

# MEETING MINUTES

Thursday, March 11, 2021 at 6:30 p.m.

*Board Meeting via Zoom Video Conference*



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Board Members Present:

Rick Zanussi  
Peter McIsaac  
Jamie McGarvey  
Barb Marlow  
Ted Knight  
Teresa Hunt  
Lyle Hall  
Gail Finsson

Board Members Absent:

Joel Constable  
Ted Collins  
Roger Burden  
Jerry Brandt  
Teri Brandt  
Steve Crookshank  
Linda Alkins

Staff:

Brenda Wiltshire, Manager of Directly Operated Child Care Programs  
Tammy MacKenzie, CAO  
Jennifer Harris, Administrative Officer  
Mitzi Dinsmore, CFO

**1. CALL MEETING TO ORDER:**

The meeting was called to order by the Board Chair, Rick Zanussi at 6:31 PM.

**2. DISCLOSURE OF PECUNIARY INTEREST.**

**3. APPROVAL OF MINUTES:**

3.1 February 11, 2021

***Resolution 210301***

**CARRIED**

*Moved by Teri Brandt*

*Seconded by Barb Marlow*

“THAT the Board meeting minutes of Thursday, February 11, 2021 be approved as presented.

**4. DEPUTATIONS & PRESENTATIONS.**

**5. REPORTS:**

5.1 Chair

Introduced Ms. Wilshire, Manager of Directly Operated Child Care Programs.

5.2 Chief Administrative Officer

Monthly report was presented.

Mentioned the newly announced SSRF 3 funding we will be receiving.

5.3 Chief Financial Officer

Due to year end, a financial statement isn't included in this month's Board package.

**6. OUTSTANDING ISSUES.**

## 7. NEW BUSINESS:

### 7.1 Directly Operated Child Care Update

A verbal report was provided by Ms. Wiltshire for information.

The Board thanked all Child Care staff for their commitment and they were very impressed with how staff were able to shift and adapt to all the changes.

### 7.2 Hotel Project Update

A verbal report was provided by Ms. MacKenzie for information.

Feedback from management on both sides is that they are very impressed and happy with how everything is being handled.

#### *West Side*

- 3 participants have moved on to secure permanent housing
- We've had participants leave the program as they did not appreciate the rules or participation requirements (they were able to find other accommodations with friends/family)
- Paramedicine and OPP both have been using the office space
- CRWs have been working in office and building relationships with clients encouraging them to get connected to CMHA, Paramedicine
- Our CRWs have been in contact with the Nurse Practitioner and are presenting cases/connecting participants
- CRWs have been able to work with individuals in getting taxes done and applying for additional funds such as CCP-Disability, Gains, OAS
- Offices have been supplied with immediate need items only (care packages, food items)
- PPE provided to all guests
- Regular case conferences are being held regarding clients who require wraparound services
- As of March 5<sup>th</sup>, there are 14 families/individuals/rooms with a total of 32 people

#### *East Side*

- We have had one participant move out of the district and a few others have been able to make other arrangements
- CRWs have been able to work with individuals in getting taxes done and applying for additional funds such as CCP-Disability, Gains, OAS
- Offices have been supplied with immediate need items only (care packages, food items)
- PPE provided to all guests
- Regular case conferences are being held regarding clients who require wraparound services
- As of March 5<sup>th</sup>, there are 3 families/individuals/room with a total of 5 people

7.3 RFP: Strategic Plan

A written report was reviewed by Ms. MacKenzie.

***Resolution 210302***

**CARRIED**

*Moved by Roger Burden*

*Seconded by Linda Alkins*

“THAT the Board accepts the proposal received for the DSSAB’s Five-Year Strategic Plan from Housing Services Corporation (HSC) for \$36,047 (taxes included).”

7.4 Board Packages

A verbal report was provided by Ms. MacKenzie and Ms. Harris.

With the move to Office 365, packages are going to be enhanced and all Board members will be setup to receive the packages electronically.

**8. IN-CAMERA.**

**9. ADJOURNMENT.**

The meeting was adjourned to the next regular meeting to be held Thursday, April 8, 2021 via Zoom Video Conference.

***Resolution 210303***

**CARRIED**

*Moved by Gail Finnon*

*Seconded by Jamie McGarvey*

“THAT the Board meeting now be adjourned to the next regular meeting to be held Thursday, April 8, 2021 at the hour of 6:30 PM via Zoom Video Conference.”