Social Services Committee

August 14, 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: Chair Dwight Burley; Councillors Terry McKay, Wayne Fitzgerald, Kathi Maskell, Francis Richardson and John Bell; and Warden Duncan McKinlay

Regrets: Councillors Deborah Haswell, Brian Milne and Ellen Anderson

Staff Present: Lance Thurston, Chief Administrative Officer; Barb Fedy, Director of Social Services; Lynne Johnson, Director of Long-Term Care; Rod Wyatt, Director of Housing; Kevin Weppler, Director of Finance; Mary Lou Spicer, Deputy Director of Finance; Mike Alguire, Purchasing Manager; Rick Moore, Housing Manager; Anne Marie Shaw, Housing Administrator; Jennifer Cornell, Long-Term Care Administrator; Marcia Smith, Ontario Works Manager; Sandra Manser, Accounting Supervisor and Tara Warder, Recording Secretary

Call to Order

Chair Burley called the meeting to order at 10:00 AM.

Declaration of Pecuniary Interest

There were none.

Business Arising from the Minutes

*Social Services Committee minutes dated July 10, 2013*

These minutes are for information only as they were adopted by Grey County Council as presented on August 6, 2013.
Reports – Finance

FR-SS-26-13 Long-Term Care Financial Update and Year End Projection as of May 31, 2013

Mary Lou Spicer presented the above report regarding financial updates and year-end projections for the Long-Term Care home budgets as of May 31, 2013. Ms. Spicer detailed the anticipated surpluses and deficits of Rockwood Terrace, Grey Gables and Lee Manor and the justifications for each projection. Staff anticipate that the Long-Term Care budget will have an overall operating budget surplus of approximately $59,000 at the end of the year.

Capital projections will be presented at a later date.

SSC73-13 Moved by: Councillor McKay Seconded by: Councillor Fitzgerald

THAT the Social Services Committee receive Report FR-SS-26-13 regarding a Financial Update and Year-End Projection as of May 31, 2013 for the Long Term Care department budgets.

Carried

FR-SS-27-13 Housing Financial Update and Year End Projection as of May 31, 2013

Mary Lou Spicer addressed the Committee on the above report regarding a financial update and year-end projection for the Housing Department’s budgets as of May 31, 2013. Ms. Spicer spoke to the possible savings and unknown factors which could affect the budget at the end of the year.

Staff estimate that the operating budgets under the Housing Department will be balanced at year-end. The projection of capital projects will be provided in the next financial report.

Staff addressed questions and comments from the Committee regarding the home ownership program and hydro consumption in the housing properties.

SSC74-13 Moved by: Councillor Richardson Seconded by: Councillor Maskell

THAT the Social Services Committee receive Report FR-SS-27-13 regarding a Financial Update and Year-End Projection as of May 31, 2013 for the Housing department budgets.

Carried
FR-SS-28-13 Social Services Financial Update and Year End Projection as of May 31, 2013

Sandra Manser provided information on the above noted report respecting a financial update and year end projection for the Social Services Department as of May 31, 2013. Staff anticipate that a year-end surplus of $232,000 will result. Mrs. Manser outlined the sources of the estimated surplus.

SSC75-13 Moved by: Warden McKinlay Seconded by: Councillor Bell

THAT Report FR-SS-28-13 regarding the Social Services financial update and year end projection as of May 31, 2013 be received.

Carried

Reports - Housing

HDR-SS-23-13 Roof Replacement at Riverside Apartments

Rick Moore presented the above report, providing details of the required roof repair at Riverside Apartments at 248 Queen Street in Durham. Staff are requesting that the shortfall of $15,405 for the roof replacement be funded from any savings realized in the 2013 Housing budget. If insufficient funds exist, staff recommend the funds be taken from the Housing Reserve.

