



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 18/2023
AND MEETING NO. 20/2023 OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: November 16, 2023

TIME OF MEETING: 10:00 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
Anne Marie Bourgeault
Meghan Chomut
Kasey Etreni
Nancy Gladun
Brian Hamilton
Greg Johnsen
Kathleen Lynch
Elaine Mannisto
Jim Moffat
Dominic Pasqualino
Jim Vezina

REGRETS:

Ken Boshcoff
Mark Thibert

OFFICIALS:

Bill Bradica, Chief Administrative Officer
Georgina Daniels, Director, Corporate Services Division
Glenda Flank, Recording Secretary
Roxanne Brunelle Crupi, Manager, Human Resources
Marty Farough, Manager, Infrastructure & Assets
Management
Brian Burns, Manager, Information Services
Tafadzwa Mukubvu, Manager, Finance
David Stewart, Supervisor, Purchasing & Inventory Control
Louise Piercey, Manager, Child Care & Early Years Programs
Jennifer Lible, Manager, Social Assistance Programs
Michelle Wojciechowski, Manager, Intake & Eligibility
Aaron Park, Manager, Housing & Homelessness Programs
Carole Lem, Communications & Engagement Officer
Larissa Jones, Communications Assistant

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 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

NEW BUSINESS

Bill Bradica, CAO introduced Aaron Park, Manager Housing & Homelessness Programs, Crystal Simeoni, Manager, Housing Operations and Tafadzwa Mukubvu, Manager, Finance in their new roles.

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 23/90

Moved by: Albert Aiello
Seconded by: Kasey Etreni

THAT with respect to the agenda for the Board Regular and Closed Session meetings of The District of Thunder Bay Social Services Administration Board for November 16, 2023, we approve the agendas as amended;

AND THAT we approve any additional information and new business.

CARRIED

CLOSED SESSION MEETING

Administration recommends that the Board adjourn to a closed meeting relative to receipt of information with respect to security of the property of the Board regarding the confidential attachment to Report No. 2023-43 containing 2024 Capital Project financial details.

Resolution No. 23/98

Moved by: Albert Aiello
Seconded by: Greg Johnsen

THAT the Board adjourns to Closed Session relative to receipt of information with respect to security of the property of the Board regarding the confidential attachment to Report No. 2023-43 containing 2024 Capital Project financial details.

CARRIED

At 10:14 a.m. all members of Administration entered the meeting.

REPORTS OF ADMINISTRATION

TBDSSAB Proposed 2024 Operating and Capital Budget

Report No. 2023-43 (Corporate Services Division) was presented to the Board providing the proposed 2024 TBDSSAB Operating and Capital Budget.

A presentation was provided by Administration with an overview of the 2024 Proposed Budget.

Bill Bradica, CAO provided an overview of the order of the presentation, presented the general overview, Board and CAO sections of the proposed budget and responded to questions.

At 10:20 a.m. Brian Hamilton, Board Member joined the meeting.

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

A discussion was held relative to attendance at the ROMA and AMO conferences. On consensus, funding to be added into the 2024 budget to cover attendance and travel to the ROMA and AMO conferences for one additional Board Member and that attendance and travel costs be added into the CAO budget.

Georgina Daniels, Director, Corporate Services Division introduced Marty Farough, Manager, Infrastructure & Asset Management, Brian Burns, Manager, Information Services and Dave Stewart, Supervisor, Purchasing as members of the management of the Corporate Services Division.

Georgina Daniels, Director, Corporate Services Division provided an overview of the Directors Office, Purchasing & Inventory Control, Finance, Information Services, Infrastructure and Asset Management and the Headquarter Building Operations sections of the presentation and responded to questions.

At 11:55 a.m. a break for lunch was called.

At 12:30 p.m. the meeting reconvened.

Bill Bradica, CAO introduced Jennifer Lible, Manager, Social Assistance Programs, Aaron Park, Manager, Housing & Homelessness Programs, Louise Piercey, Manager, Child Care & Early Years, Crystal Simeoni, Manager, Housing Operations and Michelle Wojciechowski, Manager, Intake & Eligibility as members of the management of the Integrated Social Services Division.

Bill Bradica, CAO provided an overview of the Director – ISS section of the presentation.

Michelle Wojciechowski, Manager, Intake & Eligibility provided an overview of the Intake and Eligibility section of the presentation and responded to questions.

Jennifer Lible, Manager, Social Assistance Programs provided an overview of the Social Assistance programs section of the presentation..

Louise Piercey, Manager, Child Care & Early Years provided an overview of the Child Care & Early Years section of the presentation.

Bill Bradica, CAO responded to questions.

Aaron Park, Manager, Housing & Homelessness Programs provided an overview of the Housing & Homelessness Prevention Program.

Bill Bradica, CAO responded to questions.

Georgina Daniels, Director, Corporate Services Division provided an overview of the Housing Operations section of the presentation and responded to questions.

Bill Bradica, CAO provided clarification.

Georgina Daniels, Director, Corporate Services Division provided an overview of the Housing Operations section of the presentation and responded to questions.

Marty Farough, Manager, Infrastructure & Assets Management provided an overview of major capital projects section of the presentation and responded to questions.

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

Bill Bradica, CAO provided clarification and responded to questions.

