



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 08/2023
OF**

THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD

DATE OF MEETING: April 20, 2023

TIME OF MEETING: 9:31 a.m.

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

CHAIR: Meghan Chomut

PRESENT:

Albert Aiello
Meghan Chomut
Kasey Etreni
Nancy Gladun
Brian Hamilton
Greg Johnson
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Mark Thibert
Jim Vezina

OFFICIALS:

Bill Bradica, Chief Administrative Officer
Georgina Daniels, Director, Corporate Services Division
Glenda Flank, Recording Secretary

GUESTS:

Crystal Simeoni, Manager, Housing Programs
Keri Greaves, Manager, Finance
Marty Farough, Manager Infrastructure & Asset Management
Jennifer Lible, Manager, Social Services Programs
Louise Piercey, Manager, Child Care & Early Years Programs
Shari Mackenzie, Acting Manager, Human Resources
Carole Lem, Communications & Engagement
Larissa Jones, Communications Assistant

REGRETS:

Ken Boshcoff
Anne-Marie Bourgeault

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

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 23/37

Moved by: Nancy Gladun
Seconded by: Greg Johnsen

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 April 20, 2023, we approve the agendas as presented;

AND THAT we approve any additional information and new business.

CARRIED

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 06/2023 (Regular Session) and Meeting No. 07/2023 (Closed Session) of TBDSSAB, held on March 16, 2023, were presented for confirmation.

Resolution No. 23/38

Moved by: Kasey Etreni
Seconded by: Elaine Mannisto

THAT the Minutes of Meeting No. 06/2023 (Regular Session) and Meeting No. 07/2023 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on March 16, 2023, respectively, be confirmed.

CARRIED

Committee Meetings

Draft Minutes of Audit Committee Meeting, held on March 22, 2023 were presented to the Board for information only.

CLOSED SESSION MEETING

Administration recommended that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Board relative to the

Capital Carryforward Board Report attachment and of which a council, board, committee or other body may hold a closed meeting under another statute relative to the HPP transfer payment and investment plan.

Resolution No. 23/39

Moved by: Dominique Pasqualino
Seconded by: Albert Aiello

THAT The District of Thunder Bay Social Services Administration Board adjourn to a closed meeting relative to security of the property of the Board regarding the confidential attachment to the Capital Carryforward report and relative to receipt of information of which a council, board, committee or other body may hold a closed meeting under another statute regarding the Homelessness Prevention Program transfer payment and investment plan.

CARRIED

At 10:01 a.m. the meeting reconvened with all members of Administration and all Board Members in attendance.

REPORTS OF ADMINISTRATION

Report No. 2023CS-04, (Integrated Social Services Division) was presented to the Board providing information and Administration's recommendation regarding the Homelessness Prevention Program Transfer Payment and Investment Plan 2023-24, presented in Closed Session.

Resolution No. 23/40

Moved by: Brian Hamilton
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023CS-04 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

CARRIED

Carryforward of Capital Projects

Report No. 2023-16 (Corporate Services Division) was presented to the Board providing the list of budgeted capital projects that the Chief Administrative Officer has approved to be carried forward and completed in 2023 for the Board's information.

Bill Bradica, CAO responded to questions and provided clarification.

Georgina Daniels, Director, Corporate Services Division provided further information and responded to questions.

2022 Fourth Quarter Financial Report and
Program Levy Operating Surplus
Disposition

Report No. 2023-17 (Corporate Services Division) was presented to the Board providing the 2022 Fourth Quarter Financial Report and Administration's recommendation regarding disposition of the 2022 program levy operating surplus.

Georgina Daniels, Director Corporate Services Division provided a brief overview and responded to questions.

Bill Bradica, CAO responded to questions.

Resolution No. 23/41

Moved by: Nancy Gladun
Seconded by: Albert Aiello

THAT with respect to Report No. 2023-17 (Corporate Services Division) we, The District of Thunder Bay Social Services Administration Board, approve Option 1 – Return the full \$72,203 levy surplus to municipalities.

CARRIED

2022 Investment Portfolio Performance

Report No. 2023-18 (Corporate Services Division) was presented to the Board providing information relative to the performance of the Board's investment portfolio for the 2022 year.