SSC76-13 Moved by: Councillor Richardson Seconded by: Councillor Maskell

WHEREAS the approved 2013 Budget includes funding to carry out a roof replacement at 248 Queen Street South in the Town of Durham with a budget estimate of $30,000;

AND WHEREAS a tender document RFT-HOU-11-13 was issued on June 18, 2013 and closed on July 4, 2013 with a low bid of $44,620 exclusive of HST;

NOW THEREFORE BE IT RESOLVED THAT report HDR-SS-23-13 regarding the roof replacement at the building known as Riverside Apartments in the Town of Durham be received;

AND THAT the shortfall of funding required to complete the roof replacement in the amount of $15,405 be provided through any savings realized through the 2013 Housing Budget, or if insufficient savings exist, that these costs be funded from the Housing Reserve.

Carried
**HDR-SS-24-13 Housing and Homelessness Plan Report**

Rod Wyatt provided an overview of the above report regarding the Grey County Housing and Homelessness Plan, noting that the Plan is a requirement of the Housing Services Act. The Plan outlines the vision and direction of a ten year strategy to improve housing and homelessness systems for the County.

Staff are requesting that the Plan be endorsed at this time and will circulate it to the Ministry of Municipal Affairs and Housing for comment prior to Council approval.

Staff spoke to the importance of partnerships during the process, noting that they are critical to the success of the Homelessness Plan.

SSC77-13 Moved by: Councillor Bell Seconded by: Councillor Fitzgerald

**THAT Report HDR-SS-24-13 pertaining to Grey County Housing and Homelessness 10 Year Plan be received;**

**AND THAT the Grey County Housing and Homelessness 10 Year Plan be supported in principle and forwarded to the Ministry of Municipal Affairs and Housing for comment as required by the Housing Services Act, 2011.**

Carried

**HDR-SS-25-13 Award of RFP-HOU-13-13 Building Condition Assessment**

Rod Wyatt presented the above noted report recommending that Altus Group be awarded the Request for Proposal to undertake a building condition assessment, reserve fund study and energy audit of the Grey County Social Housing locations, non-profits and period buildings at Grey Roots.

It is recommended that an audit be undertaken every five years.

SSC78-13 Moved by: Councillor Bell Seconded by: Councillor Maskell

**WHEREAS the 2013 approved budget contains $180,000 for a Building Condition Assessment, Reserve Fund Study and Energy Audit for Grey County Housing and Non-Profit locations;**

**AND WHEREAS the County issued RFP-HOU-13-13 on June 21, 2013 and closed on July 23, 2013;**

**NOW THEREFORE BE IT RESOLVED THAT Report HDR-SS-25-13 recommending the award of RFP-HOU-13-13 be received;**
AND FURTHER THAT the County award Altus Group the contract to undertake a Building Condition Assessment, develop a Reserve Fund Study and complete an Energy Audit of the County Social Housing locations and Non-Profits, and the period buildings at Grey Roots, in the amount of $155,550, exclusive of HST.

Carried

Reports – Long-Term Care

LTCR-SS-15-13 Family Experience Survey

Lynne Johnson presented the above report regarding the results of the annual family experience survey in the Long-Term Care homes as required by the Long-Term Care Homes Act. Mrs. Johnson outlined the details of the survey and the results for each home, noting the overall positive results. Mrs. Johnson provided further information on areas to be improved.

Staff are in the process of undertaking the Resident Quality of Life survey.

The Committee congratulated staff on the positive results of the survey.

SSC79-13  Moved by: Councillor McKay  Seconded by: Councillor Fitzgerald

THAT report LTCR-SS-15-13 regarding the Family Experience Survey be received for information.

Carried

LTCR-SS-16-13 Request for Donation Funds

Jennifer Cornell addressed the Committee on the above report. Staff are requesting that $5,453 be transferred from the Grey Gables donation account to purchase an electric fireplace and aquarium for the enjoyment of residents at Grey Gables.

SSC80-13  Moved by: Councillor Bell  Seconded by: Councillor Richardson

WHEREAS all purchasing policies and protocols have been adhered to;

AND WHEREAS two quotes were obtained for the purchase and service of an aquarium;

AND WHEREAS three quotes were obtained for the purchase of an electric fireplace;

NOW THEREFORE BE IT RESOLVED THAT $5453 + HST required for the aquarium and fireplace be allocated from the Grey Gables Donation Account.

