



PUBLIC MINUTES
Finance and Facilities Committee
50 King Street, Room 3A
MIDDLESEX-LONDON BOARD OF HEALTH
2014 September 4 9:00 a.m.

COMMITTEE

MEMBERS PRESENT: Mr. David Bolton
Ms. Trish Fulton (Chair)
Mr. Marcel Meyer
Mr. Ian Peer

REGRETS: Mr. Stephen Orser

OTHERS PRESENT: Dr. Christopher Mackie, Medical Officer of Health and CEO
Mr. John Millson, Director, Finance and Operations
Ms. Sherri Sanders, Executive Assistant to the Board of Health (Recorder)
Ms. Laura Di Cesare, Director, Human Resources and Labour Relations

At 9:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the July Finance and Facilities Committee (FFC) meeting.

DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Fulton inquired if there were any disclosures of conflict of interest to be declared. None were declared.

APPROVAL OF AGENDA

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Agenda for the July 3, 2014 FFC meeting be approved. Confidential item in public domain and will inquire to consider in camera.*

Carried

APPROVAL OF MINUTES

It was moved by Mr. Bolton, seconded by Mr. Peer *that the [Public Minutes](#) from the July 3, 2014 Finance and Facilities Meeting be approved.*

Carried

BUSINESS ARISING FROM MINUTES

It was moved by Mr. Meyer, seconded by Mr. Peer *that staff prepare a report for the October Finance and Facilities Committee meeting that deals with Policy 4-055 Gifts and Honorariums.*

Carried

NEW BUSINESS

Q2 Finance Policies Review ([Report 030-14FFC](#))

Mr. John Millson, Director, Finance & Operations assisted Committee members with their understanding of this report. He anticipates a break even situation at end of year; however, negotiations and the unknown provincial funding level (anticipating no more than 2% increase) could impact the final position at year end. Dr. Mackie highlighted Table 1 which identifies priority projects that are not yet funded. Management will work to identify funds from current operating dollars to cover these expenses, but they may need to be deferred to 2015 or require seeking funds from other sources.

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance and Facilities Committee receive Report No. 030-14FFC re Second Quarter Financial Update for information.*

Carried

Janitorial Services – Contract Award ([Report 031-14FFC](#))

Mr. Millson and Dr. Mackie explained the tender process and reported that both companies in the motions below are companies that have not previously be contracted by the Health Unit.

It was moved by Mr. Meyer, seconded by Mr. Bolton *that the Finance and Facilities Committee make recommendation to the Board of Health to award the following two year contracts for janitorial services:*

i) GDI Integrated Facility Services – for leased premises located at 50 King Street and 399 Ridout Street, London Ontario for a total amount of \$241,238.00, and further;

ii) Bee Clean Building Maintenance – for leased premises located at the Kenwick Mall, 51 Front Street, Strathroy, Ontario for a total amount of \$25,832.56.

Carried

Committee Tools / Checklists ([Report 032-14FFC](#))

Chair Fulton discussed the information that Mr. Ian Jeffries, Audit Partner, KPMG, provided about financial governance.

Mr. Millson explained that a new Schedule E to the Accountability Agreement will be added that Boards must meet.

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee receive Report No. 032-14FFC re Committee Tools /Checklist for information.*

Carried

Program Budget Marginal Analysis (PBMA) Criteria/Weights ([Report 033-14FFC](#))

Dr. Mackie explained that approximately 150 to 175 staff participated in sessions to discuss Health Unit values and direction. He explained that the changes in weight presented in Report 033-14FFC were a result of input from staff and frontline management.

Dr. Mackie reminded Committee members that the Proposed Values Tree (Appendix B to this report) was reviewed (as a tree diagram) at the July 18, 2014 Board education session.

It was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance and Facilities Committee endorse the revised weightings of the PBMA Criteria as proposed in this report.*

Carried

The Committee asked Dr. Mackie to express its gratitude to staff for their work on the weightings and values information.

Middlesex-London Health Unit – March 31st Draft Financial Statements ([Report 034-14FFC](#))

The purpose of the financial statements is for the Health Unit to settle the funds provided for the Health Unit programs with a March 31st year end. Dr. Mackie explained that the April 1st to March 31st programs are earmarked for specific projects, and surpluses must be returned to the respective Ministry.

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance & Facilities Committee recommend that the Board of Health approve the audited Consolidated Financial Statements for the Middlesex-London Health Unit, March 31st, 2014 as appended to Report No. 034-14FFC.*

Carried

MOHLTC Reconciliation Report ([Report 035-14FFC](#))

It was moved by Mr. Meyer, seconded by Mr. Bolton *that the Finance & Facilities Committee make recommendation to the Board of Health to approve the 2013 Ministry of Health & Long-Term Care Reconciliation Report as appended to Report No. 035-14FFC.*

Carried

Committee Work Plan - Verbal

Chair Fulton explained that the Committee requires a Work Plan that would contain a checklist of monthly projects that the committee is required to review. Chair Fulton will review the minutes of the FFC and create a draft of the monthly reports that committee reviewed between August 2013 and September 2014.

IN CAMERA

At 10:10 a.m. it was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance and Facilities Committee move in camera to discuss an issue concerning an identifiable individual.*

Carried

At 10:30 a.m., it was moved by Mr. Meyer, seconded by Mr. Bolton *that the Finance and Facilities Committee return to a public forum and report that a discussion was held about an issue concerning an identifiable individual.*

Carried

STI Clinic Review – Sole Source Procurement ([Report 036-14FFC](#))

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance and Facilities Committee receive Report No. 036-14FFC re STI Clinic Review – Sole Source Procurement for information.*

Carried

Mr. Peer agreed to present the Finance and Facilities Committee Report at the Board of Health meeting on September 18, 2014, in Chair Fulton's absence

ADJOURNMENT

At 10:40 a.m., it was moved by Mr. Bolton, seconded by Mr. Meyer *that the meeting be adjourned.*

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer