



PUBLIC MINUTES
Finance and Facilities Committee
50 King Street, Room 3A
MIDDLESEX-LONDON BOARD OF HEALTH
2014 February 12 9:30 a.m.

COMMITTEE

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

OTHERS PRESENT: Mr. Wally Adams, Director, Environmental Health & Chronic Disease Prevention
Ms. Diane Bewick, Director, Family Health Services & CNO
Ms. Laura DiCesare, Director, Human Resources and Corporate Strategy
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)
Dr. Bryna Warshawsky, Associate Medical Officer of Health and Director, Oral Health, Communicable Disease and Sexual Health Services

MEDIA OUTLETS: Mr. Jonathan Sher, London Free Press (until 11:00 a.m.)

At 9:30 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the February 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 February 12, 2014 Finance and Facilities Committee be approved noting that Item 6.1. will be deferred.*

Carried

3. APPROVAL OF MINUTES [January 29, 2014](#)

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the Public Minutes from the January 29, 2014 Finance and Facilities Meeting be approved.*

Carried

It was moved Mr. Bolton, seconded by Mr. Orser *that the Confidential Minutes from the January 29, 2014 Finance and Facilities Meeting be approved.*

Carried

4. BUSINESS ARISING FROM THE MINUTES

None

5. NEW BUSINESS

5.1. 2014 Budget Process Planning and Budget Templates for Family Health Services (FHS), Human Resources & Labour Resources (HRCS) and General Expenses and Revenues (GER) ([05-14FFC](#))

Service Area #5 Family Health Services

Ms. Diane Bewick, Director, Family Health Services, assisted Committee members with their understanding of the templates associated with the Family Health Services area. One program area that the Committee asked to make a special note about was “Screening, Assessment & Intervention”. For example, the tykeTALK program is 100% funded by the province, and the Health Unit administers the program for three health units: Middlesex-London, Elgin-St. Thomas and Oxford. This Health Unit provides a great deal of in-kind contributions to the program that currently are not reimbursed by the Province or the other two health units. This issue may need to be explored by the Board in the future.

It was moved by Mr. Orser, seconded by Mr. Peer *that the Committee take a five minute break and resume at 11:00 a.m.*

Carried

Service Area #6 Human Resources and Labour Relations

Ms. Laura DiCesare, Director, Human Resources and Corporate Strategy, assisted Committee members with their understanding of the 2014 Planning and Budget Template for Human Resources and Labour Relations.

Discussion ensued about Performance Measures for all programs and services. Some program outcomes may take several years to be realized, while others can show numerical outcomes more readily (e.g., an employee wellness program could be linked to reductions in sick time). It was agreed that performance measures should consider outputs as well as outcomes where possible.

General Expenses and Revenues

Mr. John Millson, Director, Finance and Operations, assisted Committee members with their understanding of the 2014 Planning and Budget Template for General Expenses and Revenues which includes areas such as Managed Gapping, Leases and Budgeted Reserves. Two Reserve Funds were discussed: an *Infrastructure & Facilities Fund* and a *Salary Stabilization Fund*). A Board of Health policy states the maximum amount that can be contributed to Reserve Funds each year. Discussion ensued about contributing to reserves versus reporting a deficit and how the two options relate to the legislation. Management staff will continue to work with the City and County about Reserve Funds. The Committee members agreed that all funds, including those coming from reserves, will be spent transparently.

It was moved by Mr. Bolton, seconded by Mr. Orser:

- 1) *That the Finance and Facilities Committee receive the 2014 Planning and Budget Templates for Family Health Services (FHS), attached as Appendix A to Report No. 05-14FFC; and further,*
- 2) *That the Finance and Facilities Committee receive the 2014 Planning and Budget Templates for Human Resources and Labour Relations (HRLR), attached as Appendix B to Report No. 05-14FFC; and further.*
- 3) *That the Finance and Facilities Committee receive the 2014 Planning and Budget Template for General Expenses and Revenues, attached as Appendix C to Report No. 05-14FFC; and further*
- 4) *That the Finance and Facilities Committee report to the Board of Health re the 2014 Planning and Budget Templates for FHS, HRLR and GER at the February 26, 2014 Board of Health meeting.*

Carried

5.2. 2014 Budget Overview ([06-14FFC](#))

Mr. Millson provided a revised budget summary and highlighted the revisions that have been made to the documents. Mr. Millson used a PowerPoint presentation to summarize the process starting with the recommendations made by PricewaterhouseCoopers and concluding with 2014 draft budget recommendations. Dr. Mackie and Mr. Millson assisted the committee in interpreting the report.

It was moved by Mr. Orser, seconded by Mr. Bolton *that the Finance & Facilities Committee make the following recommendations regarding the 2014 Operating Budget to the Board of Health:*

- 1) *That the Board of Health approve the 2014 Operating Budget in the gross amount of \$33,380, 083 as appended to Report No. 006-14FFC "2014 Budget Overview"; and further*
- 2) *That Report No. 006-14FFC be forwarded to the City of London and the County of Middlesex for information; and*
- 3) *That staff submit the 2014 Operating Budget in the Ministry of Health & Long-Term Care's Program Based Grant format.*

Carried

Chair Fulton expressed thanks to the Committee members and members of the Senior Leadership Team for their commitment and thorough work on the templates.

5.3 2013 4th Quarter Variance Report ([07-14FFC](#))

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

It was moved by Mr. Orser, seconded by Mr. Bolton *that the Finance & Facilities Committee review and recommend that the Board of Health:*

- 1) *Receive Report No 07-14FFC re 2013 Budget Variance Report to December 31st; and further,*
- 2) *Provide \$500,000.00 of the Health Unit's 2013 surplus to the municipal funders at the same rate as they fund the municipal component of the Health Unit's budget (\$420,000, or 84% to the City of London, and \$80,000, or 16% to the County of Middlesex); and further,*
- 3) *Defer decisions regarding contributions to reserves and reserve funds until further discussions have occurred with municipal funders and audited financial statements are available.*

Carried

5.4 2013 Public Sector Salary Disclosure ([08-14FFC](#))

It was moved by Mr. Bolton, seconded by Mr. Orser *that the Finance & Facilities Committee make recommendation to the Board of Health to receive Report No. 08-14FFC re Public Sector Salary Disclosure Act – 2013 Record of Employee's Salaries and Benefits for information.*

Carried

5.5 2013 Board of Health Remuneration ([09-14FFC](#))

It was moved by Mr. Peer, seconded by Mr. Orser *that the Finance & Facilities Committee review and make recommendation to the Board of Health to receive Report No. 09-14FFC re 2013 Board of Health Remuneration for information.*

Carried

5.6 Locally Driven Collaboration Project Funding Agreement – Public Health Ontario ([10-14FFC](#))

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

It was moved by Mr. Peer, seconded by Mr. Orser *that the Finance and Facilities Committee review and make recommendation to the Board of Health to endorse the Board Chair to sign the Agreement Form for the Locally Driven Collaborative Project as it relates to receiving \$75,000 funding from Public Health Ontario.*

Carried

6. CONFIDENTIAL

At 1:15 p.m., it was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance and Facilities Committee go in camera to discuss a matter concerning litigation or potential litigation affecting the Middlesex-London Health Unit.*

Carried

At 1:35 p.m., it was moved by Mr. Bolton, seconded by Mr. Orser *that the Finance and Facilities Committee return to public forum and report that information was discussed about a matter concerning litigation or potential litigation affecting the Middlesex-London Health Unit.*

Carried

OTHER BUSINESS

The Committee agreed to cancel the March 6, 2014, Finance and Facilities Committee meeting. The next meeting of this Committee will be April 3, 2014 at 9:00 a.m.

8. ADJOURNMENT

At 1:40 p.m., it was moved by Mr. Orser, seconded by Mr. Meyer *that the meeting be adjourned.*

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer