

# MEETING MINUTES

Thursday, June 13, 2024 at 6:30 PM



Board Meeting via Zoom Video Conference

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Board Members Present:

Joel Constable      Teresa Hunt  
Jerry Brandt        Ted Knight  
Ted Collins         Jamie McGarvey  
Janice Bray         Rick Zanussi  
Sharon Smith       Tom Lundy  
Mike Dell           Teri Brandt  
Ryan Baptiste

Board Members Absent:

Gail Finnson  
Peter McIsaac

Staff:

Tammy MacKenzie, CAO  
Shannon Johnson, CFO  
Pam Nelson, Director of Housing & Child Care Service Management  
Jeff Degagne, Director of Income Support & Stability  
Sharon Davis, Director of Housing Operations  
JJ Blower, Communications Officer

Guests:

**1. CALL MEETING TO ORDER:**

The meeting was called to order by Rick Zanussi at 6:30PM.

**2. DISCLOSURE OF PECUNIARY INTEREST.**

Due to a severe thunderstorm and tornado watch and the possibility of losing power/quorum, a change to the agenda was made to move agenda item 8.4 to this point in the meeting.

**8.4 Elevator Repair – 66 Church Street**

A written report was prepared by Ms. Davis and presented by Ms. Johnson.

***Resolution 24 06 02***

*Moved by Rick Zanussi*

*Seconded by Ted Knight*

**CARRIED**

“**THAT** the Board direct staff to approve the required emergency elevator base repairs and include option 1 to replace the flooring within the cab, for the elevator located at 66 Church Street, Parry Sound, in the amount of \$94,780.00 plus HST.”

**3. TRADITIONAL LAND ACKNOWLEDGMENT.**

**4. APPROVAL OF MINUTES:**

4.1 May 9, 2024

***Resolution 24 06 01***

**CARRIED**

*Moved by Teri Brandt*

*Seconded by Janice Bray*

“THAT the Board meeting minutes of Thursday, May 9, 2024 be approved as presented.”

**5. DEPUTATIONS & PRESENTATIONS.**

**6. REPORTS:**

6.1 Chair

The Chair welcomed staff to the meeting.

6.2 Chief Administrative Officer

Ms. MacKenzie verbally highlighted some of the items in the written CAO report and was available to answer questions.

6.3 Chief Financial Officer

Ms. Johnson provided a verbal presentation to accompany the written report in the agenda package.

The internal April YTD 2024 Financial Statements were presented to the Board to give a brief overview of the YTD financial results. This was for information purposes only and did not require Board action. From our internal review of the financial results, overall, the DSSAB is tracking at a 12.3% surplus on April 30th YTD in its operating budget at 33.3% into the 2024 budget year. As we see, YTD operating and capital expenditures for the 1st – 4 months of the year have resulted in approximately \$7.4mm net spending with 8 months of the 2024 budget remaining. As the 2024 budget was not approved by the DSSAB Board until March 14th, 2024, all DSSAB and Housing programs have remained at their consistent operating levels up to the March 2024 budget approval date. The statement depicts the results for each program, comparing the total operating and capital expenditures to its full year budget and the total operating and capital budget dollars that remain for each program. The CFO also highlighted notable items for the Board in the verbal presentation.

**7. OUTSTANDING ISSUES.**

**8. NEW BUSINESS:**

8.1 Annual Housing & Homelessness Plan Update 2023-2024

A written report was presented by Ms. MacKenzie & Ms. Nelson.

8.2 2024-25 Homelessness Prevention Plan Program Investment Plan

A written report was presented by Mr. Degagne.

Ms. Smith left the meeting at 7:16pm.

8.3 Child Care Service Management Directed Growth Update

A written report presented by Ms. Nelson.

**9. IN-CAMERA: 3**

***Resolution 24 06 03***

**CARRIED**

*Moved by Teresa Hunt*

*Seconded by Jerry Brandt*

“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:

- iii. the acquisition or disposal of property
- iv. a decision in respect of negotiations with employees of the Board
- vi. decision concerning negotiations for an agreement or contract between the Board and a third party”

Mr. Collins left the meeting at 7:58pm.

***Resolution 24 06 04***

**CARRIED**

*Moved by Joel Constable*

*Seconded by Tom Lundy*

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

**10. ADJOURNMENT.**

***Resolution 24 06 05***

**CARRIED**

*Moved by Rick Zanussi*

*Seconded by Ted Knight*

“THAT the Board meeting now be adjourned at 8:05PM, and that the next regular meeting to be held Thursday, July 11, 2024 at the hour of 6:30 PM via Zoom Video Conference.”