

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Finance and Facilities Committee

50 King St., London
Middlesex-London Health Unit - Room 3A
Thursday, April 5, 2018 9:00 a.m.

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES – March 1, 2018

4. NEW BUSINESS

- 4.1 Sherwood Forest Mall Lease Renewal (Report No. 012-18FFC)
- 4.2 Award of Security Quote and Security Measures Update (Report No. 013-18FFC)
- 4.3 Shared Library Services Partnership 2018-19 Transfer Payment Agreement (Report No. 014-18FFC)
- 4.4 Ministry of Children and Youth Services Program Funding (Report No. 015-18FFC)

5. OTHER BUSINESS

5.1 Next meeting FFC meeting - Thursday, May 3, 2018 at 9:00 a.m. Room 3A

6. CONFIDENTIAL

The Finance and Facilities Committee will move in-camera to discuss matters regarding a proposed or pending acquisition of land by the Middlesex-London Board of Health and to consider confidential minutes from its March 1, 2018 and September 7, 2017 meetings.

7. ADJOURNMENT



PUBLIC MINUTES
FINANCE & FACILITIES COMMITTEE
399 Ridout Street, London
Middlesex-London Board of Health Boardroom
Thursday, March 1, 2018, 9:00 a.m.

MEMBERS PRESENT: **Ms. Patricia Fulton (Chair)**
Mr. Marcel Meyer
Ms. Joanne Vanderheyden

REGRETS: Ms. Tino Kasi
Mr. Jesse Helmer

OTHERS PRESENT: Dr. Christopher Mackie, Secretary-Treasurer
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health
(Recorder)
Ms. Laura Di Cesare, Director, Corporate Services
Ms. Linda Stobo, Manager, Chronic Disease Prevention and
Tobacco Control
Ms. Heather Lokko, Director, Healthy Start
Ms. Tammy Beaudry, Accounting and Budget Analyst
Mr. Brian Glasspoole, Manager Finance
Mr. Stephen Turner, Director, Environmental Health and Chronic
Diseases
Mr. Joe Belancic, Manager, Procurement and Operations
Mr. Fatih Sekercioglu, Manager, Safe Water, Rabies and Vector-
Borne Disease

Chair Fulton called the meeting to order at 9:05 a.m.

DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Fulton inquired if there were any disclosures of conflicts of interest. None were declared.

APPROVAL OF AGENDA

With the addition of a verbal update on the Annual Service Plan as Item 4.7, it was moved by Ms. Vanderheyden, seconded by Mr. Meyer, *that the amended **AGENDA** for the March 1, 2018 Finance & Facilities Committee meeting be approved.*

Carried

APPROVAL OF MINUTES

It was moved by Mr. Meyer, seconded by Ms. Vanderheyden, *that the **MINUTES** of the February 1, 2017 Finance & Facilities Committee meeting be approved.*

Carried

NEW BUSINESS

2017 Fourth Quarter Budget Variance Report and Factual Certificate (Report No. 006-18FFC**)**

Mr. Glasspoole opened the discussion by reminding attendees that the unaudited operating surplus for the Health Unit is anticipated to be approximately \$688,000.

Staff provided additional details and information where requested.

There was no discussion regarding the Factual Certificate.

It was moved by Mr. Meyer, seconded by Ms. Vanderheyden, *that the Finance & Facilities Committee receive Report No. 006-18FFC re: "2017 Fourth Quarter Budget Variance Report and Factual Certificate" for information.*

Carried

Financial Controls Checklist (Report No. 007-18FFC)

Mr. Glasspoole provided some key points for this report, noting that the MLHU staff ensures that all measures are taken to meet the necessary requirements of accurate reporting, and that resources are being used correctly. The Financial Controls Checklist is the minimum of what is required.

There was a discussion regarding staffing restraints for certain times of the year, such as year-end, the annual audit, and scheduled vacations.

It was moved by Ms. Vanderheyden, seconded by Mr. Meyer, *that the Finance & Facilities Committee receive Report No. 007-17FFC re: "Financial Controls Checklist" for information.*

Carried

2017 Board of Health Remuneration (Report No. 008-18FFC)

Mr. Meyer noted that there was an increase in payments to Board members due to Location Project meetings.

