



PUBLIC MINUTES
Finance and Facilities Committee
50 King Street, Room 3A
MIDDLESEX-LONDON BOARD OF HEALTH
2014 October 2 9:00 a.m.

COMMITTEE

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

ABSENT: 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)

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

1. DISCLOSURES OF CONFLICT(S) OF INTEREST

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

2. APPROVAL OF AGENDA

It was moved by Mr. Peer, seconded by Mr. Bolton *that the [Agenda](#) for the October 2, 2014 FFC meeting be approved.*

Carried

3. APPROVAL OF MINUTES

It was moved by Mr. Peer, seconded by Mr. Meyer *that the [Public Minutes](#) from the September 4, 2014 Finance and Facilities Meeting be approved.*

Carried

4. BUSINESS ARISING FROM MINUTES

The following business arising from past minutes will be discussed with in this agenda:

- Insurance discussion
- Gifts and Honorariums policy
- List of annual Finance and Facilities Committee discussions

5. NEW BUSINESS

5.1 Health Unit Insurance - Policy Changes ([037-14FFC](#))

Mr. John Millson assisted Committee members with their understanding of this report. The Health Unit has given notice to the City of London that it will not renew the insurance coverage that the City currently administers and has requested that the City waive the Health Unit's self-insurance contribution for 2014. In 2015, the Health Unit would be with a new insurance provider and could create a self-insurance reserve fund to cover small claims.

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance & Facilities Committee recommend to the Board of Health that Health Unit Management investigate different insurance providers that can offer the type of insurance coverage as appended to Report No. 037-14FFC.*

Carried

5.2 Financial Controls ([038-14FFC](#))

Mr. John Millson assisted Committee members with their understanding of this report. Mr. Millson reported that the Health Unit is committed to continuous quality improvement especially in areas of automated financial control and exception reporting to flag potential errors.

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance & Facilities Committee receive Report No 038-14FFC re: Financial Controls for information.*

Carried

5.3 Gifts & Honorariums Policy Revisions ([039-14FFC](#))

Dr. Mackie assisted Committee members with their understanding of this report. Dr. Mackie explained that the policy revisions are based on information provided by other public health units and the City of London. Dr. Mackie highlighted that the policy requires that all staff members report all Gifts/Honorariums to their supervisor.

It was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance & Facilities Committee make recommendation to the Board of Health to approve the Gifts and Honorariums Policy #4-055 as appended to Report No. 039-14FFC.*

Carried

5.4 Reserve Fund Policy – Memorandum of Agreement Update ([040-14FFC](#))

Dr. Mackie assisted Committee members with their understanding of this report. Discussion ensued about the advantages and disadvantages of reserve funds. Discussions will continue with the County of Middlesex.

It was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance & Facilities Committee receive Report No 040-14FFC re: Reserve Fund Policy – Memorandum of Agreement Update for information.*

Carried

5.5 2015 Board of Health Budget – Financial Parameters ([041-14FFC](#))

Mr. Millson assisted Committee members with their understating of this report. Discussion ensued about sustainable options to meet cost requirements, understanding that provincial funding may not cover budgeted needs.

It was moved by Mr. Bolton, seconded by Mr. Peer *that Finance and Facilities Committee recommend to the Board of Health that Health Unit staff prepare preliminary 2015 budget models with 0% and 1% increases to provide comparison for discussion.*

Carried

5.6 Draft FFC Work Plan ([042-14FFC](#))

It was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance & Facilities Committee receive Report No. 042-14FFC re Draft FFC Work Plan for information.*

Carried

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At 10:40 a.m., it was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance and Facilities Committee move in camera to discuss an issue pertaining to labour relations or employee negotiations.*

Carried

At 11:15 a.m., it was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee rise to a public forum and report that discussion occurred about an issue pertaining to labour relations or employee negotiations.*

Carried

6. OTHER BUSINESS

Upcoming meeting –Thursday, November 6, 2014 at 9:00 a.m.

7. ADJOURNMENT

At 11:20 a.m., it was moved by Mr. Peer, seconded by Mr. Bolton *that the meeting be adjourned.*

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer