

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 November 21

FINANCE AND FACILITIES COMMITTEE REPORT – NOVEMBER 7TH MEETING

The Finance and Facilities Committee (FFC) met at 9:00 a.m. on Thursday, November 7, 2013 ([AGENDA](#)). The draft minutes of this meeting are attached as [Appendix A](#). The following reports were discussed at the November 7th meeting and recommendations made:

Report	Summary of Discussion	Recommendations for Board of Health's Consideration
2013 Budget Variance Report to September 30 th Report No. 014-13C	Mr. John Millson reviewed the anticipated surplus and shortfall of the 2013 budget. Once the final amount of the shortfall is determined, the Board of Health will need to decide whether or not it wants to use reserve funds or use part of the 2013 surplus.	It was moved by Mr. Peer, seconded by Mr. Meyer <i>that the Finance and Facilities Committee recommend that the Board of Health receive Report No 014-13C "2013 Budget Variance Report to September 30th" for information.</i>
Administrative Policy 4-130 – Corporate Purchase Cards Report No. 015-13C	Mr. Millson reported on the current use of the Health Unit's corporate Visa. He also explained that Health Unit staff are currently drafting revisions to the corporate card policy	It was moved by Mr. Bolton, seconded by Mr. Peer <i>that the Board of Health:</i> 1) <i>Endorse the Director, Finance & Operations, to submit on an annual basis, a summary report on the purchases made using the corporate credit card by category; and further</i> 2) <i>Receive Appendix A to Report No. 015-13C "Administrative Policy 4-130 Corporate Purchase Cards" for information.</i>
MLHU Insurance Review – Update Report No. 016-13C	Mr. Millson explained that the Broker required additional information before it could fill the FFC's request. The information and will be brought to the FFC at its next meeting.	None
50 King Street Generator – Update (verbal)	An ad hoc committee of the FFC and MLHU staff met with an Engineer from Stantec before the Nov. 7 th meeting to discuss the backup generator. The Manager, Emergency Preparedness, will consult with the MLHU electrician contractor as to their recommendations and report back to the ad hoc committee.	None

Report	Summary of Discussion	Recommendations for Board of Health's Consideration
2013-2014 100% Ministry of Children and Youth Services Program Budgets Report No. 017-13C	Mr. Millson outlined the proposed changes to the 2013-2014 preliminary grant for the Preschool Speech and Language, Infant Hearing and Blind Low Vision programs that the Health Unit administers this and other health units in the region.	It was moved by Mr. Bolton, seconded by Mr. Meyer <i>that the Report No. 017-13C be received for information and that the Finance & Facilities Committee make the following recommendations to the Board of Health:</i> 1) <i>That the Board of Health approve the 100% Ontario Ministry of Children and Youth Services (MCYS) Program Budgets, attached to Report No. 17-13C as Appendix A and C respectively;</i> 2) <i>That the Board of Health approve the 100% MCYS Program Budget for the Infant Hearing Program, attached as Appendix B to Report No. 17-13C, contingent on an amendment depending on the outcome of #3, below; and</i> 3) <i>That the Director of Finance & Operations draft a letter to be sent to the other participating health units as follows:</i> a) <i>Outlining the shortfalls in the Infant Hearing program,</i> b) <i>Reporting that the Finance and Facilities Committee recommends that MLHU will pay for its share of the shortfall, and</i> c) <i>Encouraging the other health units to cover the costs of their shares as well.</i>
Other Business – 50 King Street Lease	The FFC discussed that the 50 King Street lease expires in December 2016 (with the possibility of a 5 year extension). Mr. Millson reported that an internal (staff) Strategic Activities Group (SAG) was struck to look at the issue. A report will be presented to the FFC in 2014 about the work of this SAG.	None

The next scheduled meeting of the Finance and Facilities Committee is November 28, 2013 at 10:00 a.m.



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 Medical Officer of Health

This report addresses the Ontario Public Health Organizational Standards