service Division) relative to providing the Board with the results of the 2017/18 property insurance quotation process for the TBDSSAB Direct-Owned Housing portfolio, was presented for consideration.

William Bradica, CAO, noted his role as HSC Chair and asked Georgina Daniels, Director – Corporate Service Division and Acting Director – Client Services Division, to present the above-note item.

Georgina Daniels, Director – Corporate Service Division and Acting Director – Client Services Division, provided an overview and responded to questions.

Resolution No. 17/110

Moved by: Mark Figliomeni
Seconded by: Peter Ruel

THAT with respect to Report No. 2017-83 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, accept the property insurance quotation provided by Marsh Canada Limited, in the amount of \$479,496.27;

AND THAT the Director, Corporate Services Division, be authorized to bind coverage and complete any administrative requirements of the insurance renewal process.

CARRIED

PRESENTATION

Long-term Financial Overview

William Bradica, CAO, presented the TBDSSAB Long-term Financial Overview for information only and responded to questions.

Copies of the presentation were be distributed under separate cover.

The Board had a brief discussion regarding the TBDSSAB Board Meeting date. On consensus the Board directed Administration to poll Board Members to determine a preferred meeting date.

CORRESPONDENCE

Social Housing Apartment Improvement
Program – Funding Allocation

Letter from the Minister Peter Milczyn, Minister of Housing, dated October 6, 2017, regarding the above noted, was presented for information only

BY-LAWS

NEXT MEETING

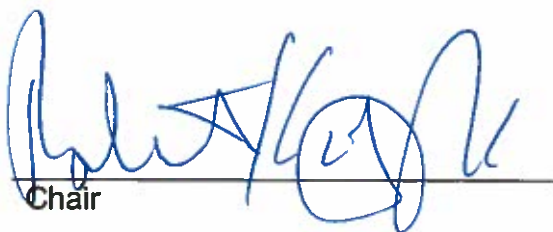
The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, November 23, 2017 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 17/111

Moved by: Mark Figliomemi
Seconded by: Peter Ruel

THAT the Board Meeting No. 15/2017 of The District of Thunder Bay Social Services Administration Board, held on October 26, 2017, be adjourned at 3:25 a.m./p.m.


Chair


Chief Administrative Officer