



The Corporation of the County of Wellington
Social Services Committee
Agenda

November 12, 2014

1:00 pm

County Administration Centre
Guthrie Room

Members: Warden White; Councillors Tosh (Chair), Innes, Whale, L. White

	Pages
1. Call to Order	
2. Declaration of Pecuniary Interest	
3. New Willowdale Child Care Centre Project Status Report	2 - 2
4. Social Services Financial Statements as of October 31, 2014	3 - 7
5. Child Care	
5.1 Request for Purchase of Service Agreements – Little Learners Daycare Centre Sztaba Inc.	8 - 12
5.2 County of Wellington General Operating Grant	13 - 15
6. Housing	
6.1 261-263 Speedvale Ave. Building Connection, Elevator and Accessible Units Project	16 - 21
6.2 Housing Statistics	22 - 22
7. Ontario Works	
7.1 Domiciliary Hostels Agreement - Whitehouse Lodge	23 - 24
7.2 Implementation of Social Assistance Management System (SAMS) Verbal Update	
7.3 Ontario Works Statistics	25 - 29
8. OMSSA 47 Social Services Leaders Meeting	30 - 31
9. Closed Meeting	
10. Rise and Report	
11. Adjournment	
Next meeting date January 14, 2015 or at the call of the Chair.	



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Kevin Mulholland, Construction & Property Manager
Date: Wednesday, November 12, 2014
Subject: New Willowdale Child Care - Project Status Report #4

Status of project	<ul style="list-style-type: none"> - Drywall installation is complete - Painting is completed - Ceilings installation is scheduled for completion - Flooring installation has begun - Wood doors & frames are installed - Millwork installation has started - Mechanical & electrical installations have continued - Concrete curbs & sidewalks installation has begun - Landscape work will begin
Upcoming work and deadlines	<ul style="list-style-type: none"> - Flooring finishes will be completed - Millwork installation will be finished - Washroom partitions & accessories will be installed - Mechanical & electrical trades will complete installations - Aluminum composite panels will be installed - Fence installation will be finished - Concrete curbs & sidewalks will be installed - Paving will be installed - Landscape work will complete - Playground will be installed - Final review will be completed & deficiency completion will begin
Status of construction schedule	- project completion is currently scheduled for late November 26, 2014
Change orders approved since last meeting	- 0
Total change orders approved to date	- 13
Total net value of change orders approved to date	- \$84,004.11 (New construction contract)

Recommendation:

That the new Willowdale Child Care Project Status Report be received for information.

Respectfully submitted,

Kevin Mulholland
Construction & Property Manager



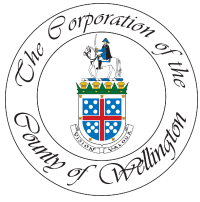
County of Wellington
Ontario Works
 Statement of Operations as of
 31 Oct 2014

	Annual Budget	October Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$18,693,500	\$1,640,021	\$15,740,757	84%	\$2,952,743
Municipal Recoveries	\$3,772,200	\$283,726	\$2,850,796	76%	\$921,404
Other Revenue	\$56,900	\$3,525	\$53,558	94%	\$3,342
Internal Recoveries	\$10,300	\$0	\$11,425	111%	\$(1,125)
Total Revenue	\$22,532,900	\$1,927,272	\$18,656,537	83%	\$3,876,363
Expenditures					
Salaries, Wages and Benefits	\$5,725,200	\$480,181	\$4,854,528	85%	\$870,672
Supplies, Material & Equipment	\$213,800	\$8,838	\$136,439	64%	\$77,361
Purchased Services	\$372,600	\$34,183	\$295,434	79%	\$77,166
Social Assistance	\$16,740,000	\$1,414,332	\$13,671,816	82%	\$3,068,184
Transfer Payments	\$24,300	\$0	\$12,171	50%	\$12,129
Insurance & Financial	\$0	\$0	\$569	0%	\$(569)
Internal Charges	\$1,269,900	\$105,284	\$1,065,045	84%	\$204,855
Total Expenditures	\$24,345,800	\$2,042,819	\$20,036,001	82%	\$4,309,799
NET OPERATING COST / (REVENUE)	\$1,812,900	\$115,547	\$1,379,464	76%	\$433,436
NET COST (REVENUE)	\$1,812,900	\$115,547	\$1,379,464	76%	\$433,436



County of Wellington
Child Care Services
 Statement of Operations as of
 31 Oct 2014

	Annual Budget	October Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$11,080,300	\$1,535,455	\$9,826,099	89%	\$1,254,201
Municipal Recoveries	\$2,223,100	\$318,219	\$1,465,661	66%	\$757,439
User Fees & Charges	\$241,000	\$14,524	\$138,477	57%	\$102,523
Internal Recoveries	\$313,100	\$81,731	\$305,723	98%	\$7,377
Total Revenue	\$13,857,500	\$1,949,928	\$11,735,959	85%	\$2,121,541
Expenditures					
Salaries, Wages and Benefits	\$3,210,100	\$256,447	\$2,469,049	77%	\$741,051
Supplies, Material & Equipment	\$168,100	\$15,781	\$130,592	78%	\$37,508
Purchased Services	\$139,800	\$99,958	\$313,446	224%	\$(173,646)
Social Assistance	\$10,126,200	\$1,532,533	\$8,573,110	85%	\$1,553,090
Transfer Payments	\$100,000	\$25,000	\$122,994	123%	\$(22,994)
Insurance & Financial	\$0	\$0	\$3,607	0%	\$(3,607)
Minor Capital Expenses	\$119,600	\$7,584	\$33,930	28%	\$85,670
Internal Charges	\$951,700	\$133,512	\$819,147	86%	\$132,553
Total Expenditures	\$14,815,500	\$2,070,816	\$12,465,875	84%	\$2,349,625
NET OPERATING COST / (REVENUE)	\$958,000	\$120,887	\$729,916	76%	\$228,084
Transfers					
Transfers from Reserves	\$(100,000)	\$0	\$(102,811)	103%	\$2,811
Total Transfers	\$(100,000)	\$0	\$(102,811)	103%	\$2,811
NET COST (REVENUE)	\$858,000	\$120,887	\$627,105	73%	\$230,895



County of Wellington
Social Housing
 Statement of Operations as of
 31 Oct 2014

	Annual Budget	October Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$7,254,500	\$772,357	\$6,183,912	85%	\$1,070,588
Municipal Recoveries	\$15,458,300	\$1,148,183	\$11,825,972	77%	\$3,632,328
Licenses, Permits and Rents	\$5,125,000	\$435,008	\$4,352,215	85%	\$772,785
User Fees & Charges	\$52,500	\$5,962	\$52,998	101%	\$(498)
Other Revenue	\$0	\$0	\$1,798	0%	\$(1,798)
Total Revenue	\$27,890,300	\$2,361,510	\$22,416,895	80%	\$5,473,405
Expenditures					
Salaries, Wages and Benefits	\$3,416,700	\$282,795	\$2,765,536	81%	\$651,164
Supplies, Material & Equipment	\$339,700	\$33,417	\$242,220	71%	\$97,480
Purchased Services	\$6,067,700	\$374,341	\$5,174,805	85%	\$892,895
Social Assistance	\$17,574,500	\$1,366,512	\$13,601,373	77%	\$3,973,127
Transfer Payments	\$1,225,300	\$306,336	\$1,225,344	100%	\$(44)
Insurance & Financial	\$224,100	\$0	\$184,894	83%	\$39,206
Minor Capital Expenses	\$1,325,000	\$177,995	\$777,406	59%	\$547,594
Internal Charges	\$653,800	\$54,482	\$553,405	85%	\$100,395
Total Expenditures	\$30,826,800	\$2,595,878	\$24,524,982	80%	\$6,301,818
NET OPERATING COST / (REVENUE)	\$2,936,500	\$234,368	\$2,108,087	72%	\$828,413
Transfers					
Transfer to Capital	\$290,200	\$0	\$290,200	100%	\$0
Transfer to Reserves	\$1,500,000	\$0	\$1,500,000	100%	\$0
Total Transfers	\$1,790,200	\$0	\$1,790,200	100%	\$0
NET COST (REVENUE)	\$4,726,700	\$234,368	\$3,898,287	82%	\$828,413



County of Wellington
County Affordable Housing
 Statement of Operations as of
 31 Oct 2014

