

From: Saxon Yanta <Saxon.Yanta@dnssab.on.ca>
Sent: Tuesday, August 16, 2016 10:19 AM
To: 'Bonfield'; Lynda Kovacs; 'Chisholm Township'; 'East Ferris Township'; 'Helene Fredette MCSS'; Jerry Knox; Kathleen Eveson; 'Mattawa'; 'Nancy Sauve (nancy.sauve@ontario.ca)'; 'Papineau-Cameron'; 'South Algonquin Township'; Sabrina Pandolfo; 'West Nipissing'; Karen McIsaac; 'Marc.Charron@ontario.ca'; Stacey Cyopeck
Subject: DNSSAB Board Minutes - April & May 2016
Attachments: Reso 2016-43 6.1 Board Minutes - April 19, 2016.docx; Reso 2016-50 1. Board Minutes - May 25, 2016.docx

Good morning,

Please find attached the DNSSAB Board Minutes that have been approved by the Board for April and May 2016.

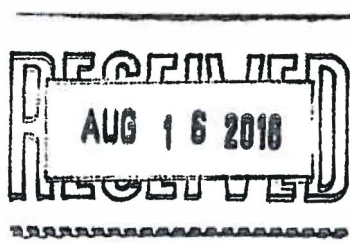
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Thank you,
Saxon



Saxon Yanta
 Executive Assistant to the CAO | Adjointe exécutive du directeur général
 District of Nipissing Social Services Administration Board (DNSSAB) |
 Conseil d'administration des services sociaux du district de Nipissing (CASSDN)
 Enabling Healthy and Prosperous Communities | Habilitation des communautés saines et prospères

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- File Incoming Out
- Mayor
- Council *2A minutes*
- CAO
- Building
- Finance
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- Planning
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- _____
- _____

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – TUESDAY, APRIL 19, 2016 2:00PM – North Bay Council Chambers

MEMBERS PRESENT:

Councillor Mark King (North Bay) Chair
Representative George Jupp (Unincorporated) Vice-Chair
Councillor George Maroosis (North Bay) departed 3:03PM
Councillor Chris Mayne (North Bay)
Mayor Leo Jobin (East Nipissing)
Councillor Jamie Restoule (West Nipissing)
Councillor Carol Lowery (Temagami)
Councillor Jeff Serran (North Bay)
Councillor Derek Shogren (North Bay)
Mayor Jane Dumas (South Algonquin)

REGRETS:

Deputy Mayor Sheldon Forgette (North Bay)
Mayor Bill Vrebosch (East Ferris)

STAFF ATTENDANCE:

Joseph Bradbury, Chief Administrative Officer
Sara Tonks, Director of Finance and Administration
Michelle Glabb, Manager of Social Services (OW)
Lynn Demore-Pitre, Manager of Social Services (CC)
Jean Guy Belzile, Manager Emergency Medical Services
Debbie Mills, Director Housing Services
Pierre Guenette, Manager Housing Services
David Plumstead, Research Analyst
Marianne Zadra, Communications Officer
Aimie Caruso, Supervisor, Client Services
Finance Team

CALL TO ORDER

The Regular Board Meeting was called to order at 2:04PM by Chair, Mark King.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared at this time.

**Adoption of the Roll Call
Resolution No. 2016-29**

**Moved by: Representative George Jupp
Seconded by: Mayor Leo Jobin**

That the Board of Directors accept the Roll Call as read by the Secretary for the Regular Board meeting of April 19, 2016. Motion carried.

**Adoption of the Agenda
Resolution No. 2016-30**

**Moved by: Representative George Jupp
Seconded by: Mayor Leo Jobin**

That the Agenda for the Regular Board Meeting of Tuesday, April 19, 2016 be adopted as presented. Motion carried.

CHAIR'S REMARKS

The Chair welcomed DNSSAB's auditor, Oscar Poloni to the meeting. Oscar will present DNSSAB's financial statements to the Board today. The Chair took this opportunity to acknowledge the entire Finance Team for the tremendous amount of time they put in to the audit. Finance staff put in late nights and weekends to ensure a clean and smooth audit process.

The Chair reminded everyone that this year's NOSDA AGM will be held in Sudbury from June 8-10. It would be great to see board representation at the event and it will be an opportunity to speak with ministers at the provincial level. Please contact Saxon if you are interested in attending.

The Healthy Communities Fund proposals are up for approval at today's meeting. The Chair thanked Lynn and Saxon for the amount of time and work that has gone in to reviewing these proposals. This funding has undergone many revisions to determine how best to use the municipal funds. The Chair fully supports the revisions to the fund that now focus on reducing poverty. The fund must be focused on assisting the people in our communities find a way out of poverty. The proposals that are being recommended for approval are those that most align with poverty reduction.

Later on the agenda, following the approvals for the fund, will be a discussion asking whether or not the District of Nipissing Healthy Communities Fund should be increased next year.

B04-16 Report from the Chief Administration Officer Dated April 19, 2016
Resolution No. 2016-31

Moved by: Representative George Jupp
Seconded by: Mayor Leo Jobin

Joseph Bradbury presented his April 19, 2016 CAO report, B04-16 to the Board. A tour of the new EMS base was provided to members of the Housing and EMS Committee on April 12. Joe thanked Jean Guy for arranging the tour. If anyone is interested in a tour, please contact Saxon to make the arrangements.

Joe thanked Oscar Poloni of KPMG for his team's work on DNSSAB's audit process.

Joe noted the long hours that were put in to reviewing the District of Nipissing Healthy Communities fund proposals. He commented that there are some awesome projects being put forward for approval for this year.

The Travellink program currently costs \$20 to ride from Mattawa to North Bay. Alternative funding models are being explored and data surrounding the usage is yet unavailable. Joe noted that the cost is significantly cheaper than the cost of a taxi ride from Mattawa to North Bay.

In response to a question regarding the local Job Fair, Joe clarified that these events are organized by the Employment Services Table and DNSSAB acts as the lead agency to help organize the event.

Councillor Shogren noted his disappointment that the City of North Bay's Summer in the Park funding proposal to the District of Nipissing Healthy Communities Fund was not being proposed for funding approval. He noted general concern about accessing funds from the DNSSAB and other funding sources, but respects the evaluation process undertaken by staff and the limited resources available to fund all project proposals.

That the Board accept the Report from the Chief Administrative Officer B04-16, dated April 19, 2016 as presented. Motion carried.

PRESENTATION

KPMG Auditor – Oscar Poloni

Oscar Poloni extended his thanks to the Board for inviting him to make a presentation to the Board. Oscar reviewed both the consolidated and non-consolidated financial statements with the Board. The non-consolidated financial statements do not include the Nipissing District Housing Corporation (NDHC) whereas the consolidated financial statements do. Because DNSSAB controls NDHC, DNSSAB is required to consolidate NDHC into its financial statements.

Oscar advised the Board that DNSSAB has received a clean audit opinion which is the highest level you can achieve in Canadian standards. This opinion reflects the work completed by DNSSAB staff. He also reminded the committee that, according to Canadian auditing standards, the reports remain in draft until approved by the Board.

In the consolidated financial statements there is a surplus of \$1.6M. This is a housing services surplus which is necessary in order to make principle repayments on long term debt. This is not a case of the municipal levy being too high.

Oscar spoke to the audit findings report which is a mandatory communication and highlights some of the key findings. He noted that the audit went very well and thanked the finance team for their support. The highest level audit ranking was due to their great work, not only at DNSSAB but also by helping NDHC prepare for their audit. Oscar is in favour of DNSSAB continuing to be involved in NDHC's finances.

No audit risks were identified. KPMG undertook procedures to test controls over payroll, disbursements, case approvals, and to identify fraud. Oscar happily reported that none of these things were found. He also noted that there are no issues from a policy or financial statement perspective; nothing was identified of material nature.

A question was raised regarding whether or not DNSSAB should have a stabilization reserve. Although Oscar is not in a position to dictate policy, given the nature of the organization's requirements he would suggest establishing a stabilization reserve.

Oscar thanked the Board for the opportunity to serve as their auditors and noted it has been a privilege and pleasure do so. Mark extended his thanks to Oscar on behalf of the Board.

IN-CAMERA

Resolution No. 2016-32A

Moved by: Mayor Leo Jobin
Seconded by: Representative George Jupp

THAT the Board meet in-camera at 2:47PM with the Auditor.

Resolution No. 2016-32B

Moved by: Mayor Leo Jobin
Seconded by: Representative George Jupp

THAT the in-camera matter with the Auditor be adjourned at 2:55PM.

Audited Financial Statements
Resolution No. 2016-32

Moved by: Representative George Jupp
Seconded by: Mayor Leo Jobin

That the District of Nipissing Social Services Administration Board accepts the Audited Non-Consolidated Financial Statements and the Audited Consolidated Financial Statements as presented by the Auditors. Motion carried.

Adoption of Consent Agenda
Resolution No. 2016-33

Moved by: Mayor Leo Jobin
Seconded by: Representative George Jupp

That the Board of Directors approves the Consent Agenda of April 19, 2016 which includes the following:

- 1. Minutes of Proceedings of the Regular Board Meeting of March 22, 2016**
- 2. Executive Audit Committee Minutes – April 12, 2016**
- 3. Social Services and Employment Committee Minutes – April 12, 2016**
- 4. Housing and EMS Committee Minutes – April 12, 2016**
- 5. Correspondence**
 - 5.1 March 31 From NDHC re: Annual General Meeting**
 - 5.2 April 3 Nugget Article re: N-PREP**
 - 5.3 April 4 Nugget Article re: Travellink**
 - 5.4 April 6 From MMAH re: CHPI Investment Plan 2016-17**
 - 5.5 April 12 From MOHLTC re: First Responders First Website for PTSD Toolkit**

Motion carried.

Designation of Director of Housing as Non-Noting Ex-Officio Member of the Board for the Nipissing District Housing Corporation (NDHC) EX04-16
Resolution No. 2016-34

Moved by: Representative George Jupp
Seconded by: Mayor Leo Jobin

That the District of Nipissing Social Services Administration Board (DNSSAB) approves the recommendation that the Chief Administrative Officer (CAO) designate the Director of Housing as a non-voting member of the NDHC Board as detailed in the report EX04-16.

Furthermore, it is noted as a non-voting member of the NDHC Board, the Director of Housing will attend and participate in all NDHC meetings of the Board and in all aspects of those meetings, including in-camera sessions. Motion carried.

NDHC's Request to Increase its Board Membership to Accommodate a Junior Board Member EX05-16
Resolution No. 2016-35

Moved by: Mayor Leo Jobin
Seconded by: Representative George Jupp

That the District of Nipissing Social Services Administration Board defers the Nipissing District Housing Corporation's request to increase its maximum number of board members from 9 to 10 to accommodate a youth board member until such a time as the recommendations outlined in report EX05-16 have been satisfied. Motion carried.

Healthy Communities Fund SSE04-16
Resolution No. 2016-36

Moved by: Councillor Carol Lowery
Seconded by: Representative George Jupp

Councillor George Maroosis declared a conflict of interest on this matter as his daughter works as a consultant of one of the proponents, and for the matter under "other business".

Councillor George Maroosis departed the meeting at 3:03PM.

Some discussion occurred regarding the City of North Bay's proposal for funding for Summer in the Park, which did not make the list of proposed projects to be funded as determined by the proposal evaluators.

That the District of Nipissing Social Services Administration Board receive and endorse the recommendations as presented in report SSE04-16 and in Appendix A on the distribution of the 2016 District of Nipissing Healthy Communities Fund. Furthermore, that the Board instruct staff to negotiate and enter in an agreement with the successful proponents as listed or determined by the Board. Motion carried.

OTHER BUSINESS**George Jupp – Healthy Communities Fund, Funding Discussion**

Representative George Jupp noted to the Board that 11 projects that were submitted to the District of Nipissing Healthy Communities fund did not receive funding this year as a result of a lack of available funds. He noted that a few years ago, the funding amount totaled \$700,000. He proposed that the Board consider increasing the total available funds in next year's evaluation in an effort to help serve more people.

Discussion ensued regarding the following topics:

- The types of projects put forward for funding requests;
- The amount of additional funding that would be required to help more people;
- The issues surrounding smaller municipalities supporting larger municipality events;
- The fund not being intended to be a permanent funding source for other organizations.

Lynn Demore-Pitre was asked to clarify the premise of this year's fund. Lynn explained how the evaluation process occurred and how the board's direction that poverty should be the primary focus of the fund for 2016 was incorporated into the criteria. Final scores were based solely on what a proponent submitted in their proposal and the evaluation team made their recommendations based on the highest scores.

A board member asked how much other DSSAB's fund programs like ours. Staff explained that this fund is not mandatory, so each DSSAB would be a little bit different. At the recommendation of the Board, staff will reach out to our DSSAB peers to find out what they did with their OCB fund and, if they have a fund, how much funding is available annually. This information will be collected and shall be reviewed in advance of the 2017 budget considerations. Mark commented that when this item is raised at the committee level, he will ask everyone to attend in order to have a frank discussion about the fund.