It was moved by Mr. Meyer, seconded by Ms. Vanderheyden, *that the Finance & Facilities Committee receive Report 008-18FFC re: "2017 Board of Health Remuneration" for information.*

Carried

Public Sector Salary Disclosure Act – 2017 Record of Employee Salaries and Benefits (Report No. 009-18FFC)

There was no discussion on this item.

It was moved by Mr. Meyer, seconded by Ms. Vanderheyden, *that the Finance & Facilities Committee receive Report 009-18FFC re: "Public Sector Salary Disclosure Act – 2017 Record of Employee Salaries and Benefits" for information.*

Carried

Vector Borne Disease Program: Contract Award (Report No. 010-18FFC)

Mr. Turner spoke to the report and noted that costs are slightly higher this year.

Mr. Sekercioglu told the Committee that constant contact with municipalities ensures that problem sites are treated. He also noted that currently seventy-two County locations are treated three times each year.

Ms. Vanderheyden suggested doing more advertising in relation to this positive program.

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

1. Receive Report 010-18FFC re: “Vector Borne Disease Program: Contract Award” for information;
2. Approve award of the contract for the Vector Borne Disease Program, Part A – Larval Mosquito Surveillance and Control to G.D.G. Canada in the amount of \$88,195 (before taxes); and
3. Approve award of the contract for the Vector Borne Disease Program, Part B – Mosquito Identification and Viral Testing to G.F.G. Canada in the amount of \$22,666.25 (before taxes).

Carried

Janitorial Services – Contract Award (Report No. 011-18FFC)

Mr. Belancic noted that the living wage issue was considered when the contract was drafted. There was discussion in regard to the definitions of minimum wage and living wage.

It was moved by Mr. Meyer, seconded by Ms. Vanderheyden, *that the Finance & Facilities Committee recommend that the Board of Health receive Report 011-18FFC re: “Janitorial Services – Contract Award,” and award the following one-year contract for janitorial services to:*

1. GDI Integrated Facility Services: \$136,674 – for leased premises located at 50 King Street and 399 Ridout Street, London, Ontario; and
2. GDI Integrated Facility Services: \$16,722 – for leased premises located at the Kenwick Mall, 51 Front Street, Strathroy, Ontario.

Carried

VERBAL UPDATE – Annual Service Plan

Mr. Glasspoole noted that this item will be formally presented to the Board at its March 15 meeting and will require the Chair’s signature. He provided a brief update of which data are captured in the Plan. It was noted that the submission date is today, and, with permission from the Ministry, it will be submitted today without the Board Chair’s signature.

The Ministry expects that it will take two to three operating cycles to phase in this initiative.

Dr. Mackie advised that this new process provides the Ministry with a degree of enhanced accountability and transparency.

Chair Fulton thanked everyone who was tasked with completing the Annual Service Plan. She added that it’s unfortunate that the document doesn’t get out to the public, as it contains a lot of good information.

It was moved by Mr. Meyer, seconded by Ms. Vanderheyden, *that the Finance and Facilities Committee receive the verbal update regarding the Annual Service Plan and refer it to the March 15 Board of Health meeting for approval.*

Carried

OTHER BUSINESS

Next meetings:

- Board of Health (special meeting): March 7, 8:00 a.m.
- Board of Health: March 15, 7:00 p.m.
- Governance Committee: The March 15 meeting is cancelled.
- Finance & Facilities Committee: April 5, 9:00 a.m.

CONFIDENTIAL

At 10:00 p.m., it was moved by Ms. Vanderheyden, seconded by Mr. Meyer, *that the Finance & Facilities Committee move in-camera to discuss matters regarding a proposed or pending acquisition of land and to consider confidential minutes of the February 1, 2018 Finance & Facilities Committee meeting.*

Carried

At 10:27 a.m., it was moved by Ms. Vanderheyden, seconded by Mr. Meyer, *that the Finance & Facilities Committee return to public session.*

Carried

At 10:27 a.m. the Finance & Facilities Committee returned to public session.

