



Community Care
NORTHUMBERLAND

Finance Committee Meeting

Friday, Feb. 7, 2025 – 9:00 am

MEETING AGENDA

<https://us02web.zoom.us/j/89924486054>

Meeting ID: 899 2448 6054

Passcode: 589280

Welcome	Speaker:	Document:
1. Quorum & Approval of Agenda	Judy	Verbal
2. Approval of Previous Minutes – Jan. 10, 2025	Judy	Attached
3. Auditor Engagement 3.1 Audit Planning Report	Katie Mahon (KPMG)	Attached
4. Business Arising 4.1 Revised F-30 Budget Preparation	Judy	Attached
5. Financial Statements 5.1 CCN Q3 Results 5.2 Final Draft Budget 2025/2026 5.3 Internal Controls Q3	Jordyn Jordyn Jordyn	Attached Attached Attached
6. Review of Foundation Funding Request 2025/2026	Trish	Information
7. Termination		

Next Regular Meeting – TBD

***Parking lot item**

Finance Committee Meeting Minutes

Friday January 10, 2025

Attendees: Stephen Beauchamp, Jackie Gardner-Nix, Angela Grogan, Donna Moulton, Tim Miller, Judy McLean, Elaine Azzopardi, Jordan Boivin (Analyst, CMH), Adam Kolisynk (CFO, CMH)

Staff: Trish Baird, Carolyn Skidmore

Regrets: Tina Stephens

Meeting called to order: 9:04 am

1) Quorum & Approval of Agenda

Motion to Approve: Stephen 2nd Jackie

2) Approval of previous minutes-Nov 15/24

Motion to Approve: Jackie 2nd Elaine

3) Business Arising from Minutes

3.1 Draft Capital Plan

Jordyn presented the 2025/2026 Capital Asset Plan. Total Draft budget is for \$97,866 with funding sources being Ontario Health and Ed's House Foundation. If one-time funding from Ontario Health is not received, recommendation to approve \$25,000 for capital purchase in 2025-26.

Motion to Approve: Tim 2nd Angela

3.2 Contracts & Leases – Policy F-40

Revisions were presented from the previous meeting. Policy approved as presented.

4) Work Plan Items

4.1 CCN Fee Schedule Review for 2025/2026

Trish presented the proposed fee schedule with recommended increases as of April 1, 2025.

The PDA program is under review and it was decided that the Wellness Program should be added to the Fee Schedule.

Motion to Approve: Tim 2nd Stephen

4.2 Review Inventory of Investments

Currently have a small number of investments. One GIC maturing in April 2025, Committee decided to renew for a one-year period. In the interim Adam and Jordyn will be coming present a longer term investment plan.

Motion to Approve renewing for 1 year: Stephen 2nd Tim

4.3 Cashflow Update by Jordyn – For information purposes.

4.4 Draft Budget

Jordyn presented a DRAFT BUDGET 2025-2026. Committee discussed a number of items. This budget will come back to the February meeting for further discussion.

4.5 Midpoint Work Plan Review

The committee reviewed their work plan and all items on target.

5) Policy Review

F-10 Annual Audit-- Approved

F30 Budget Presentation – “yearly capital budget” rewrite and bring back.

F-80 Fee Schedule- remove “fee in trust”

F-110 Insurance—Approved

F-120 Investment Policy—Approved

6) Termination of Meeting at 10:35am

Motion to adjourn: Tim 2nd Jackie