Councillor Derek Shogren departed the meeting at 3:20PM.

In-Camera**Resolution No. 2016-37**

Moved by: Councillor Jeff Serran
Seconded by: Councillor Chris Mayne

That the Board meet in-camera at 3:24PM for a legal/personal matter relating to our subsidiary corporation. Motion carried.

Adjourn In-Camera
Resolution No. 2016-38

Moved by: Mayor Leo Jobin
Seconded by: Councillor Jeff Serran

That the in-camera session be adjourned at 3:51PM. Motion carried.

Adjournment
Resolution No. 2016-39

Moved by: Mayor Leo Jobin
Seconded by: Councillor Jeff Serran

That the Regular Board Meeting be adjourned at 3:52PM. Motion carried.

MARK KING
CHAIR OF THE BOARD

JOSEPH BRADBURY
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Saxon Yanta, Executive Coordinator

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

MINUTES OF PROCEEDINGS

REGULAR BOARD MEETING – WEDNESDAY, MAY 25, 2016 2:00PM – West Nipissing Council Chambers

MEMBERS PRESENT:

Councillor Mark King (North Bay) Chair
Representative George Jupp (Unincorporated) Vice-Chair
Councillor George Maroosis (North Bay)
Councillor Chris Mayne (North Bay)
Mayor Leo Jobin (East Nipissing)
Councillor Jamie Restoule (West Nipissing)
Councillor Carol Lowery (Temagami)
Councillor Jeff Serran (North Bay)
Mayor Jane Dumas (South Algonquin)
Deputy Mayor Sheldon Forgette (North Bay)
Mayor Bill Vrebosch (East Ferris)

REGRETS:

Councillor Derek Shogren (North Bay)

STAFF ATTENDANCE:

Joseph Bradbury, Chief Administrative Officer
Sara Tonks, Director of Finance and Administration
Michelle Glabb, Manager of Social Services (OW)
Lynn Demore-Pitre, Manager of Social Services (CC)
Jean Guy Belzile, Manager Emergency Medical Services
Debbie Mills, Director Housing Services
Pierre Guenette, Manager Housing Services
David Plumstead, Research Analyst
Marianne Zadra, Communications Officer
Andrea Demers, Supervisor

CALL TO ORDER

The Regular Board Meeting was called to order at 2:04PM by Chair, Mark King.

DECLARATION OF CONFLICTS OF INTEREST

No conflicts were declared at this time.

Adoption of the Roll Call

Resolution No. 2016-40

Moved by: Representative George Jupp

Seconded by: Mayor Bill Vrebosch

That the Board of Directors accept the Roll Call as read by the Secretary for the Regular Board meeting of May 25, 2016. Motion carried.

Adoption of the Agenda

Resolution No. 2016-41

Moved by: Representative George Jupp

Seconded by: Mayor Bill Vrebosch

That the Agenda for the Regular Board Meeting of Wednesday, May 25, 2016 be adopted as presented. Motion carried.

CHAIR'S REMARKS

The Chair began by noting the remarkable results of the various events that have been hosted in the last few months to support people seeking employment in our District. He had the pleasure of attending the Job Fair at the Davedi Club and was thoroughly impressed by the attendance of just over 900 people, as well as the many employers who were there. The number of Get Job Ready events in North Bay, West Nipissing and for the first time, South Algonquin seem to be proving effective, as Joe will mention in his report a little later.

The Chair drew the Board's attention to a couple of indications that changes are afoot in the work that the DNSSAB focusses on in the coming years. With regards to the Long-Term Affordable Housing Strategy, the province is bringing about changes to the affordable housing sector as part of the Poverty Reduction Strategy. There will be more to hear about in the future. We'll also be seeing changes in Children's Services. As noted in the minutes from the Social Services and Employment committee, Lynn Demore-Pitre talked about how the DNSSAB will be responsible for the implementation and management of the Ontario Early Years Child and Family Centres, which includes the hiring of a Data Analysis Coordinator here at the beginning of next year to prepare for that implementation in 2018. The Ministry of Education is also directing significant funds towards community hubs in our schools as part of its action plan, and that will involve the DNSSAB as Service System Managers.

The Chair encouraged Board members to review the 2015 Annual Report Infographic; if anyone would like copies, Marianne would be happy to provide them.

**B05-16 Report from the Chief Administration Officer Dated May 25, 2016
Resolution No. 2016-42**

Moved by: Representative George Jupp
Seconded by: Mayor Bill Vrebosch

Joseph Bradbury presented his May 25, 2016 CAO report, B05-16 to the Board.

