



**PUBLIC MINUTES**  
**Finance and Facilities Committee**  
**50 King Street, Room 3A**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**2014 November 6 9:15 a.m.**

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**COMMITTEE**

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

**REGRETS:** Mr. Stephen Orser  
Mr. Ian Peer

**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)  
Mr. Al Edmondson, Member, Board of Health

At 9:15 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the November 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.

Chair Fulton declared a potential conflict of interest with Report No. [046-14FFC](#) re Preschool Speech and Language Program. The potential conflict was duly noted; however, Committee members agreed that the situation did not meet the criteria for “conflict of interest”. Chair Fulton was given approval to participate in the discussion.

**2. APPROVAL OF AGENDA**

It was moved by Mr. Bolton, seconded by Mr. Meyer that the [AGENDA](#) for the November 6, 2014 Finance and Facilities meeting be approved with the addition of a verbal update under Business Arising from the Minutes about the Reserve Fund Policy - Memorandum of Agreement with the County of Middlesex.

Carried

**3. APPROVAL OF MINUTES**

It was moved by Mr. Meyer, seconded by Mr. Bolton that the [PUBLIC MINUTES](#) from the October 2, 2014 Finance and Facilities Committee Meeting be approved.

Carried

It was moved by Mr. Meyer, seconded by Mr. Bolton that the *CONFIDENTIAL MINUTES* from the October 2, 2014 in camera session of the Finance and Facilities Committee be approved.

Carried

#### 4. BUSINESS ARISING FROM MINUTES

Reserve Fund Policy - Memorandum of Agreement (MoA) with the County of Middlesex – Verbal Update

Dr. Mackie described a meeting he had with Mr. Bill Rayburn, Middlesex County CAO. Mr. Rayburn had explained that it would be difficult to get the MoA about Reserve Funds on County Council's agenda by the end of 2014. Therefore, Dr. Mackie asked the Committee to discuss the options for a next step: 1) Change the Reserve Fund Policy to reflect the MoA or 2) Accumulate the reserves into the general reserve funds abiding by the limits of 2% per year and 10% overall or 3) Continue to pursue delegation status at a December County Council meeting.

After discussion, it was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee recommend that the Board of Health allocate 2014 funds into reserve funds in accordance with the principles of the Memorandum of Agreement through revisions to the Reserve Fund Policy.*

Carried

Dr. Mackie reported that the changes staff recommends for the Reserve Fund Policy will be presented to the Board of Health for approval at the November 20, 2014 Board of Health Meeting.

#### 5. NEW BUSINESS

##### 5.1. Financial Update – Q3 Variance Report – ([044-14FFC](#))

Mr. Millson reported that the Ontario Ministry of Health and Long-Term Care has communicated to the Health Unit that it will provide a 2% increase to the 2014 Cost-Shared Programs as requested during the budget process.

Committee members agreed that it would be more time-effective for the Board of Health to review the Ontario Public Health Financial Agreement at its November meeting in lieu of waiting for the FFC to review the agreement first at its December meeting.

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee recommend that the Board of Health receive Report No. 044-14FFC re Financial Update – Q3 Variance Report for information.*

Carried

##### 5.2. Healthy Smiles Ontario – One-time Funding Request ([045-14FFC](#))

Mr. Millson and Dr. Mackie assisted Committee members with their understanding of this report.

The Finance and Facilities Committee reported that its members understand that there is a risk in continuing any program, including the 100% funded Healthy Smiles Ontario program, without the confirmed support of the funder (Ministry of Health and Long-Term Care).

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance & Facilities Committee recommend to the Board of Health to submit a one-time funding request to the Ministry for \$75,000 to cover the expected additional costs for the Healthy Smiles Ontario as appended to Report No. 045-14FFC.*

Carried

**5.3. Preschool Speech & Language Program – Base Funding Increase ([046-14FFC](#))**

It was moved by Mr. Meyer, seconded by Mr. Bolton *that the Finance & Facilities Committee makes the recommendation to the Board of Health to approve the \$177,342 additional 100% funding from the Ministry of Children and Youth Services to reduce assessment and treatment waitlists for children in the Preschool Speech and Language program.*

Carried

**5.4. Health Unit Insurance – Verbal Update**

Mr. Millson reported that staff is continuing to seek quotes and supporting information for comparison in selecting a company to provide insurance coverage for the Health Unit commencing January 1, 2015.

It was moved by Mr. Meyer, seconded by Mr. Bolton *that Health Unit staff will prepare a report with a recommendation and supporting information to the Board of Health at the November 20<sup>th</sup> Board of Health meeting.*

Carried

**6. CONFIDENTIAL**

At 10:20 a.m., it was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee move in camera to discuss an issue pertaining to labour relations or employee negotiations.*

Carried

At 10:30 a.m., it was moved by Mr. Meyer, seconded by Mr. Bolton *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

**7. OTHER BUSINESS**

**7.1. Appointments to the Finance and Facilities Committee for 2015 and Beyond**

The Committee discussed the process for appointing Board of Health members to Standing Committees and agreed, that according to the Bylaws of the Board of Health, only those people appointed to the Board of Health for 2015 have the authority to determine the following:

- a) If any Standing Committees will be created for 2015, and
- b) Who from the Board of Health would be appointed to those Committees, according to the Terms of Reference for the respective Standing Committee.

**7.2. Proposed Meeting Dates 2015**

The Committee reviewed the proposed schedule for Finance and Facilities Committee meetings for 2015 and agreed, that if the 2015 Board of Health agrees to appoint such a committee, the schedule be recommended as proposed.

**7.3. Next FFC Meeting –Thursday, December 4, 2014 at 9:00 a.m.**

The Committee agreed to meet as scheduled on Thursday, December 4, 2014 at 9:00 a.m.

On behalf of the Finance and Facilities Committee members, Chair Fulton thanked Mr. Bolton for his dedication and invaluable contributions to the Board of Health from 2011-2014 and the inaugural Finance and Facilities Committee for 2013-2014.

**8. ADJOURNMENT**

At 10:50 a.m., it was moved by Mr. Bolton, seconded by Mr. Meyer *that the meeting be adjourned.*

Carried

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TRISH FULTON  
Chair

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CHRISTOPHER MACKIE  
Secretary-Treasurer