



Board of Health

Resources Committee Meeting, via GoToMeeting

Tuesday, October 19, 2021

The meeting of Renfrew County and District Health Unit's Resources Committee was held via the online video conferencing platform—*GoToMeeting*. All members were available by video.

Members:

J. Michael du Manoir	Chair
Ann Aikens	Member
Jennifer Murphy	Member
Carolyn Watt	Member

Staff:

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

1. Call to Order

J. Michael du Manoir called the meeting to order at 9:30 a.m.

2. Agenda Approval

The agenda was approved as presented.

Resolution: # 1 RC 2021-Oct-19

Moved by A. Aikens; seconded by J. Murphy; be it resolved that the Resources Committee approve the agenda, as presented.

Carried

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Delegations

There were no delegations.

5. Minutes of Previous Meetings (Approval)

- a. Resources Committee Meeting Minutes 2021-May-18
The meeting minutes for the Resources Committee meeting held on Tuesday, May 18, 2021, via *GoToMeeting*, were approved, as presented.

Resolution: # 2 RC 2021-Oct-19

Moved by C. Watt; seconded by J. Murphy; be it resolved that the meeting minutes for the Resources Committee meeting held on Tuesday, May 18, 2021, be approved, as presented.

Carried

6. Business Arising

- a. Action List—2021-Jun-29
The Committee reviewed Resources Committee items identified in the [Action List—2021-Jun-29](#).

H. Daly presented the following update from the Action List—[Legacy Accounts](#)—and answered questions from the Committee.

Background information: the three *Due to Province* legacy accounts included: the Ministry of Environment—\$29,921.95, Early Childhood Development: Injury and Family Abuse Prevention—\$16,063.24 and Healthy Pregnancy—\$14,398.30.

The Ministry of Environment account ceased operation in 2004 with some legal fees on old septic-tank-disputes, applied against the payable balance in 2011. There were no transactions in this account since then.

The last two programs were discontinued on December 31, 2006, and the final settlement was completed in 2008.

Resolution: # 3 RC 2021-Oct-19

Moved by A. Aikens; seconded by J. Murphy; be it resolved that the Resources Committee recommends that the Board of Health transfer the following amounts to the General Reserves as the projects ceased operations and were discontinued:

- Injury and Family Abuse Prevention Project \$16,063.24
- Healthy Pregnancy and Child Development Project \$14,398.30
- Ministry of Environment: Environmental Projection Program \$29,921.95.

Carried

7. Correspondence

There was no correspondence.

8. Staff Reports

a. Q2 Financial Update 2021

H. Daly gave the following update and answered questions from the Committee Members regarding the:

- [Q2 Financial Update 2021](#).

Base Programs are 65% spent at end of June 2021. This is the impact of the additional expenditures from the COVID-19 general and vaccine programs. Overall, the budget for RCDHU is at 50% spend at the end of Q2.

9. Board Committee Reports

There were no Board Committee reports.

10. By-Laws

There were no items in by-laws.

11. New Business

a. Renovation 2020-21 Report

H. Daly presented the [Renovation 2020-21 Report](#) and answered questions from the Committee Members.

The renovation is best summed up by the "In Conclusion" section on page five of the *Report*.

b. Auditor's Attestation Report 2020

H. Daly presented the [Auditors Attestation Report 2020](#) and answered questions from the Committee Members.

Background information: the 2020 Annual Reconciliation Report (Certificate of Settlement) for the Ministry of Health funding for 2020 was completed by the audit firm of Scott Rosien Black & Locke Chartered Professional Accountants, on June 18, 2021.

The total approved allocation of funds for RCDHU was \$8,013,200. Eligible expenditures incurred by RCDHU for base and one-time funding totalled \$7,839,967. The Ministry flowed \$7,839,967 for these expenditures. There is

no net amount due from or payable to the Ministry of Health for the 2020 program year.

- c. Resources Committee Work Plan
The Committee discussed items listed in the Resources Committee Work Plan. The Work Plan was distilled from the Board Work Plan approved at the 2021 June 29 Board meeting.

The "Budgeting" task is on target.

The "oversight for HR" task currently requires the development of a reporting mechanism which may include an annual human resources report.

For the "Administrative Procurement Policies", a review of the current policies against current best practices will be presented by H. Daly to the Committee at the next meeting.

- d. Virtual Meeting Platform
The Committee discussed the use of a different virtual software platform, so, on a trial basis, the next Resources Committee meeting will be held on *Microsoft Teams*.

At RCDHU *Microsoft Teams* is now being fully utilized by Corporate.

12. Notice of Motion

There was no notice of motion.

13. Closed Meeting

There was no closed meeting.

14. Date of Next Meetings

The next Resources Committee meeting will be held on Monday, November 22, 2021, at 1:00 a.m., via *Microsoft Teams*.

Also, Monday, December 6, 2021, at 1:00 p.m., was scheduled for a pre-levy meeting, via *Microsoft Teams*.

Invitations will be sent out by the Secretary today.

15. Adjournment

Resolution: # 6 RC 2021-Oct-19

Moved by C. Watt; seconded by J. Murphy; be it resolved that the Resources Committee meeting be adjourned at 10:51 a.m.

Carried

The Resources Committee meeting, held by *GoToMeeting*, adjourned at 10:51 a.m.

Committee Chair

These meeting minutes were approved at the Resources Committee meeting held on Monday, December 6, 2021.