

MEETING MINUTES

Thursday, December 7, 2023 at 6:30 PM



Board Meeting via Zoom Video Conference

Board Members Present:

Ryan Baptiste Gail Finnson
Teri Brandt Teresa Hunt
Janice Bray Ted Knight
Ted Collins Jamie McGarvey
Joel Constable Rick Zanussi

Board Members Absent:

Jerry Brandt Peter McIsaac
Mike Dell Sharon Smith
Tom Lundy

Staff:

Sharon Davis, Director of Housing Operations
Jennifer Harris, Administrative Officer
Shannon Johnson, CFO
Pam Nelson, Director of Housing & Child Care Service Management
Tammy MacKenzie, CAO

Guests:

1. **CALL MEETING TO ORDER:**

The meeting was called to order by the Board Chair, Rick Zanussi at 6:30 PM.

2. **TRADITIONAL LAND ACKNOWLEDGMENT.**

3. **DISCLOSURE OF PECUNIARY INTEREST.**

4. **APPROVAL OF MINUTES:**

4.1 November 9, 2023

Resolution 23 12 01

CARRIED

Moved by Ted Knight

Seconded by Teresa Hunt

“THAT the Board meeting minutes of Thursday, November 9, 2023 be approved as presented.”

5. **DEPUTATIONS & PRESENTATIONS.**

6. **REPORTS:**

6.1 Chair

Welcomed Ms. Nelson and Ms. Davis to the meeting.

Wished everyone Happy Holidays.

6.2 Chief Administrative Officer

Ms. MacKenzie was available to take any questions regarding the CAO report. Acknowledged all staff for what they've done this year, it's been a busy year and thanked them for their commitment and patience. Really appreciates everything they do on a daily basis.

6.3 Chief Financial Officer

Provided an update on the Strategic Plan, which was adopted in 2021. Over the past year, staff have been working very hard on implementing the goals of Strategic Direction #1, which is to modernize services and systems:

- A new childcare billing system was implemented to streamline invoice billing and collections and to allow for the processing of online payments
- We have developed the use of using digital signatures for signing documents
- We have implemented digital payments and email of remittances to vendors in our Edge Financial system
- Housing and Finance are working collaboratively together to implement our housing waitlist system, work orders and maintenance modules along with the receiving of tenant rents via online payments and digital payments to vendors

7. OUTSTANDING ISSUES.

8. NEW BUSINESS:

8.1 Child Care & Early Years Plan Update 2023

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

9. IN-CAMERA: 1

Resolution 23 12 02

CARRIED

Moved by Teri Brant

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:

- vi) a decision concerning negotiations for an agreement or contract between the Board and a third party"

Resolution 23 12 03

CARRIED

Moved by Ryan Baptiste

Seconded by Joel Constable

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

10. ADJOURNMENT.

The meeting was adjourned to the next regular meeting to be held Thursday, January 11, 2024 via Zoom Video Conference.

Resolution 23 12 04

CARRIED

Moved by Ted Collins

Seconded by Janice Bray

“THAT the Board meeting now be adjourned to the next regular meeting to be held Thursday, January 11, 2024 at the hour of 6:30 PM via Zoom Video Conference.”

DRAFT