



PUBLIC MINUTES
Finance and Facilities Committee
50 King Street, Room 3A
MIDDLESEX-LONDON BOARD OF HEALTH
2014 May 1 9:00 a.m.

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. Heather Lokko, Acting Director, Oral Health, Communicable Disease & Sexual Health Services
Mr. Chimere Okoronkwo, Manager, Oral Health

At 9:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the May 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. Bolton, seconded by Mr. Peer *that the Agenda for the [May 1, 2014](#) FFC meeting be approved.*

Carried

3. APPROVAL OF MINUTES

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Public Minutes from the [March 26, 2014](#) Finance and Facilities Meeting be approved.*

Carried

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the Confidential Minutes from the March 26, 2014 Finance and Facilities Meeting be approved.*

Carried

4. BUSINESS ARISING FROM THE MINUTES

None

5. NEW BUSINESS

5.1. 2014 Q1 Budget Variance (020-14FFC) – Walk on Report

Mr. Millson, Director, Finance and Operations, distributed this report and reviewed it with the Committee. This report provides financial projections for the end of the year; however, processes are still evolving to be able to accurately show information by quarter. For example, wages can be projected quarterly as they are paid consistently each month. However, for some programs (e.g., West Nile) spending does not take place until the second quarter. Mr. Millson also explained that the results of the negotiation process and grant from province are the biggest unknown variables in the 2014 budget. The Senior Leadership Team will be discussing how to present budgets by quarter. The FFC agreed that the Q1 Variance Report does not project variances that are accurate enough for the Board of Health.

The FFC agreed that the Board of Health should review the variance report at the Q2 stage. It was moved by Mr. Peer, seconded by Mr. Meyer *that the Finance and Facilities Committee Receive Report No. 020-14FFC re 2014 Q1 Budget Variance, along with the explanations provided by Mr. Millson, for information.*

Carried

5.2. 2014 Board of Health Remuneration ([021-14FFC](#))

It was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance & Facilities Committee make recommendation to the Board of Health to increase the Board of Health member compensation rate for a half day meeting to \$144.16 retroactively to January 1st, 2014.*

Carried

5.3. Insurance Review Update ([022-14FFC](#))

It was moved by Mr. Peer, seconded by Mr. Bolton that the Finance and Facilities Committee recommend:

- 1) *That the Board of Health no longer contribute or reduce its contributions to City of London's reserve fund as the Board has not had any claims, and*
- 2) *That the Board of Health direct Health Unit staff to look for Insurance that provides better value than the current Policy with the City of London.*

Carried

5.4. New Reserve Funds ([023-14FFC](#))

Committee members discussed the whether it would be better to draw from reserves or to ask the municipalities for funding to cover any shortfalls – neither of which reflects the usual municipal/provincial cost-share formula.

Dr. Mackie reported that the Health Unit has had discussions with both the City and the County about reserve funds.

At 9:30 a.m., it was moved by Mr. Meyer, seconded by Mr. Peer *that the Finance and Facilities Committee move in camera to discuss a matter concerning litigation or potential litigation.*

Carried

At 9:40 a.m., it was moved by Mr. Bolton, seconded by Mr. Peer *that the Finance and Facilities Committee return to public forum and report that a matter was discussed concerning litigation or potential litigation.*

Carried

It was moved by Mr. Peer, seconded by Mr. Bolton *that Report 023-14FFC be received for information.*

Carried

It was moved by Mr. Meyer, seconded by Mr. Bolton *that the recommendation to create new reserve funds be tabled until the Finance and Facilities Committee receives the 2013 audited statements and more information is available.*

Carried

5.5. Sick Leave Reserve Fund Balance ([026-14FFC](#))

It was moved by Mr. Peer, seconded by Mr. Bolton *that Report No. 026-14FFC be tabled until the Finance and Facilities Committee receives the 2013 audited statements and more information is available.*

Carried

5.6. Financial Policies – Group 1 Review ([024-14FFC](#))

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

Committee members recommended that staff make minor revisions to language in the policies before they are presented to the Board.

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

- 1) *Endorse the Financial Signing Authority policy as appended to Report No. 024-14FFC re: “Finance Policies Review: Report 1 of 3” and recommend that the Board of Health approve this policy with the above revision made; and*
- 2) *Receive for information the policies on Moving Expenses, Corporate Credit Cards and Petty Cash as appended to Report No. 024-14FFC re: “Finance Policies Review: Report 1 of 3.”*

Carried

5.7. 2013 Dental Clinic Shortfall ([025-14FFC](#))

It was moved by Mr. Bolton, seconded by Mr. Meyer *that that Report No. 025-14FFC re Dental Clinic 2013 Financial Shortfall be received for information.*

Carried

6. **CONFIDENTIAL** (covered earlier in meeting)

7. OTHER BUSINESS

- 7.1. Change Date of June Meeting (conflicts with alpha AGM and conference) – Committee members agreed that the June meeting will be rescheduled to Thursday, June 12, 2014 at 9:00 a.m.

8. ADJOURNMENT

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

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer