

Finance Committee Meeting Minutes
Zoom Meeting – Monday, April 8, 2024 – 9:00 am

Present: Judy McLean, Jackie Gardner-Nix, Stephen Beauchamp, Tim Miller, Angela Grogan, Trish Baird, Meaghan Spencer (Finance Manager, CMH) Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO-CMH) Tina Stephens

Regrets: Donna Moulton

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	The meeting was called to order by Judy McLean and a quorum was present.	Motion by: Stephen Beauchamp to approve the agenda. 2nd: Tim Miller Carried.
2. Approval of Minutes	2.1 Approval of previous minutes – Feb. 9, 2024	Motion by: Stephen Beauchamp to approve the previous minutes. 2nd: Angela Grogan Carried.
3. Business Arising	<p>3.1 2024/2025 Agency Budget Review The 2024/2025 Agency budget was presented to the Committee. Detailed assumptions & explanatory notes were included and variances from 2023/2024 were also outlined in the presentation. Jordyn took questions from the Committee.</p> <p>3.2 2024/2025 MSAA Extending Letter The 2024/2025 MSAA (Multi Service Accountability Agreement) was circulated. This letter will be added in the Consent agenda items at the next Board meeting.</p>	Motion by: Stephen Beauchamp to accept the 2024/2025 Agency Budget as presented with a recommendation that the budget be presented at the next Board meeting for approval. 2nd: Angela Grogan Carried.
4. Termination		Tim made the motion to terminate.

Next Meeting: TBD – 9:00 am - Zoom



Community Care
NORTHUMBERLAND

Finance Committee Meeting

Friday, April 8, 2024 – 9:00 am

MEETING AGENDA

<https://us02web.zoom.us/j/84662484926>

Meeting ID: 846 6248 4926

Passcode: 482727

<u>Welcome</u>	<u>Speaker:</u>	<u>Document:</u>
1. Quorum & Approval of Agenda	Judy	Verbal
2. Approval of Previous Minutes – Feb. 9, 2024	Judy	Attached
3. Business Arising from Minutes		
3.1 2024/2025 Agency Budget Review	Trish	Attached
3.2 2024/2025 MSAA Extending Letter	Trish	Attached
4. Termination		

Next Regular Meeting – TBD – 9:00 am

Finance Committee Meeting Minutes
Zoom Meeting – Friday, February 9, 2024 – 9:00 am

Present: Judy McLean, Jackie Gardner-Nix, Donna Moulton, Stephen Beauchamp, Tim Miller, Angela Grogan, Trish Baird, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO-CMH) Tina Stephens

Regrets:

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	The meeting was called to order by Judy McLean and a quorum was present.	Motion by: Stephen Beauchamp to approve the agenda. Seconded: Donna Moulton Carried.
2. Approval of Minutes	2.1 Approval of previous minutes – Jan. 12, 2024	Motion by: Stephen Beauchamp to approve the previous minutes. Seconded: Donna Moulton Carried.
3. Auditor Engagement	3.1 Audit Planning Report 2023/2024 KPMH submitted an Audit Planning Report for the fiscal year ending March 31, 2024. KPMG will come back to the Committee in early June with the Audit Findings Report once the final audit is complete.	For Information Purposes
4. Financial Statements	4.1 CCN Q3 Results CCN Q3 results were presented. CCN is operating in a balanced position, outperforming the prior year. Program stat numbers are bouncing back since COVID. Client surveys are being developed to garner feedback on programs. 4.2 Internal Controls Jordyn Boivin circulated the Q3 internal controls which have been signed by Adam Kolisnyk and Trish.	Motion by: Tim Miller to accept the Q3 results as presented. Seconded: Jackie Gardner-Nix Carried. For Information Purposes
5. Work Plan Items	5.1 Budget Approval (Assumptions for 24/25) Trish circulated a 2024/2025 CCN Budget Key Assumptions and Risks document. No budget submission to Ontario Health is necessary this year. CCN will develop its own budget to present to the Finance Committee and for Board approval soon. Adam and Jordyn will discuss out of meeting a timeline for the preparation and presentation of the budget and let Trish know. Adam is	For Information Purposes

	<p>confident it can be created before the end of the fiscal year.</p> <p>5.2 Review & Submission of Foundation Funding Request Conversation will have to take place on how CCN wishes to put together a funding request from the Foundation. One possibility would be a yearly request be put forth with the funds being disbursed on a quarterly basis. This will be brought forth to the Committee for further discussion at a later meeting.</p>	For Discussion
6. Policy Review	<p>The Committee will review the below policies at the next meeting along with the budget.</p> <ol style="list-style-type: none"> 1. F-10 – Annual Audit 2. F-20 – Banking 3. F-30 – Budget Preparation 4. F-90 – Fees held in Trust 5. F-160 – Capital Purchasing 	
7. Termination		Jackie made the motion to terminate.

Next Meeting: TBD – 9:00 am - Zoom



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2024/2025 Proposed Budget

Prepared by: Jordyn Boivin

Prepared for: Finance Committee

Version 1.3



Assumptions & Explanatory Notes

Revenue

- **Funding:** 3% base increase confirmed
- **Funding x1:** not budgeted for conservatism
- **Client Fee Recoveries:** based on expected rate & volumes increases
- **Fundraising:** expecting marginal increase over 2023/24
- **Donations:** balancing figure
- **Grants:** decrease due to discontinuation of Trillium Grant and removal of one-time service recovery grant received from the Seymour Foundation (\$45K). Also, transportation deferred revenue flows through the grant line to balance the programs – the budget assumes less expenses to be covered by the def. revenue in 24/25.

Expenses

- **Salaries & Benefits:** 2% wage increase
- **Supplies:** decrease due to spending reduction strategies
- **Professional Fees:** increase due to CMH contract renewal, additions to EAP program & audit fees
- **Fundraising:** extra letter campaign budgeted
- **Equipment Maintenance & Purchase:** less vehicle maintenance anticipated
- **Occupancy:** decrease due to less building maintenance expected (higher in 2023/24 as Donor Relations absorbs 50% of Ed's building & supply costs)

Consolidated Budget *Without Hospice*

	Forecast Year End 23/24	Budget 2024/25	Difference
Funding	1,386,747	1,424,687	37,940
Funding - One Time	57,735	-	(57,735)
Client Fee Recoveries	831,479	867,100	35,621
Fundraising	102,194	122,600	20,406
Donations	368,380	442,397	74,017
Foundation Revenue	-	-	-
Grants	501,029	390,100	(110,929)
Interest income/loss	29,859	26,000	(3,859)
Amortization of Capital Contribution	54,118	53,384	(734)
Other Revenue	13,949	8,000	(5,949)
Total Revenues	\$ 3,345,492	\$ 3,334,268	-\$ 11,224
Salaries & Benefits	1,915,044	1,959,000	43,956
Medical Staffing	-	-	-
Management Fee Transfers	(201,672)	(213,000)	- 11,328
Supplies	445,624	413,800	- 31,824
General Sundry	189,316	191,710	2,394
Travel - Staff & Service Delivery	328,755	329,950	1,195
Professional Fees	195,809	223,044	27,235
Volunteer Recognition	7,061	8,500	1,439
Fundraising	23,723	31,000	7,277
Equipment Maintenance & Purchase	117,194	81,600	- 35,594
Amortization and Deferred Contributions	54,118	53,384	- 734
Contracted Out Services	99,525	98,280	- 1,245
Occupancy	166,567	157,000	- 9,567
Total Expenses	\$ 3,341,065	\$ 3,334,268	-\$ 6,797
Net Income	4,427	-	



Assumptions & Explanatory Notes

Revenue

- **Funding:** 3% base increase for Visiting Hospice Services & Palliative Care Community Team
- **Funding 1x:** additional base for 4 new beds & confirmed 1x funding for Grief & Bereavement/Beds
- **Donations:** funds now diverted through CCN for Hospice Services donations
- **Foundation Revenue:** balancing figure – in 2023/24 this funding flowed through ‘Donations’
- **Interest Income/Loss:** decrease due to expected draws from the principal amount
- **Amortization of Cap. Contributions:** increase due to beginning of amortization on new build

Expenses

- **Salaries & Benefits:** 2% wage increase plus PSW and Gardener positions added
- **Professional Fees:** less consulting costs anticipated
- **Amortization:** increase due to beginning of amortization on new build
- **Occupancy:** lower building expenses anticipated as many renovations are now complete

Hospice Budget (Hospice Residence, Visiting Hospice & PCCT)

