

MEETING MINUTES

Thursday, January 14, 2021 at 6:30 p.m.



Board Meeting via Zoom Video Conference

Board Members Present:

Rick Zanussi	Ted Collins
Peter McIsaac	Roger Burden
Jamie McGarvey	Jerry Brandt
Barb Marlow	Teri Brandt
Ted Knight	Steve Crookshank
Lyle Hall	Joel Constable
Gail Finsson	Linda Alkins

Board Members Absent:

Teresa Hunt

Staff:

Tammy MacKenzie, CAO
Mitzi Dinsmore, CFO
Jennifer Harris, Administrative Officer

1. CALL MEETING TO ORDER:

The meeting was called to order by the Board Chair, Rick Zanussi at 6:33 PM.

2. DISCLOSURE OF PECUNIARY INTEREST.

3. ELECTIONS:

The CAO assumed the position of Chair and conducted the election. The CAO called for nominations from the floor three times for the position of Chair. Mr. Rick Zanussi was nominated and willing to stand. No other nominations were put forward for the position of Chair.

Resolution 210101

CARRIED

Moved by Teri Brandt
Seconded by Linda Alkins

“THAT Rick Zanussi be appointed and approved as the Chair of the District of Parry Sound Social Services Administration Board for the year 2021.”

3.2 Election of Vice-Chair

The Board Chair conducted the election. The Board Chair called for nominations from the floor three times for the position of Vice-Chair. Ms. Barbara Marlow was nominated and willing to stand. No other nominations were put forward for the position of Vice-Chair.

Resolution 210102

CARRIED

Moved by Ted Collins
Seconded by Ted Knight

“THAT Barbara Marlow be appointed and approved as the Vice-Chair of the District of Parry Sound Social Services Administration Board for the year 2021.

4. APPROVAL OF MINUTES:

4.1 December 10, 2020

Resolution 210103

CARRIED

Moved by Jerry Brandt

Seconded by Roger Burden

“THAT the Board meeting minutes of Thursday, December 10, 2020 be approved as presented.

5. DEPUTATIONS & PRESENTATIONS.

6. REPORTS:

6.1 Chair

Senior staff have ensured that all COVID-19 legislation is being followed. Thanked staff for keeping everyone safe and keeping the organization running through these difficult times.

Ms. Finnson joined the meeting at 6:44 PM

6.2 Chief Administrative Officer

Quarterly report was presented.

We have now implemented active COVID-19 screening.

Thanked our frontline staff working at Esprit and in our Child Care programs.

6.3 Chief Financial Officer

Financial statement was presented and reviewed.

7. OUTSTANDING ISSUES.

8. NEW BUSINESS:

8.1 Appointment of Auditors for 2021

A written report was presented.

Resolution 210104

CARRIED

Moved by Ted Collins

Seconded by Lyle Hall

“THAT the Board appoints the firm of Gingrich and Harris as auditors for the DSSAB for the year ended December 31st, 2021.”

8.2 Borrowing Resolution for 2021

A written report was presented.

Resolution 210105

CARRIED

Moved by Ted Knight

Seconded by Teri Brandt

“THAT the CAO and/or the CFO are authorized to arrange with the Corporation’s Bank by way of promissory notes, to borrow up to a maximum amount of \$1,000,000 that may be required to meet expenditures;

AND THAT this borrowing arrangement shall stay in effect until December 31st, 2021.”

Mr. Crookshank joined the meeting at 6:54 PM

8.3 Appointment of LHC Board

A written report was presented.

Resolution 210106

CARRIED

Moved by Linda Alkins

Seconded by Peter McIsaac

“THAT the Board approves the appointment of the Officers and Directors of Parry Sound District Housing Corporation, as follows:

Directors: Linda Alkins, Jerry Brandt, Teri Brandt, Roger Burden, Ted Collins, Joel Constable, Steve Crookshank, Gail Finsson, Lyle Hall, Teresa Hunt, Ted Knight, Barbara Marlow, Jamie McGarvey, Peter McIsaac and Rick Zanussi.

Officers:	Chair	Rick Zanussi
	Vice-Chair	Barbara Marlow
	CEO/Secretary	Tammy MacKenzie
	Housing Manager	Sharon Davis
	Treasurer	Mitzi Dinsmore”

8.4 NOAH Project Update

A verbal report was provided.

Construction progress

- Site has been cleared and rough grades established
- Access road, parking areas, berm along railway line and storm water management pond, rough grades and contours completed
- Site services, water, sewer and natural gas services completed to the lot line, not yet connected to municipal infrastructure
- All building footings and foundations completed including elevator pit and sump
- All sub grade services (sanitary building drains and potable water distribution) complete as of Friday, January 15th
- First floor concrete slab (slab at grade) complete as of Friday, January 15th

Project Schedule

- Project will be temporarily shuttered as of Friday, January 15th. Construction is anticipated to resume when the phase two building permit is issued by the Municipality of Powassan
- Anticipated impact of shut down is a two to four-week delay of scheduled completion. Project completion anticipated fall of 2021, with occupancy November 2021

Construction Budget

- DSSAB is monitoring the budget closely and NOAH is aware that any costs above the \$11,000,00.00 guaranteed by the DSSAB will be the responsibility of NOAH

Challenges/Issues

- Sanitary sewer extension agreement
- Items awaiting CN approval
- Phase two building permit

8.5 Social Assistance Relief Fund (SSRF) Round 2 Update

A verbal report was provided with much discussion.

- PSDSSAB has leased 18 rooms at the Midtown Hotel in Parry Sound. This is a response to the need for overnight stays as we often have this number of rooms booked in the district for those who are struggling with their housing.
- Presently HPP are utilizing 20 – 22 rooms regularly throughout the district; the impact of COVID has pushed the precariously housed/couch surfers to absolute homeless
- Community Partner involvement:
 - WPSHC (Currently developing a “Joint Venture” agreement that will give us overnight monitoring from 8 PM to 7:15 AM until December 31, 2021)
 - Nurse Practitioner Lead Clinic - providing in-kind services, if clients need non-urgent health care, they can assist
 - CMHA - providing in-kind services, will be providing mental health and addiction support, still working out agreement
 - OW/ODSP - they will be able to come onsite to provide services
 - Para medicine - provide mostly services on the weekends to provide consistent care and entering into an MOE with them next week
 - OPP - will be entering into an MOE
- We are in discussion with an East side establishment for additional rooms and will be bringing back more information next month

8.6 2021 Budget Follow-Up

A verbal report was provided and much discussion ensued

It was decided that a Budget Policy isn't needed at this time. More time will be set aside to review the budget in the future.

Board Members were encouraged to connect with their area municipalities throughout the year to gather feedback and to ask for their opinions on our social service programs. Board Members were also reminded that until the budget is passed, numbers can't be disclosed as they are confidential.

8.7 Provincial Rent Freeze

A written report was presented for direction.

Direction was given that the letter be sent and copied to area municipalities and AMO.

9. IN-CAMERA.

10. ADJOURNMENT.

The meeting was adjourned to the next regular meeting to be held Thursday, February 11, 2021 via Zoom Video Conference.

Resolution 210107

CARRIED

Moved by Jamie McGarvey

Seconded by Joel Constable

“THAT the Board meeting now be adjourned to the next regular meeting to be held Thursday, February 11, 2021 at the hour of 6:30 PM via Zoom Video Conference.”