

Minutes of the Board of Health Regular Meeting
 Thursday, October 17, 2024
 Zoom
 4:00 pm – 6:14 pm

Present:

Peter McKenna, Chair	Richard Kidd
Toni Surko, 1 st Vice Chair	Anne-Marie Koiner
Robin Jones, 2 nd Vice Chair	Ruth Lockett
Stephen Bird	
Tory Deschamps	Linna Li, Medical Officer of Health
Jane Fullarton	Heather Bruce, Executive Assistant

Krista Bareke, HR Manager	Rebecca Ferguson, Director, Population Health and Clinical Services
Cathy DelMei, Acting Manager and CNO	Shai Gates, Director, Corporate Services
Jackie Empey, Finance and Property Manager	Katie Mahon, Auditor, KPMG Darlene Clow

1. Call to Order

Peter McKenna called the meeting to order at 4:00 pm.

2. Traditional Land Acknowledgement Statement

Peter McKenna read the land acknowledgement statement.

3. Approval of the Agenda

The agenda items were reviewed.

Motion: That the agenda of the October 17, 2024 Regular Meeting be approved as circulated.

Motion Carried.

4. Conflict of Interest Declaration

None declared.

5. Consent Agenda

Motion: That the following items on the consent agenda be approved as circulated:

5.1. Approval of the Minutes from the Board of Health Regular Meeting held on August 29, 2024

5.2. General Correspondence

5.3. Duty of Care Report Summary

5.4. Board of Health Glossary of Terms

5.5. Report from the Governance and Quality Assurance Committee

5.6. Report from the Finance, Audit, Property, and Risk Management Committee

Motion Carried.

6. New Business:

6.1. 2023 Audit Findings Report

Peter McKenna introduced Katie Mahon, Auditor for KPMG, who will give the Board a high-level overview of the audit. Katie Mahon thanked board members for their invitation to attend today's meeting.

Katie Mahon met with the Finance Committee last week to review the report and statements in significant detail. She is attending today to give a high-level overview and answer any questions. The audit this year was delayed due to multiple turnover in the Finance Manager position, including the use of a consultant.

We have issued a clean audit opinion. There is a significant deficiency related to the financial governance of the organization. There have been ongoing conversations with organizational staff and leadership to address this and to get back on the typical audit timeframes.

Questions

This is the second year in a row that there is a deficit position. What could we be doing to track this more in year so that this is not happening for a third year? Linna Li advised that one of the challenges is that some sources of funding were reimbursed incompletely at the end of the year, after the money had already been spent. As well, although there is quarterly financial reporting, this can be enhanced. This is part of the work that Katie Mahon mentioned that is on our radar. For 2024, the Board agreed to have a substantial structural budgetary deficit in order to not make permanent changes to our organization as we engaged in merger conversations. As a result, there are substantial pressures within our budget that we intentionally did not address during 2024. We are currently making plans for 2025 and we hope to bring that information to the Board soon. Peter McKenna advised that everything the auditor has recommended we intend to follow through on and implement those checks and balances.

How comfortable do we feel with the reconciliation that has been done to date and the numbers in our statement as to the balance to be paid in 2022 and 2023 year to the province? Linna Li advised that some part of preparing this audit was working through that issue. Typically, reconciliation with the province is done on a fairly up to date basis, however during the course of COVID there was a delay and the province got behind on reconciliation and they are now catching up. Over the past few months, we have had contact with the province about going back and reconciling previous years that had not been reconciled. Part of the 2023 financial statements is the reconciliation up until 2022. Katie Mahon advised that a lot of time in the 2023 audit was spent to make sure the 2023 numbers would line up with what the ministry was expecting. We won't know for sure until the ministry reconciles 2022, but we don't expect it to be significantly different.

It is understandable how this could happen with multiple changeovers in staffing. With provincial funding being the largest source of revenue, we need to make sure provincial reconciliation is accurate.

A question was raised about furniture and IT equipment worth close to \$3 million and how many locations that is for. Linna Li advised that there are seven office locations across the region with Brockville and Smiths Falls being owned sites. Last year we had the Kemptville renovation, which is a site we rent. Much of our work is digitally based so IT equipment is a critical part of our capital assets. We do have a hybrid of in house computer equipment and portable/home computer equipment because we have a remote work model as well.

With the \$79,000 remaining in the Land Control reserve, what can be done with that money? What are the obligations that allow us to use that money to offset our operating deficit? Is that an allowable use? Katie Mahon advised that is something for the Board to discuss. Linna Li advised that the Land Control money reserve is not specifically required to be spent in Land Control. Although the program has sunsetted there remains a few potential costs, for example insurance as an operational cost.

Toni Surko thanked Katie Mahon and the Finance Team for the time and energy spent to ensure the financial statements are in order.

6.2. 2023 Audited Financial Statements

Peter McKenna thanked Katie Mahon for attending today. Katie Mahon thanked board members for allowing her some time on the agenda. Peter McKenna thanked Shani Gates, Terry Perkins, Jackie Empey and Linna Li for their tremendous effort putting this together.

*Motion: That the 2023 Audited Financial Statements be received as circulated.
Motion Carried.*

6.3. Signing Authority

Motion: That the signing officers for the Corporation of the Leeds, Grenville and Lanark District Health Unit effective October 17, 2024 are as follows:

Medical Officer of Health – Dr. Linna Li

Finance and Property Manager – Jackie Empey

Chair – Peter McKenna

Director – Shani Gates

Motion Carried.

6.4. MOH/CEO Evaluation

Robin Jones advised that changes were made to the documents to ensure consistency and to identify who is involved in the process. The documents are included in the consent agenda. Board members can provide further feedback to Robin Jones, Linna Li and Peter McKenna.

6.5. Merger: Update from the South East Transition Team Meeting

Peter McKenna advised that the three Board Chairs from HPE, KFL&A and LGL wrote to the Minister of Health requesting further information regarding the merger and that MPPs were very helpful in the process. As we understand, discussion is in the Premier's office and we are in active discussion with ministry staff.

The SETT met last week and are working on policies with a goal of having everything ready by January 1, 2025. There needs to be parliamentary regulation changes before the merger can go ahead and we are optimistic. Our Board will have another look at this when we hear back from the province and will then vote on whether to go forward with the merger or not.

6.5.1. July 5 Minutes

No discussion.

6.5.2. August 30 Minutes

No discussion.

6.5.3. Letter to Minister Jones

No discussion.

6.6. 2024 aPHa Fall Symposium

The aPHa Fall Symposium will take place from November 6-8 online. Peter McKenna is registered to attend and if other board members are interested in attending reach out to Heather Bruce and she will register you.

6.7. MOH Verbal Report

Linna Li advised that the Health Unit's 2023 Annual Report is posted on our website and a link is on the agenda. We report every year as part of our accountability agreement with the province. She has highlighted the work done on the strategic plan and more information is on the webpage outlining initiatives done last year by staff.

6.7.1. 2023 Annual Report

See above comments.

7. In-camera:

7.1. Human Resources

7.2. Strengthening Public Health

The motion to move in-camera was read at 4:32 pm.

Motion: That this Board move into a closed session of the Board of Health due to the following:

- *Labour relations or employee negotiations;*
- *Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

Motion Carried.

Motion: That this closed session adjourn and that the open meeting resume at 6:06 pm.

Motion Carried.

7.3. Report from In-camera:

Peter McKenna advised that the Board offered advice on matters regarding the merger and human resources during the in-camera session.

8. Time, Date and Location of Next Meeting:

The next Board of Health meeting is scheduled for Thursday, November 28, 2024.

9. Adjournment

Motion: That the meeting adjourn a 6:14 pm.

Motion Carried.

Peter McKenna, Chair

Date

Heather Bruce, Executive Assistant

Date

c: Board members