



**MINUTES OF BOARD (REGULAR SESSION) MEETING NO. 03/2024
OF
THE DISTRICT OF THUNDER BAY SOCIAL SERVICES ADMINISTRATION BOARD**

DATE OF MEETING: February 15, 2024

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: 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
Crystal Simeoni, Manager, Housing Operations
Jennifer Lible, Manager, Social Assistance Programs
Michelle Wojciechowski, Manager, Intake & Eligibility
Tomi Akinyede, Supervisor, Research & Social Policy
Carole Lem, Communications & Engagement Officer
Larissa Jones, Communications Assistant
Glenda Flank, Recording Secretary

REGRETS:

Anne-Marie Bourgeault
Nancy Gladun
Mark Thibert
Jim Vezina

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

None.

NEW BUSINESS

A request was made that Administration provide an update relative to the closure of before and after school child care programs. Bill Bradica, CAO provided a brief update to the Board and responded to question.

On consensus, Administration was directed to provide a Report relative to the before and after school program at the March 21, 2024 Board meeting. On consensus, Administration to provide a brief confidential update to the Board via email.

In response to a question asking why Administration does not present the TBDSSAB budget to City of Thunder Bay Council, Bill Bradica, CAO provided clarification regarding the TBDSSAB as a non-profit corporation that is not a local board or joint local board. .

CONFIRMATION OF BOARD MEETING AGENDA

Resolution No. 24/08

Moved by: Albert Aiello
Seconded by: Elaine Mannisto

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 February 15, 2024, 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. 01/2024 (Regular Session) and 02/2024 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 18, 2024, respectively, were presented for confirmation.

Resolution No. 24/09

Moved by: Jim Moffat
Seconded by: Albert Aiello

THAT the Minutes of Meeting No. 01/2024 (Regular Session) and Meeting No. 02/2024 (Closed Session) of The District of Thunder Bay Social Services Administration Board, held on January 18, 2024, respectively, be confirmed.

CARRIED

CLOSED SESSION

Administration recommends that the Board adjourn to a closed meeting relative to receipt of information with respect to personal matters about identifiable individuals, including members of the Administration regarding the CAO Performance Evaluation, the CAO Position Hiring Committee update and with respect to a matter in respect of which a council, board, committee or other body may hold a closed meeting under another statute regarding a COCHI project update.

Resolution No. 24/10

Moved by: Elaine Mannisto
Seconded by: Kathleen Lynch

THAT the Board adjourns to Closed Session relative to personal matters about identifiable individuals, including members of the Administration relative to the CAO Performance Evaluation, CAO Position hiring committee update and with respect to a matter in respect of which a council, board, committee or other body may hold a closed meeting under another statute regarding a COCHI project update.

CARRIED

REPORTS OF ADMINISTRATION

Chief Administrative Officer Position

A recommendation was included in the memorandum from Jim Moffat, CAO Hiring Committee Chair presented in Closed Session and was presented in Regular Session for consideration by the Board.

Resolution No. 24/10A

Moved by: Kathleen Lynch
Seconded by: Jim Moffat

THAT with respect to the memorandum from Jim Moffat, Chair, CAO Hiring Committee we The District of Thunder Bay Social Services Administration Board, direct that Administration proceed as directed in Closed Session.

CARRIED

Advocacy & Engagement Annual Update

Report No. 2024-02 (Chief Administrative Officer Division) was presented to the Board providing the annual update on advocacy and engagement activities completed by the Board and/or Administration.

Fourth Quarter Strategic Plan Update

Report No. 2024-03 (Chief Administrative Officer Division) was presented to the Board providing the quarterly update on the Strategic Plan 2024.

Bill Bradica, CAO responded to questions.

Resolution No. 24/11

Moved by: Dominic Pasqualino
Seconded by: Elaine Mannisto

THAT with respect to Report No. 2024-03 (Chief Administrative Officer Division) we, The District of Thunder Bay Social Services Administration Board, receive the 2023 Strategic Plan–Fourth Quarter Strategic Plan Update for information only.

CARRIED

Corporate Complaints Policy Amendment

Report No. 2024-04 (Chief Administrative Officer Division) was presented to the Board providing an amended Corporate Complaints Policy.

Shari Mackenzie, Manager, Human Resources responded to questions.

Bill Bradica, CAO provided further information.

Carole Lem, Communications & Engagement Officer, provided a brief overview of the changes and responded to questions.

Resolution No. 24/12

Moved by: Kathleen Lynch
Seconded by: Ken Boshcoff

THAT with respect to Report No. 2024-04 (Chief Administrative Officer Division) we, The District of Thunder Bay Social Services Administration Board, approve revisions to Policy BRD 01:119 – Corporate Complaints as presented;

AND THAT we authorize the Chief Administrative Officer to amend the policy with housekeeping changes, as may be required from time to time.

