



A meeting of the Finance & Facilities Standing Committee for Oxford Elgin St. Thomas Health Unit was held on Monday, March 15, 2021 via electronic means commencing at 10:30 a.m.

PRESENT:

Mr. D. Mayberry	Board Member
Mr. S. Molnar	Board Member
Mr. J. Preston	Board Member – Chair
Mr. L. Rowden	Board Member
Mr. D. Warden	Board Member
Ms. C. St. John	Chief Executive Officer
Ms. M. Nusink	Director, Finance (CFO)
Ms. A. Koning	Executive Assistant

REGRETS:

Mr. T. Marks	Board Member
--------------	--------------

**REMINDER OF DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF
WHEN ITEM ARISES**

1.1 AGENDA:

Resolution # (2021-FFSC-0315-1.2)

Moved by D. Warden
Seconded by T. Marks

That the March 15, 2021 agenda be approved.

Carried.

2.0 MINUTES:

Resolution # (2021-FFSC-0315-2.1)

Moved by D. Mayberry

Seconded by D. Warden

That the minutes from the Southwestern Public Health Finance and Facilities Standing Committee meeting held November 23, 2020 be approved.

Carried.

3.0 CONSENT AGENDA:

None.

4.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.DECISION

C. St. John reviewed her report.

C. St. John welcomed J. Buchanan from Graham Scott Enns. She will be presenting the draft audited financial statements to the committee. C. St. John noted that this year, the entire audit was conducted virtually given COVID-19 and commended M. Nusink and her team for their work to complete the audit.

J. Buchanan reviewed the statements.

J. Buchanan noted that SWPH tracked all COVID-19 expenditures in 2020 and on a go forward basis. She noted that this was completed to ensure that COVID-19 expenditures could be submitted to the Province for reimbursement.

S. Molnar joined at 10:44 a.m.

J. Buchanan reviewed note 16 – Significant Events – COVID-19. She asked the committee if they agreed with the note as presented. There were no concerns from Committee members.

J. Buchanan noted that there was new information on the statements given the change in reporting to the Ministry as well as the change from 100% funded programs to cost shared programs.

D. Warden asked about the cumulative cash surplus reported on the statements. J. Buchanan noted that this is an accumulated amount and not physical cash that is on hand.

J. Buchanan noted that the audit went very smoothly and was completed virtually. She noted that the audit was a very clean one with minimal adjusting entries and no control deficiencies were identified.

Resolution # (2021-FFSC-0315-4.1A)

Moved by D. Warden

Seconded by L. Rowden

That the Finance & Facilities Standing Committee recommend the Board of Health for SWPH approve the audited financial statements for the period ending December 31, 2020.

Carried.

J. Buchanan left the meeting at 11:01 a.m.

C. St. John noted that she can confirm that all internal financial controls were met, as this is a requirement under the Ontario Public Health Standards and Accountability Framework.

Resolution # (2021-FFSC-0315-4.1B)

Moved by D. Warden

Seconded by S. Molnar

That the Finance & Facilities Standing Committee recommend that the Board of Health appoint Graham Scott Enns as the auditing firm for the year ending December 31, 2021.

Carried.

Resolution # (2021-FFSC-0315-4.1C)

Moved by D. Warden

Seconded by S. Molnar

That the Finance & Facilities Standing Committee recommend that the Board of Health approve the keeping of the 2019 municipal surplus to manage cash flow concerns should the Ministry not flow additional Covid-19 funding in a timely manner.

Carried.

C. St. John noted that given the reserve fund was returned to the obligated municipalities and COVID-19 expenditure funding has yet to flow to public health units, staff are recommending that SWPH increase its line of credit and hold the surplus funds from 2019.

It was noted that SWPH does not have confirmation from the Ministry that debt costs are recoverable within the COVID-19 extraordinary expenditures. C. St. John noted that she has

made that inquiry to the Ministry as CEO of SWPH, as well President of the Association of Public Health Business Administrators.

D. Warden asked how much the 2019 surplus is. It was noted that the surplus is \$198,695.00. It was noted and decided that the surplus monies would be used for cash flow purposes and would be held for the year.

The committee discussed the suggested increase to the line of credit. C. St. John noted that the request to increase the line of credit was an attempt to be very conservative and proactive, should we experience a cash flow concern in the future. It was determined that an increase to \$800,000 would be appropriate, to ensure there are no cash flow concerns. It was noted that this would also mitigate the need to levy obligated municipalities in the absence of monies being flowed from the Ministry.

It was noted that the Board of Health is the authority that can levy the obligated municipalities based on a recommendation by the Finance & Facilities Standing Committee.

Resolution # (2021-FFSC-0315-4.1D)

Moved by D. Warden

Seconded by L. Rowden

That the Finance and Facilities Standing Committee recommend that the Board of Health approve increasing its existing line of credit from \$250,000 to \$800,000 to manage cash flow concerns that may arise.

Carried.

Resolution # (2021-FFSC-0315-4.1)

Moved by S. Molnar

Seconded by D. Mayberry

That the Finance and Facilities Standing Committee accept the Chief Executive Officer's Report for March 15, 2021.

Carried.

5.0 NEW BUSINESS

None.

6.0 CLOSED SESSION

None.

7.0 NEW BUSINESS

None.

8.0 ADJOURNMENT

Resolution # (2021-FFSC-0315-9.0)

Moved by D. Warden

Seconded by L. Rowden

That the meeting adjourns at 11:23 a.m.

Carried.

Confirmed by Mr. J. Preston

A handwritten signature in blue ink, appearing to read "Joe Preston", is written over a horizontal line.