

Lanark Renfrew Health & Community Services
JOINT FINANCE COMMITTEE AND BOARD MEETING MINUTES
Wednesday, June 20, 2018
North Lanark Community Health Centre
1:30 PM

BOARD

Present: Tracy Zander (Chair), Fay Bennett (via OTN), Andrea Brett, Wayne Church, Donna Davidson, Jean Dunning, John Jordan, Jean Knowles, Nic Maennling, Warren McMeekin, Becky Walker (staff resource)

Regrets: Tom Baumgartner, Bill Janes, Joey Trimm

1.0 Approval of Agenda – Agenda was approved with the following additions: **2.5 WBCHC Beachburg site purchase**, and **2.6 Authorization of Executive Committee to act on behalf of the Board with regards to Family Relief respite house purchase during the summer.**

1.1 Conflict of Interest – No conflict of interest declared.

2.0 Review and Approve the Finance Committee's recommendations

2.1 Audited Statements – Tracy presented the audited financial statements and management letter from Serena Fortin CA (Allan and Partners).

Decision: The Board approved the audited financial statements and management letter.

2.2 18/19 Budgets: summary and by program – Tracy presented the 2018-19 LRHCS budget.

Decision: The Board approved the 2018-19 LRHCS budget.

2.3 Policies – Tracy reviewed the updated policies presented by Amy to the Finance Committee: 1.05.01a Public Holidays observed by LRHCS, 1.05.01b Legislated Public Holiday Pay, 1.05.01c Board Approved Holiday time for Salaried Employees

Decision: The Board approved policies *1.05.01a Public Holidays observed by LRHCS, 1.05.01b Legislated Public Holiday Pay, 1.05.01c Board Approved Holiday time for Salaried Employees.*

2.4 Addition of cheque signers – Tracy asked the Board to approve the following staff members as additional cheque signers: Christina Dolgowicz, Ray Kamm, and Sarah Sark. The Board agreed to approve the additional staff and leave them as cheque signers permanently.

Decision: The Board approved the addition of staff members Christina Dolgowicz, Ray Kamm, and Sarah Sark as cheque signers for LRHCS.

2.5 WBCHC Beachburg site purchase – As per earlier discussion at the Finance Committee meeting, John informed the Board that WWB Township has passed a bylaw approving the transfer of the WBCHC Beachburg site to LRHCS for a fee. In order to facilitate the transfer process, he presented the following statement for the Board's approval: *The Board hereby authorises the Executive Director and Director of Finance to purchase on behalf of LRHCS the building and lands known as the Whitewater Bromley CHC located at 20 – 22 Robinson Rd. Beachburg subject to the terms described in Township of Whitewater region by-law regarding this sale.*

Decision: The Board authorized the Executive Director and Director of Finance to purchase the Whitewater Bromley CHC site in Beachburg on behalf of LRHCS.

2.6 Authorization of Executive Committee to act on behalf of the Board with regards to Family Relief house purchase during the summer – Due to the active housing market in Carleton Place, Carol Anne has indicated it would be advisable to act quickly if a suitable home becomes available. The Finance Committee recommended that the Board empower the Executive Committee to act quickly and approve the purchase of a respite home if required. This would only be in place during the summer, and John indicated that if a meeting of the Executive Committee is called, all Board members will be notified and welcome to attend. **Decision:** The Board decided to empower the Executive Committee to act on behalf of the Board with regards to the purchase of a Family Relief home during the summer.

3.0 New Business

3.1 Nomination for Director (Bonnie Johnson) – LRHCS Bylaw #1 states that a new Board member must be LRHCS member for at least 30 days; however, the Board can waive that condition at their discretion. Bonnie Johnson has been nominated as a candidate for the Board, but has not been a Board member for 30 days. **Decision:** The Board agreed to waive the 30-day membership condition and approve the nomination of Bonnie Johnson as a member of the Board.

4.0 Adjournment

Respectfully submitted,



Tom Baumgartner

Chair, Board of Directors