



***2019/2020
Finance & Administration
Department
Annual Report***

Department:	Finance & Administration Department
Manager:	Jeannie M. Carriere, CAFM, CAPA

Mandate:

To provide oversight and monitoring of the organization’s annual operating and capital budgets along with financial information reporting, including monthly, quarterly and annual reports. Ensuring the internal control practices and internal audit processes are adhered to and in accordance with the Generally Accepted Accounting Principles (GAAP).

Staff:	Position:
N. Glen Ross	Executive Director
Jeannie M. Carriere	Director of Finance
Delphine Kerwin	Sr. Accountant
Shelley Hill	Jr. Accountant
Carmen Head	Finance Clerk
John Ter Horst	IT Administrator
Randal Hester	IT Technician
Ashley Cook	Events Planner
Gaylene Constant	Executive Assistant
Barb Ross	Receptionist
Mary Sayese	Receptionist
Roland Wilson	Janitor – Day Shift
Keith Crain	Janitor – Evening Shift

Accomplishments
Operating Budgets for the fiscal year 2020-2021 were prepared and presented to the Finance Committee for approval along with OHA Board of Directors and then approved by the Onekanew & Onushchekewuk.
Preparing and submitting budgets for proposals along with amendments to existing budgets. RE: Notice of Budget Adjustment (NOBA).
Launched website for Opaskwayak Health Authority.

Prepared the T4's for the year ending December 31, 2019 were prepared and issued to the employees and submitted to Revenue Canada Agency by the February 28, 2020 deadline.
ACCPAC Accounting Software was upgraded in preparation for the new fiscal year (SAGE 300) Along with upgrades for all workstations to Windows 10 Pro. Upgraded workstations for Homecare and Nursing along with training, along with ten additional PC's.
Completed Technology audit as part of OCN's overall Technology plan in order to move forward with the Fibre Optics – Internet/Phone.
Financial Statements are prepared on a monthly basis and presented to the OHA Finance Committee and Board of Directors for approval. We also provide quarterly financial reports to Nicole Mead, Chief Financial Officer, Opaskwayak Cree Nation.
Working with the Auditors for preparation of audit for the fiscal year 2019-2020, preparing year end closing entries and adjustments.
All the accounts were reconciled at year end in preparation for the audit.
Meeting with the finance staff to ensure they are aware of all the requirements and assigning tasks to each staff member to complete to ensure the audit is completed by the July 29, 2020 deadline.
Coordinated OHA Planning Sessions for the Board of Directors, Onekanew & Onushchekewuk along with Sr. Manager's at the Canad Inns Polo Park to discuss overall operations and Phase II on November 21 & 22, 2019.
Performed Annual Renewal on all software licenses for Opaskwayak Health Authority.
Installed new video conferencing unit in the Classroom along with 75 new handset phones. Working out the concerns as they arise.
Updated the Personnel Policy and ensured it was provided to all employees for implementation and usage.
Launched the Citizen Health Portal.
Massive upgrade for Mustimuhw Program.
Panorama software has been fully implemented into the Clinic Care areas for tracking of immunizations and communicable disease supplies. (Joint Project Initiative with FNHSSM)
Completed evaluations on all the Finance & Administration Staff for the fiscal year in Halogen.
Renovated and mediated water damage in the lobby area.
Monthly Senior Management Meetings to address areas of concern.
Installed new working stations in the Mental Wellness Department along with the Jordan's Principal Staff and the Home Care Department.
Received a quote for additional surveillance cameras; installation is pending for the Opaskwayak Health Authority Building.
Purchased Capital Equipment for the Mental Wellness Department, Jordan's Principle-Child First Initiative and Home Care Team. (Tablets, Desk Tops, Scanners)

Purchased two additional panic buttons to the security alarm system for enhanced safety for employees.

Opaskwayak Health Authority – Organizational Structure and Capacity Plan Review.

Risks, Issues & Challenges

Ensuring we had the resources for the ORT Program for the 2020/2021 Fiscal Year. OHA forecasted that in order to meet the demand of the program we required additional funding for operations, otherwise we would experience a deficit.

We submitted various proposals and were successful in accessing additional funding in the area of HSIF and MKO Mental Wellness, Canada Safety Program.

Fibre Optics transition was challenging with the coordination with other entities.

Prepared and updated issue sheets for the Ottawa Trip to meet with Government Officials to try and access capital funding to be allocated to the expansion for the BWHC – Phase II.

Working with ISC and ISC-FNIHB on a regular basis to ensure funding, reporting and deliverables are being met for all programs.

On-Going Activities

Beatrice Wilson Health Centre – Phase II – Expansion – Continue to negotiate to access funding for Phase II from both levels of government along with other possible funders.

BWHC Phase II Development Preliminary Schematic Design Services Request for Proposals (RFP). We selected MMP Architectural Group out of Winnipeg.

Attending Monthly Sr. Management Meetings to review and discuss operational issues and concerns.

Continue to provide support to McGillivray Care Home in the area of Technology and Administrative Support.

Future Goal(s)

Ensuring all positions are funded for within the Opaskwayak Health Authority.

Ensuring all funded positions are allocated the proper funding levels within the Opaskwayak Health Authority, prior to entering into a 10 Year Grant or a Health Transfer Agreement.

Work on negotiating our own Health Transfer Agreement for the Opaskwayak Cree Nation/Opaskwayak Health Authority. Effective April 1, 2019 Opaskwayak Cree Nation entered into a 10 Year Grant agreement. Therefore, OHA continues to monitor existing programs to ensure all the reporting requirements are adhered to.