



MINUTES

JOHN NOBLE HOME COMMITTEE OF MANAGEMENT WEDNESDAY, MARCH 13, 2019

1:00 P.M.

CITY COUNCIL CHAMBERS,
100 Wellington St,
BRANTFORD, ONTARIO

Sarah MacCuish
Administrative Assistant

**JOHN NOBLE HOME COMMITTEE OF MANAGEMENT
MINUTES**

WEDNESDAY, MARCH 13, 2019

1:00 P.M.

CITY COUNCIL CHAMBERS

Councillor Carpenter in the Chair

1. ROLL CALL

Present: City of Brantford

Councillor Carpenter
Mayor Davis
Councillor McCreary

County of Brant

Mayor Bailey
Councillor Wheat
Councillor Gatward

Regrets: City of Brantford

Councillor Vanderstelt

Also Present: J. Miller, S. Proulx, S. Buck, S. MacCuish, J. Beatz, C. Glover

2. DECLARATIONS OF CONFLICTS OF INTEREST

No pecuniary interests were declared.

3. MINUTES

Moved by Councillor McCreary
Seconded by Councillor Wheat

THAT the following Minutes BE ADOPTED:

3.0 Minutes

3.1 John Noble Home Committee of Management – January 9, 2019

3.2 John Noble Home Committee of Management, Private and Confidential Minutes – January 9, 2019

CARRIED

4. PRESENTATIONS/DELEGATIONS (list, if any, available at meeting)
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4.1 Presentation of Financial Statements

Julie B. Baetz, CPA, CA, LPA, Engagement Partner, Millards Chartered Personal Accountants.

The Financial Statements were reviewed and discussed along with a comparison to the previous year's statements. J. Baetz explained that a materiality amount of \$145,000 was used throughout the audit. No significant deficiencies in the Homes processes were identified.

Mayor Davis questioned the presence of an identified payroll liability which J. Baetz explained was due to pay equity which has not been finalized at this time. Clarification on the process used by the auditors to review items that may be of an amount lower than materiality was requested. J. Baetz explained that these items are reviewed and explained the process of a software program which randomly selects items to audit to ensure there is no bias.

J. Baetz stated there was nothing that indicated an excessive amount of money spent in the 12th month and felt that there was no need to go IN-CAMERA at this time.

Moved by Councillor McCreary
Seconded by Councillor Wheat

THAT the Financial Statements for John Noble Home's Long Term Care operations for the year ending December 31, 2018, BE APPROVED

CARRIED

5. ITEMS FOR CONSENT

Moved by Mayor Bailey
Seconded by Councillor Gatward

THAT all Consent Items (5.1-5.3) BE APPROVED.

No items were separated for discussion purposes. Items 5.1 - 5.3 were then voted on and approved.

5.1 John Noble Home February Administrator's Report [Financial Impact - None] (JNH2019-04) – Deferred from February

THAT the John Noble Home February Administrator's Report JNH2019-04 BE RECEIVED.

5.2 John Noble Home Monthly Budget Summary for January 2019 [Financial Impact – None – Overall Under Budget at this Time] (JNH2019-06)

THAT the Monthly Budget Summary JNH2019-06 for January 31, 2019 for the John Noble Home BE RECEIVED.

5.3 John Noble Home March Administrator's Report [Financial Impact - None] (JNH2019-08)

THAT the John Noble Home March Administrator's Report JNH2019-08 BE RECEIVED.

CARRIED

6. ITEMS FOR CONSIDERATION

Moved by Councillor McCreary
Seconded by Councillor Wheat

THAT all Items for Consideration (6.1- 6.6) BE APPROVED.

Item 6.3 was separated for discussion purposes. Items 6.1, 6.2 and 6.4- 6.6 were then voted on and approved.

6.1 John Noble Home Long Term Care Service Accountability Agreement (LSAA) - Declaration of Compliance – Schedule E. [Financial Impact - None] (JNH2019-05) - Deferred from February

THAT the Chair of the John Noble Home Committee of Management BE AUTHORIZED to sign the Declaration of Compliance Page – Schedule E, as the John Noble Home through the Corporation of the City of Brantford and the Corporation of the County of Brant has met the compliance obligations of the Long Term Care Service Accountability Agreement by the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integrated Network (LHIN) for ongoing funding of their approved 156 long term care beds.

6.2 Quality Improvement Plan (QIP) Narrative and Work Plan Report for Health Care Organizations in Ontario [Financial Impact- None] (JNH2019-07)

A. THAT the John Noble Home Quality Improvement Narrative and Work Plan Report JNH2019-07 for Health Care Organizations in Ontario BE APPROVED; and

B. THAT the Chair of the John Noble Home Committee of Management BE AUTHORIZED to sign the Quality Improvement Plan; and

C. THAT John Noble Home staff BE DIRECTED to report quarterly on quality improvement activities for all indicators in the Work Plan.