	Annual Budget	October Actual \$	YTD Actual \$	YTD Actual %	Remaining Budget
Revenue					
Grants and Subsidies	\$206,400	\$0	\$157,049	76%	\$49,352
Licenses, Permits and Rents	\$404,200	\$48,150	\$409,066	101%	\$(4,866)
User Fees & Charges	\$0	\$25	\$975	0%	\$(975)
Total Revenue	\$610,600	\$48,175	\$567,089	93%	\$43,511
Expenditures					
Salaries, Wages and Benefits	\$3,600	\$225	\$3,814	106%	\$(214)
Supplies, Material & Equipment	\$14,200	\$1,109	\$19,343	136%	\$(5,143)
Purchased Services	\$294,900	\$30,313	\$230,145	78%	\$64,755
Transfer Payments	\$3,500	\$3,364	\$3,364	96%	\$136
Insurance & Financial	\$9,900	\$1,216	\$10,746	109%	\$(846)
Minor Capital Expenses	\$26,600	\$19,843	\$30,914	116%	\$(4,314)
Debt Charges	\$301,600	\$0	\$230,500	76%	\$71,100
Total Expenditures	\$654,300	\$56,070	\$528,827	81%	\$125,473
NET OPERATING COST / (REVENUE)	\$43,700	\$7,894	\$(38,263)	(88%)	\$81,963
Transfers					
Transfers from Reserves	\$(43,700)	\$(3,364)	\$(3,364)	8%	\$(40,336)
Transfer to Reserves	\$500,000	\$0	\$500,000	100%	\$0
Total Transfers	\$456,300	\$(3,364)	\$496,636	109%	\$(40,336)
NET COST (REVENUE)	\$500,000	\$4,531	\$458,374	92%	\$41,626



County of Wellington

Social Services

Capital Work-in-Progress Expenditures by Department

All Open Projects For The Period Ending October 31, 2014

	LIFE-TO-DATE ACTUALS						
	Approved Budget	October Actual	Current Year	Previous Years	Total	% of Budget	Remaining Budget
Child Care Services							
Willowdale Construction	\$2,375,000	\$464,980	\$1,635,019	\$0	\$1,635,019	69%	\$739,981
Subtotal Child Care Services	\$2,375,000	\$464,980	\$1,635,019	\$0	\$1,635,019	69 %	\$739,981
Social Housing							
261-263 Speedvale Elevator	\$40,000	\$0	\$0	\$0	\$0	0%	\$40,000
221 Mary Landscape upgrade	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
263 Speedvale Fire System	\$60,000	\$0	\$0	\$0	\$0	0%	\$60,000
500 Ferrier Front Entrance	\$40,000	\$10,696	\$10,696	\$0	\$10,696	27%	\$29,304
Applewood Sunset Parking Lot	\$100,000	\$51,385	\$51,385	\$0	\$51,385	51%	\$48,615
51 John St Make up Air Unit	\$70,000	\$12,453	\$12,453	\$0	\$12,453	18%	\$57,547
Willow Dawson Parking Lot	\$130,000	\$100,019	\$100,019	\$0	\$100,019	77%	\$29,981
450 Albert Front Entrance	\$40,000	\$11,778	\$11,778	\$0	\$11,778	29%	\$28,222
229 Dublin Roof	\$25,000	\$0	\$0	\$0	\$0	0%	\$25,000
212 Whites Rd Parking Lot	\$100,000	\$30,835	\$30,835	\$0	\$30,835	31%	\$69,165
130 Grange Balcony Waterproof	\$170,000	\$41,764	\$44,766	\$0	\$44,766	26%	\$125,234
212 Whites Rd Make up Air Unit	\$50,000	\$0	\$0	\$0	\$0	0%	\$50,000
411 Waterloo Retaining Wall	\$180,000	\$3,204	\$131,734	\$0	\$131,734	73%	\$48,266
212 Whites Rd Balcony	\$120,000	\$36,954	\$36,954	\$0	\$36,954	31%	\$83,046
Subtotal Social Housing	\$1,175,000	\$299,088	\$430,621	\$0	\$430,621	37 %	\$744,379
Affordable Housing							
Investing in Affordable Hsing	\$600,000	\$0	\$0	\$0	\$0	0%	\$600,000
Gordon St Moisture Remediation	\$350,000	\$8,864	\$248,404	\$62,582	\$310,986	89%	\$39,014
Purchase Arthur Affordable Hsg	\$1,100,000	\$0	\$1,074,861	\$0	\$1,074,861	98%	\$25,140
Subtotal Affordable Housing	\$2,050,000	\$8,864	\$1,323,264	\$62,582	\$1,385,847	68 %	\$664,153
Total Capital	\$5,600,000	\$772,933	\$3,388,904	\$62,582	\$3,451,487	62%	2,148,513



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee

From: Luisa Artuso, Director of Child Care Services

CC-14-15

Date: November 12, 2014

Subject: Request for Purchase of Service Agreements – Little Learners Daycare Centre Sztaba Inc.

Background:

Little Learners Day Care Centre is operated by Little Learners Daycare Centre Sztaba Inc. which is a for-profit organization offering 15 toddler and 18 preschool spaces, Monday to Friday from 7:00 am to 5:30 pm at 214 Victoria Road South in Guelph.

The operator had Purchase of Service Agreements for Fee and Subsidy with the County of Wellington from 2005 to 2011. The agreements were terminated following staff recommendation and Council approval in June 2011. The concerns at that time were the operator's ongoing failure to meet a significant portion of the County of Wellington's Child Care Operating Criteria as well as non-compliance with distribution of wage subsidies.

Update:

The operator submitted a letter of intent to enter Purchase of Service Agreements for Fee and Wage Subsidy on September 15, 2014.

Attachments:

1. Letter dated September 15, 2014 from Derek Sztaba, Little Learners Daycare Centre Sztaba Inc.
2. License to Operate a Day Nursery dated August 17, 2014 issued to Little Learners Daycare Sztaba Inc. from the Ministry of Education

Financial Implications:

Eligible families accessing fee subsidy can be accommodated within the existing child care funding allocation with no increase to municipal cost. The Centre will be placed on a pressures list for wage subsidies and will receive funding when available.

Recommendation:

That the Warden and Clerk be authorized to execute Purchase of Service Agreements for Fee and Wage Subsidy with Little Learners Daycare Centre Sztaba Inc. located at 214 Victoria Road South in Guelph subject to the programme meeting the priorities for consideration and all other requirements of the County of Wellington for Purchase of Service Agreements.”

Respectfully submitted,

A handwritten signature in cursive script that reads "Luisa Artuso". The signature is written in black ink and is positioned above the printed name and title.

Luisa Artuso
Director of Child Care Services



LITTLE LEARNERS
DAYCARE CENTRE

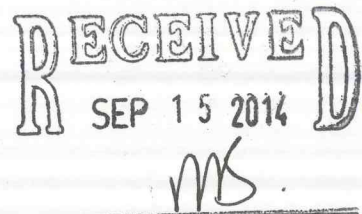
Monday September 15, 2014.

Dear, Director of Child Care services

This letter of intent is a request to enter a purchase of service agreement with the county for fee and wage subsidy. Little Learners Daycare Centre Sztaba Inc. is located at 214 Victoria rd. S Guelph, Ontario. We have a licensed capacity of 33 children and are group size for licensing is for 18 preschoolers and 15 toddlers. We are open Monday to Friday from 7:00 a.m. – 5:30 p.m. all year. If you have any further questions or requirements I can be reached at 519 837 8402.

Sincerely,

Derek Sztaba



214 Victoria Road South
Guelph, Ontario
N1E 5R1

Tel: (519) 837-8402
Fax: (519) 837-3714
Toll Free: 1-866-815-KIDS (5437)

Email: info@littlelearnersdaycare.com
Internet: www.littlelearnersdaycare.com



RECEIVED
AUG 18 2014

[Signature]
OCCMS

Ministry of Education

LICENCE TO
OPERATE A DAY NURSERY
Day Nurseries Act
No. 0002949
Date of Issue: 17-Aug-2014

Under the *Day Nurseries Act* and the regulations, and subject to the limitations thereof, this licence is granted to:

Little Learners Daycare Centre Sztaba Inc.

to operate a day nursery under the name of:

Little Learners Day Care Centre

at 214 Victoria Road South in Guelph, in the County of Wellington.

1. This licence expires on the **27th day of July, 2015.**

2. Licensed capacity of day nursery:

Toddler (18 – 30 months)	15
Preschool (31 Months – 5 Years)	18
Total	33

3. Director approval is granted for:

Director's approval has been granted for mixed age grouping under s. 55(2) of O. Reg. 262. Mixed age grouping can be implemented in only one group in each age category. 20% of the licensed capacity per age group is as follows: Toddler (15) 3 children; Preschool (16) 3 children.

4. This licence is subject to the following terms and conditions:

- (1) The operator shall ensure that the Licensing Inspection Summary is posted in a conspicuous place in the day nursery at or near an entrance commonly used by parents. The operator shall ensure that the completed Licensing Checklist and the Summary of Licensing Requirements and Recommendations sheets are readily available for parents.
- (2) The operator to ensure that the written plan for supervising the children transitioning between the centre and the playground is followed.
- (3) The operator to ensure that no more than 18 children are on the playground at one time.



