



## Board of Health

### Resources Committee Meeting

Tuesday, June 18, 2019

The Resources Committee meeting of Renfrew County and District Health Unit's Board of Health was held in the RCDHU Classroom at 7 International Drive, Pembroke, Ontario.

#### Present:

Daniel Janke	Chair
J. Michael du Manoir	Member
Debbie Robinson	Member
Janice Visneskie Moore	Member

#### Staff:

Heather Daly	Acting Chief Executive Officer/Director, Corporate Services
Marilyn Halko	Executive Assistant (Secretary)

#### 01. Call to Order

D. Janke called the meeting to order at 9:02 a.m.

#### 02. Agenda Approval

The agenda was amended under 11. New Business as follows:

- 11. a. RCDHU Accommodation Needs Assessment was added
- 11. b. 2018 Annual Report and Attestation
- 11. c. Letter from Warden Murphy Regarding Reserves

#### Resolution: # 1 RC 2019-Jun-18

A motion by D. Janke; seconded by J. M. du Manoir; be it resolved that the agenda be approved, as amended.

Carried

**03. Delegations**

There were no delegations.

**04. Declarations of Conflict of Interest**

There were no declarations of conflict of interest.

In D. Janke's absence, D. Robinson will present the Resources Committee Board Report at the Regular Board of Health meeting on Tuesday, June 25, 2019.

**05. Minutes of Previous Meeting (Approval)**

- a. The Committee approved the Resources Committee meeting minutes for Tuesday, May 21, 2019.

**Resolution: # 2 RC 2019-Jun-18**

A motion by J. M. du Manoir; seconded by D. Janke; be it resolved that the Resources Committee approve the meeting minutes for Tuesday, May 21, 2019, as presented.

Carried

**Resolution: # 3 RC 2019-Jun-18**

A motion by D. Janke; seconded by J. M. du Manoir; be it resolved that the Resources Committee recommends to the Board that they direct the Governance Committee to do a review of questions of the Standing Committees Performance Outcomes Survey.

Carried

**06. Business Arising**

None

**07. Correspondence**

There was no correspondence.

**08. Staff Reports**

- a. Briefing Note—Q1 Financials and New Funding  
H. Daly presented the following:
  - [Briefing Note—Q1 Financials and New Funding](#).

**Resolution: # 4 RC 2019-Jun-18**

A motion by J. M. du Manoir; seconded by D. Robinson; be it resolved that the Resources Committee recommends to the Board that the Briefing

Note and Q1 Financials and New Funding Report be accepted.

Carried

**09. Board Committee Reports**

None

**10. By-Laws**

None

**11. New Business**

a. Accommodation Needs Assessment

The contract with Lough Barnes Consulting Group for Renfrew County and District's (RCDHU) Accommodation Needs Assessment will be complete after the delivery of the teleconference presentation at the Special Board meeting on Thursday, June 20, 2019.

It was noted that as a result of the Accommodation Needs Assessment the Resources Committee may need to meet during the summer.

b. 2018 Annual Report and Attestation

H. Daly presented the following form with sections for completion by the Board:

- 2018 Annual Report and Attestation.

RCDHU's 2018 Annual Report and Attestation Report is due to the Ministry on Wednesday, July 31, 2019.

The form was redirected to the Executive Committee to complete the attestation for approval by the Board.

c. Letter from Warden Murphy Regarding Reserves

The following letter was received from Warden Murphy:

- [Letter from Warden Murphy 2019-May-29.](#)

H. Daly sought written clarification about the RCDHU reserves and received the following letter from the auditors:

- [Letter to Board regarding surplus and revenues.](#)

The following resolutions resulted after a discussion by the Committee regarding an assessment of RCDHU risks in the next year:

**Resolution: # 5 RC 2019-Jun-18**

A motion by J. M. du Manoir; seconded by D. Robinson; be it resolved that the Resources Committee recommends that Board approve allocation of reserve funds against estimated risks as follows: 1. accommodation needs - \$500,000; 2. technology upgrade requirements - \$100,000; 3. operating cash flow requirements \$100,000.

Carried

**Resolution: # 6 RC 2019-Jun-18**

A motion by D. Janke; seconded by J. M. du Manoir; be it resolved that the Resources Committee recommends to the Board that they approve up to \$100,000 to upgrade the computers and payroll system and to be funded out of the reserves.

Carried

**12. Notice of Motion**

None

**13. Closed Meeting**

**Resolution: # 7 RC 2019-Jun-18**

A motion by D. Janke; seconded by D. Robinson; be it resolved that the Resources Committee move in to a closed meeting to discuss personal matters about an identifiable individual, including municipal or local board employees at 10:25 a.m.

Carried

At 10:25 a.m. H. Daly and M. Halko vacated the meeting.

The Committee Chair rose to report that the Committee met in a closed meeting to discuss personal matters about an identifiable individual, including municipal or local board employees.

At 12:15 M. Halko joined the meeting, again.

**14. Date of Next Meeting**

The next Resources Committee meeting is scheduled for Tuesday, September 17, 2019 at 9:00 a.m. in the RCDHU Classroom.

**15. Adjournment**

**Resolution: # 8 RC 2019-Jun-18**

A motion by J. Visneskie Moore; seconded by D. Janke; be it resolved that the Resources Committee meeting adjourned at 12:16 p.m.

Carried

The Resources Committee meeting adjourned at 12:16 p.m.

---

Chair

*The original approved meeting minutes were signed by D. Janke, Resources Committee Chair.*