

MEETING MINUTES

Thursday, January 11, 2024 at 6:30 PM



Board Meeting via Zoom Video Conference

Board Members Present:

Ryan Baptiste Teresa Hunt
Jerry Brandt Ted Knight
Teri Brandt Tom Lundy
Ted Collins Jamie McGarvey
Joel Constable Peter McIsaac
Mike Dell Sharon Smith
Gail Finsson Rick Zanussi

Board Members Absent:

Janice Bray

Staff:

Jennifer Harris, Administrative Officer
Shannon Johnson, CFO
Tammy MacKenzie, CAO

Guests:

1. CALL MEETING TO ORDER:

The meeting was called to order by Tammy MacKenzie at 6:30 PM.

2. TRADITIONAL LAND ACKNOWLEDGMENT.

3. DISCLOSURE OF PECUNIARY INTEREST.

4. ELECTIONS:

4.1 Election of Chair

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. Zanussi was nominated and willing to stand. No other nominations were put forward for the position of Chair.

Resolution 24 01 01

CARRIED

Moved by Jamie McGarvey

Seconded by Jerry Brandt

“THAT Rick Zanussi be appointed and approved as the Chair of the District of Parry Sound Social Services Administration Board for the year 2024.”

4.2 Election of Vice-Chair

The Chair conducted the election.

The Chair called for nominations from the floor three times for the position of Vice-Chair.

Mr. Brandt was nominated and willing to stand. No other nominations were put forward for the position of Vice-Chair.

Resolution 24 01 02

CARRIED

Moved by Tom Lundy

Seconded by Gail Finnson

“THAT Jerry Brandt be appointed and approved as the Vice-Chair of the District of Parry Sound Social Services Administration Board for the year 2024.”

5. APPROVAL OF MINUTES:

5.1 December 14, 2023

Resolution 24 01 03

CARRIED

Moved by Teresa Hunt

Seconded by Jerry Brandt

“THAT the Board meeting minutes of Thursday, December 14, 2023 be approved as presented.”

6. DEPUTATIONS & PRESENTATIONS.

7. REPORTS:

7.1 Chair

Welcomed everyone to 2024.

Wished staff all the best for the year and thanked them for all their hard work and dedication.

Congratulated and thanked Mr. McGarvey on his 20 years of service on the DSSAB Board.

7.2 Chief Administrative Officer

Ms. MacKenzie was available to take any questions regarding the CAO report.

Thanked Mr. McGarvey for always being available and his knowledge only benefits the work that we do.

Highlighted our Information Technology department, which consists of 3 staff; there will be monthly IT updates going forward.

7.3 Chief Financial Officer

Financial report was presented and reviewed by Ms. Johnson.

Now that the 2023 year has concluded, finance staff are currently reconciling accounts in preparation for the 2023 audit to begin in March. Further adjustments will be required to the internal statements to reflect an accurate and fair presentation of the 2023 Audited Financial Statements.

8. OUTSTANDING ISSUES.

9. NEW BUSINESS:

9.1 Appointment of LHC Board for 2024

A written report was presented and reviewed by Ms. Johnson.

Resolution 24 01 04

CARRIED

Moved by Tom Lundy

Seconded by Ted Knight

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

Directors: Ryan Baptiste, Jerry Brandt, Teri Brandt, Janice Bray, Ted Collins, Joel Constable, Mike Dell, Gail Finnson, Teresa Hunt, Ted Knight, Tom Lundy, Jamie McGarvey, Peter McIsaac, Sharon Smith and Rick Zanussi

Officers:	Chair	Rick Zanussi
	Vice-Chair	Jerry Brandt
	CEO/Secretary	Tammy MacKenzie
	Housing Manager	Sharon Davis
	Treasurer	Shannon Johnson”

9.2 Appointment of NOAH Board for 2024

A written report was presented and reviewed by Ms. Johnson.

Resolution 24 01 05

CARRIED

Moved by Teri Brandt

Seconded by Sharon Smith

“THAT the Board approves the appointment of the Officers and Directors of the Non-Profit Organization for Almaguin Housing (N.O.A.H.) Inc., as follows:

Directors: Ryan Baptiste, Jerry Brandt, Teri Brandt, Janice Bray, Ted Collins, Joel Constable, Mike Dell, Gail Finnson, Teresa Hunt, Ted Knight, Tom Lundy, Jamie McGarvey, Peter McIsaac, Sharon Smith and Rick Zanussi

Officers:	Chair	Rick Zanussi
	Vice-Chair	Jerry Brandt
	CEO/Secretary	Tammy MacKenzie
	Housing Manager	Sharon Davis
	Treasurer	Shannon Johnson”

9.3 Borrowing Resolution for 2024

A written report was presented and reviewed by Ms. Johnson.

Resolution 24 01 06

CARRIED

Moved by Ryan Baptiste

Seconded by Gail Finnson

“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 the CAO and/or the CFO are authorized to arrange with the Corporation’s Bank by way of the issuance of corporate credit cards, to borrow up to a corporate maximum limit of \$200,000 and that Finance Credit Card Policy 2.12 be adhered to.

AND THAT this borrowing arrangement shall stay in effect until February 13, 2025.”

10. IN-CAMERA: 1

Resolution 24 01 07

CARRIED

Moved by Joel Constable

Seconded by Peter McIsaac

“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:

- iv) a decision in respect of negotiations with employees of the Board”

Resolution 24 01 08

CARRIED

Moved by Ted Collins

Seconded by Mike Dell

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

11. ADJOURNMENT.

The meeting was adjourned to the next regular meeting to be held Thursday, February 8, 2024 via Zoom Video Conference.

Resolution 24 01 09

CARRIED

Moved by Jamie McGarvey

Seconded by Teresa Hunt

“THAT the Board meeting now be adjourned to the next regular meeting to be held Thursday, February 8, 2024 at the hour of 6:30 PM via Zoom Video Conference.”