Ministry of Education

LICENCE TO
OPERATE A DAY NURSERY
Day Nurseries Act
No. 0002949
Date of Issue: 17-Aug-2014

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a long horizontal stroke that tapers to the right.

Sue Ewen, Director under the *Day Nurseries Act*
Manager, Licensing and Compliance



COUNTY OF WELLINGTON

COMMITTEE REPORT

To: Chair and Members of the Social Services Committee
From: Luisa Artuso, Director of Child Care Services CC-14-16
Date: November 12, 2014
Subject: **County of Wellington General Operating Grant**

Background:

The Ministry of Education introduced Ontario's New Child Care Funding Formula and Funding Framework in December 2012. Together, the new funding and funding framework provides municipalities the opportunity to increase service stability, reduce waitlists for subsidies and mitigate closures of child care centres. It also enables municipalities to respond better to the demands for service, help stabilize fees and improve reliability of child care to better support families as the system transitions to work effectively with the implementation of full day kindergarten.

The General Operating Grant (GOG) is a new approach intended to replace the current wage subsidy grants to operators. As per Ministry requirements, it is to be used to support the costs of operating licensed child care programmes to help stabilize and transform the existing system and to enable higher quality, consistent child care services. This may include costs such as wages, benefits, occupancy, operating and administrative costs.

This report discusses the first steps that Child Care Services is taking in order to shift to this new funding approach that meets our service system's priorities and the provincial requirements.

Update:

Since 2012, Child Care Services has been researching and developing the plans for our local General Operating Grant approach that will replace wage subsidy as of January 2016. This new funding approach will be built on the following principles as its foundation:

- equity in availability
- equity in accessibility
- improved affordability, and
- sustained expectations for quality

As research evidence shows that participation in a high quality early childhood education programme for about 12 hours per week has the most impact on very young children's continued development, and, that strong, consistent and economically viable parental engagement in the workforce or in education opportunities is only possible if there are affordable, accessible, high quality alternative to parental care, our focus is to develop *a stronger Wellington early childhood education and child care system that prioritizes full time, full year child care for children ages birth to 3.8 years and to support full year school age programmes.*

As there are many complexities and nuances to the child care system to be considered while working towards a new funding model to support a stronger high quality early childhood education and child care system, staff are

recommending the following immediate and transitional changes to take place leading toward the full strategy that will be Wellington's General Operating Grant as of January 2016.

Immediate 2014 Recommendations

Staff recommend the following immediate changes to Purchase of Service Agreements for Fee and Wage Subsidies with the County of Wellington:

1. Operators must demonstrate participation in Wellington's Inclusion Support Services to support the inclusion of children with special needs and disabilities prior to submitting letters of intent for Purchase of Service Agreements.
2. County of Wellington will no longer enter into Purchase of Service Agreements for Wage Subsidy/GOG or Fee Subsidy with operators that can be publicly traded. (This recommendation is based on strong evidence from other jurisdictions in Ontario, across Canada, and in international contexts, in particular in the United States and Australia, which indicates that the presence of publicly traded commercial operators of child care programmes can have a negative impact on the local child care system by inflating parent fees, pressuring lower early childhood educator wages, destabilizing viabilities of other programmes in the area, and directly delivering child care that is low or marginal quality. The presence of publicly traded commercial child care operators in child care service delivery areas has also been linked to serious disruptions in system management processes for the fair distribution of public funding.)
3. County of Wellington will no longer enter Purchase of Service Agreements for Wage Subsidy/GOG with operators that do not wish to enter into a Purchase of Service Agreement for Fee Subsidy.
4. County of Wellington will only provide Wage Subsidy/GOG for school age spaces (including JK/SK spaces) that are offered in the community for the full year where there is a need. This includes P.D. days, school breaks and summer care.
5. To increase accountability, operators that deliver other community services must provide child care specific audited financial statements to meet the requirements of the Purchase of Service Agreements.

In addition, Child Care Services may make available a one time "Enhanced General Operating Grants" for full time, full year child care programmes that serve children birth to 3.8 years if possible within annual child care allocations.

This enhanced operating grant will provide specific programmes funding to help off-set the higher costs associated with the operation of spaces for infants and toddlers.

The short-term funding formula that we will use to distribute this funding, will be to allocate a proportion of a set total amount of available funding to each *eligible* programme by using the eligible programmes most current wage subsidy calculations as a variable in the formula (i.e., to distribute the funding in a fair way among eligible programmes).

In keeping with the provincial expenditure benchmark for administration, eligible expenses associated with operating infant and toddler spaces that this grant is being made available for could include administration costs, but only up to 10% of the overall expenses being considered for funding.

First funding priority will be given to child care programmes that operate full time, full year infant spaces, followed by child care programmes that operate full time, full year toddler spaces (yet do not offer infant care) and subsequently to programmes that operate full time, full year preschool spaces (yet do not offer infant or toddler care).

Transitional 2015 Recommendations

1. To provide notice to providers in January 2015 that current Purchase of Service Agreements for Wage Subsidy will be terminated as of December 31, 2015 and replaced with Purchase of Service Agreement for General Operating Grants subject to meeting requirements of the County of Wellington.
2. To provide notice to operators in January 2015 that Purchase of Service Agreements for General Operating Grants (2016) will:
 - a. Be contingent on the operator having a Purchase of Service Agreement for Fee Subsidy.
 - b. Be made available to school age spaces (including Extended Day) only if the operator provides services for the full year in the community where there is a need. This includes P.D. days, school breaks and summer care.
 - c. Not be available to support spaces that are identified as any form of full time kindergarten (JK/SK) care. This will facilitate Child Care Services' ability to provide more substantial operating grants for the purpose of better stabilizing high quality full time, full year infant, toddler, and preschool spaces. Children older than 3.8 years attending licensed child care will be supported in preschool spaces (up to five years of age).

Staff will continue to use the most reliable and current research and practice resources and new information to build the new GOG funding model as well will consult with our early childhood education and child care partners on the development of the full set of strategies that will become our comprehensive General Operating Grant approach.

Recommendation:

That Committee and Council approve the recommended changes to Purchase of Service Agreements for Fee and Wage Subsidy and transition activities in the development of General Operating Grant funds to support the operation of the child care system as set out the report, County of Wellington General Operating Grant CC-14-16, effective November 1, 2014.

Respectfully submitted,



Luisa Artuso
Director of Child Care Services



COUNTY OF WELLINGTON

COMMITTEE REPORT

HS – 14 - 10

To: Chair and Members of the Social Services Committee
From: Harry Blinkhorn, Acting Director of Housing
Date: November 12, 2014
Subject: 261-263 Speedvale Ave. Building Connection, Elevator and Accessible Units Project

Background:

The County-owned social housing buildings located at 261 and 263 Speedvale Avenue in Guelph are two separate two-story buildings containing 31 units each. The buildings were not originally constructed with an elevator and the County is required to make the buildings accessible.

Staff have developed a plan to construct a link to connect the two buildings and the link would be constructed with an elevator that would service both buildings eliminating the need for an elevator in each building saving long term operational costs. To construct the link requires that two bachelor units in the 261 building be eliminated to create a hallway tying the building to the link.

The new construction area will contain two fully accessible one bedroom units to replace the bachelor units and currently there are no fully accessible units within the City of Guelph portion of the County owned social housing units. The staff prepared estimate for the project was placed in the 2014-2018 budget and five-year plan in 2015 at \$1,300,000.

Update:

The consultant hired to complete construction documents has prepared a more detailed budget estimate when presenting the final drawings of \$2,000,000. During the finalization of the design several changes were made from the original concept which contributed to the higher budget estimate. It was decided to install in floor radiant heat in the new construction area rather than installing electric baseboard heat as in the original building construction. This change will provide a more even heat produced and a much lower cost than if we had gone with electric heat saving long term operating dollars, which raised construction costs including the requirement for a mechanical room to house the on demand boiler for the hot water heating.

Changes were also made to the original concept to add storage and charging space for mobility scooters or wheelchairs. There is a strong growing demand for this in our buildings as residents live longer and age brings new requirements for mobility assistance. These devices are very difficult to store in the apartments and cannot be kept in the halls for fire safety reasons. We have also provided for office space in the building that can be used for staff or agencies providing specialized services to the residents. The structure was also changed to provide a main entrance to the new combined building space that is aesthetically pleasing but also practical in a providing a main entrance for visitors for controlled entry, mail delivery boxes, and fire alarm annunciation.

Financial Implications:

The budget for the project will be phased in over a two-year budget period. The \$1.3 million originally slated to fund the project will remain in 2015. The remaining \$700,000 will be included in the 2016 budget - \$350,000 of which will be incremental to the existing five-year plan. Some projects will be delayed to assist in accommodating the additional funding required in the budget.

