



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 18/2020  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** November 19, 2020

**TIME OF MEETING:** 10:00 AM

**LOCATION OF MEETING:** 1st Floor Training Room & Microsoft Teams  
TBDSSAB Headquarters  
231 May Street South  
Thunder Bay, ON

**CHAIR:** Lucy Kloosterhuis

**PRESENT:**  
Albert Aiello  
Kim Brown  
Shelby Ch'ng  
Jody Davis  
Andrew Foulds  
James Foulds  
Kevin Holland  
Rebecca Johnson  
Lucy Kloosterhuis  
Ray Lake  
Elaine Mannisto  
Aldo Ruberto  
Wendy Wright

**REGRETS:**  
Brian Hamilton

**OFFICIALS:**  
William (Bill) Bradica, Chief Administrative Officer  
Georgina Daniels, Director, Corporate Services Division  
Ken Ranta, Director, Integrated Social Services Division  
Glenda Flank, Recording Secretary

**GUESTS:**  
Roxanne Brunelle, Manager, Human Resources  
Carole Lem, Communications & Engagement Officer  
Keri Greaves, Manager, Finance  
Steven Melnichuk, Manager, Information Services  
Barry Caland, Manager, Infrastructure & Asset Management  
David Hardick, Supervisor, Purchasing & Inventory Control  
Jennifer Lible, Manager, Social Assistance Programs  
Crystal Simeoni, Manager, Housing Programs  
Louise Piercey, Manager, Child Care & Early Years Programs  
Aaron Park, Supervisor, Research & Social Policy

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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

None.

At 10:01 a.m., Keri Greaves, Manager, Finance, Roxanne Brunelle, Manager, Human Resources and Carole Lem, Communications and Engagement Officer joined the meeting.

## CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 20/90

Moved by: Kevin Holland  
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 November 19, 2020, we approve the agendas as printed;

AND THAT we approve any additional information and new business.

CARRIED

## MINUTES OF PREVIOUS MEETINGS

### Board Meetings

None.

## PRESENTATION

### 2021 Proposed Budget Presentation

Administration provided a presentation to the Board to provide the details of the 2021 Proposed Operating and Capital Budget for information and discussion. A copy of the presentation was distributed at the meeting.

Bill Bradica, CAO Provided information regarding the organizations staff, expenses, revenues, levy information, proposed Board budget, different areas of the proposed CAO Division budget and responded to questions.

At 10:37 a.m. Roxanne Brunelle, Manager, Human Resources left the meeting and Steven Melnichuk, Manager, Information Services, Barry Caland, Manager, Infrastructure & Asset

Management and David Hardick, Supervisor, Purchasing & Inventory Control joined the meeting.

Georgina Daniels, Director, Corporate Services Division introduced members of management from Corporate Services Division and provided an overview of the different areas of the proposed budget for Corporate Services Division.

Georgina Daniels provided clarification and responded to questions.

Bill Bradica, CAO also responded to questions.

At 11:03 a.m. Steven Melnichuk, Barry Caland and David Hardick left the meeting and Jennifer Lible, Manager, Social Assistance Programs, Crystal Simeoni, Manager, Housing Programs, Louise Piercey, Manager, Child Care & Early Years Programs, Diane Atkinson, Manager, Intake & Eligibility and Aaron Park, Supervisor, Research and Social Policy joined the meeting.

Ken Ranta, Director, Integrated Social Services Division provided an overview of the proposed budget for the Directors office and Intake and Eligibility section of the proposed budget.

Diane Atkinson provided a brief overview on Intake and Eligibility section of the proposed budget.

Jennifer Lible provided an overview on the Social Assistance section of the proposed budget.

Louise Piercey provided an overview on the Child Care and Early Years section of the proposed budget.

Ken Ranta and Bill Bradica responded to questions regarding the Child Care and Early Years section.

Crystal Simeoni provided an overview on the Housing Programs section of the proposed budget

At 11:40 a.m. Diane Atkinson, Jennifer Lible, Louise Piercey and Aaron Park left the meeting.

Georgina Daniels, Director, Corporate Services Division provided an overview on the proposed Capital Budget and responded to questions.

At 11:50 a.m. the Board Chair called for a lunch break.

At 12:15 p.m. the meeting reconvened.

### CLOSED SESSION

Administration recommended that the Board adjourn to a closed meeting relative to security of the property of the Board regarding the 2021 Capital Project details provided in Confidential Attachment #6 to Report No. 2020-51.

Resolution No. 20/91

Moved by: Jody Davis  
Seconded by: Elaine Mannisto

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board regarding the TBDSSAB Proposed 2021 Capital Budget Capital Project detail.

CARRIED

At 12:19 p.m. the meeting reconvened in Regular Session with all members of the Board and Administration in attendance.

### REPORTS OF ADMINISTRATION

#### TBDSSAB Proposed 2021 Operating and Capital Budgets

Report No. 2020-51 (Corporate Services Division) was presented to the Board to provide the proposed 2021 Operating and Capital Budgets for review and discussion.

Administration provided a Memorandum from Georgina Daniels, Director, Corporate Services Division dated November 19, 2020 enclosing a missing page from Attachment #5 to Board Report No. 2020-51 at the meeting.

Bill Bradica, CAO provided a brief overview of the Board Report, requested the Board's input on two additional items to be added to the budget that would increase the levy and responded to questions.

Georgina Daniels, Director, Corporate Services Division responded to questions.

On consensus, Administration to add the two additional items to the final proposed budget.

CORRESPONDENCE

None.

BY-LAWS

None.

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, December 17, 2020, in the 1st Floor training room and via Microsoft Teams, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario.

ADJOURNMENT

Resolution No. 20/92

Moved by: Jody Davis  
Seconded by: James Foulds

THAT Board Meeting No. 18/2020 of The District of Thunder Bay Social Services Administration Board, held on November 19, 2020, be adjourned at 12:49 p.m.

CARRIED



Chair



Chief Administrative Officer