



MINUTES OF BOARD MEETING NO. 10/2018
OF

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: May 17, 2018

TIME OF MEETING: 10:00 AM

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

CHAIR: Lucy Kloosterhuis

PRESENT:

Iain Angus
Kim Brown
Shelby Ch'ng
Mark Figliomeni

Robert (Bob) Katajamaki
Lucy Kloosterhuis
Eric Pietsch
Paul Pugh
Peter Ruel

REGRETS:

Andrew Foulds
Kevin Holland
Wendy Landry
Aldo Ruberto
Joe Virdiramo

OFFICIALS:

William (Bill) Bradica, Chief Administrative Officer
Ken Ranta, Director - Housing Services Division
Georgina Daniels, Acting Director - Client Services Division
Keri Greaves, Acting Director – Corporate Services Division
Brook Latimer, Communications and Engagement Officer
Glenda Flank, Recording Secretary
Sarah Schoales, Administrative Assistant

GUESTS:

Roxanne Brunelle, Manager, Human Resources
Saku Pinta, Senior Social Policy Analyst
Diane Atkinson, Manager, Client Services
Louise Piercey, Manager, Client Services
Steven Melnichuk, Manager, Information Systems

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 items; references to TBDHC or the Board refers to the Directors of Thunder Bay District Housing Corporation as relevant to specific agenda items. References to CAO refer jointly to the Chief Administrative Officer of TBDSSAB and Senior Administrator of TBDHC.

BOARD MEETING

DISCLOSURES OF INTEREST

None.

NEW BUSINESS

Iain Angus requested that the Northern Ontario Service Deliverers' Association Fee item that was circulated prior to the meeting be added to the Regular Session Agenda and discussed at this meeting. On consensus, the Board agreed to discuss this item.

William Bradica, CAO requested that Legal File #001-2018 regarding an Investment in Affordable Housing project would need to be added to the Closed Session Agenda and discussed at this meeting. On consensus, the Board agreed to hear the update in Closed Session.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 18/52

Moved by: Eric Pietsch
Seconded by: Mark Figliomeni

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 May 17, 2018, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 08/2018 (Regular Session) and 09/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 15, 2018, were presented for confirmation.

Resolution No. 18/53

Moved by: Joe Virdiramo
Seconded by: Robert Katajamaki

THAT the Minutes of Meeting No. 08/2018 (Regular Session) and Meeting No. 09/2018 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on April 19, 2018, 2018, be confirmed.

CARRIED

Shareholder's Meeting

Administration presented the Draft Minutes of the Thunder Bay District Housing Corporation Twelfth Annual Meeting of the Shareholder, held on April 19, 2018, to the Board for information only.

Annual General Meeting

Administration presented the Draft Minutes of the Fifteenth Annual General Meeting of The District of Thunder Bay Social Services Administration Board, held on April 19, 2018, to the Board for information only.

Committee Meetings

Community Homelessness Prevention Advisory Table (CHPI)

Draft Minutes of the CHPI Table meeting held on April 23, 2018 were presented to the Board for information only.

REPORTS OF ADMINISTRATION

TBDSSAB 2018 First Quarter Financial Report

Report No. 2018-29 (Corporate Services Division), was presented to provide the Board with the first quarter financial report.

William Bradica, CAO provided a brief introduction and requested that Keri Greaves, Acting Director – Corporate Services Division provide an overview to the Board.

Keri Greaves provided an overview of the report and responded to questions.

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

Replacement of Elevator Door Operator - Mclvor Court Property

Report No. 2018-30 (Housing Services Division) was presented to the Board to provide information regarding the replacement of the elevator door operator and safety device systems, and to outline the strategy to finance this unplanned capital project in 2018, for the Board's consideration.

Resolution No. 18/54

Moved by: Kim Brown
Seconded by: Robert Katajamaki

THAT with respect to Report No. 2018-30 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board approve an additional 2018 capital project, in the amount of \$35,000, to replace the elevator door operator and safety device systems at McIvor Court;

AND THAT the Chief Administrative Officer be authorized to complete any required agreements.

CARRIED

GreenON Social Housing Program –
Acceptance of Funding

Report No. 2018-31 (Housing Services Division) was presented to the Board to provide information regarding the GreenON Social Housing program allocation and to request authorization to execute the Transfer Payment Agreement, for consideration.

Ken Ranta provided an overview of Administration's recommendation for allocating the funding and requesting authorization to execute the Agreement.

Resolution No. 18/55

Moved by: Kim Brown
Seconded by: Robert Katajamaki

That with respect to Report No. 2018-31 (Housing Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), authorize the Chair and Chief Administrative Officer to execute a Transfer Payment Agreement with Housing Services Corporation pursuant to the GreenON Social Housing program;

AND THAT Administration evaluate eligible projects and allocate GreenON Social Housing program funds to non-profit housing providers;

AND THAT the Board authorizes the Chair and Chief Administrative Officer to execute any required Agreements with the successful non-profit housing providers;

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

CARRIED

At 10:29 a.m. Saku Pinta, Senior Social Policy Analyst entered the meeting room.

Multi-Year Strategy for the Achievement of
TBDSSAB's Service Level Standards

Report No. 2018-32 (Housing Services Division) was presented to the Board to provide background information regarding the establishment of Service Level Standards and to present the options for a long-term strategy for the achievement of these Standards, for consideration.

William Bradica, CAO provided a brief introduction.

Ken Ranta, Director Housing Services Division provided a thorough overview and responded to questions.

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

Resolution No. 18/56

Moved by: Shelby Ch'ng
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2018-32 (Housing Services Division) we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the Multi-Year Strategy for the Achievement of TBDSSAB's Service Level Standards as presented;

AND THAT Administration provide a Report to the Board annually to outline the progress made towards meeting the Service Level Standards.

CARRIED

TBDSSAB 2018 First Quarter Operational Report

Report No. 2018-33 (CAO's Office) was presented to the Board to provide the trends within the TBDSSAB programs and services for information only.

William Bradica, CAO provided a brief introduction and responded to questions.

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

Saku Pinta, Senior Social Policy Analyst provided further information.

Keri Greaves, Acting Director – Corporate Services Division responded to questions.

At 10:51 a.m. Roxanne Brunelle, Manager, Human Resources entered the meeting room and Saku Pinta, Senior Social Policy Analyst left the meeting room.

Options for Board Members Remuneration

The First Report relative to the above-noted matter was provided at the March 15, 2018 Board Meeting where the Board directed Administration to present a further report at the May Board Meeting.

Report No. 2018-34 (CAO's Office) was presented to provide the Board with the revised Remuneration for Board Members Policy with the recommended changes and additions from the March 15, 2018 Board Meeting for the Boards consideration.

William Bradica, CAO provided a brief introduction and advised of a spelling correction that would be made to the final policy.

A brief discussion was held regarding the effective date of the policy and amending the resolution.

Resolution No. 18/57

THAT with respect to Report No. 2018-34, (CAO Office), we, The District of Thunder Bay Social Services Administration Board, approve the revised Remuneration for Board Members Policy as presented.

Resolution No. 18/57A - Amendment

Moved by: Mark Figliomeni
Seconded by: Shelby Ch'ng

THAT Resolution 18/57 be amended to include the following sentence:

AND THAT the increase is effective January 1, 2019.

CARRIED

Resolution No. 18/57 – **As Amended**

Moved by: Mark Figliomeni
Seconded by: Shelby Ch'ng

THAT with respect to Report No. 2018-34, (CAO Office), we, The District of Thunder Bay Social Services Administration Board, approve the revised Remuneration for Board Members Policy as presented.

AND THAT the increase is effective January 1, 2019.

CARRIED

At 10:58 a.m., Roxanne Brunelle, Manager Human Resources left the meeting room and Diane Atkinson, Manager, Client Services entered the meeting room.

Territory Without Municipal Organization
Election Method

Report No. 2018-35 (CAO's Office) was presented to the Board to provide a recommendation regarding the method of electing a member to represent the Territory Without Municipal Organization, for consideration.

William Bradica, CAO provided background information regarding the preferred method for the election.

Resolution No. 18/58

Moved by: Iain Angus
Seconded by: Mark Figliomeni

THAT with respect to Report No. 2018-35 (CAO's Office), we, The District of Thunder Bay Social Services Administration Board (the Board), approve the mail-in voting method for the election of the representative for the Territory Without Municipal Organization (TWOMO);

AND THAT we appoint the Chief Administrative Officer as the Returning Officer for the 2018 TWOMO election;

AND THAT any necessary by-law be presented to the Board for approval.

CARRIED

At 11:01 a.m. Steven Melnichuk, Manager, Information Systems entered the meeting room.

Re-scheduling TBDSSAB Board Meeting

A memorandum from Lucy Kloosterhuis, Board Chair, requesting that the June Board Meeting date be rescheduled, was presented to the Board for consideration.

Resolution No. 18/59

Moved by: Iain Angus
Seconded by: Mark Figliomeni

That with respect to the memorandum from Lucy Kloosterhuis, dated May 8, 2018, we, The District of Thunder Bay Social Services Administration Board approve the rescheduling of the June 21, 2018 Board Meeting date to June 28, 2018.

CARRIED

TBDSSAB Satellite Office Locations - Update

Report No. 2018-36, (Client Services Division), was presented to the Board to provide an update on the TBDSSAB satellite offices located through the District of Thunder Bay, for consideration.

Georgina Daniels, Acting Director – Client Services Division provided a detailed update relative to the TBDSSAB satellite office locations which included the technology requirements, and safety issues.

Resolution No. 18/60

Moved by: Iain Angus
Seconded by: Shelby Ch'ng

THAT with respect to Report No. 2018-36 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), recommend that the satellite offices be maintained in the current communities;

AND THAT an update on satellite offices and community locations be provided to the Board every three (3) years, or as required;

AND THAT the Chief Administrative Officer and Director - Housing Services be authorized to complete any administrative requirements for satellite office leases.

