



**MINUTES OF BOARD (CLOSED SESSION) MEETING NO. 04/2024  
OF  
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

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**DATE OF MEETING:** February 15, 2024

**TIME OF MEETING:** 10:13 a.m.

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

**CHAIR:** Brian Hamilton

**PRESENT:**

Albert Aiello  
Ken Boshcoff  
Meghan Chomut  
Kasey Etreni  
Brian Hamilton  
Greg Johnson  
Kathleen Lynch  
Elaine Mannisto  
Jim Moffat  
Dominic Pasqualino

**OFFICIALS:**

William Bradica, Chief Administrative Officer  
Ken Ranta, Director, Integrated Social Services Division  
Georgina Daniels, Director, Corporate Service Division  
Shari Mackenzie, Manager, Human Resources  
Aaron Park, Manager, Housing & Homelessness Programs  
Larissa Jones, Communications Assistant  
Glenda Flank, Recording Secretary

**GUESTS:**

**REGRETS:**

Anne-Marie Bourgeault  
Nancy Gladun  
Mark Thibert  
Jim Vezina

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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 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

None.

At 10:13 a.m. all members of Administration left the meeting with the exception of Shari MacKenzie, Manager, Human Resources and Glenda Flank, Recording Secretary.

### REPORTS OF ADMINISTRATION

#### Chief Administrative Officer 2023 Performance Evaluation

A verbal update was provided by Shari Mackenzie, Manager, Human Resources relative to the Chief Administrative Officer 2023 Performance Evaluation process.

Shari MacKenzie, Manager, Human Resources outlined the deadlines to be followed and responded to questions.

At 10:22 a.m. William Bradica, CAO, Georgina Daniels, Director, Corporate Services Division and Larissa Jones, Communications Assistant entered the meeting.

#### Chief Administrative Officer Position

Shari Mackenzie, Manager, Human Resources provided a brief update relative to the hiring Committee for the Chief Administrative Officer position.

A memorandum from Jim Moffat, Chair, CAO Hiring Committee dated January 13, 2024 was presented providing information and the Committee's recommendation relative to the selection of the Executive Search firm.

Georgina Daniels, Director, Corporate Services Division provided background information relative to the funding for the hiring process and responded to questions.

Bill Bradica, CAO provided further information relative to recruitment expenses and responded to questions.

Shari Mackenzie, Manager, Human Resources responded to questions.

At 10:40 a.m. Ken Ranta, Director, Integrated Social Services Division and Aaron Park, Manager, Housing and Homelessness Programs entered the meeting.

COCHI Priority Projects for Municipalities –  
Request for Project Business Case

A memorandum from Aaron Park, Manager, Housing & Homelessness Programs, dated February 6, 2024 was presented to the Board providing information regarding the COCHI priority project submitted to the Ministry of Municipal Affairs and Housing.

Aaron Park, Manager, Housing & Homelessness Programs provided an overview of the project and responded to questions.

At 10:42 a.m. Ken Boshcoff, Board Member joined the meeting.

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

At 10:54 a.m. Meghan Chomut, Board Member joined the meeting.

Ken Ranta, Director, Integrated Social Services Division provided further information and responded to questions.

ADJOURNMENT

Resolution No. 24/CS02

Moved by: Albert Aiello  
Seconded by: Greg Johnsen

THAT the Board (Closed Session) Meeting No. 4/2024 of The District of Thunder Bay Social Services Administration Board, held on February 15, 2024, be adjourned at 11:17 a.m., to reconvene in Open Session to consider the remaining agenda items.

CARRIED



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Chair



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Chief Administrative Officer