ADJOURNMENT

At 10:28 a.m., it was moved by Mr. Meyer, seconded by Ms. Vanderheyden, *that the meeting be adjourned.*

Carried

At 10:28 a.m., Chair Fulton *adjourned the meeting.*

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



TO: Chair and Members of the Finance & Facilities Committee
FROM: Christopher Mackie, Medical Officer of Health / CEO
DATE: 2018 April 5

SHERWOOD FOREST MALL – LEASED SPACE

Recommendation

It is recommended that Report No. 012-18FFC re: “Sherwood Forest Mall – Leased Space” be received for information.

Key Points

- The current lease extension for the Health Unit space at the Sherwood Forest Mall, sub-leased from the London Public Library, expired December 31, 2017.
- Based on the Breastfeeding Program planning process, it was determined that breastfeeding appointments held in this space would be more effective if provided by Public Health Nurses directly in clients’ homes.
- The Health Unit will no longer use the leased space after April 30, 2018, which will yield cost savings of \$4,500 for the balance of 2018, and \$6,800 for 2019.

Background

Since December 1, 2005, the Health Unit has leased approximately 320 square feet of office space from the London Public Library Board. The space consists of two offices adjacent to the library branch located in the Sherwood Forest Mall. The Health Unit has operated a variety of programs from this location, but currently the space is being used by Public Health Nurses for breastfeeding appointments with women experiencing breastfeeding challenges in the early postpartum period. After completing a planning process to ensure an evidence-informed approach to MLHU’s breastfeeding programs and services, the Healthy Start Division will begin providing this support through home visits, rather than in a community location.

The Health Unit has been sub-leasing these premises month-to-month since the previous lease ended on December 31, 2017. The London Public Library has been advised that the Health Unit will stop leasing the space on April 30, 2018. This will yield cost savings of \$4,500 for the balance of 2018, and \$6,800 for 2019.

This report prepared by the Finance Team, Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 April 5

AWARD OF SECURITY QUOTE AND SECURITY MEASURES UPDATE

Recommendation

It is recommended that the Finance & Facilities Committee recommend that the Board of Health:

- 1) *Receive Report No. 013-18FFC for information;*
- 2) *Approve permanent extension of the uniformed daytime security guard contract as a part of ongoing security services;*
- 3) *Approve the proposed Security Procurement Parameters outlined in [Appendix A](#); and*
- 4) *Approve award of Quote Q18-01 to Canadian Security Concepts in the amount of \$73,987 for a term of one year with the option to renew for one additional year.*

Key Points

- Documented security incidents involving physical threats to safety or security of Health Unit staff and/or clients and/or property at 50 King Street have decreased—from 29 in 2016, to 5 in 2017—as a result of daytime security enhancements.
- Evening security service-hour reductions will not impact programs and will partially fund daytime security.
- The new service provider, Canadian Security Concepts, submitted the lowest acceptable bid, and is an experienced security organization.

Background

The Health Unit's daytime security guard was discontinued in the 2014 PBMA cycle. Since then, an increase in incidents that diverted staff resources from program service delivery and negatively impacted the client experience at 50 King Street has demonstrated a need to reinstate this resource. At the December 1, 2016 Finance & Facilities Committee meeting, a recommendation to reinstate a uniformed daytime security guard at the 50 King Street office—for 7.5 hours per day, 5 days per week, April–September—was approved. The security guard reinstatement was a one-time approval, pending evaluation of its impact. At the November 2, 2017 FFC meeting, the Health Unit extended the security contract for daytime security.

Evaluation of Daytime Security Enhancement

Daytime security supports several MLHU functions. Security-post duties include but are not limited to interior and exterior patrols, incident de-escalation, preventative interactions, greeting clients, and providing directions.

A high-level overview of MLHU client and staff findings is presented in the following table:

Reporting Period of April 1–January 31 at 50 King Street

2016 Incident Reports	2017 Incident Reports	2017 Documented Security Interactions	2017 Interactions Requiring Escalation to Management
29	5	270	2

A significant decrease in incidents involving physical threats to safety or security of Health Unit staff and/or clients and/or property at 50 King Street is evident. This decrease in incidents corresponds directly to the presence of day-time security to prevent escalation of negative behaviours.

