

# MEETING MINUTES

Thursday, May 8, 2025 at 6:30 PM

*Board Meeting via Zoom Video Conference*



## Board Members Present:

Joel Constable      Ted Collins  
Jerry Brandt        Teri Brandt  
Sharon Smith       Jamie McGarvey  
Gail Finnson        Rick Zanussi  
Teresa Hunt          Ted Knight  
Irene Smit            Peter McIsaac  
Tom Lundy

## Board Members Absent:

Janice Bray  
Ryan Baptiste

## Staff:

Tammy MacKenzie, CAO  
JJ Blower, Communications Officer  
Sylvia Roy, Director of Finance  
Pam Nelson, Director of Child Care Service Management  
Jennifer Bouwmeester, Director of Women's Services

### **1. CALL MEETING TO ORDER:**

The meeting was called to order by Rick Zanussi at 6:30PM.

### **2. TRADITIONAL LAND ACKNOWLEDGMENT.**

### **3. DISCLOSURE OF PECUNIARY INTEREST.**

### **4. APPROVAL OF AGENDA**

***Resolution 25 05 01***

**CARRIED**

*Moved by Jerry Brandt*

*Seconded by Irene Smit*

“THAT the agenda of the Regular Meeting of the Board held on May 8, 2025 be approved as presented.”

### **5. APPROVAL OF MINUTES:**

***5.1 April 10, 2025***

***Resolution 25 05 02***

**CARRIED**

*Moved by Tom Lundy*

*Seconded by Joel Constable*

“THAT the Board meeting minutes of Thursday, April 10, 2025 be approved as presented.”

Ted Collins entered the meeting at 6:33pm

## **6. DEPUTATIONS & PRESENTATIONS.**

## **7. REPORTS:**

### 7.1 Chair

The Chair advised that he did not have anything to report.

### 7.2 Chief Administrative Officer

Ms. MacKenzie verbally highlighted some of the items in the written CAO report and was available to answer questions. In addition, Ms. MacKenzie advised that she would be heading to the OMSSA exchange conference next week, the District Municipal Meeting on May 23<sup>rd</sup>, the NOSDA AGM & Conference in Sault Ste. Marie during the first week of June, and then to the OMSSA AGM the second week of June.

### 7.3 Director of Finance

Ms. Roy shared a verbal update. The finance team is currently working on renewing the 2025–2026 insurance policy for DSSAB. The Local Housing Corporation (LHC) renewal will take place later this year.

Senior finance staff have submitted all auditor requests received so far. A follow-up call is scheduled for Monday to check on the audit status and address any further needs. The goal is still to present the financial statements in June. KPMG will not only provide the financials but also benchmarks, performance indicators, and efficiency recommendations.

Finance staff are actively working on ministry reports for EFIS, Ontario Works, SMAIR, and the Homelessness Prevention Plan. These reports align with the finalized audited statements.

All budgets have been uploaded into both accounting systems, and the team is developing a simple quarterly report for the Board comparing budget vs. actuals.

Additionally, the finance and housing teams are upgrading the Yardi system to ensure better integration across modules. Finance staff are also creating a procedural manual detailing their tasks and deadlines to help maintain continuity if someone is absent or leaves the organization.

Ted Collins noted that the recent FONOM conference focused on Asset Management, and our auditor was a speaker on that topic.

## **8. OUTSTANDING ISSUES.**

## **9. NEW BUSINESS:**

### 9.1 Esprit Place Family Resource Centre – Operational Update

A written report was presented by Ms. Bouwmeester for information.

### 9.2 Early Development Instrument (EDI) Results

A written report was presented by Ms. Nelson for information.

**10. IN-CAMERA: 0**

**11. CORRESPONDENCE.**

11.1 NBPSDHU Overdose Report

11.2 Labour Focus March 2025 (The Labour Market Group)

11.3 Monthly Jobs Report February 2025 (The Labour Market Group)

**11. ADJOURNMENT.**

***Resolution 25 05 03***

**CARRIED**

*Moved by Teri Brandt*

*Seconded by Gail Finnson*

“THAT the Board meeting now be adjourned at 7:41 PM, and that the next regular meeting to be held Thursday, June 12, 2025 at the hour of 6:30 PM via Zoom Video Conference.”