	Forecast Year End 23/24	Budget 2024/25	Difference
Funding	1,253,093	1,627,500	374,407
Funding - One Time	450,767	523,000	72,233
Client Fee Recoveries	-	-	-
Fundraising	5,819	600	(5,219)
Donations	745,622	50,000	(695,622)
Foundation Revenue	-	681,300	681,300
Grants	-	-	-
Interest income/loss	67,507	30,000	(37,507)
Amortization of Capital Contribution	414,540	460,223	45,683
Other Revenue	-	-	-
Total Revenues	\$ 2,937,348	\$ 3,372,623	\$ 680,054
Salaries & Benefits	1,869,410	2,359,000	489,590
Medical Staffing	64,346	71,800	7,454
Management Fee Transfers	201,672	213,000	11,328
Supplies	94,017	94,900	883
General Sundry	77,222	80,450	3,228
Travel - Staff & Service Delivery	11,189	8,800	(2,389)
Professional Fees	70,521	7,000	(63,521)
Volunteer Recognition	1,358	1,850	492
Fundraising	15,584	15,000	(584)
Equipment Maintenance & Purchase	377	500	123
Amortization and Deferred Contribution	415,375	460,223	44,848
Contracted Out Services	-	-	-
Occupancy	116,279	60,100	(56,179)
Total Expenses	\$ 2,937,350	\$ 3,372,623	\$ 680,052
Net Income	(2)	-	



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****Request motion to recommend as presented****

Consolidated Budget 2024/25

	Forecast Year End 23/24	Budget 2024/25	Difference
Funding	2,639,841	3,052,187	412,346
Funding - One Time	508,502	523,000	14,498
Client Fee Recoveries	831,479	867,100	35,621
Fundraising	108,013	123,200	15,187
Donations	1,114,003	492,397	(621,606)
Foundation Revenue	-	681,300	681,300
Grants	501,029	390,100	(110,929)
Interest income/loss	97,366	56,000	(41,366)
Amortization of Capital Contribution	468,658	513,607	44,949
Other Revenue	13,949	8,000	(5,949)
Total Revenues	\$ 6,282,840	\$ 6,706,891	\$ 424,051
Salaries & Benefits	3,784,454	4,318,000	533,546
Medical Staffing	64,346	71,800	7,454
Management Fee Transfers	-	-	-
Supplies	539,641	508,700	(30,941)
General Sundry	266,539	272,160	5,621
Travel - Staff & Service Delivery	339,945	338,750	(1,195)
Professional Fees	266,330	230,044	(36,286)
Volunteer Recognition	8,420	10,350	1,930
Fundraising	39,307	46,000	6,693
Equipment Maintenance & Purchase	117,572	82,100	(35,472)
Amortization and Deferred Contributions	469,492	513,607	44,115
Contracted Out Services	99,525	98,280	(1,245)
Occupancy	282,845	217,100	(65,745)
Total Expenses	\$ 6,278,415	\$ 6,706,891	\$ 428,476



March 13, 2024

Ms. Trish Baird
Chief Executive Officer
Community Care Northumberland
174 Oliver Road, Unit 23, P.O. Box 1087
Campbellford, ON K0L 1L0
Email: t.baird@commcare.ca

Dear Ms. Baird,

Re: CCA s. 22 Notice and Extension of Multi-Sector Service Accountability Agreement (“Extending Letter”)

The *Connecting Care Act, 2019* (“CCA”) requires Ontario Health (“OH”) to notify a health service provider when OH proposes to enter into, or amend, a service accountability agreement with that health service provider.

OH hereby gives notice and advises Community Care Northumberland (the “HSP”) of OH’s proposal to amend each multi-sector service accountability agreement (as described in the CCA) currently in effect between OH and the HSP (each “SAA”).

Subject to the HSP’s acceptance of this Extending Letter, each SAA will be amended with effect on March 31, 2024, as set out below. All other terms and conditions of each SAA will remain in full force and effect.

The terms and conditions in each SAA are amended as follows:

- 1) **Term** – In section 2.1, “March 31, 2024” is deleted and replaced by “March 31, 2025”.
- 2) **Schedules** – The Schedules in effect on March 31, 2024, shall remain in effect until March 31, 2025, or until such other time as may be agreed to in writing by OH and the HSP.

Unless otherwise defined in this letter, all capitalized terms used in this letter have the meanings set out in each SAA.

Please indicate the HSP’s acceptance and agreement to the amendments described in this Extending Letter by signing below and returning one scanned copy of this letter by e-mail no later than the end of business day on **March 28, 2024** to: OH-East_Submissions@ontariohealth.ca.

The HSP and OH agree that the Extending Letter may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature.

CCA s. 22 Notice and Extension of Multi-Sector Service Accountability Agreement ("Extending Letter")

AGREED TO AND ACCEPTED BY

Community Care Northumberland

By:



Trish Baird,
Chief Executive Officer

I have authority to bind the health service provider.

Date: 03/13/2024
mm/dd/yyyy

And By:



Jackie Gardner-Nix,
Board Chair

I have authority to bind the health service provider.

Date: 03/15/2024
mm/dd/yyyy