Security Quote and Contract Parameters

On January 29, MLHU issued a Request for Quote Q18-01 to solicit proposals for security services to commence April 2, 2018. On-site tours were completed with three prospective bidders on February 8. Two bids were received by the February 20 quote closure time. Canadian Security Concepts submitted the lowest acceptable bid, at \$73,987 plus applicable taxes. This company is an experienced security provider, which services both private and public entities such as Drewlo Holdings and the Thames Valley District School Board.

Following the closure of the procurement process, staff verified security hours across all programs to ensure that the reduction in evening hours will not impact clients or staff (see [Appendix A](#)).

This report prepared by the Procurement and Operations Team, Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO

Time	Current Contract	New Contract
Opening	7:00 a.m. to 8:30 a.m.	7:30 a.m. to 8:30 a.m.
Daytime	8:30 a.m. to 4:30 p.m.	Same
Evening		
Monday	4:30 p.m. to 10:00 p.m.	Same
Tuesday	4:30 p.m. to 10:00 p.m.	Same
Wednesday	4:30 p.m. to 10:00 p.m.	4:30 p.m. to 9:00 p.m.
Thursday	4:30 p.m. to 10:00 p.m.	4:30 p.m. to 8:00 p.m.*
Friday	4:30 p.m. to 10:00 p.m.	4:30 p.m. to 6:00 p.m.
Night Patrol	2:00 am to 5:00 am	Same

Except on Board of Health meeting nights, in which case, security will continue until 10 pm.



TO: Chair and Members of the Finance & Facilities Committee

FROM: Dr. Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 April 5

SHARED LIBRARY SERVICES PARTNERSHIP (SLSP) 2018–19 TRANSFER PAYMENT AGREEMENT

Recommendation

It is recommended that the Finance & Facilities Committee recommend that the Board of Health:

- 1) *Receive the 2018–19 Transfer Payment Agreement, attached as [Appendix A](#), to Report No. 014-18FFC;*
- 2) *Authorize the Board Chair to sign the agreement; and*
- 3) *Increase the 2018–19 Shared Library Services Partnership (SLSP) operating budget by \$638.25 to reflect the increased grant amount.*

Key Points

- The Shared Library Services Partnership (SLSP) was implemented in 2012 to build on the existing library capacity within Ontario’s public health system.
- MLHU is the designated SLSP library hub, providing shared library services to Chatham-Kent Public Health Unit, Elgin St. Thomas Public Health, Haldimand-Norfolk Health Unit, Lambton Public Health, Niagara Region Public Health, and Windsor-Essex County Health Unit.
- The 2018–19 transfer payment agreement provides one-hundred-percent funding of \$107,164.25 for delivery of the shared library services model, an increase of \$638.25 over the budget amount.

Background

The Shared Library Services Partnership (SLSP) was implemented following the transfer of the provincial portion of funding from the former Public Health Research, Education, and Development (PHRED) program to Public Health Ontario (PHO) in January 2011. PHO introduced the shared library services model to support applied research and program evaluation, education and professional development, and knowledge exchange for public health.

The program was implemented in 2012 through the creation of the SLSP, which builds on the existing library capacity within Ontario’s public health system. Four selected public health units, with their in-house libraries, act as hubs to provide access to library services and resources for Ontario “client” health units without in-house libraries.

The SLSP’s objective is to build and maintain capacity in selected health units that host SLSP hub libraries by providing further funding for additional staff and resource acquisition. Each client health unit is designated to an SLSP hub library based on the client health unit’s geographic location and number of staff (i.e., potential users). Client health units supported by the MLHU’s SLSP hub library include: Chatham-Kent

Public Health Unit, Elgin St. Thomas Public Health, Haldimand-Norfolk Health Unit, Lambton Public Health, Niagara Region Public Health, and Windsor-Essex County Health Unit.

2018–19 Transfer Payment Agreement

The 2018–19 Transfer Payment Agreement between PHO and the MLHU is attached as [Appendix A](#). As in previous years, the current agreement stipulates each party's various obligations and requirements.

- Schedule A provides a brief description of the program and project objectives, and identifies which library services MLHU will offer to its client health units;
- Schedule B presents the project budget for the fiscal year 2018–19 (April 1, 2018, to March 31, 2019) of \$107,164.25, which consists of staffing costs for one FTE librarian, collection maintenance, and other operating costs;
- Schedule C outlines the payment schedule by which MLHU will receive funding once the Transfer Payment Agreement is signed; and
- Schedule D outlines a timetable for MLHU to provide PHO with activity and financial reports.

