

# MEETING MINUTES

Thursday, February 13, 2025 at 6:30 PM

*Board Meeting via Zoom Video Conference*



## Board Members Present:

Joel Constable      Peter McIsaac  
Jerry Brandt        Teri Brandt  
Sharon Smith       Jamie McGarvey  
Gail Finnsen       Rick Zanussi  
Teresa Hunt         Ted Knight  
Irene Smit  
Janice Bray

## Board Members Absent:

Tom Lundy  
Ryan Baptiste  
Ted Collins

## Staff:

Tammy MacKenzie, CAO  
JJ Blower, Communications Officer  
Sylvia Roy, Director of Finance

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

The meeting was called to order by Rick Zanussi at 6:31PM.

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

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

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

***Resolution 25 02 01***

**CARRIED**

*Moved by Irene Smith*

*Seconded by Teresa Hunt*

“THAT the agenda of the Regular Meeting of the Board held on February 13, 2025 be approved as presented.”

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

4.1 January 9, 2025

***Resolution 25 02 02***

**CARRIED**

*Moved by Ted Knight*

*Seconded by Teri Brandt*

“THAT the Board meeting minutes of Thursday, January 9, 2025 be approved as presented.”

**6. DEPUTATIONS & PRESENTATIONS.**

**7. REPORTS:**

7.1 Chair

The Chair recognized staff for the work outlined in the CAO 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.

7.3 Director of Finance

The senior finance team had a preliminary call with the auditor on Feb. 11th to be proactive with the 2024 audit. The auditors are scheduled to work on the audit April 7<sup>th</sup> to 18<sup>th</sup> with a hybrid schedule of one week on site and the other virtual. They are going to complete payroll and expense testing now, as well as a few other preliminary requests. The audit team and the auditor are scheduling bi-weekly calls to stay on track and keep the lines of communication open. We are working on reconciliations and working papers now until end of March. Payables close this Friday, after which we will be able to complete all parts of the audit files for LHC, DSSAB and NOAH. The auditor mentioned wrapping up the audit by the end of May and possibly presenting the Financial Statements to the Board at the June 12<sup>th</sup> Board meeting. Our draft December 2024 Retirement Benefits Actuarial Valuation Report has been complete, and a walk through has been scheduled with them next week.

**8. OUTSTANDING ISSUES.**

**9. NEW BUSINESS:**

**10. IN-CAMERA: 1**

***Resolution 25 02 03***

**CARRIED**

*Moved by Jerry Brandt*

*Seconded by Gail Finnson*

“THAT pursuant to Section 38 of the District of Parry Sound Social Services Administration Board’s Procedural Rules, the Board moves to an In-Camera session in order to address matters pertaining to:

- ii) the disclosure of intimate, personal or financial information in respect of a member of the Board or a committee or an employee or perspective employee of the Board.”

***Resolution 25 02 04***

**CARRIED**

*Moved by Joel Constable*

*Seconded by Sharon Smith*

“THAT the Board now rises out of In-Camera without report.”

***Resolution 25 02 05***

**CARRIED**

*Moved by Janice Bray*

*Seconded by Peter McIsaac*

“THAT the Board receive and adopt the District of Parry Sound Social Services Administration Board 2025 Draft Operating and Capital Budgets.”

**11. CORRESPONDENCE.**

11.1 NBPSDHU Overdose Report

**11. ADJOURNMENT.**

***Resolution 25 02 06***

**CARRIED**

*Moved by Jamie McGarvey*

*Seconded by Teresa Hunt*

“THAT the Board meeting now be adjourned at 7:07 PM, and that the next regular meeting to be held Thursday, March 13, 2025 at the hour of 6:30 PM via Zoom Video Conference.”