According to the City and County cost-sharing formula, capital costs (including minor capital) and project management costs associated with County-owned 1189 units are allocated based on the year to date % split between the City and County based on prior residence of the tenant for all county-owned projects. The current split is 75.3% to the City and 24.7% to the County.

The City portion of the funding of the project totals \$1,506,000 (\$987,900 in 2015 and \$527,100 in 2016). Fifty percent of the cost of the project has been accommodated within the existing budget and five year plan forecasted allocation and the additional fifty percent are incremental.

The County portion of the original funding required for the project in 2015 will come from the Social Services Reserve (\$321,100) and the incremental funding required in 2016 will come from the Accessibility Reserve (\$172,900). Please see the attached 'Schedule A' for the expenditure and funding breakdown.

ATTACHMENTS:

Schedule A Capital Project Expenditure and Financing Schedule

Site Drawings

Recommendation:

That the report on 261-263 Speedvale Ave Building Connection, Elevator and Accessible Units be received for information; and

That the project be referred to the 2015-2019 Budget and Five-Year Plan process.

Respectfully submitted,



Harry Blinkhorn
Acting Director of Housing

SCHEDULE A

COUNTY OF WELLINGTON
CAPITAL PROJECT EXPENDITURE AND FINANCING SCHEDULE

Project name: 261 and 263 Speedvale Ave Building Connection, Elevator and Accessible Units Project
Project number : 21540012

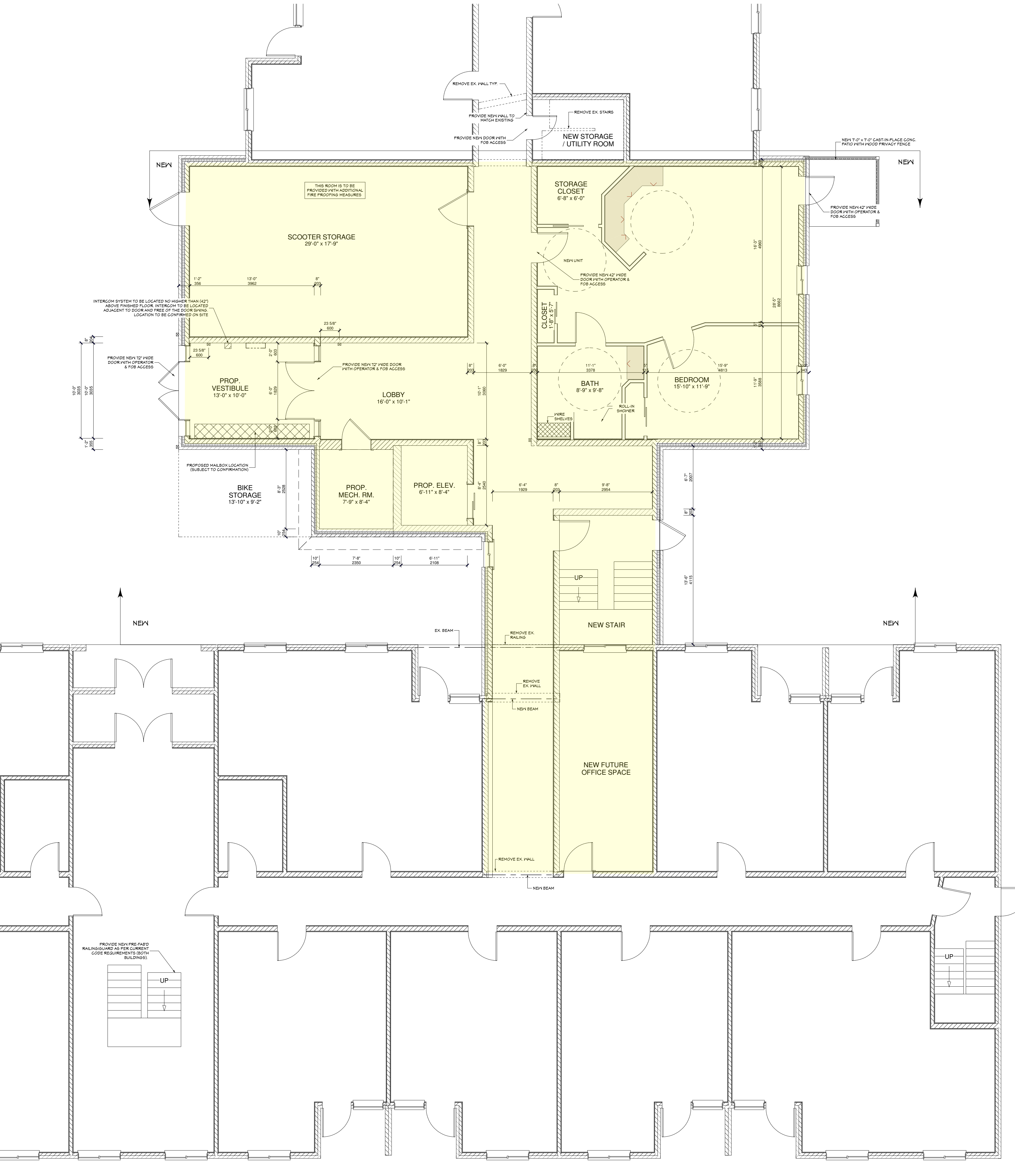
PROJECT COSTS

	Total
Building Addition*	\$1,226,200
Elevator Shaft and Components*	\$432,500
Professional Fees	\$115,000
Contingency	\$226,300
Project total	\$2,000,000

* includes net cost to County of HST

PROJECT BUDGET APPROVALS AND FINANCING

	Gross cost	Municipal Recovery	Social Services Reserve	Accessibility Reserve
2015 Capital Budget Request	\$ 1,300,000	\$ 978,900	\$ 321,100	\$ -
2016 Capital Budget Request	\$ 700,000	\$ 527,100	\$ -	\$ 172,900
	\$ 2,000,000	\$ 1,506,000	\$ 321,100	\$ 172,900
Revised cost and sources of financing	\$ 2,000,000	\$ 1,506,000	\$ 321,100	\$ 172,900



REMOVE EX. WALL TYP.

PROVIDE NEW WALL TO MATCH EXISTING

REMOVE EX. STAIRS

PROVIDE NEW DOOR WITH FOB ACCESS

NEW STORAGE / UTILITY ROOM

NEW 7'-0" x 7'-0" CAST-IN-PLACE CONC. PATIO WITH WOOD PRIVACY FENCE

NEW

NEW

THIS ROOM IS TO BE PROVIDED WITH ADDITIONAL FIRE PROOFING MEASURES.

SCOOTER STORAGE
29'-0" x 17'-9"

STORAGE CLOSET
6'-8" x 6'-0"

PROVIDE NEW 42" WIDE DOOR WITH OPERATOR & FOB ACCESS

NEW UNIT

PROVIDE NEW 42" WIDE DOOR WITH OPERATOR & FOB ACCESS

INTERCOM SYSTEM TO BE LOCATED NO HIGHER THAN (42") ABOVE FINISHED FLOOR. INTERCOM TO BE LOCATED ADJACENT TO DOOR AND FREE OF THE DOOR SWING. LOCATION TO BE CONFIRMED ON SITE.

PROVIDE NEW 12" WIDE DOOR WITH OPERATOR & FOB ACCESS

PROVIDE NEW 12" WIDE DOOR WITH OPERATOR & FOB ACCESS

PROP. VESTIBULE
13'-0" x 10'-0"

LOBBY
16'-0" x 10'-1"

BATH
8'-9" x 9'-8"

BEDROOM
15'-10" x 11'-9"

PROPOSED MAILBOX LOCATION (SUBJECT TO CONFIRMATION)

BIKE STORAGE
13'-10" x 9'-2"

PROP. MECH. RM.
7'-9" x 8'-4"

PROP. ELEV.
6'-11" x 8'-4"