CARRIED

At 10:20 a.m. Steve Melnichuk, Manager, Information Systems and Sarah Schoales, Administrative Assistant left the meeting room and Louise Piercey, Manager, Child Care and Early Years entered the meeting room.

FIRST REPORT: Addiction Services Initiative Service Plan: 2018-2019

Report No. 2018-37 (Client Services Division) was presented as a First Report to provide the Addiction Services Initiative Plan 2018-2019 to the Board, for consideration.

William Bradica, CAO provided a brief introduction and responded to questions.

Georgina Daniels, Acting Director – Client Services Division provided clarification regarding the budget and responded to questions.

Resolution No. 18/61

Moved by: Paul Pugh
Seconded by: Kim Brown

THAT with respect to Report No. 2018-37 (Client Services Division), we, The District of Thunder Bay Social Services Administration Board (TBDSSAB or the Board), approve the receipt of the First Report - Addiction Services Initiative Service Plan: 2018-2019;

AND THAT the Board direct Administration to prepare a report with the final Addiction Services Initiative Service Plan: 2018-2019, with any recommended changes to be presented at the June 2018 Board meeting.

CARRIED

At 11:20 a.m. Diane Atkinson, Manager, Client Services left the meeting room.

TBDSSAB Child Care and Early Years'
Advisory Table

A memorandum from William Bradica, CAO dated May 15, 2018 was presented to the Board requesting the appointment of Board Members to the Child Care and Early Years' Advisory Table, for consideration.

William Bradica, CAO provided a brief introduction.

Resolution No. 18/62A

Moved by: Paul Pugh
Seconded by: Kim Brown

THAT the following Members of The District of Thunder Bay Social Services Administration Board are appointed to the TBDSSAB Child Care and Early Years' Advisory Table for the term ending December 31, 2018:

1. Lucy Kloosterhuis
2. Peter Ruel

CARRIED

At 11:27 a.m. Louise Piercey, Manager Child Care and Early Years Programs left the meeting room and Sarah Schoales, Administrative Assistant entered the meeting room.

Northern Ontario Service Deliverers' Association

On consensus under New Business at the beginning of the meeting, the Northern Ontario Service Deliverers' Association (NOSDA) item was added to the agenda for discussion.

A memorandum from Iain Angus, dated May 16, 2018 was distributed prior to the meeting to provide the Board with information relative to the NOSDA membership fees, for review and consideration

Iain Angus provided a brief overview of the reason for the change in the NOSDA membership fees and responded to questions.

William Bradica, CAO provided further information.

Resolution No. 18/62B

Moved by: Iain Angus
Seconded by: Robert Katajamaki

THAT the voting delegates at the Northern Ontario Service Deliverers' Association (NOSDA) 2018 Annual General Meeting, be authorized to vote in favour of the NOSDA financial plan.

CARRIED

At 11:34 a.m. Brook Latimer, Communications and Engagement Officer left the meeting room.

CLOSED SESSION MEETING

On consensus under New Business at the beginning of the meeting, Legal File #001-2018 relative to an Investment in Affordable Housing Project, was added to the agenda for a verbal update.

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to identifiable individuals regarding the Chief Administrative Officer Employment Contract and with respect to solicitor-client privilege regarding Legal file 001-2018.

Resolution No. 18/62 – **As Amended**

Moved by: Paul Pugh
Seconded by: Kim Brown

THAT the Board adjourns to Closed Session relative to the receipt of information with respect to identifiable individuals regarding the Chief Administrative Officer Employment Contract, and Legal File #001-2018 related to an Investment in Affordable Housing project located on Victoria Avenue in Thunder Bay.

CARRIED

At 11:57 a.m. the meeting reconvened in Regular Session with all Board Members and all remaining members of Administration in attendance.

Chief Administrative Officer
Employment Contract

Resolution No. 18/63A

Moved by: Mark Figliomeni
Seconded by: Iain Angus

THAT the Chair be authorized to execute the Chief Administrative Officer employment agreement for the Period January 1, 2019 to December 31, 2021.

CARRIED

CORRESPONDENCE

BY-LAWS

First and Final Reading

Resolution No. 18/63

Moved by: Robert Katajamaki
Seconded by: Iain Angus

THAT the following By-law be introduced and now be given First and Final Reading, engrossed, signed by the Chair and Secretary, sealed and numbered:

A By-law to authorize the use of voting by mail for the 2018 Election for the Territory Without Municipal Organization.

Authorization: Board Meeting 2018May17

BY-LAW NUMBER 05 – 2018

NEXT MEETING

By Resolution of the Board, the next meeting of The District of Thunder Bay Social Services Administration Board was re-scheduled and will be held on Thursday, June 28, 2018 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 18/64

Moved by: Robert Katajamaki
Seconded by: Iain Angus

THAT the Board Meeting No. 10/2017 of The District of Thunder Bay Social Services Administration Board, held on May 17, 2018, be adjourned at 12:00 p.m.

CARRIED



Chair



Chief Administrative Officer