



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 052-14

TO: Chair and Members of the Board of Health
 FROM: Christopher Mackie, Medical Officer of Health
 DATE: 2014 September 18

**FINANCE AND FACILITIES COMMITTEE:
 SEPTEMBER 4, 2014 MEETING**

The Finance and Facilities Committee (FFC) met at 9:00 a.m. on September 4, 2014 ([Agenda](#)). The draft public minutes are attached as [Appendix A](#). The following items were discussed at the meeting and recommendations made:

Reports	Summary of Discussion	Recommendations for Board of Health's Consideration
Financial Policies Review (029-14FFC)	From Business Arising from Minutes	It was moved by Mr. Meyer, seconded by Mr. Peer that staff members prepare a report for the October Finance and Facilities Committee meeting that deals with Policy 4-055 Gifts and Honorariums. Carried
Q2 Finance Policies Review (030-14FFC)	Mr. Millson anticipates a break even situation at end of year; however, negotiations and the unknown provincial funding level (anticipating no more than 2%) could impact the final outcome. Dr. Mackie highlighted Table 1 which identifies year end projects that may need to be deferred in 2014 or require the use of previously created reserve funds if there is a reduction in provincial funding.	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 (031-14FFC)	Mr. Millson and Dr. Mackie explained the tender process and reported that both companies in the motions 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 (032-14FFC)	Chair Fulton discussed the information that Mr. Ian Jeffries, Audit Partner, KPMG, provided about financial governance. Chair Fulton suggested that the information	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

	<p>be incorporated into a Work Plan for the Committee.</p> <p>Mr. Millson explained that a new Schedule E to the Accountability Agreement will be added that Boards must meet. This will also need to be incorporated into the Work Plan.</p>	
<p>Program Budget Marginal Analysis (PBMA) Criteria/Weights (033-14FFC)</p>	<p>Dr. Mackie explained that approximately 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 the staff input.</p> <p>The Committee asked Dr. Mackie to express its gratitude to staff for their work on the weightings and values information.</p>	<p>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.</p> <p style="text-align: right;">Carried</p>
<p>Middlesex-London Health Unit – March 31st Draft Financial Statements (034-14FFC)</p>	<p>Dr. Mackie explained that the April 1st to March 31st programs are earmarked for specific projects; therefore, any surpluses must be returned to their respective Ministry.</p>	<p>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.</p> <p style="text-align: right;">Carried</p>
<p>MOHLTC Reconciliation Report (035-14FFC)</p>		<p>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.</p> <p style="text-align: right;">Carried</p>
<p>Committee Work Plan (Verbal)</p>	<p>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.</p>	<p>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.</p>
<p>STI Clinic Review – Sole Source Procurement (036-14FFC)</p>		<p>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.</p>

The Finance and Facilities Committee moved in camera to discuss an issue concerning an identifiable individual.

Next Meeting

The next meeting of the Finance and Facilities Committee is scheduled for Thursday, October 1, 2014 @ 9:00 a.m.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health