CARRIED

2024 Northern Ontario Service Deliverers' Association Annual General Meeting

A memorandum from Bill Bradica, CAO was presented to the Board providing a recommendation relative to attendance at the 2024 NOSDA AGM, for consideration.

Bill Bradica, CAO responded to questions.

Resolution No. 24/13

Moved by: Dominic Pasqualino
Seconded by: Greg Johnsen

THAT with respect to the Northern Ontario Service Deliverers' Association 2024 Annual General Meeting, to be held in Sudbury, Ontario, the following Members of the Board are selected to attend as voting delegates:

1. Brian Hamilton
2. Jim Moffat

AND THAT if any of the above Board Members are unable to attend, the following Members will be contacted to attend as voting delegates in their place:

1. Ken Boshcoff
2. Albert Aiello

CARRIED

At 11:27 a.m. Jennifer Lible, Manager, Social Assistance Programs joined the meeting.

Internal Review Policy

Report No. 2024-05 (Integrated Social Services Division) was presented to the Board providing a draft Policy regarding Internal Review.

Resolution No. 24/14

Moved by: Albert Aiello
Seconded by: Jim Moffat

THAT with respect to Report No. 2024-05 (Integrated Social Services Division) we, The District of Thunder Bay Social Services Administration Board, approve the revised Internal Review Policy as attached;

AND THAT Policy CLS-02:113 Fee Subsidy Internal Review of Decision (Child Care and Early Years), Policy HO-02:13 Review Officers, and Policy HO-02:14 Review of Decisions - Housing be rescinded and replaced with the Internal Review Policy.

AND THAT the Chief Administrative Officer be authorized to amend the Internal Review Policy with respect to housekeeping items, as may be required from time to time.

CARRIED

Social Assistance Rates and Common Assessment Tool

Report No. 2024-06 (Integrated Social Services Division) was presented to the Board providing information regarding advocacy related to social assistance rates and the newly introduced Common Assessment Tool (CAT) questionnaire.

Jennifer Lible, Manager, Social Assistance Programs responded to questions.

Bill Bradica, CAO provided clarification and responded to questions.

Resolution No. 24/15

Moved by: Kasey Etreni
Seconded by: Meghan Chomut

THAT with respect to Report No. 2024-06 (Integrated Social Services Division), we The District of Thunder Bay Social Services Administration Board, call upon the Premier and the Minister of Children, Community and Social Services to set Basic Needs and shelter rates for Ontario Works according to locally defined market baskets of essential goods, including transportation, telephone,

average market rents and a nutritious food basket, that are adjusted annually according to the Consumer Price Index;

AND THAT we call upon the Minister of Children Community and Social Services to provide extensive training to social assistance in order to appropriately use the Common Assessment Tool with participants to address the concerns about the tool that have been raised;

AND THAT a letter enclosing a copy of this resolution and Board Report No. 2024-06 be sent to the Premier of Ontario, the Minister of Children, Community and Social Services, local Members of Provincial Parliament, member municipalities, the Ontario Municipal Social Services Association, the Northern Ontario Service Deliverers' Association, the Northwestern Ontario Municipal Association, and the Association of Municipalities of Ontario

CARRIED

At 11:31 a.m. Aaron Park, Manager, Housing & Homelessness Programs, Tomi Akinyede, Supervisor, Research & Social Policy, Crystal Simeoni, Manager, Housing Operations and Michelle Wojciechowski, Manager, Intake & Eligibility entered the meeting.

TBDSSAB 4th Quarter Operational Update

Report No. 2024-07 (Integrated Social Services Division) was presented to the Board providing information containing the trends within TBDSSAB programs and services.

Tomi Akinyede, Supervisor, Research & Social Policy provided an overview and responded to questions.

At 11:56 a.m. Meghan Chomut and Greg Johnsen, Board Members left the meeting.

Bill Bradica, CAO provided clarification and responded to questions.

Aaron Park, Manager, Housing & Homelessness Programs and Michelle Wojciechowski responded to questions.

CORRESPONDENCE

2024 Rural Ontario Municipal Association
Conference Briefings Package

Email from the Township of Shuniah and Resolution #36-24 supporting the 2024 ROMA Conference Briefings Package approved at TBDSSAB's December 2023 Board Meeting, for information only.

BY-LAWS

NEXT MEETING

The next meeting of The District of Thunder Bay Social Services Administration Board will be held on Thursday, March 21, 2024, 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. 24/16

Moved by: Elaine Mannisto
Seconded by: Kasey Etreni

THAT Board Meeting No. 02/2023 of The District of Thunder Bay Social Services Administration Board, held on February 15, 2024, be adjourned at 12:17 p.m.

CARRIED



Chair



Chief Administrative Officer