The budget for this project is listed in the Program Planning and Evaluation operating budget in the amount of \$106,526, as approved by the Board of Health on February 15, 2018. This Transfer Payment Agreement is \$638.25 higher than budgeted; the additional funds will be used to fund increases in operating expenses up to \$638.25.

This report prepared the Program Planning and Evaluation Team, Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO

March 15, 2018

Dr. Christopher Mackie
Medical Officer of Health
Middlesex-London Health Unit
50 King Street
London, ON, N6A 5L7

Dear Dr. ^{chrs} Mackie:

As you are aware, the Ontario Agency for Health Protection and Promotion operating as Public Health Ontario (PHO) and Middlesex-London Health Unit are parties to a Transfer Payment Agreement dated April 1, 2015 concerning the Shared Library Services Partnership (Agreement).

As the Agreement automatically renews each year, we are taking this opportunity to confirm the terms related to the 2018-19 Funding Year.

For the 2018-19 Funding Year, the Parties agree that:

1. The Maximum Funds for the Funding Year shall be \$107,164.25. This cycle's funding allocation is based on the previously approved formula which reflects the individual hub library staff salaries while providing an equal amount of operational funds for each hub.
2. Pursuant to sections 4.14 and 4.15 of the Agreement, the existing Schedules B, C and D of the Agreement are deleted and replaced with new Schedules B, C and D in the form attached to this letter.

Except for the changes proposed in this letter, all other terms and conditions of the Agreement shall continue in full force and effect.

Please indicate your acceptance with these terms by signing below and returning a copy of this letter to me on or before March 31, 2018.

Yours truly,



George Pasut, MD, MHSc, FRCPC, FACPM
VP, Science and Population Health & CIO

cc: Dr. Gayane Hovhannisyan
Associate Medical Officer of Health, Foundational Standard

ACKNOWLEDGED AND AGREED TO THIS ____ DAY OF _____, 2018 BY

BOARD OF HEALTH FOR THE MIDDLESEX-LONDON HEALTH UNIT

I/We have authority to bind the Board

Name:

Title:

I/We have authority to bind the Board

Name:

Title:

SCHEDULE “A”

PROJECT DESCRIPTION AND TIMELINES

Background

Following the transfer of the provincial share of funding for the former Public Health Research, Education and Development (PHRED) program to Public Health Ontario in January 2011, Public Health Ontario introduced a new program model to support applied research and program evaluation, education and professional development, and knowledge exchange for public health. Library services are a key area of focus under this program, which provides funding to support equitable access to library services, resources, and professionals for health units that currently do not have a library included in their business model.

This program was implemented in 2012 through the creation of the Shared Library Services Partnership that builds on the existing library capacity within the public health system in Ontario. Selected public health units in Ontario that have their own in-house libraries act as hubs to provide access to library services and resources for “client” public health units in Ontario that previously did not have in-house libraries. This model is predicated on a system that as of 2012 had 14 operational libraries with library staff that function as a community of practice through the Ontario Public Health Libraries Association (OPHLA). The existing library system will be maintained and enhanced and all health units will have access to library services.

This “library hub” model draws on previous experiences from the PHRED program and was selected by the Shared Library Services Partnership Working Group as the model that will provide the highest Return on Investment and will be beneficial to both service recipients and service providers.

The scope of services and responsibilities as outlined below are based on the strong recommendations developed by the Shared Library Services Partnership Working Group.

Project Overall Objective

The objective of this project is to build and maintain capacity in selected health units that expressed interest in becoming a hub in the Shared Library Services Partnership by providing funding for additional staff and resources acquisition. Hub libraries will support several client health units that are designated to each hub based on geographical location and the number of staff (i.e., potential clients) within each client unit. Resources are being provided for hub libraries to fund one additional FTE devoted to serving client health unit staff.

Specific Project Objectives

- As a hub library, the Recipient will provide library services as outlined below to the following Ontario public health units: Elgin-St. Thomas Public Health, Chatham-Kent Public Health Unit, Haldimand-Norfolk Health Unit, Lambton Public Health, Niagara Region Public Health, and Windsor Essex County Health Unit (collectively, “Client Health Units”).