**6.4 John Noble Home December 31, 2018 Year End Financial Statements.
[Financial Impact – \$157,389.37 surplus] (JNH2019-10)**

THAT the audited Financial Statements for the John Noble Home's Long Term Care operations for the year ending December 31, 2018 BE APPROVED.

6.5 John Noble Home Long Term Care Service Accountability Agreement (LSAA) [Financial Impact -\$11,739,820] (JNH2019-12)

A) THAT the John Noble Home through the Corporation of the City of Brantford and the Corporation of the County of Brant ENTER into a three year agreement with the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) for ongoing funding of their approved 156 long term care beds

and

B) THAT the Chair of the John Noble Home Committee of Management BE AUTHORIZED to sign the LSAA Submission Signature Page (Article 16.0- ENTIRE AGREEMENT)

6.6 John Noble Home Day and Stay Program's Multi-Sector Service Accountability Agreement [Financial Impact- \$417, 749] (JNH2019-13)

A. THAT the John Noble Home through the Corporation of the City of Brantford and the County of Brant ENTER INTO a three year agreement with the Hamilton Niagara Haldimand Brant (HNHB) Local Health Integration Network (LHIN) to continue ongoing funding of the Day and Stay program; and

B. THAT the Chair of the John Noble Home Committee of Management BE AUTHORIZED to sign the Multi-Sector Service Accountability Agreement (MSSA) Submission Signature Page

6.3 Repair of Bus used for Recreation Programs for Residents [Financial Impact - \$7,000] (JNH2019-09)

A) THAT the 2010 Bus, utilized for recreation programs for residents be offered for auction by the City of Brantford garage and that the proceeds from the sale of the bus be returned to the Day and Stay program donation reserve account, the Day and Stay leased bus then to be used for recreation outings when not in use by the Day and Stay Centre

Councillor McCreary suggested that the Home consider using Brantford Lift prior to chartering any third party transportation.

Item 6.3 was then voted on and approved.

CARRIED

7. PRIVATE AND CONFIDENTIAL ITEMS
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Moved by Councillor McCreary
Seconded by Councillor Gatward

THAT Committee MOVE IN CAMERA to discuss the following items (1:15 p.m.):

MOTION TO MOVE IN-CAMERA
CARRIED

7.1 John Noble Home Collective Agreement Renewal with the International Union of Operating Engineers (IUOE) (JNH2019-11).

Labour relations or employee negotiations

The Committee met In-Camera, discussed items 7.1, provided direction to Staff and returned into Open Session at 1:22 p.m.

S. Proulx, S. Buck, and C. Glover returned to Open Session at 1:23 p.m.

8. CORRESPONDANCE

- 8.1 Letter from City of Brantford Estimates Committee requesting a copy of a line by line budget.
- 8.2 Letter from City of Brantford Estimates Committee requesting further 1% and 2 % savings from Municipal contributions for the 2019 budget submission.

S. Proulx explained that any savings found in the City's contributions would result in savings to County contributions. A 1% cost reduction to the municipal contribution would amount to \$23,644. Should the committee want to reduce the budget by this amount then the total increase to the City would be .66% and the decrease to the County would be -.78%. A 2% reduction would be \$47,288. Should the committee want to reduce the budget by this amount then the total decrease to the City would be .35% and the total decrease to the County would be 1.78%. S. Proulx noted that 80% of the Homes budget is salary and benefit based and the remainder is supplies, resident food, utilities and costs to run the facility.

Moved by Councillor Wheat
Seconded by Councillor McCreary

THAT the John Noble Home provide the City of Brantford Estimates Committee a copy of a line by line budget.

Moved by Councillor Wheat
Seconded by Mayor Davis

THAT staff and Local Boards BE REQUESTED to review their 2019 budget submissions and identify further 1% and 2% savings that could be considered by the Estimates Committee at its March 18, 2019 meeting.

Items 8.1 and 8.2 were voted on and approved separately.

CARRIED

9. RESOLUTIONS

None

10. NOTICES OF MOTION

None

11. QUESTIONS

Councillor McCreary requested that details of monthly variances be provided with the monthly budget summary.

12. NEXT MEETING

The next meeting of the John Noble Home Committee of Management will be held on Wednesday, April 10, 2019 at 1 p.m. in the Sherman Board Room of the John Noble Home.

13. ADJOURNMENT

Meeting was adjourned at 1:30 p.m.

Councillor Carpenter,
Chair

Sarah MacCuish,
Administrative Assistant