The official launch of the N-PREP originally scheduled for June 6th is being rescheduled due to constraints on the Minister's availability to attend. Upon rescheduling the event, all Board members will be invited to attend.

In response to a question regarding the Data Analysis Coordinator that DNSSAB will be hiring due to taking on the Ontario Early Years Child and Family Centres, staff clarified that the funding for this position will be transferred to DNSSAB from the OEYCFC. This position has been funded for the last 10 years; as such, hiring this position will not be a financial burden for DNSSAB to absorb.

Councillor Jeff Serran congratulated staff on the 2015 Annual Report infographic noting that it is very professional looking and does a great job of conveying who DNSSAB is and what we do.

That the Board accept the Report from the Chief Administrative Officer B05-16, dated May 25, 2016 as presented. Motion carried.

PRESENTATION

DNSSAB 2015 Annual Report

Marianne Zadra presented DNSSAB's 2015 Annual Report infographic to the Board. She noted that the intention of the report was to help get our message across to the public about what DNSSAB does. The structure of the infographic mirrors the Strategic Plan placemat; one column for each efficiency, effectiveness and excellence in customer service. This is reflected by the content in each of those columns showing DNSSAB's financial information (efficiency pillar), statistics relating to each program area (effectiveness), and client testimonials (excellence in customer service). Staff were especially pleased with the testimonials for each department, which highlight that all kinds of people access our services across the District of Nipissing.

Joe Bradbury also drew the Board's attention to the green box on the left side of the Annual Report. This shows how DNSSAB spends its money with only 3 cents on every dollar going to administration, 12 cents on every dollar going to program delivery and the remainder (85 cents on the dollar) being used as transfer payments to serve the

sick, vulnerable and poor.

The Chair thanked Marianne for her presentation.

**Adoption of Consent Agenda
Resolution No. 2016-43**

**Moved by: Mayor Bill Vrebosch
Seconded by: Representative George Jupp**

That the Board of Directors approves the Consent Agenda of May 25, 2016 which includes the following:

- 1. Minutes of Proceedings of the Regular Board Meeting of April 19, 2016**
- 2. Executive Audit Committee Minutes – May 17, 2016**
- 3. Social Services and Employment Committee Minutes – May 17, 2016**
- 4. Housing and EMS Committee Minutes – May 17, 2016**
- 5. Purchasing Policy Information Report EX07-16**
- 6. Service Manager Annual Information Report (SMAIR) HEMS03-16**
- 7. Correspondence**
 - 7.1 April 25 NOSDA Letter**
 - 7.2 April 22 Health Unit Cost of Healthy Eating Report 2015**
 - 7.3 May 2 CBC News Article Regarding IBM and SAMS Contract**
 - 7.4 April 8 From DNSSAB to MOHLTC re: aligning healthcare hub boundaries with social services boundaries**
 - 7.5 April 20 From MOHLTC re: Paramedicine funding extension to March 31, 2017**
 - 7.6 April 22 From the City of North Bay re 911 Service and Emergency Tiered Response process committee**

Motion carried.

**Q1 Financial Report EX06-16
Resolution No. 2016-44**

**Moved by: Representative George Jupp
Seconded by: Mayor Bill Vrebosch**

That the District of Nipissing Social Services Administration Board accepts the first quarter financial report, January 1 to March 31, 2016 as presented in report EX06-16. Motion carried.

**Ontario Works Policies SSE05-16
Resolution No. 2016-45**

Moved by: Mayor Bill Vrebosch
Seconded by: Representative George Jupp

That the District of Nipissing Social Services Administration Board accept and endorse the following updates to the Ontario Works local policies:

- 1) Emergency Assistance**
- 2) Funerals and Burials**
- 3) Psycho-Vocational Assessments**

Motion carried.

OTHER BUSINESS

Board members and staff were reminded to start collecting questions to be brought forward to the AMO meeting in August. The DNSSAB's questions will need to be submitted by the end of June.

Adjournment **Resolution No. 2016-46**

Moved by: Mayor Bill Vrebosch
Seconded by: Representative George Jupp

That the Regular Board Meeting be adjourned at 2:33PM. Motion carried.

MARK KING
CHAIR OF THE BOARD

JOSEPH BRADBURY
SECRETARY OF THE BOARD

Minutes of Proceedings Recorder: Saxon Yanta, Executive Coordinator