



**PUBLIC MINUTES**  
**Finance and Facilities Committee**  
**50 King Street, Room 3A**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**2015 June 11 9:00 a.m.**

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**COMMITTEE**

**MEMBERS PRESENT:**

Ms. Trish Fulton (Committee Chair)  
Mr. Jesse Helmer  
Mr. Marcel Meyer  
Mr. Ian Peer  
Ms. Joanne Vanderheyden

**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 Corporate Strategy  
Dr. Trevor Hunter, Board of Health Member  
Mr. Ian Jeffreys, Partner, KPMG LLP

At 9:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the meeting.

**1. DISCLOSURES OF CONFLICT(S) OF INTEREST**

Ms. 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. Meyer, seconded by Mr. Peer *that the [AGENDA](#) of the June 11, 2015 Finance and Facilities meeting be approved with the addition of a Confidential session being inserted between Items 5.1 and 5.2.*

Carried

**3. APPROVAL OF MINUTES**

It was moved by Ms. Vanderheyden, seconded by Mr. Peer *that the [MINUTES](#) from the May 7, 2015 Finance and Facilities Committee Meeting be approved.*

Carried

**4. BUSINESS ARISING FROM MINUTES – none**

## 5. NEW BUSINESS

### 5.1. 2014 Financial Statements ([Report 15-15FFC](#))

Mr. John Millson, Director, Finance and Operations, reviewed the Draft Financial Statements of the Middlesex-London Health Unit using a PowerPoint presentation (filed with the minutes).

Discussion ensued about the budget variance created by income generated by one-time (random) collaborative projects. Mr. Millson reported that any collaborative projects known to Health Unit staff are included in the budget.

Discussion also followed about the differences between miscellaneous revenues and miscellaneous expenditures. Mr. Millson reported that Health Unit Staff members do not enter into collaborative projects without the funding required to complete the project.

In response to a question about amortization in the Financial Statements, Mr. Millson explained that amortization is a non-cash item on the income statement that shows how Health Unit assets have depreciated over the year. Mr. Millson clarified that Health Unit assets are depreciating at a greater rate than reserve funds are growing to replace equipment etc.

It was confirmed that the revised Note 10 that was distributed by Mr. Millson at the beginning of the meeting (page 16 of Appendix A) will be updated in the online report prior to the June 18, 2015, Board of Health Meeting.

Mr. Millson introduced Mr. Ian Jeffreys, Partner, KPMG LLP, who reviewed the Audit Findings Report attached as Appendix B to Report No. 015-15FFC.

It was moved by Mr. Helmer, seconded by Mr. Meyer *that Item 5.1 be tabled until items 5.2 and 5.3 have been discussed.*

Carried

### 5.2. Sick Leave Reserve Position ([Report 16-15FFC](#))

Mr. John Millson assisted Committee members with their understanding of this report.

It was moved by Mr. Helmer, seconded by Mr. Meyer *that the Finance & Facilities Committee make recommendation to the Board of Health to approve a drawdown in 2015 in the amount of \$120,000 to partially fund the anticipated shortfall resulting from a retroactive payment to OMERS for past service benefits/ adjustments.*

Carried

### **5.3. 2014 Reserve/Reserve Fund Balances ([Report 17-15FFC](#))**

It was moved by Mr. Helmer, seconded by Mr. Peer *that the Finance & Facilities Committee recommend that the Board of Health:*

- 1) Approve a \$23,438 drawdown from the Accumulated Sick Leave Reserve Fund to fund the 2014 sick leave payments to eligible staff; and further,*
- 2) Approve a \$25,736 drawdown from the Dental Treatment Reserve Fund to fund the 2014 Dental Treatment Clinic operating deficit; and further,*
- 3) Receive the 2014 -2015 Reserve / Reserve Fund Overview (Appendix A) for information, and*
- 4) Forward Report No. 17-15FFC, 2014 Reserve / Reserve Fund Balances to the City of London and the County of Middlesex for information.*

Carried

#### **6a) CONFIDENTIAL**

At 10:00 a.m., it was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance and Facilities Committee move in camera to discuss matters concerning personal matters about an identifiable individual.*

Carried

At 10:30 a.m., it was moved by Mr. Helmer, seconded by Ms. Vanderheyden *that the Finance and Facilities Committee return to public forum and report that a discussion took place concerning personal matters about an identifiable individual.*

Carried

### **5.1 2014 Financial Statements ([Report 15-15FFC](#))**

It was moved by Mr. Peer, seconded by Mr. Helmer *that the Finance & Facilities Committee review and make recommendation to the Board of Health to approve the audited Financial Statements for the Middlesex-London Health Unit, December 31<sup>st</sup>, 2014 as appended to Report No. 15-15FFC.*

Carried

#### **6b) CONFIDENTIAL**

At 10:35 a.m., it was moved by Mr. Helmer, seconded by Mr. Peer *that the Finance and Facilities Committee move in camera to discuss matters concern a proposed or pending acquisition of land by the Middlesex-London Board of Health.*

Carried

At 10:50 a.m., it was moved by Mr. Meyer, seconded by Ms. Vanderheyden *that the Finance and Facilities Committee return to public form and report that matters were discussed concerning a proposed or pending acquisition of land by the Middlesex-London Board of Health.*

Carried

## **7. OTHER BUSINESS**

The next scheduled meeting of the FFC is Thursday, July 2, 2015 at 9:00 a.m.

## **8. ADJOURNMENT**

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

Carried

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TRISH FULTON  
Committee Chair

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CHRISTOPHER MACKIE  
Secretary-Treasurer