

2013 October 3

COMMITTEE

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

OTHERS PRESENT: Dr. Christopher Mackie, Medical Officer of Health & CEO (Secretary-Treasurer for Board of Health)
Mr. John Millson, Director, Finance and Operations
Ms. Sherri Sanders, Executive Assistant to the Board of Health (Recorder)

MEDIA OUTLETS: none

At 9:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the 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, 3 2013 Finance and Facilities Committee meeting be accepted as circulated.*

Carried

3. APPROVAL OF [MINUTES](#)

It was moved by Mr. Peer, seconded by Mr. Meyer *that the minutes from the September 5, 2013 Finance and Facilities Committee meeting be approved.*

Carried

4. BUSINESS ARISING FROM THE MINUTES

There were no matters arising from the September 5, 2013 minutes.

5. NEW BUSINESS

5.1. Review of Financial Policies ([Report No. 010-13C](#))

Mr. John Millson, Director, Finance & Operations, assisted Committee members with their understanding of this report using a slide presentation (Appendix A to the Report) that was prepared by PricewaterhouseCoopers (PwC) to summarize their recommendations about the Health Unit travel and accommodation expenses policy. Mr. Millson will ask PwC to correct the factual errors about mileage rates on page 10 and the reference to Director of Education on page 19. ([Revised Appendix A](#))

Discussion ensued about corporate credit cards. The Committee asked Mr. Millson to bring back more information about the Health Unit's corporate credit card, including which staff members hold a Health Unit credit card, the average spending, and whether or not all cards are utilized.

Mr. Millson explained that the Health Unit's mileage reimbursement rate is based on the Canada Revenue Agency rate minus 3^c. Mileage rates are in the collective agreements; therefore, any changes to the rates must be made through negotiations. The Health Unit mileage rate is currently 51^c per km for the first 5000 km and 45^c per km over 5000 km. There is also a 250 km maximum mileage claim per return trip.

At 9:25 p.m., it was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance and Facilities Committee go in camera to discuss a personal matter about an identifiable individual.*

Carried

At 9:30 p.m., it was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance and Facilities Committee rise and report that progress was made in a personal matter about an identifiable individual.*

Carried

The revised Out of Town Travel and Accommodation Expenses policy will be posted on the Health Unit's intranet site. At the November 21 Board of Health meeting, Board members will be shown the new intranet site. The new site will host the new paper-less processes and submitting mileage reimbursements will be highlighted.

Discussion ensued about taking business class versus economy class when using VIA Rail for Health Unit business. Mr. Millson explained that all reimbursement and travel costs will be reviewed by the Senior Leadership Team (SLT), and their recommendations will be presented to the FFC for discussion and recommendation to the Board of Health. The SLT will review all of the financial policies and bring recommendations to the FFC.

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance and Facilities Committee receive Report No. 010-13C re Review of Financial Policies for information.*

Carried

It was moved by Ms. Brown, seconded by Mr. Meyer *that the Finance and Facilities Committee recommend that the Board of Health approve that the meal allowances, identified in Policy 4-120 "Out-of-Town Travel" attached as Appendix B, be reduced to \$10/\$20/\$30 and the per diem rate be eliminated.*

Carried

The Committee asked staff to calculate estimated savings that the new rates could realize based on expenses currently submitted for meal expenses, etc. This would allow the Board to be able to quantify savings created by PwC recommendations.

5.2. Counterpoint Needle Exchange Program Agreement ([Report No. 011-13C](#))

It was moved by Mr. Peer, seconded by Mr. Bolton *that Report No. 011-13C be received for information.*

Carried

It was moved by Ms. Fulton, seconded by Mr. Bolton *that the Finance and Facilities Committee recommend that the Board of Health endorse the Board Chair to sign the Counterpoint Needle Exchange Program Agreement with the Regional HIV AIDS Connection as appended to Report No. 011-13C.*

Carried

5.3. Ministry of Health and Long-Term Care 100% Funding – Panorama Implementation
([Report No. 012-13C](#))

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the Finance and Facilities Committee recommend that the Board of Health approve the Panorama Implementation Project budget as attached to Report No. 012-13C.*

Carried

Ms. Brown left the meeting at 10:10 a.m.

5.4. Strathroy Office Lease ([Report No. 013-13C](#))

It was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance and Facilities Committee recommend that the Board of Health direct staff to perform a market assessment review and to bring back options regarding the Strathroy office lease to the Committee prior to the end of 2013.*

Carried

Mr. Millson added that the abovementioned assessment would include looking at the replacement of one or both of the Heating, Ventilation and Air Conditioning (HVAC) units.

Discussion ensued about details for staff to investigate when considering all leases. The following items were suggested:

- Anticipated leasehold improvements
- Commitment of landlord to items, such as HVAC, flood damage, etc.
- Commitment of landlord to cover capital additions or repairs
- How much space does the Health Unit really require?
- Access, parking
- Market value
- Costs associated with getting out of a lease

5.5. Generator Update - Verbal

Dr. Mackie gave a verbal update about a potential generator for the 50 King Street office. He reported that natural gas is an option; however, costs would be higher than with diesel. Discussion ensued about the generator, including what parts of the Health Unit need generator backup, the type of generator required and potential locations for the generator.

The Committee appointed Mr. Peer, Mr. Meyer and Mr. Bolton to an ad hoc committee that will work with staff, the County and engineers to determine the best generator option for consideration.

6. OTHER BUSINESS

The next scheduled Finance and Facilities Committee Meeting – Thursday, November 7, 2013 9:00 a.m.
Room 3A, 50 King Street, London

7. ADJOURNMENT

At 10:35 a.m., it was moved by Mr. Bolton, seconded by Mr. Meyer *that the meeting be adjourned.*

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer