



MINUTES
of the ANNUAL MEETING of the BOARD
THURSDAY, January 17, 2008

RRDSSAB Office, Fort Frances, ON 6:30 p.m.
MEETING #01/08

- PRESENT:** PETER VAN HEYST, Township of Chapple
WADE DESSERRE, R. R. West Electoral Area
SHARON TIBBS, Town of Fort Frances
MICHAEL LEWIS, R. R. East Electoral Area
JIM BELLUZ, Township of LaVallee
DENNIS BROWN, Township of Atikokan
LINDA ARMSTRONG, Township of Dawson
JOHN CALLAN, R. R. Central Electoral Area
GARY JUDSON, Township of Emo
VALERIE PIZEY, Township of Lake of the Woods
DEBBIE EWALD, Town of Rainy River
- REGRETS:** GARY GAMSBY, Township of Morley
BARBARA COURNOYER, Township of Alberton
- STAFF:** DONNA DITTARO, Secretary-Treasurer
MILDRED BECK, Acting Manager of Finance
JUDY KOSKI, Recorder

Election of Chair and Vice Chair

The following members of the Board were acclaimed as the new Executive for the *Rainy River District Social Services Administration Board* for the year 2008:

Michael Lewis	Chair
Val Pizey	Vice-Chair

1. Call to Order

Michael Lewis, Chair, called the meeting to order.

2. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

3. Approval of Agenda

Peter Van Heyst advised he had a matter to be dealt with in camera. Val Pizey stated that she would like the OMPF funding addressed under *9.2 Finance*.

Resolution #01/08 MOVED BY M. Lewis and SECONDED BY V. Pizey:

RESOLVED THAT the agenda of January 17, 2008, be approved, as amended.

CARRIED

4. Presentations/Delegations

Ed Carlson, EMS Supervisor, Fort Frances, and Trevor Johnson, EMS Supervisor, Atikokan, provided the Board with an overview of the Land Ambulance Program. A question and answer period followed. It was noted that staff morale is up and the ambulance staff are pleased to be part of the Rainy River DSSAB.

5. In Camera

Resolution #02/08 MOVED BY M. Lewis and SECONDED BY V. Pizey:

RESOLVED THAT the *Rainy River District Social Services Administration Board* now meet in camera in order to address a matter pertaining to:

- *labour relations or employee negotiations.*
- CARRIED**

The Chair reconvened the meeting to its regular session.

Resolution #03/08 MOVED BY L. Armstrong and SECONDED BY W. Desserre:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the Staff Agreement for permanent non-management employees for the years 2008 to 20011.

CARRIED

Resolution #04/08 MOVED BY V. Pizey and SECONDED BY L. Armstrong:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the Staff Agreement for permanent management employees for the years 2008 to 20011.

CARRIED

Resolution #05/08 MOVED BY D. Ewald and SECONDED BY D. Brown:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve a four year contract with the Chief Administrative Officer, effective October 1st, 2008.

CARRIED

6. Approval of Minutes

Resolution #06/08 MOVED BY D. Brown and SECONDED BY D. Ewald:

RESOLVED THAT the Minutes of the *Regular Board Meeting* held November 15, 2007, be approved.

CARRIED

7. Business Arising from the Minutes

7.1 Finance Policies

The CAO advised that these policies were provided to the Board at their November meeting for review. She has received no communications from the Board members regarding the policies. She advised that the dollar amounts have not changed and that the majority of the changes were “cleanup”. Policies are reviewed by the Board every four years.

Resolution #07/08 MOVED BY P. Van Heyst and SECONDED BY G. Judson:

RESOLVED THAT the following Financial Policies be approved, as reviewed:

<i>Introduction</i>			
Introduction to Financial Mgt.	F-1.0	Working Capital	F-6.12
<i>Fiscal Controls</i>			
Control Mechanisms	F-2.0	Authority for Write-offs	F-6.13
<i>Disbursements of Funds</i>			
Disbursement of Funds	F-3.0	<i>Procurement of Goods and Services</i>	
Payment of Accounts	F-3.1	Goals and Objectives	F-7.0
Travel Expenses	F-3.2	Definitions	F-7.1
<i>Budget</i>			
Budgeting Process	F-4.0	Goods & Services...	F-7.2
Other Funding Sources	F-4.1	General Provisions	F-7.3
Short Term Credit	F-4.2	Authority	F-7.4
Surplus/Unexpended Funds	F-4.3	Documentation	F-7.5
<i>Records</i>			
Information Security & Confidentiality	F-5.0	Non-Routine Purchases...	F-7.6
Retention of Records	F-5.1	Request for Quotes	F-7.7
<i>Operations</i>			
Acquisition, Security & Disposal of Assets	F-6.0	Request for Tender	F-7.8
Annual Audit	F-6.1	Request for Proposal	F-7.9
Bank Accounts	F-6.2	Bid Administration	F-7.10
Bank Reconciliation	F-6.3	Exclusion of Bids	F-7.11
Insurance	F-6.4	Irregularities Contained...	F-7.12
Investments	F-6.5	Means to Guarantee...	F-7.13
Monthly Reporting	F-6.6	Contractual Agreements	F-7.14
Petty Cash	F-6.7	Direct Negotiation	F-7.15
Receipt of Funds	F-6.8	Vendor of Record	F-7.16
Reserve Accounts	F-6.9	Two Envelope...	F-7.17
Responsibilities of CAO	F-6.10	Blanket Contract...	F-7.18
Salary Payments	F-6.11	Co-Operative Purchasing	F-7.19
		Dispute Resolution	F-7.20
		Materials Management	F-7.21

CARRIED

8. New Business

8.1 Recovery from Land Ambulance Vehicle Reserve

Resolution #08/08 MOVED BY D. Ewald and SECONDED BY D. Brown:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the recovery of funds from the Land Ambulance Vehicle Reserve Fund in 2007 for the purchase and delivery of one (1) Dual Stretcher Ambulance from Crestline Coach Ltd., in the amount of \$119,374.56.

CARRIED

8.2 Recovery from Land Ambulance Transition Funding

Resolution #09/08 MOVED BY S. Tibbs and SECONDED BY G. Judson:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the recovery of funds from the Land Ambulance Transition Fund in 2007 for costs associated with the transfer of Direct Delivery of Ambulance Services for the months of August to December 2007 in the Amount of \$16,812.36.

CARRIED

8.3 Transfer of 2007 DSSAB Housing Capital Funding to Reserve Fund

There was a surplus for DSSAB Housing, as several capital projects were not completed for Social Housing in 2007. The Acting Manager of Finance explained that these were capital dollars not expended in 2007.

Resolution #10/08 MOVED BY S. Tibbs and SECONDED BY P. Van Heyst:

RESOLVED THAT the *Rainy River District Social Services Administration Board* approve the transfer of 2007 surplus capital funds in the amount of \$109,000 into the *DSSAB Housing Reserve Fund* for 2007.

CARRIED

9. Reports

9.1 CAO and Program Reports

The CAO's *Annual Report* for 2007 is included in the Board members packages.

The Acting Manager of Finance explained changes to the National Child Benefit Program, resulting from the new Ontario Child Benefit being added to the Ontario Works program. These changes will take place July 1, 2008.

9.2 Finance

The Board members received and reviewed the Accounts Payable Report for the month of November 2007, in the amount of \$328,585.78, and for the month of December, 2007, in the amount of \$939,813.96. The Financial Statements for the months of October and November, 2007, were received and reviewed.

The Acting Manager of Finance advised that she has the data for the OMPF and will calculate as soon as she is able.

9.3 Board Chair

The Chair stated that the CAO's Annual Report was excellent and captured a very trying year, particularly with all of the renovations to our buildings and changes to Programs.

9.4 Committee Reports

Ontario Works - No meeting has been held recently.

Social Housing - No meeting has been held recently.

Land Ambulance - No meeting has been held recently.

Child Care - No meeting has been held recently.

Building - Mike Lewis, Committee Chair, advised that the Building Committee shall now disband and any further reports will be given under the heading of *Finance* in the Board Agenda.

10. Other Business

Val Pizey stated that Emily Watson should be thanked for her years of service on this Board.

11. Information Items Attached

The Board members received information items 11.1 to 11.5 which were acknowledged.

12. Information Items Available Upon Request

None

13. Next Meeting

The next regular Board meeting will be held February 21st, 2008, at 6:30 p.m. at the *Rainy River District Social Services Administration Board Office*, 450 Scott Street.

14. Adjournment

Resolution #11/08 MOVED BY S. Tibbs and SECONDED BY G. Judson:

RESOLVED THAT the *Rainy River District Social Services Administration Board* meeting be adjourned.

CARRIED

CHAIR

SECRETARY-TREASURER

DATE APPROVED