

**Minutes of the Finance + Audit Committee Meeting
November 3, 2021 > 2:30 p.m. – 3:30 p.m.
Virtual (Zoom) Meeting**

Present: Chris White (Chair), Christine Billings, George Bridge, Rodrigo Goller and Ralph Manktelow

Regrets: None

Staff: Dr. Nicola Mercer, Dr. Matthew Tenenbaum, David Kingma, Chris Beveridge, Kyle Wilson, Rob Cunnington, Shelley Nuhn and Laura Kelly (Recorder)

Guests: None

1. Call to Order

C. White (Chair) called the meeting to order at 2:32 p.m.

2. Disclosure(s) of Pecuniary Interest

There were no declarations of conflicts identified.

3. Approval of Minutes

Finance + Audit Committee Minutes from Meeting of September 8, 2021.

MOTION: “To approve the Finance + Audit Committee Minutes of September 8, 2021, as presented.”

Moved:	R. Goller	
Seconded:	R. Manktelow	CARRIED

4. Finance + Audit Committee Reports

BH.04.NOV0321.R09 – 2021 3rd Quarter Financials

D. Kingma introduced, and R. Cunnington reviewed Report BH.04.NOV0321.R09:

- As the pandemic progresses, a large portion of budget dollars continue to be spent on COVID-19 expenditures, however the major budgetary categories are well underspent.

- There is a Ministry expectation that agency monies would contribute to the cost of the COVID response
- COVID-19 expenditure summary represents a combination of vaccination response, cost of operating clinics, staff travel as well as management operational costs.
- COVID-19 expenditures are tracked separately and WDGPH expects to receive 100% reimbursement from the Ministry of Health.
- A Board of Health member asks for clarification on WDGPH’s funding for climate change
- WDGPH has not received funding for climate change, and reimbursement has been requested.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.04.NOV0321.R09 – 2021 3rd Quarter Financials, as presented, for information.”

Moved: R. Goller
Seconded: G. Bridge

CARRIED

BH.04.NOV0321.R10 – 2022 Draft Budget

Dr M introduced, and David reviewed Report BH.04.NOV0321.R10:

- D. Kingma shares the 2022-23 Draft budget with the Board and reviews as follows:
- Ministry funded school nursing initiative program is scheduled to end in 2022 and therefore there is a variance between 2022 and 2023 draft budgets.
- An overview of COVID-19 expenses is shared and noted as independent from the 2022 budget. These expenses include a combination of vaccination response and staff travel. These expenses are treated independently and are covered primarily through Ministry reimbursement.
- Bank balances are expected to be lower in 2022 due to the cash outflows from COVID-19 efforts.
- An expenses breakdown was shared with the Board outlining employee salaries as the biggest expense (76%), followed by building occupancy expenses (9%) and other (15%).
- An agreement was reached between WDGPH and the Ontario Nursing Association (ONA). Due to this agreement staff salaries and benefits will be increasing by 1.75% in 2022 and 2.0% in 2023.
- A decrease in staff travel and programs is expected due to the Agency’s shift to a hybrid work model in 2022.
- Risk areas are identified as COVID-19 duration uncertainty, possible future reductions in provincial funding as well as future impacts of the Province’s public health amalgamation efforts which were put on hold at the start of the pandemic.

MOTION (1): “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit

Committee Report BH.04.NOV0321.R10 – 2022 Draft Budget, as presented, for information.”

Moved: R. Manktelow
Seconded: R. Goller CARRIED

MOTION (2): “That the Finance + Audit Committee makes recommendation to the Board of Health to approve Finance + Audit Committee Report BH.04.NOV0321.R10 – 2022 Draft Budget, as presented, for information.”

Moved: R. Goller
Seconded: G. Bridge CARRIED

BH.04.NOV0321.R11 – Facilities Update

D. Kingma introduced, and R. Cunningham reviewed Report BH.04.NOV0321.R11:

- A brief update is provided outlining the 3 WDGPH locations and their respective efficiency throughout the COVID-19 pandemic.
- Work is being performed in Guelph and Orangeville to be able to continue the Ontario Seniors Dental Program.
- The lease with Sylvia Jones, MPP at the Orangeville site will continue.
- The empty space at the Orangeville site is being used for pandemic supply storage and as the pandemic nears its end, the conversation of leasing the unused space will be revisited.
- As WDGPH moves to a hybrid work model, the expectation is that staff will return to the office on a part time basis beginning in early 2022, with all required public safety measures in place.
- There is a discussion between the committee members regarding a return to in-person meetings that will be brought to the Board of Health Meeting.

MOTION: “That the Finance + Audit Committee makes recommendation to the Board of Health to receive Finance + Audit Committee Report BH.NOV0321.R11 – Facilities Update, as presented, for information.”

Moved: C. Billings
Seconded: R. Manktelow CARRIED

(3:15) 5. Closed Session

- Approval of Closed Session Finance + Audit Committee Minutes of September 8, 2021.

MOTION: “To move into Closed Session to approve Closed Session Minutes of September 8, 2021.”

Moved: R. Goller
Seconded: C. Billings CARRIED

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CLOSED SESSION

- Present:** Chris White (Chair), Christine Billings, George Bridge, Rodrigo Goller and Ralph Manktelow.
- Regrets:** None
- Staff:** Dr. Nicola Mercer, David Kingma, Dr. Matthew Tenenbaum, Chris Beveridge, Kyle Wilson, Rob Cunningham, Shelley Nuhn and Laura Kelly (Recorder)
- Guest(s):** None

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(3:16) Returned to Open Session

Motion(s) brought forward from Closed Session:

(a) MOTION: “To approve the Closed Session Finance + Audit Committee Minutes of September 8, 2021, as presented.”

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

6. Next Meeting:

- December 1, 2021, from 2:30 – 3:30 p.m.

7. Adjournment

The meeting was adjourned at 3:17 p.m.

MOTION: “To adjourn the meeting”.

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