Georgina Daniels, Director Corporate Services Division provided a brief overview and responded to questions.

Bill Bradica, CAO responded to questions.

At 10:39 a.m. Louise Piercey left the meeting.

Non-Profit Housing Provider Capital Loan
Program Policy

Report No. 2023-19 (Integrated Social Services Division) was presented to the Board providing a draft Non-Profit Housing Provider Capital Loan Program Policy for the Board's consideration.

Crystal Simeoni, Manager, Housing Programs responded to questions.

Bill Bradica, CAO, responded to questions.

Resolution No. 23/42

Moved by: Kathleen Lynch
Seconded by: Kasey Etreni

THAT with respect to Report No. 2023-19 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the draft Non-Profit Housing Provider Capital Loan Program Policy as attached;

AND THAT the Chief Administrative Officer be authorized to amend the Non-Profit Housing Provider Capital Loan Program Policy with respect to housekeeping items, as may be required from time to time.

CARRIED

TBDSSAB 2022 Annual Report

Memorandum from William Bradica, CAO, (CAO Division) dated April 3, 2023 was presented to the Board providing the 2022 Annual Report, for review and consideration.

Resolution No. 23/43

Moved by: Dominic Pasqualino
Seconded by: Brian Hamilton

THAT with respect the memorandum dated April 3, 2023 from William Bradica, Chief Administrative Officer, we, The District of Thunder Bay Social Services Administration Board (TBDSSAB), approve the 2022 Annual Report, as presented;

AND THAT the 2022 Annual Report be posted to the TBDSSAB website, and a notification sent to partners and stakeholders.

CARRIED

Ad Hoc Situation Analysis Review
Committee

At the March 16, 2023 Board Meeting the Board directed Administration to develop Terms of Reference for an Ad Hoc Situation Analysis Review Committee to review the Proposed Implementation Plan presented at the March Board Meeting.

Memorandum from William Bradica, CAO, (CAO Division) dated April 3, 2023 was presented to the Board providing the draft Terms of Reference for the Ad Hoc Situation Analysis Review Committee.

Resolution No. 23/44

Moved by: Kasey Etreni
Seconded by: Jim Moffat

THAT with respect to the Memorandum from William Bradica, Chief Administrative Officer dated April 3, 2023, we The District of Thunder Bay Social Services Administration Board (Board) approve the establishment of the Ad Hoc Situation Analysis Review Committee of the Board with a mandate to review the Situation Analysis: Proposed Implementation Plan, with the assistance of the consultant as required;

AND THAT we approve the Terms of Reference for the Ad Hoc Situation Analysis Committee as presented;

AND THAT the following Members of The District of Thunder Bay Social Services Administration Board are appointed to the Situation Analysis Review Committee for the term ending no later than December 31, 2024;

1. Meghan Chomut
2. Kasey Etreni
3. Brian Hamilton
4. Kathleen Lynch
5. Elaine Mannisto

CARRIED

CORRESPONDENCE

Employment Services Transformation – Request for Qualifications

Memorandum from Jody Young, ADM, Employment and Training Division, MOLITSD dated April 19, 2023 was presented to the Board providing information on the Employment Services Transformation and the Phase 3 Competitive Process beginning with a Request for Qualification.

Bill Bradica, CAO provided an overview of the Employment Services Transformation, Phase 3 Competitive Process and responded to questions.

BY-LAWS

First and Final Reading

Resolution No. 23/45

Moved by: Dominic Pasqualino
Seconded by: Kathleen Lynch

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

1. A By-law to amend By-law #03-2023 The District of Thunder Bay Social Services Administration Board Operating and Capital Budget for the year 2023.

Explanation: A By-law to amend the TBDSSAB 2023 Operating and Capital Budget.

Authorization: Board Meeting 2023March16

BY-LAW NUMBER 03 – 2023

CARRIED

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, May 18, 2023 at 9:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 23/41

Moved by: Jim Moffat
Seconded by: Elaine Mannisto

THAT the Board Meeting No. 07/2022 of The District of Thunder Bay Social Services Administration Board, held on April 20, 2023, be adjourned at 11:12 a.m.


Chair


Chief Administrative Officer