UP

NEW STAIR

NEW

NEW

EX. BEAM

REMOVE EX. RAILING

REMOVE EX. WALL

REMOVE EX. WALL

NEW BEAM

NEW FUTURE OFFICE SPACE

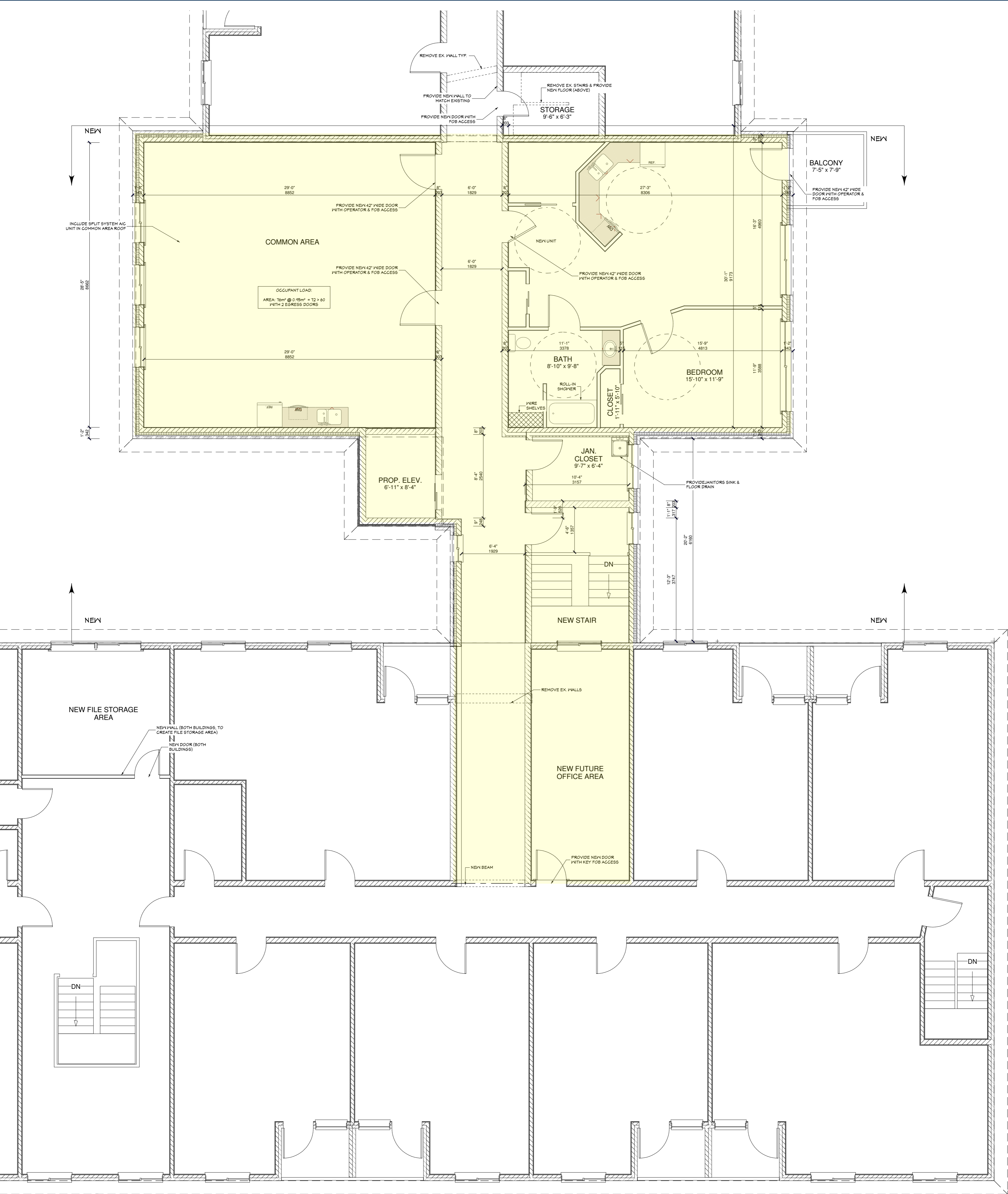
REMOVE EX. WALL

NEW BEAM

PROVIDE NEW PRE-FAB RAILING/GUARD AS PER CURRENT CODE REQUIREMENTS (BOTH BUILDINGS).

UP

UP





Applicant Services								
CWL Composition (These figures represent the Centralized Waiting List composition on the last day of the corresponding quarter)								
Total 2014 Q3 Applications on CWL: 1291			Total 2014 Q3 Household Members: 2408			Average members per application: 1.87		
Total 2014 Q2 Applications on CWL: 1320			Total 2014 Q2 Household Members: 2426			Average members per application: 1.84		
CWL Activity (Total Centralized Waiting List actions between July 1, 2014 & September 30, 2014)						Housed By Priority (transfers not included)		
	Total	RGI	Housing Allowance	Affordable	Transfers	Chronological	57.5%	
Housed	91	65	13	2	11	Special Priority	42.5%	
%	100%	71.4%	14.2%	2.1%	12.0%	Local Priority	0.0%	
Wait Times (These figures represent the average CWL wait times for those housed between October 1, 2013 & September 30, 2014)								
CMSM* Chronological	All Units Types		Bachelor	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
Wait Times (years)	2.0 Years		1.5 Years	2.7 Years	1.3 Years	2.1 Years	N/A**	N/A**
*(CMSM - Consolidated Municipal Service Manager, encompassing the geographic region of the County of Wellington, including the City of Guelph)								
**(N/A - Not Applicable, as no units of this size were housed chronologically during the time period specified)								
Housing Help Centre (these figures show the number of supports provided from July 1, 2014 & September 30, 2014)								
Housing Help Centre supports provided:				208	Rent Bank supports provided:			104
Properties and Unit Composition								
CWHS Unit Breakdown (as of September 30, 2014)					Housing Provider Breakdown (Service Level Standard)			
CWHS* Owned Properties	31				Housing Providers	21		
CWHS* RGI Units	1189				Total Number of Properties	31		
Rent Support Units	235				Rent-gear-to-income Units	1089		
Housing Allowance Units	89				Market Rent Units	476		
Total Units with Rental Support	1513				Total Number of Housing Provider Units	1565		
*(CWHS) County of Wellington Housing Services					*100% of federal units are under "market rent units"			
Housing Operations								
CWHS Maintenance Activity (between July 1, 2014 & September 30, 2014)								
Work Orders Scheduled			831	Move Outs			50	
Work Orders Closed			783	Move ins			32	
Affordable Housing								
Affordable Housing New Rental					Affordable Housing Units In Development			
Affordable Housing Projects Built since 2005					6			
Number of Affordable Housing Units					229			
Affordable Units Directly Owned by CWHS					65			
					Affordable Housing In Development			
					1			
					Number of Affordable Housing Units			
					8			
					Occupancy Date			
					April 2015			



To: Chair and Members of the Social Services Committee
From: Stuart Beumer, Director of Ontario Works
Date: Wednesday, November 12, 2014
Subject: **Domiciliary Hostels Agreement – Whitehouse Lodge**

Background:

In September of 2014, the owners of Whitehouse Lodge attended the Social Services Committee and requested support through the County of Wellington's Domiciliary Hostel program for at least 6 residents. The Social Services Committee referred the request to County staff for consideration and to bring back a report at a future meeting.

A requirement for an operator of a supported living environment to enter into a Domiciliary Hostels Agreement with the County of Wellington is to meet the requirements of the approved Domiciliary Hostel Standards.

The Domiciliary Hostel Standards have been created by the County to provide a set of facility standards, care requirements, and operational policies and protocols that ensure the health, safety and personal care of tenants is protected. The Domiciliary Hostel Standards incorporate the expectations of the Ministry of Municipal Affairs and Housing (MMAH) for service managers to develop local standards for domiciliary hostels that meet 40 provincial expectations. The MMAH is currently developing a new standards framework related to the category of housing with related supports under the Community Homelessness Prevention Initiative (CHPI). These standards will apply to domiciliary hostel environments and are anticipated to be implemented on April 1, 2015.

Currently the County of Wellington has domiciliary hostels agreements with 9 retirement homes, two transitional youth homes and two pregnancy care centres. Approximately 174 individuals in total are supported in these living environments. Client groups that are supported in these environments include older adults with complex needs, youth who require living supports and young women and their newborns.

Update:

Whitehouse Lodge is a privately owned 16 bed home in Harriston, Ontario that provides a supportive living environment to adults that have significant mental health, brain injury and/or developmental challenges. The home provides residents with a room, meals and additional supports involved with daily living.

After purchase of the home in August of 2013, the current owners of Whitehouse Lodge contacted the Social Services Department in November of 2013 and indicated that they were interested in entering into a Domiciliary Hostel Agreement with the County. County staff completed an inspection of the home on November 20, 2013 and spoke with the owners of the home. On November 29, 2013 a letter

was sent to the owners of Whitehouse Lodge advising them that the home did not currently meet the Domiciliary Hostel Standards. A copy of the standards was sent with the letter.

In May of 2014, following further inquiries from the owners of Whitehouse Lodge , County staff again visited the home to perform an inspection and view any improvements that had been made to the facility. Following the visit, County staff spoke to the owners of the home by telephone to inform them that the home was still not adequately meeting the Domiciliary Hostel standards.

On October 9, 2014 County staff visited Whitehouse Lodge for a further inspection and discussion with the owners and residents of the home. Despite some improvements to the home, Whitehouse Lodge continues to not meet a significant portion of the Domiciliary Hostel standards. As a result, staff recommends that the County not enter into a Domiciliary Hostels agreement with Whitehouse Lodge.

