

**PUBLIC MINUTES**  
**Finance and Facilities Committee**  
**50 King Street, Room 3A**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**2014 June 12 9:00 a.m.**

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**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 & CEO  
Mr. John Millson, Director, Finance and Operations  
Ms. Sherri Sanders, Executive Assistant to the Board of Health (Recorder)  
Mr. Wally Adams, Director, Environmental Health & Chronic Disease Prevention  
Ms. Laura DiCesare, Director, Human Resources and Corporate Strategy  
Ms. Lisa Ellington, Payroll & Benefits Analyst  
Mr. Ian Jeffries, Partner, KPMG LLP  
Ms. Patty Landry, Aon Hewitt  
Mr. Anthony Raheb, Health and Benefits Consultant, Aon Hewitt  
Mr. David Ross, Audit Manager, KPMG LLP

At 9:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the June 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. Meyer *that the Agenda for the [June 12, 2014 FFC meeting](#) be approved.*

Carried

**NEW BUSINESS**

**2013 Draft Financial Statements ([Report 027-14FFC](#))**

Mr. John Millson, Director, Finance & Operations assisted Committee members with their understanding of this report.

After a discussion about the depreciation value of Health Unit capital assets such as furniture, computers and vehicle(s), Mr. Millson introduced the representatives from KPMG LLP.

Mr. David Ross, Audit Manager, and Mr. Ian Jeffries, Partner, KPMG LLP, presented the Audit Findings Report (Appendix B to [Report 027-14FFC](#)) for the year ending December 31, 2013.

In response to a question regarding the Committee's role in bank reconciliations and statutory remittances, Mr. Jeffries recommended that Committee members should periodically ask the Director, Finance and Operations, to confirm that such processes are completed in a timely manner.

At 9:50 a.m., it was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance and Facilities Committee move in camera to discuss matters concerning personal matters about an identifiable individual.*

Carried

At 10:10 a.m., it was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance and Facilities Committee return to public forum and report that matters concerning personal matters about an identifiable individual were discussed.*

Carried

Mr. David Ross and Mr. Ian Jeffries, KPMG LLP, left the meeting at 10:10 a.m.

It was moved by Mr. Meyer, seconded by Mr. Peer *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, 2013 as appended to Report No. 027-14FFC.*

Carried

#### **Benefits Funding review - Benefit Provision - Administrative Services Only (ASO) (Report 026-14FFC)**

The FFC agreed that Report 026-14FFC re Benefits Funding review - Benefit Provision - Administrative Services Only (ASO) could be discussed in a public forum. It was agreed that Report 026-14FFC and its appendix will be posted online with the June 12, 2014 agenda.

Mr. Anthony Raheb and Ms. Patti Landry, Consultants, Aon Hewitt, assisted Committee members with their understanding of this report. Mr. Millson also introduced Ms. Lisa Ellington, Payroll and Benefits Analyst with the Health Unit.

Mr. Bolton left the meeting at 10:30 a.m.

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance & Facilities Committee receive Report No. 026-14FFC for information with respect to the benefit funding arrangements for Middlesex-London Health Unit (MLHU).*

Carried

#### **APPROVAL OF MINUTES**

It was moved by Mr. Peer, seconded by Mr. Meyer *that the Public Minutes from the May 1, 2014 Finance and Facilities Meeting be approved.*

Carried

#### **NEW BUSINESS**

##### **Office Space Needs Assessment (Report 028-14FFC)**

It was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance & Facilities Committee receive Report No. 028-14FFC re Office Space Needs Assessment for information.*

Carried

At 11:00 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 a proposed or pending acquisition of land by the Middlesex-London Board of Health and labour relations or employee negotiations.*

Carried

At 11:30 a.m., it was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance and Facilities Committee return to public forum and report that matters concerning a proposed or pending acquisition of land by the Middlesex-London Board of Health and labour relations or employee negotiations were discussed.*

Carried

It was agreed that Report 029-14FFC re Financial Policies – Group #2 be deferred until a future meeting.

#### OTHER BUSINESS

The next meeting will be July 3, 2014, at 9:00 a.m. The Committee agreed to cancel the meeting scheduled for August 7, 2014.

#### ADJOURNMENT

At 11:32 a.m., it was moved by Mr. Meyer, seconded by Mr. Peer *that the meeting be adjourned.*

Carried

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TRISH FULTON  
Chair

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CHRISTOPHER MACKIE  
Secretary-Treasurer