

## Social Services Committee

December 11, 2013 – 10:00 AM

The Social Services Committee met on the above date at the County Administration Building with the following members in attendance:

Present: Councillors Terry McKay, Dwight Burley, Paul McQueen, Francis Richardson and John Bell;

Regrets: Councillors Deborah Haswell, Kathi Maskell and Ellen Anderson; and Warden Brian Milne

### Staff

Present: Lance Thurston, Chief Administrative Officer; Sharon Vokes, County Clerk / Director of Council Services, Rod Wyatt, Director of Housing, Barb Fedy, Director of Social Services; Lynne Johnson, Director of Long-Term Care; Kevin Weppler, Director of Finance; Mary Lou Spicer, Deputy Director of Finance; Jennifer Cornell, Long-Term Care Administrator; Rick Moore, Housing Manager, Sharon Melville, Buyer; Doug Johnstone, Financial Analyst and Tara Warder, Recording Secretary

### Call to Order

Sharon Vokes called the meeting to order at 10:10 AM.

### Election of Chair and Vice Chair

Mrs. Vokes called for nominations for Chair of the Social Services Committee for 2014.

SSC01-14 Moved by: Councillor McKay                      Seconded by: Councillor McQueen

**THAT Councillor Burley be nominated Chair of the Social Services Committee for 2014.**

On motion by Councillor McQueen, nominations closed.

Councillor Burley accepted the nomination and was acclaimed Chair of the Social Services Committee for 2014.

Mrs. Vokes called for nominations for Vice Chair of the Social Services Committee for 2014.

SSC02-14 Moved by: Councillor Burley                      Seconded by: Councillor McKay

**THAT Councillor Bell be nominated Vice Chair of the Social Services Committee for 2014.**

On motion by Councillor McQueen, nominations closed.

Councillor Bell accepted the nomination and was acclaimed Vice Chair of the Social Services Committee for 2014.

## Declaration of Pecuniary Interest

There were none.

## Business Arising from the Minutes

### *Social Services Committee minutes dated November 13, 2013*

These minutes are for information only as they were adopted by Grey County Council as presented on November 26, 2013.

Lynne Johnston and Rod Wyatt introduced new staff member Loni Carroll, the Administrative Assistant for the Long-Term Care and Housing Departments. Ms. Carroll joined the County from the Municipality of Grey Highlands.

## Reports – Financial

### *FR-SS-02-14 Housing Financial Report and Treatment of Year End*

#### *Surplus / Deficit*

Mary Lou Spicer presented the above report, and provided a recommendation on how to allocate the year end surplus for the Housing Department. Staff anticipate a surplus of \$184,500 will be realized.

SSC03-14 Moved by: Councillor Bell                      Seconded by: Councillor McKay

**THAT report FR-SS-02-14 regarding the Housing financial report and treatment of surplus and/or deficit positions at year end be received;**

**AND THAT \$113,000 for the following capital projects included in the 2013 budget but not scheduled for completion until 2014 be transferred to reserve for use in 2014:**

- **Bathroom rebuilds – Durham family units \$30,000**
- **Insulation upgrades – Durham family units, 157 Nelson Street, Meaford and 17 Legion Road, Meaford for a total of \$40,000**
- **Awning replacement – Meaford family units \$10,000**
- **Window installation – 248 7<sup>th</sup> Avenue East, Owen Sound \$5,000**
- **Video surveillance – Alpha Street, Owen Sound \$8,000**
- **Flooring replacement 315 Bruce Street, Durham \$20,000**

**AND THAT surplus/deficit from the Non Profit Housing budget be transferred to/from the Non Profit Housing Reserve;**

**AND THAT the remaining surplus/deficit funds be transferred to/from the Housing Reserve.**

Carried

*FR-SS-03-14 Housing Write Off of Uncollectible Accounts*

Mary Lou Spicer addressed the Committee on the above report, requesting authorization to write off a specified amount of uncollectible accounts from Housing tenants.

The Committee inquired as to possible remedies to mitigate against uncollectible accounts in the County's Housing units. It was noted that staff make attempts to maintain interaction with tenants. Further, tenant arrears are tracked in order to prevent reoccurrences. The County participates in a service provider coalition by way of an agreement with the Housing Services Corporation and the Service Manager's Housing Network, allowing for arrears to be tracked across other jurisdictions.

Staff noted that writing off these accounts is an accounting procedure so large balances are not carried forward annually. Efforts are still made to collect outstanding accounts. It was further noted that only a small percentage of housing tenants are in arrears and the write off also includes maintenance costs.

SSC04-14 Moved by: Councillor Richardson Seconded by: Councillor Bell

**THAT Report FR-SS-03-14 regarding the year end write off of uncollectible accounts receivable balances for the Housing department be received;**

**AND THAT accounts receivable balances totaling \$44,729.92 from former Housing tenants be written off.**

Carried

*FR-SS-04-14 Long-Term Care Financial Report and Treatment of Year End Surplus / Deficit*

Mary Lou Spicer presented the above report regarding the treatment of the long-term care department year end surplus / deficit. Staff are anticipating a shortfall of \$126,600. Ms. Spicer provided recommendations on how to treat the shortfall.