Carried
LTCR-SS-17-13 Fire System Replacement

Jennifer Cornell presented the above report, seeking approval to proceed with a tender for the replacement of the fire panel and system at Grey Gables. Approval was received in 2012 to proceed with the project, however was postponed due to delays in installing the nurse call system. The infrastructure is now in place to proceed with the fire system replacement.

SSC81-13 Moved by: Councillor Maskell Seconded by: Councillor Fitzgerald

WHEREAS report LTCR-SS-13-12 was approved for the tender of a replacement Fire Panel and System at Grey Gables to a maximum of $60,000;

AND WHEREAS the procurement for the project was not completed in 2012 due to a delay in a related project;

AND WHEREAS the infrastructure is now in place to move forward;

NOW THEREFORE BE IT RESOLVED THAT Report LTCR-SS-17-13 be received;

AND THAT staff be directed to tender for the replacement of the Fire Panel and System at Grey Gables;

AND THAT the funds required for this 2013 unbudgeted project be funded from the Grey Gables Reserve to a maximum of $66,000 including a ten percent contingency allowance.

Carried

Reports – Social Services

SSR-SS-14-13 Emergency Notification Services Agreement with Northern 911

Marcia Smith presented the above report, recommending that an agreement be executed with Northern 911 to provide notification services to Social Services staff during an emergency. Ms. Smith detailed the services provided by Northern 911.

SSC82-13 Moved by: Councillor Bell Seconded by: Warden McKinlay

WHEREAS the County of Grey is responsible for the set up and management of an evacuation centre if required by an Emergency Control Group within the County of Grey during an emergency;
AND WHEREAS Northern 911 provides a notification service for a minimum annual cost of $399.74 with a one-time set-up fee of $25.00 and a $0.12 per call charge if an emergency occurs to advise Social Services staff of alerts and/or notifications;

NOW THEREFORE BE IT RESOLVED THAT Report SSR-SS-14-13 be received;

AND THAT the Director of Social Services be authorized to execute an agreement with Northern 911 for the provision of emergency evacuation notification services.  

Carried

Barb Fedy provided an overview of the caseload report.

SSC83-13 Moved by: Councillor McKay  Seconded by: Councillor Fitzgerald

THAT Report SSR-SS-22-13, being the Ontario Works Caseload Report to June 30, 2013 be received for information.

Carried

SSR-SS-23-13 Ontario Works Caseload Composition Report to June 30, 2013
Barb Fedy presented the above report, detailing the Ontario Work Caseload Composition to June 30, 2013.

SSC84-13 Moved by: Councillor Richardson  Seconded by: Councillor Bell

THAT Report SSR-SS-23-13, being the Ontario Works Caseload Composition Report to June 30, 2013 be received for information.

Carried

Closed Meeting Matters
There were none.

Correspondence
South West Local Health Integration Network – Access to Care Initiative
dated July 26, 2013, 211 Central East Ontario – Meaford Water Emergency – 211 Post Disaster Brief

Councillor Richardson spoke to the Meaford Water Emergency and the success in resolving the emergency and addressed questions from the Committee on the emergency.

Mrs. Fedy noted that Pam Hillier, Executive Director 211 Central East Ontario, will be attending the Social Services Committee meeting in September to speak to the Meaford Water Emergency.

**SSC85-13** Moved by: Councillor Fitzgerald Seconded by: Councillor McKay

**THAT the correspondence dated July 26, 2013 from the South West Local Health Integration Network regarding the Access to Care Initiative and the correspondence from 211 Central East Ontario regarding the Meaford Water Emergency be received for information.**

Carried

Other Business

There was none.

Next Meeting Dates

August 29, 2013 at the Grey County Administration Building (if required)

September 11, 2013 at the Grey County Administration Building

On motion by Councillor Richardson the meeting adjourned at 11:10 AM.

Dwight Burley, Chair