

Minutes of the Finance + Facilities Committee Meeting

September 4, 2019 > 2:30 p.m. – 3:30 p.m.
Guelph Trillium Room

Present: Chris White (Chair), Christine Billings, George Bridge and Lambert Otten.

Regrets: Rodrigo Goller.

Staff: Dr. Nicola Mercer, David Kingma, Chris Beveridge, Dr. Matthew Tenenbaum, Kyle Wilson, Rob Cunnington and Sylvia Muir (Recorder).

Guests: NONE.

1. Call to Order

C. White (Chair) called the meeting to order at 2:30 p.m.

2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

3. Approval of Minutes

MOTION: “To approve the Finance + Facilities Committee Minutes of March 28, 2019, as presented.”

Moved: C. Billings
Seconded: L. Otten

CARRIED

4. MOH Update(s) / Correspondence:

Christine Elliott, Deputy Premier and Minister of Health Letter to WDGPH Board of Health Chair re 2019 Ministry of Health Funding Approval.

- WDGPH received its 2019 Funding Letter on August 20, 2019.
- Schedule “A” (Grants and Budgets) of the Funding Letter – WDGPH’s base budget remained the same as in 2018 with the exception of additional annual funding in the amount of \$869,100 for the new Ontario Seniors Dental Care Program.

MOTION: “To receive the correspondence, as presented, for information.”

Moved: G. Bridge
Seconded: L. Otten

CARRIED

5. Presentation(s)

- NONE.

6. Finance + Facilities Committee Report(s):

BH.04.SEP0419.R05 – 2019 First Quarter Financials

Dr. Mercer introduced and D. Kingma reviewed Finance + Facilities Committee Report BH.04.SEP0419.R05:

- Variance of \$193,111 as at March 31, 2019 related to the following: Salary & Benefits and Information & IT Equipment.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.SEP0419.R05 – 2019 First Quarter Financials, as presented, for information.”

Moved: C. Billings
Seconded: G. Bridge **CARRIED**

BH.04.SEP0419.R06 – 2019 Second Quarter Financials

Dr. Mercer introduced and D. Kingma reviewed Finance + Facilities Committee Report BH.04.SEP0419.R06:

- Variance of \$215,845 as at June 30, 2019 related to the following: Salary & Benefits; Professional & Purchased Services; Building Occupancy; and Information & IT Equipment.
- Variance to be fully spent by the third quarter.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.SEP0419.R06 – 2019 Second Quarter Financials, as presented, for information.”

Moved: C. Billings
Seconded: G. Bridge **CARRIED**

BH.04.SEP0419.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies and Procedures

Dr. Mercer introduced and D. Kingma reviewed Finance + Facilities Committee Report BH.04.SEP0419.R07:

- This Report speaks to the BOH’s responsibility to meet the governance oversight included in the Accountability Framework Section of the Ontario Public Health Standards.
- WDGPH has a system in place to provide the required evidence and continuously works towards updating and enhancing the processes to provide the evidence required by the province. An

example is that WDGPH is currently preparing a supplier incident(s) report to measure the services being provided.

(a) MOTION: “That the Finance + Facilities Committee makes recommendation to the Board of Health to receive Finance + Facilities Committee Report BH.04.SEP0419.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies and Procedures, as presented, for information.”

Moved: L. Otten
Seconded: C. Billings **CARRIED**

7. Closed Session

- NONE.

8. Next Meeting:

- (Thurs) November 28, 2019 from 2:00 – 3:30 p.m.

9. Adjournment

The meeting was adjourned at 3:06 p.m.

MOTION: “To adjourn meeting”.

Moved: C. Billings
Seconded: L. Otten **CARRIED**