

Minutes of the Finance + Facilities Committee Meeting

March 28, 2018 > 1:00 p.m. – 2:30 p.m.
Guelph Trillium Room

Present: Dennis Lever (Chair), Christine Billings, Ken McGhee, Lambert Otten and Chris White.

Regrets: Margaret Abbink and Nancy Sullivan.

Staff: Dr. Nicola Mercer, Chris Beveridge, Liz Bowden, Andrea Roberts, Kyle Wilson, Shanna O’Dwyer, Matthew Tenenbaum and Sylvia Muir (Recorder).

Guests: NONE.

1. Call to Order

D. Lever (Chair) called the meeting to order at 1:00 p.m.

2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

3. Approval of Agenda

MOTION: “To approve the Agenda for the March 28, 2018 meeting, as presented.”

Moved:	C. White	
Seconded:	K. McGhee	CARRIED

4. Approval of Minutes

MOTION: “To approve the Finance + Facilities Committee Minutes of January 17, 2018, as presented.”

Moved:	C. Billings	
Seconded:	L. Otten	CARRIED

5. Presentation(s)

- NONE.

6. Finance + Facilities Committee Report(s):

BH.04.MAR2818.R07 – MOHLTC Accountability Framework for Board of Health – Financial Aspect

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.MAR2818.R07:

- Report outlines the changes that have been made in The Ontario Public Health Standards: Requirements for Programs, Services and Accountability (The Modernized Standards) which came into effect in January 1, 2018.
- The Annual Service Plan (ASP) is part of the new Accountability Framework within The Modernized Standards.
- The Modernized Standards will allow the MOHLTC to measure what happens in a health unit. It also highlights efficiencies and shows the MOHLTC if they are getting good value for their money.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2818.R07 – MOHLTC Accountability Framework for Boards of Health: Financial Aspects, as presented, for information.”

Moved: C. Billings
Seconded: K. McGhee

CARRIED

BH.04.MAR2818.R08 – Enterprise Resource Planning (ERP) Software

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.MAR2818.R08:

- ERP software is a shared database that speaks to one another and supports multiple functions used by different business units within an organization. WDGPH does not currently have an ERP system and recognizes that this does not meet its future needs for MOHLTC reporting for Finance and HR under the new Accountability Framework. As well, the new ASP Agreement will require time-tracking of interventions within the next few years.
- ERP systems are very costly and WDGPH will submit a One-Time Grant Request to fund the up-front implementation and configuration costs. In the interim, WDGPH will moving forward with an RFP to inform the One Time Grant Request. If an ERP system is approved, WDGPH plans to utilize the IT Reserve for this purpose.
- Implementation of an ERP system must start on a January 1st as it takes a full year of implementation.

Discussion took place around ensuring the long-term viability of any chosen ERP software.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2818.R08 – Enterprise Resource Planning Software, as presented, for information.”

Moved: K. McGhee
Seconded: L. Otten **CARRIED**

BH.04.MAR2818.R09 – 2017 Fourth Quarter Financials

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.MAR2818.R09:

- Report is written to reflect how WDGPH reports to the MOHLTC, not as WDGPH reports to the Auditors.
- WDGPH received the provincial funding approval from the MOHLTC on November 15, 2017.
- WDGPH had an overall Positive Variance of \$537,089 (representing 2.6% of the total Cost-Shared Mandatory Programs budget). \$251,313 of the surplus was outside of WDGPH’s control due to the timing of receipt of the monies received from the MOHLTC. The remainder of the positive variance is largely accounted for with unspent legal funds, back-orders of non-publicly-funded vaccines and OHIP+ eliminating the need for contraceptives.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2818.R09 – 2017 Fourth Quarter Financials, as presented, for information.”

Moved: C. White
Seconded: C. Billings **CARRIED**

BH.04.MAR2818.R10 – Reserves + Reserve Funds Status as at December 31, 2017

Dr. Mercer reviewed Finance + Facilities Committee Report BH.04.MAR2818.R10:

- WDGPH has a number of Reserves and Reserve Funds: (i) Guelph Facilities Reserve Fund; (ii) Orangeville Facilities Reserve Fund; (iii) Reserve for Contingencies; (iv) Reserve for Information Technology; (v) Reserve for Fluoride Varnish Program; and (vi) Reserve for Poverty Elimination Task Force.
- WDGPH is planning to fund a future ERP system, as well as future replacement of the existing phone system, from the Reserve for Information Technology and will not seek monies from the three (3) Obligated Municipalities.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.MAR2818.R10 – Reserves and Reserve Funds Status as at December 31, 2017, as presented, for information.”

Moved: C. Billings
Seconded: C. White **CARRIED**

(b) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to approve the transfer of the \$150,000 Cost-Shared Mandatory Programs surplus that arose as a result of the receipt of the \$150,000 in 100% MOHLTC funding for Harm Reduction Program Enhancement, into the Reserve for Contingencies.”

Moved: C. Billings
Seconded: C. White **CARRIED**

(c) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to approve the transfer of any remaining year-end surplus into the Reserve for Technology (IT).”

Moved: C. Billings
Seconded: C. White **CARRIED**

7. Closed Session

- NONE.

8. Next Meeting Thursday June 14, 2018 from 2:00 – 3:30 p.m.

9. Adjournment

The meeting was adjourned at 2:14 p.m.

MOTION: “To adjourn meeting”.

Moved: K. McGhee
Seconded: C. White **CARRIED**