



**Community Care**  
NORTHUMBERLAND

## **Finance Committee Meeting**

**Friday, Feb. 6, 2026 – 9:00 am**

### **MEETING AGENDA**

<https://us02web.zoom.us/j/84116522243>

**Meeting ID: 841 1652 2243**

**Passcode: 994458**

<b><u>Welcome</u></b>	<b><u>Speaker:</u></b>	<b><u>Document:</u></b>
1. Quorum & Approval of Agenda	Judy	Verbal
2. Land Acknowledgement	Judy	Verbal
3. Approval of Previous Minutes – Jan. 9, 2026	Judy	Attached
4. Auditor Engagement – Audit Planning Report Presented by Tatiana Lacerda (KPMG)	Tatiana	Attached
5. Financial Statements		
5.1 CCN Q3 Results	Jordyn	Attached
5.2 Internal Controls Q3	Jordyn	Attached
6. Business Arising		
6.1 Auditor Costing discussion	Jordan	Verbal
7. Termination		

**Next Regular Meeting – Friday, March 13, 2026 – 9:00 am**

**Finance Committee Meeting Minutes**  
**Zoom Meeting – Friday, Jan. 9, 2026 – 9:00 am**

**Present:** Judy McLean, Angela Grogan, Nora Jones, Tim Miller, Elaine Azzopardi, Jordyn Boivin (Analyst, CMH), Adam Kolisnyk (CFO, CMH), Tina Stephens, Trish Baird, Jordan Prosper

Regrets: Stephen Beauchamp

Topic	Discussion	Decision/Action
<b>1. Quorum &amp; Approval of Agenda</b>	The meeting was called to order by Judy McLean, and a quorum was present.	Motion by: Tim Miller to approve the agenda. 2nd: Elaine Azzopardi. Carried.
<b>2. Approval of Minutes</b>	2.1 Approval of previous minutes – Nov. 7, 2025	Motion by: Angela Grogan to approve the previous minutes of Nov. 7, 2025. 2nd: Nora Jones. Carried.
<b>3. Business Arising</b>	<p>3.1 – F-140 Petty Cash Draft            A draft policy was presented. A few questions raised such as:</p> <ol style="list-style-type: none"> <li>1. What happens if someone doesn't reconcile correctly?</li> <li>2. What is the total overall agency amount?</li> <li>3. Attach a copy of the submission form to the policy.</li> <li>4. Spell out any abbreviations and add address to the Admin office.</li> <li>5. Add "But not limited to". This policy will be adjusted and brought back.</li> </ol> <p>3.2 – F-75 Equipment Disposal Draft            Suggested additions to this policy:</p> <ol style="list-style-type: none"> <li>1. Authorizing person – Who is that?</li> <li>2. Should we create a Van funding report where we can track who provided the funding for our 8 vehicles. Lead driver may be able to create this list. This policy will be adjusted and brought back.</li> </ol> <p>3.3 Auditor RFP Discussion            This is the final year of the 5-year contract with KPMG. Committee discussed the possibility of requesting a 5-year costing from KPMG as CCN is very happy with KPMG.</p>	<p>Jordan and Tina will present updated draft at March Finance meeting.</p> <p>Jordan and Tina will present updated draft at March Finance meeting.</p> <p>Jordan &amp; Tina are meeting with Katie Mahon in a couple of weeks and will discuss a 5 year costing at that meeting.</p>

<p><b>4. New Items</b></p>	<p>4.1 2025/2026 Ontario Health One Time Funding Request Trish informed the Committee that a one-time funding request was submitted to Ontario Health requesting \$145,000. Areas requesting funding include IT technology for new laptops, new office furniture, and some renovations for Ed's House for office space. Committee will be kept up to date on progress of the request.</p>	<p>For Information Purposes</p>
<p><b>5. Work Plan Items</b></p>	<p>5. Draft 2026/2027 Budget Jordyn presented the committee with the 1<sup>st</sup> draft of the 2026/2027 budget. There were highlights of expense and revenue for Hospice and Client Services. Good discussion around importance of fundraising to help offset any possible deficit. A comparison of peer funding will be completed in the next fiscal year to see if there is a case to ask Ontario Health for more funding. Capital funding request motion will be put on hold, until final budget results are completed.</p> <p>5.1 2026/2027 Fee Schedule – The 2026/2027 fee schedule for Client Services was presented. There will be minimal increases in hot meals, frozen meals and housekeeping. The fee schedule policy was reviewed and no changes suggested. It was suggested that this policy get reviewed every 3 years instead of annually.</p> <p>5.2 Review Inventory of Investments CCN currently has 4 GICs with 2 coming to maturity in 2026. Finance team suggested reinvesting both GIC's. This discussion will be tabled until the Feb. meeting.</p>	<p>Trish will reach out to Jeremy Hall from CIBC to discuss reinvesting from the High Interest Savings account to maximize the interest income potential.</p> <p>Motion by: Elaine Azzopardi to approve the suggested fee schedule increases for 2026/2027. 2<sup>nd</sup> by: Nora Jones. Carried</p> <p>For Discussion Purposes</p>

**Next Meeting: Friday, Feb 6, 2026 – 9:00 am - Zoom**