



Finance Committee Meeting Minutes

March 15, 2024

In Attendance: Clarissa Robinson (Staff), DeAnn Hunter (Staff), Christine Moore, Steve Burford

Regrets: N/A

1. Welcome/Land acknowledgement

Christine called the meeting to order and read the land acknowledgment.

2. Approval of agenda

Approved by consensus

3. Approval of minutes – February 2, 2024

Approved by consensus

4. Income Investment and Interest Follow-up

In follow-up to a question raised at the last committee meeting, Clarissa discussed with the auditors and reviewed the agency's funding agreements and deferred revenue accounts. EJHS does not have an investment policy but does have policies related to investments that state the agency must secure any and all investments.

The auditors indicated that investment of income to gain interest would depend on the funding agreement. Clarissa did review the funding agreements to confirm which include a restriction and which do not. The agency's cashflow was also reviewed over the course of the year and the fluctuations within the deferred revenue accounts. Based on this review, administration is recommending a \$500K cashable GIC at this time. The interest would be unrestricted and is approximately 5% based on current rates.

The policy review indicated that the committee/board does not need to approve this and it is being shared as information and feedback. The committee agreed with this recommendation and will leave it with administration to execute.

The committee raised a question regarding the future funding reserve, specifically related to what the target reserve amount is. Clarissa noted that this is not a calculation that has been prepared, but that it will be in the future. Administration will take this on after yearend. The committee was appreciative of the additional information.

5. Alberta Labour Standards Shift Change Follow-Up

In follow-up to a question from the last meeting, Clarissa reviewed the exposure related to EJHS aligning its compensation to cover shift change and aligning with labour standards (moving

residential employees from 80 hours to 81.25 hours). The total cost/risk (conservative) would be \$175K. The committee accepted this information and agreed it was not material and is the right thing to do.

6. Budget 2024-25

Clarissa reviewed the budget documents provided in the package and discussion ensued.

In response to a question about benefits, DeAnn confirmed that the budget includes an increase to support EJHS potentially holding its own benefits program (vs shared benefits plan with other John Howards). While the cost is not fully known today, the budget reflects information provided to EJHS by a benefits consultant working with us on plan options.

Overall, administration is presenting a growth budget (year over year 14.74%). This growth is attributed to the agency's strategic direction and role in community safety, CPI increases in continuing contracts, new contracts, expanded contracts and project funding. The committee appreciated the budget presentation and the conservative and realistic approach. While there is growth projected it does not appear to be aggressive or out of line with last year's budget or the projection.

The agency is projecting a \$19,000 surplus in the current fiscal year.

The committee moved to recommend the 2024-25 budget for approval to the Board.

Steve/Christine

Carried

The Committee agreed that the presentation documents are good to send to Board and to focus the discussion at a higher level with a briefing note that will be the focus.

The meeting was adjourned at 2:42 p.m.

Next Meeting:

May 3 or 10th proposed