MINUTES OF PREVIOUS MEETINGS

Board Meetings

Minutes of Meeting No. 16/2023 (Regular Session) and Meeting No. 17/2023 (Closed Session) of TBDSSAB, held on October 19, 2023, respectively, were presented to the Board.

Resolution No. 23/91

Moved by: Elaine Mannisto
Seconded by: Albert Aiello

THAT the Minutes of Meeting No. 16/2023 (Regular Session) and Meeting No. 17/2023 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on October 19, 2023, respectively, be confirmed.

CARRIED

Committee & Table Meetings

Situation Analysis Review Committee

Final Minutes of the Ad-Hoc Situation Analysis Review Committee held on June 27 and September 6, 2023 and the Draft Minutes of the Ad-Hoc Situation Analysis Review Committee held on October 19, 2023 were presented to the Board.

Child Care & Early Years Advisory Table

Draft Minutes of the Child Care & Early Years Advisory Table meeting held on July 20, 2023 were presented to the Board.

CLOSED SESSION MEETING

Administration presented a recommendation to the Board to adjourn to a closed meeting relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration regarding the CAO Contract.

Resolution No. 23/92

Moved by: Elaine Mannisto
Seconded by: Kasey Etrene

THAT the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters regarding identifiable individuals, including members of the Administration regarding the Chief Administrative Officer Contract.

CARRIED

At 1:47 p.m. all members of Administration entered the meeting room.

REPORTS OF ADMINISTRATION

Chief Administrative Officer Contract

Verbal update was provided in Closed Session regarding the above noted.

Resolution No. 23/92A

Moved by: Nancy Gladun
Seconded by: Elaine Mannisto

THAT with respect to the verbal update provided by Meghan Chomut, Acting Chair the Board directs Roxanne Brunelle, Manager, Human Resources to proceed as directed in Closed Session.

CARRIED

National Housing Accord

Memorandum from Bill Bradica, CAO, dated November 2, 2023 was presented providing the Board with information relative to the National Housing Accord and Administration's recommendation.

Resolution No. 23/95

Moved by: Kathleen Lynch
Seconded by: Anne-Marie Bourgeault

THAT The District of Thunder Bay Social Services Administration Board (TBDSSAB) endorses the National Housing Accord and its ten recommendations as outlined in the document;

AND THAT TBDSSAB calls upon the federal government to take a leadership role in implementing the National Housing Accord and working collaboratively with all orders of government and stakeholders to address the housing crisis in Canada;

AND THAT TBDSSAB calls on the federal and Ontario governments to make capital grants available for the construction of new affordable and rent geared to income housing to all 10 DSSAB's and the City for Greater Sudbury in Northern Ontario;

AND THAT a copy of this resolution be sent to the Prime Minister of Canada, Premier of Ontario, the relevant Federal and Ontario Ministers, local Members of Parliament, local Members of Provincial Parliament, member municipalities, the Northern Ontario Service Deliverers' Association, the Ontario Municipal Social Services Association, the Northwestern Ontario Municipal Association, the Rural Ontario Municipal Association and the Association of Municipalities of Ontario.

CARRIED

2023 Strategic Plan – 2023 Third Quarter
Update

Report No. 2023-46, (Chief Administrative Officer Division) was presented providing the Board with the quarterly update on the 2023 Strategic Plan progress as at September 30, 2023.

Resolution No. 23/93

Moved by: Kasey Etreni
Seconded by: Nancy Gladun

THAT with respect to Report No. 2023-46 (Chief Administrative Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the 2023 Strategic Plan – 2023 Third Quarter Update for information only.

CARRIED

Ad-Hoc Situation Analysis Committee
Recommendation to the Board

Memorandum from Kasey Etreni, Committee Chair, dated November 2, 2023 was presented providing the Board with information relative to the Situation Analysis Committee Meeting review and providing the Committee's recommendations.

Resolution No. 23/94

Moved by: Kasey Etreni
Seconded by: Albert Aiello

THAT with respect to the Memorandum from Kasey Etreni, Chair – Situation Analysis Review Committee, we The District of Thunder Bay Social Services Administration Board, approve recommendations 12, 13, 21 and 22 contained in the Situation Analysis Implementation Plan;

AND THAT the Chief Administrative Officer be directed to research the costs of and how best to proceed with the implementation of these recommendations.

CARRIED

2023 Third Quarter Financial Report

Report No. 2023-44 (Corporate Services Division) was presented providing the Board with the 2023 Third Quarter Financial Report, projection to year-end and Key Performance Indicators.

Third Quarter Operational Report

Report No. 2023-45, (Integrated Social Services Division) was presented providing the Board with the trends within TBDSSAB programs and services.

CORRESPONDENCE

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, December 14, 2023 at 10:00 a.m., in the 3rd Floor Boardroom, TBDSSAB Headquarters, 231 May Street South, Thunder Bay, Ontario and via Microsoft Teams.

ADJOURNMENT

Resolution No. 23/96

Moved by: Kasey Etreni
Seconded by: Jim Moffat

THAT the Board Meeting No. 18/2023 & No. 20/2023 of The District of Thunder Bay Social Services Administration Board, held on November 16, 2023, be adjourned at 1:57 p.m.


Chair


Chief Administrative Officer