SSC05-14 Moved by: Councillor McKay                      Seconded by: Councillor McQueen

**THAT Report FR-SS-04-14 regarding the Long Term Care financial report and treatment of surplus and/or deficit positions at year end be received;**

**AND THAT a kitchen air conditioner (\$8,000) for Grey Gables that was included in the 2013 budget be carried forward to 2014 and funded from the Grey Gables Reserve;**

**AND THAT furniture/audio visual equipment (\$45,000), elevator refurbishment (\$250,500) and driveway/sidewalk repair (\$10,000) that were included in the Lee Manor 2013 budget be carried forward to 2014 and funded from the Lee Manor Reserve;**

**AND THAT elevator refurbishment (\$191,000) for Rockwood Terrace that was included in the 2013 budget be carried forward to 2014 and funded from the Rockwood Terrace Reserve;**

**AND THAT the anticipated deficits arising from the Grey Gables and Lee Manor operating budgets be funded first by surplus from awarded and completed capital projects from the three long term care homes' budgets, followed by the use of anticipated surplus from the Rockwood Terrace operating budget and the balance remaining funded from the One-Time Funding Reserve;**

**AND FINALLY THAT the donations made to Grey Gables, Lee Manor and Rockwood Terrace be transferred to the respective donation**

**accounts.**

Carried

*FR-SS-05-14 Long-Term Care Write Off of Uncollectible Accounts*

Mary Lou Spicer addressed the above report, requesting authorization to write off uncollectible accounts receivable balances from former long-term care residents. Ms. Spicer noted that the Province will pay 50% of the write-off amount if it is written off in the year it occurred. Staff continue to make attempts to collect the funds unless notification is received from the executor or Office of the Public Guardian and Trustee that no funds are available.

SSC06-14 Moved by: Councillor McQueen      Seconded by: Councillor Richardson

**THAT Report FR-SS-05-14 regarding the year end write off of uncollectible accounts receivable balances for the Long Term Care department be received;**

**AND THAT accounts receivable balances totaling \$5,273.73 from former Long Term Care residents be written off.**

Carried

## Reports - Housing

*HDR-SS-01-14 Housing Manager's Report*

Rick Moore presented the above report, noting that changes in pricing have been made to the coin operated washing machines in a number of housing buildings to encourage tenants to use cold water instead of hot water. This also resulted in an opportunity to provide education to tenants on energy conservation.

Mr. Moore also spoke to the County's participation in the Save on Energy Small Business Lighting Program sponsored by Hydro One. The program provides funding to retrofit bulbs and ballasts with more energy efficient bulbs.

SSC07-14 Moved by: Councillor Bell      Seconded by: Councillor McQueen

**THAT Report HDR-SS-01-14 regarding the implementation of energy efficient measures for County housing buildings be received for information.**

Carried

## Reports – Long-Term Care

### *LTCR-SS-01-14 RFP – Audible Fire Alarm System – Grey Gables*

Jennifer Cornell presented the above report, recommending the Request For Proposal for an audible fire alarm system at Grey Gables be awarded Troy Life and Fire Safety, in the amount of \$99,648 exclusive of H.S.T. The project is scheduled to be completed in 2014.

Staff spoke to the difficulty in budgeting certain projects as a number of factors can affect pricing.

SSC08-14 Moved by: Councillor McQueen      Seconded by: Councillor Richardson

**WHEREAS on September 2, 2013, County Council approved tendering for the replacement of the Fire Panel and System at Grey Gables;**

**AND WHEREAS RFP-LTC-24-13 was issued on October 9, 2013 and closed on November 14, 2013;**

**AND WHEREAS all purchasing policies and procedures have been adhered to;**

**NOW THEREFORE BE IT RESOLVED THAT LTCR-SS-01-14 regarding the award of RFP-LTC-24-13 be received;**

**AND FURTHER THAT the County award the contract to Troy Life and Fire Safety, the highest ranked proposal received, in the amount of \$99,648 exclusive of H.S.T.;**

**AND THAT the project be scheduled for completion in 2014 and be funded from the Grey Gables Reserve.**

Carried

## Closed Meeting Matters

There were none.

## Correspondence

*Board to Board Engagement Session – Integrated Health Services Plan,  
Let's Start A Conversation About Health*

The Committee considered the above correspondence. Lynne Johnson noted that recent sessions were held in the area, giving opportunity for boards to interact with each other.

The Committee discussed the need for the Markdale hospital project to move forward.

Barb Fedy noted that the Grey Bruce Poverty Task Force is holding an open house on Friday, December 13, 2013 at 10:00 AM at the St. Andrew's Church.

SSC09-14 Moved by: Councillor McKay                      Seconded by: Councillor Bell

**THAT the correspondence regarding the Local Health Integration Network's Board to Board Engagement sessions and Let's Talk About Health be received for information.**

Carried

Other Business

**SSC10-14 County Council Resolution CC08-14 of January 9, 2014 amended  
SSC10-14 as reflected below:**

***THAT resolution SSC10-14 relating to the appointments to the Grey Bruce Crystal Methamphetamine Task Force for 2014 be amended to delete the last paragraph stating "AND THAT Councillor Bell be appointed if one of the above members does not wish to be appointed to this task force."***

SSC10-14 Moved by: Councillor McQueen                      Seconded by: Councillor Richardson

**THAT Councillors Terry McKay and Kathi Maskell be appointed to the Grey Bruce Crystal Methamphetamine Task Force for 2014;**

**~~AND THAT Councillor John Bell be appointed if one of the above members does not wish to be appointed to this task force.~~**

Carried

*2014 OGRA / ROMA Combined Conference Municipal Delegation Registration*

The Committee suggested that a delegation with the Ministry of Health be requested to discuss the Markdale hospital project.

SSC11-14 Moved by: Councillor McQueen      Seconded by: Councillor Bell

**THAT a delegation request be submitted to the Ontario Good Roads Association / Rural Ontario Municipal Association for the 2014 conference regarding the Markdale hospital project in partnership with the local municipalities and Grey Bruce Health Services.**

Carried

## Next Meeting Dates

**January 15, 2014 at the Grey County Administration Building.**

On motion by Councillor McKay, the meeting adjourned at 11:24 AM.

Dwight Burley, Chair