The County of Wellington does not currently support group home type settings for individuals with more severe mental health issues or developmental disabilities under the domiciliary hostels programme. A decision to provide financial support to clients residing in these types of supported living environments would represent a significant shift to the current domiciliary hostel programme.

Although staff recognizes the housing and care challenges experienced by this client group; caution and further study are recommended before any decision is taken to fund services in this area due to the following:

- The availability of and potential overlap with existing provincially funded programmes
- The launch of new provincial programme standards related to the use of CHPI funding under the housing with related supports category
- The potential budgetary impacts to the County of service expansion in this area
- The implications for advancing other priorities of the County's Homelessness Strategy
- Potential risks to the County in providing oversight and sanction to living environments that are at higher risk of incident due to the complexity of the needs of the clients being served

Recommendation:

That the staff recommendation of not entering into a Domiciliary Hostels Agreement with Whitehouse Lodge under the CHPI programme is supported; and

That County staff issue a letter to the owners of Whitehouse Lodge confirming this decision and detailing specific areas of deficiency in relation to the Domiciliary Hostel Standards.

Respectfully submitted,



Stuart Beumer
Director of Ontario Works

County of Wellington - Ontario Works



2011-14 County / City Caseload

Wellington County					Change From Previous Month		Change From Previous Year	
	2011	2012	2013	2014	Cases	%	Cases	%
January	429	454	473	461	10	2.2%	(12)	-2.5%
February	441	458	498	470	9	2.0%	(28)	-5.6%
March	432	455	510	480	10	2.1%	(30)	-5.9%
April	423	452	490	469	(11)	-2.3%	(21)	-4.3%
May	432	462	488	479	10	2.1%	(9)	-1.8%
June	417	442	469	454	(25)	-5.2%	(15)	-3.2%
July	433	453	452	448	(6)	-1.3%	(4)	-0.9%
August	418	453	459	445	(3)	-0.7%	(14)	-3.1%
September	422	432	449	449	4	0.9%	-	0.0%
October	431	419	440	459	10	2.2%	19	4.3%
November	413	426	452					
December	431	458	451					
Total	5,122	5,364	5,631	4,614				
Average	427	447	469	461			-8	-1.7%

City of Guelph					Change From Previous Month		Change From Previous Year	
	2011	2012	2013	2014	Cases	%	Cases	%
January	1,432	1,438	1,460	1,497	60	4.2%	37	2.5%
February	1,410	1,426	1,499	1,522	25	1.7%	23	1.5%
March	1,429	1,412	1,482	1,532	10	0.7%	50	3.4%
April	1,444	1,413	1,502	1,572	40	2.6%	70	4.7%
May	1,452	1,425	1,559	1,559	(13)	-0.8%	-	0.0%
June	1,482	1,450	1,543	1,563	4	0.3%	20	1.3%
July	1,495	1,474	1,514	1,556	(7)	-0.4%	42	2.8%
August	1,445	1,470	1,530	1,568	12	0.8%	38	2.5%
September	1,436	1,416	1,502	1,578	10	0.6%	76	5.1%
October	1,396	1,338	1,443	1,585	7	0.4%	142	9.8%
November	1,395	1,400	1,434					
December	1,389	1,402	1,437					
Total	17,205	17,064	17,905	15,532				
Average	1,434	1,422	1,492	1,553			61	4.1%

County of Wellington - Ontario Works

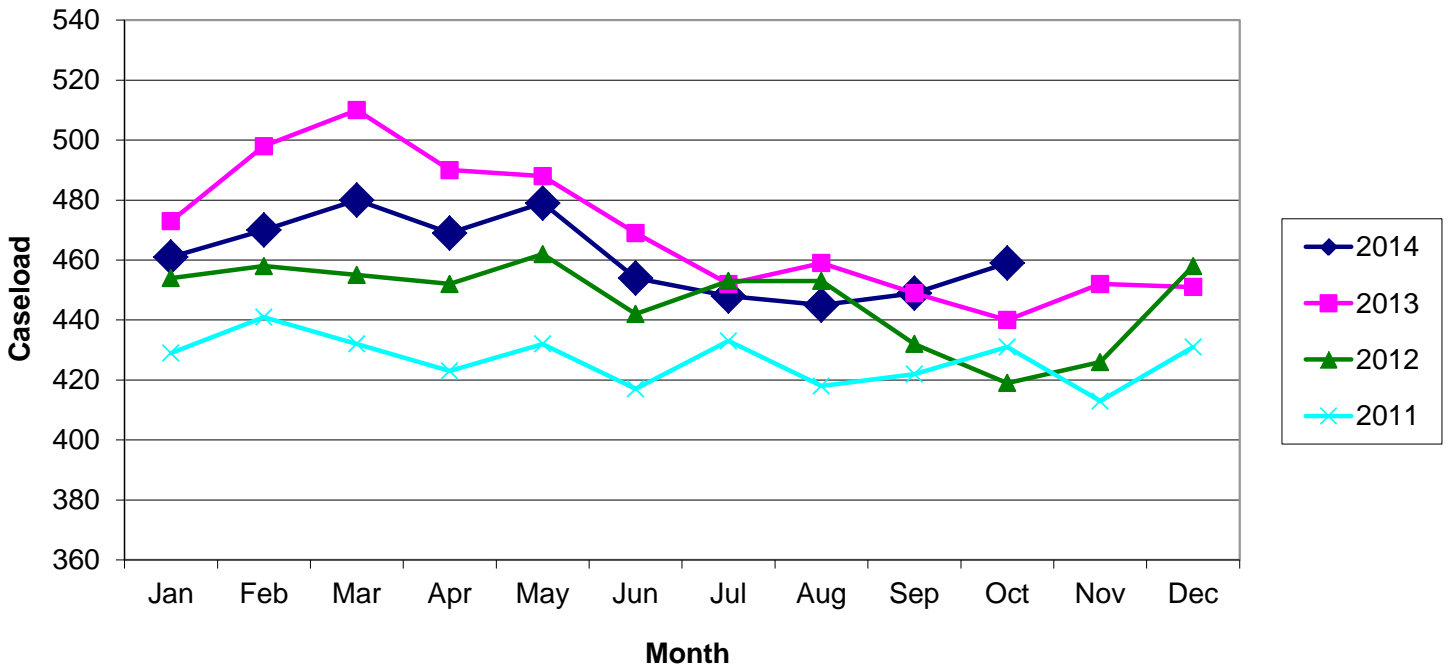


2011-14 County / City Caseload

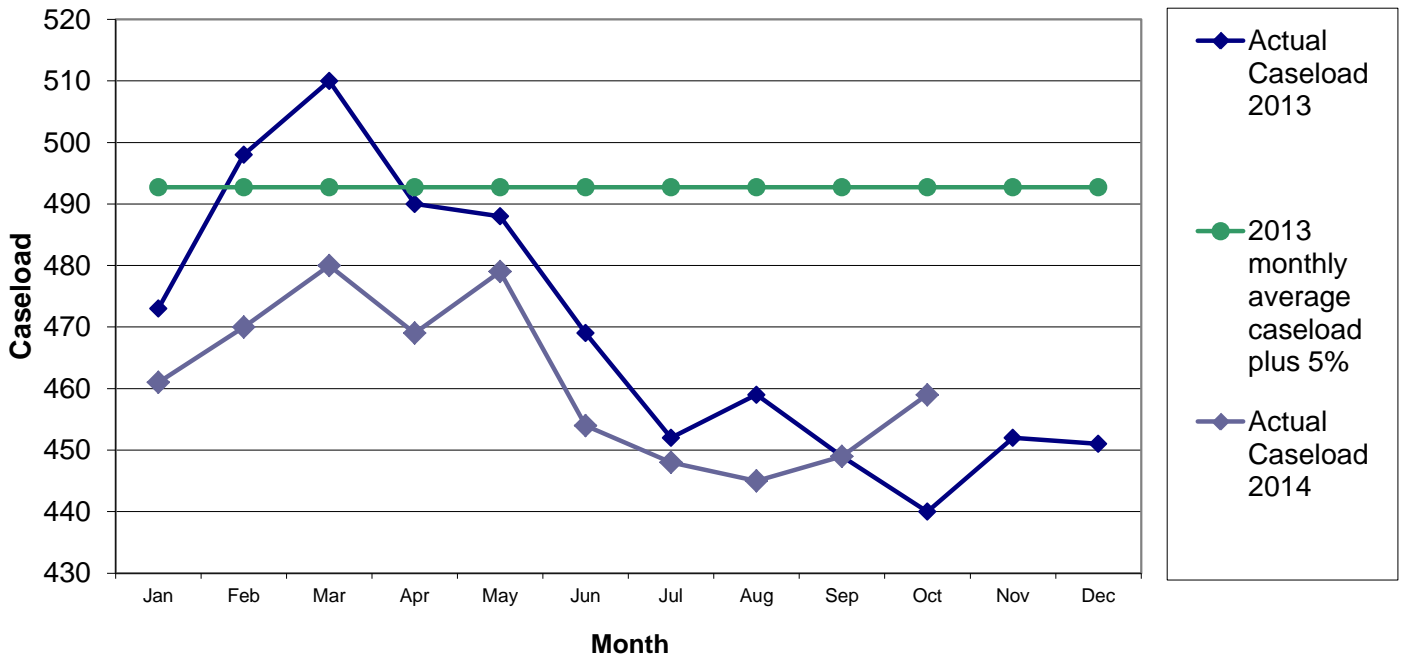
Total caseload					Change From Previous Month		Change From Previous Year	
	2011	2012	2013	2014	Cases	%	Cases	%
January	1,861	1,892	1,933	1,958	70	3.7%	25	1.3%
February	1,851	1,884	1,997	1,992	34	1.7%	(5)	-0.3%
March	1,861	1,867	1,992	2,012	20	1.0%	20	1.0%
April	1,867	1,865	1,992	2,041	29	1.4%	49	2.5%
May	1,884	1,887	2,047	2,038	(3)	-0.1%	(9)	-0.4%
June	1,899	1,892	2,012	2,017	(21)	-1.0%	5	0.2%
July	1,928	1,927	1,966	2,004	(13)	-0.6%	38	1.9%
August	1,863	1,923	1,989	2,013	9	0.4%	24	1.2%
September	1,858	1,848	1,951	2,027	14	0.7%	76	3.9%
October	1,827	1,757	1,883	2,044	17	0.8%	161	8.6%
November	1,808	1,826	1,886					
December	1,820	1,860	1,888					
Total	22,327	22,428	23,536	20,146				
Average	1,861	1,869	1,961	2,015			53	2.7%

Caseload Split								
	2011		2012		2013		2014	
	City	County	City	County	City	County	City	County
January	76.9%	23.1%	76.0%	24.0%	75.5%	24.5%	76.5%	23.5%
February	76.2%	23.8%	75.7%	24.3%	75.1%	24.9%	76.4%	23.6%
March	76.8%	23.2%	75.6%	24.4%	74.4%	25.6%	76.1%	23.9%
April	77.3%	22.7%	75.8%	24.2%	75.4%	24.6%	77.0%	23.0%
May	77.1%	22.9%	75.5%	24.5%	76.2%	23.8%	76.5%	23.5%
June	78.0%	22.0%	76.6%	23.4%	76.7%	23.3%	77.5%	22.5%
July	77.5%	22.5%	76.5%	23.5%	77.0%	23.0%	77.6%	22.4%
August	77.6%	22.4%	76.4%	23.6%	76.9%	23.1%	77.9%	22.1%
September	77.3%	22.7%	76.6%	23.4%	77.0%	23.0%	77.8%	22.2%
October	76.4%	23.6%	76.2%	23.8%	76.6%	23.4%	77.5%	22.5%
November	77.2%	22.8%	76.7%	23.3%	76.0%	24.0%		
December	76.3%	23.7%	75.4%	24.6%	76.1%	23.9%		
Average	77.1%	22.9%	76.1%	23.9%	76.1%	23.9%	77.1%	22.9%

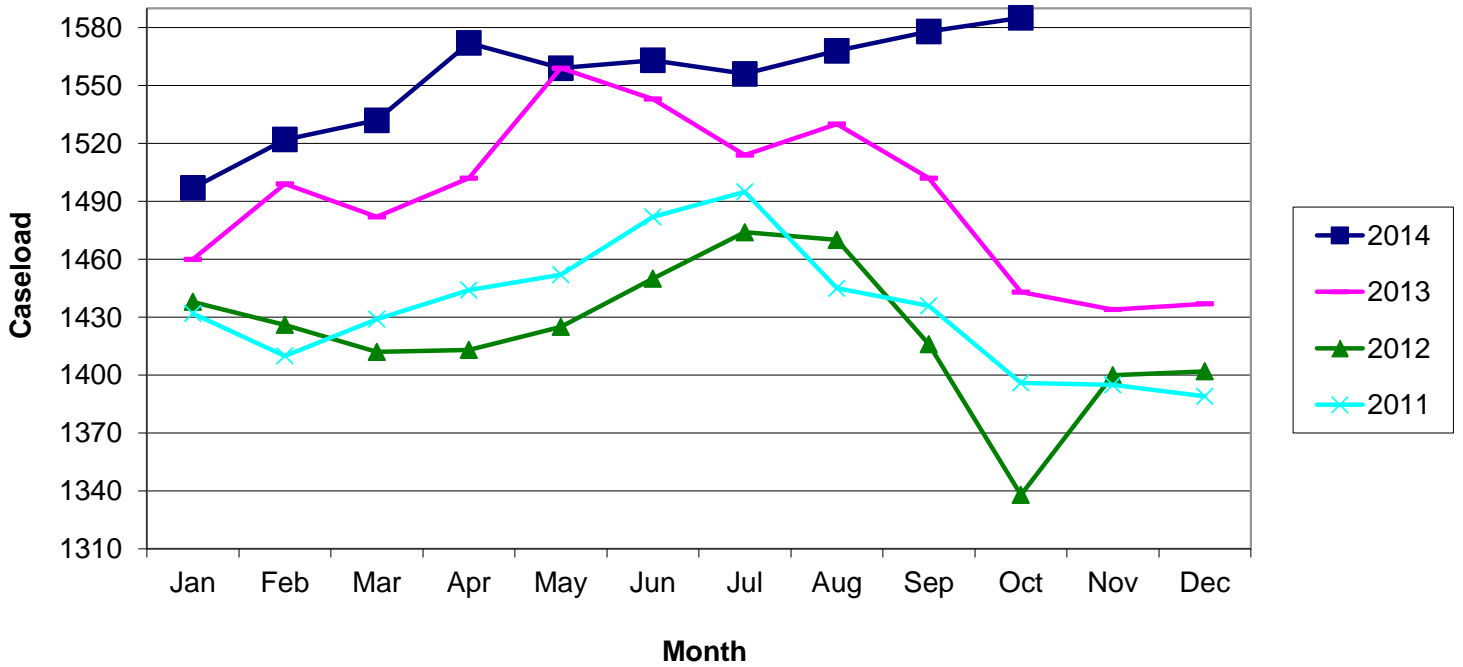
County of Wellington Ontario Works Caseload - January 2011 to October 2014



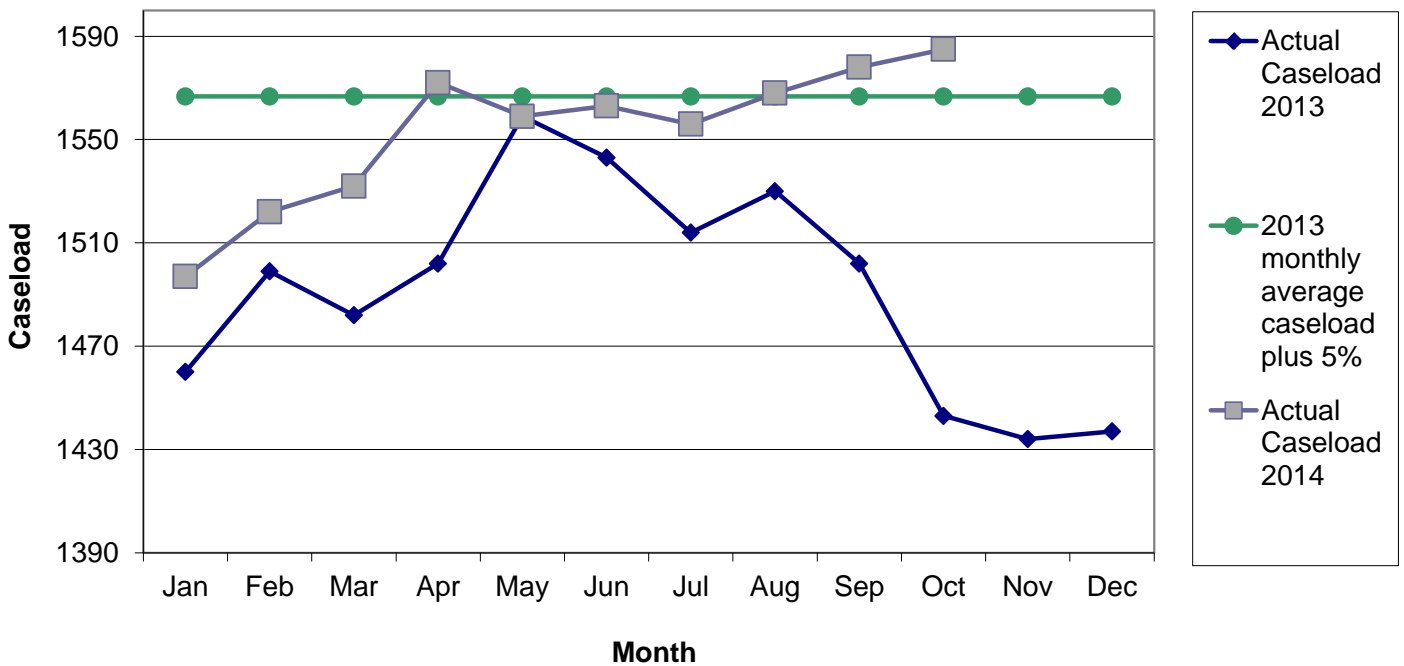
County of Wellington Ontario Works Caseload Budget/Actual Comparison



City of Guelph Ontario Works Caseload - January 2011 to October 2014



City of Guelph Ontario Works Caseload Budget/Actual Comparison



WELLINGTON COUNTY SOCIAL SERVICES
2014 County and City Caseloads and Services



Programmes	1st Quarter			Total 1st Quarter	2nd Quarter			Total 2nd Quarter	3rd Quarter			Total 3rd Quarter
	Jan	Feb	Mar		Apr	May	June		July	Aug	Sept	
Intake												
Number of calls received	422	197	232	851	263	257	310	830	356	322	397	1075
Number of applications completed	241	162	203	606	179	190	183	552	222	208	232	662
Number of cases deemed to be eligible	205	189	158	552	188	173	153	514	174	149	180	503
Number of terminated cases	135	155	138	428	159	176	174	509	187	140	166	493
Consolidated Verification Process												
Number of Support Agreements/Orders	3	4	6	13	5	4	2	11	2	4	8	14
Number of Internal Reviews	8	1	2	11	6	0	2	8	2	6	1	9
Number of Social Benefit Tribunal Hearings	1	0	1	2	0	3	1	4	2	0	2	4
Number of Eligibility Review Interviews	7	7	9	23	13	18	13	44	7	15	15	37
Number of Eligibility Review Interviews Resulting in Terminations	1	0	1	2	1	2	1	4	1	2	3	6
Emergency Energy Funds Issued	\$ 6,437.00	\$ 7,171.00	\$ 8,290.00	\$ 21,898.00	\$ 8,325.00	\$ 7,688.00	\$ 745.00	\$ 16,758.00	\$ 365.00	\$ 5,854.00	\$ 5,217.00	\$ 11,436.00
Special Services												
Number of People Accessing Dom Hostel Beds	161	161	157	479	165	167	161	493	159	172	168	499
Number of People Accessing Emergency Hostel Beds	162	187	184	533	209	242	204	655	220	241	236	697
Number of Indigent Burials	8	2	5	15	2	5	4	11	8	5	1	14
Number of L.E.A.P. Cases	25	24	24	73	27	25	23	75	22	22	26	70
Temporary Care Cases	48	46	47	141	49	50	52	151	53	55	59	167
Number of Students	45	43	43	131	39	41	41	121	35	49	40	124
Employment Services												
Number of Employment Services Cases with Participation Agreements	2152	2160	2187	6499	2116	2200	2211	6527	2109	2143	2132	6384
Average Caseload for Employment Services Caseworkers	223	223	226	672	222	227	227	676	212	215	216	643
Employment Workshops												
Number of Workshops provided	3	6	6	15	6	7	4	17	5	6	5	16
Number of Individuals attending workshops	15	27	28	70	52	33	32	117	26	27	23	76
Number of Facilitators One on One Appointments	61	27	68	156	88	66	24	178	87	80	22	189
Employment Resource Centre												
Employment Resource Centre Traffic	2202	2064	3058	7324	3216	3063	3103	9382	3281	3030	3271	9582
Life Skills												
Number of participants on Life Skills caseloads	95	102	105	302	107	108	106	321	107	109	116	332
Average Caseload for Life Skills Caseworkers	31.67	34.00	35.00	33.56	35.67	36.00	35.33	35.67	35.67	36.33	38.67	36.89



To: Chair and Members of the Social Services Committee
From: Eddie Alton, Social Services Administrator
Date: Wednesday, November 12, 2014
Subject: **OMSSA 47 Social Services Leaders Meeting**

Background:

The Ontario Municipal Social Services Association (OMSSA) is a non-profit organization whose members are the Consolidated Municipal Service Managers (CMSMs) and District Social Services Administration Boards (DSSABs) across Ontario. OMSSA supports leadership in integrated human services through strong local service system management in all municipalities. OMSSA provides a large array of services to support Service Managers in the delivery of programmes such as educational opportunities, networks and committees, task forces, etc., all specific to the delivery of social services. Another large role that OMSSA plays is their advocacy and government relations.

In 2013, OMSSA started a 47 Social Services Leaders Meeting group where the leaders would meet to discuss emerging issues with presentations from key representatives from organizations and the province.

Report:

On October 21, 2014, a 47 Leaders Meeting was held and some very interesting presentations were made that I wanted to share with Committee. Therefore I am providing a brief summary of the topics discussed:

Provincial Poverty Reduction Strategy – Presented by Shamira Madhany, Assistant Deputy Minister, Health, Social, Education and Children’s Policy Branch, Policy and Delivery Division, Cabinet Office and Karen Glass, Interim Executive Director, Poverty reduction Strategy Office

An overview was provided of the Poverty Reduction Strategy including suggested processes for implementation. Information was shared on areas where it makes sense to work as partners to advance of the Poverty Reduction Strategy and to meet the governments’ targets. As the government is in very early stages of thinking and not clear on the path forward or how the funding will be allocated. This provided us with a good opportunity to promote a strong and effective relationship with the government as they move forward.

Ontario Association of Food Banks – Presented by Bill Laidlaw, Executive Director

Bill Laidlaw provided an overview of the Association and their role in trying to create a hunger-free Ontario. The Association has 120 member food banks and the Association tries to strengthen communities in Ontario by providing food banks with food, resources and solutions to address hunger. The basic premise is that better food results in Better Health which in the long term saves tax dollars. Also, if people are healthy, they may be able to get out of poverty and improve their life. It was also noted that the stats on the number of individuals using food banks are not getting any better so they play an important role in helping families.

An interesting programme that has been created is providing a tax credit to encourage farmers to donate fruit and vegetables to the food banks. It was explained that sometimes due to the costs that would be incurred to

harvest a crop it is cheaper to leave it in the field if the farmer does not have a buying for the crop. It is hoped that with a tax credit incentive, this helps offset some of the cost incurred by the farmer in harvesting the crops donated to the local food banks.

The Ontario Association also provides input on the HungerCount 2014 completed by Food Banks Canada. This report was release in earlier November and provides an overview of the usage of food banks across Canada as well as provides recommendations for addressing the issues.

Unlocking the Public Service Economy, A new Approach to Public-Private Partnership in Services – Presented by Josh Hjarteson, Vice President, Policy and Government Relations, Ontario Chamber of Commerce

A presentation was made on Alternative Service Delivery (ASD) models on how governments around the world are increasingly adopting new public-private service delivery partnerships. It is felt that by introducing greater competition and diversity into public services and creating more scope for partnerships with the private and not-for-profit sectors in public service delivery, government can help spur economic growth while enhancing its capacity to meet the evolving and increasingly sophisticated demands of its population.

The paper proposes that ASD models is a means by which governments can leverage the capital, technology, specialized skills, and expertise of its partners in order to meet specific public policy objectives, address complex social problems, and achieve better outcomes for their populations.

Mental Health & Addictions Strategy: Supportive Housing Component – Presented by Nancy Kennedy, Assistant Deputy Minister, Health System Strategy and Policy Division, Ontario Ministry of Health and Long-Term Care

An update on the Mental Health and Addictions Strategy, which is to be released soon, was provided. An overview was provided of what progress has been made to date, the continuing challenges and a strategic overview. A review of the strategic context on the cross-government focus to expand access to supportive housing was provided showing the link between the Poverty Reduction Strategy, 2014-2019, the Comprehensive Mental health and Addictions Strategy, the Investment in Affordable Housing in Ontario and the Developmental Services Task Force on Housing.

Recognizing that the Ministry has significant funding invested in supportive housing, the role of the LHINs in the Strategy and how to establish more effective relationships between LHINs and CMSMs and DSSABs was discussed as well as the possibility of forming a collaborative table. This provided an opportunity for some of the 47 Leaders to provide a better sense of experiences of working with LHINs both in terms of what is working well and existing challenges with recommendations on how to better align and collaborate. This is an ongoing issue and certainly will be discussed at future meetings.

Recommendation:

That report AD-14-12 OMSSA 47 Social Services Leaders Report be received for information.

Respectfully submitted,

Eddie Alton
Social Services Administrator