- The Recipient will enter into and/or maintain appropriate agreements with their assigned Client Health Units outlining mutual responsibilities.
- The Recipient will provide library service only to its designated Client Health Units (and staff of the Recipient health unit).
- The Recipient will collaborate with other hub libraries, Public Health Ontario and the Ontario Public Health Libraries Association (OPHLA) in the purchasing of resources, development of training sessions, and creation of processes and common/standard forms and policies related to operations of the partnership.
- The Recipient will maintain their current funding for their own library services and resources.

1.0 Library Services

1.1 Core hub library services

- a) The Recipient will provide its Client Health Units with access to the following core library services:
 - Article retrieval/document delivery
 - Comprehensive literature searches conducted on behalf of Client Health Units
 - Response to reference questions
 - Library-related training for Client Health Unit staff
 - Help desk (related to technical issues when using library resources and services)
 - Book loans.
- b) Additional requirements may be phased in after the evaluation of hub operations (depending on workload and funding). These services could include:
 - Current awareness service (includes table of contents services)
 - Research assistance (differentiated from training and literature searching as being more consultative in nature; part of a research team).

Any expansion of service is at the discretion of the Recipient.

- c) The Recipient will strive to provide Client Health Units with desktop access to resources, copyright and licencing permitting.

1.2 Training for Client Health Unit staff

- a) The Recipient will deliver training sessions to cover the following annually:
- How to do a basic literature search and find articles
 - How to use the Virtual Library and other online sources.

The sessions shall include introductory information about library services (e.g., what they are, how to access them).

- b) Other training sessions will be developed at the discretion of the Recipient, and will be tailored to the needs of Client Health Units whenever possible (i.e., use health unit examples for literature searching training).
- c) Training schedules will be negotiated directly with Client Health Units.
- d) The Recipient will deliver training sessions **in person** to each Client Health Unit, if required.
- e) The Recipient will provide training to Client Health Units using the following methods:
- In-person to Client Health Units (if required)
 - Webinars, OTN videoconferencing
 - Online modules and tools.

2.0 Library Resources

2.1 Core hub library resources

- a) Resources purchased for all health units (i.e., Virtual Library additions) will be recommended by the Ontario Public Health Libraries Association (OPHLA).
- b) The Recipient will collaborate with other hub libraries on their own collection development whenever possible to take advantage of consortial pricing.
- c) The Recipient will prioritize journal subscriptions for purchasing and will coordinate the development of special (subject area) journal collections with hub libraries.

2.2 Delivery of resources to clients

- a) The Recipient will commit to following all guidelines and procedures developed collaboratively with other hub libraries (e.g., service delivery timelines and prioritization of service requests).

- b) The Recipient will use only those methods of document delivery that fall within copyright and licencing constraints.

3.0 Library Staff

- a) The recipient must have at least 1 FTE in their own health unit library, funded from the health unit budget and serving the host health unit staff, to maintain the status of the hub library.
- b) The Recipient will have at least one librarian (ALA accredited Masters' degree) on staff—either as the existing staff person or hired through transfer payment funds.
- c) The primary role of PHO-funded library hub personnel is to serve hub operations and will follow Shared Library Services Partnership processes and procedures (even if these procedures vary from those of the Recipient).
- d) PHO-funded library hub personnel will participate in professional development and new skills enhancement opportunities provided by PHO to ensure equitable service across the hubs.

4.0 Library Processes and Procedures

- a) Client Health Units will access the Recipient's library staff directly by phone or email in a barrier-free fashion (no intermediary forms or procedures).
- b) The Recipient will use DOCLINE as the primary system of requesting and delivering interlibrary loans.
- c) Using DOCLINE, The Recipient will first borrow from other hub libraries and OPHLA libraries in order to minimize costs of for-fee interlibrary loans.
- d) The Recipient will negotiate with vendors in an effort to construct licence agreements that allow for delivery of resources to Client Health Units.
- e) The Recipient, in collaboration with other hub libraries and Public Health Ontario, will coordinate the development of standard tools related to hub operations and processes.

5.0 Hub library service tracking & monitoring

- a) The Recipient will be responsible for tracking, monitoring and reporting of service delivery targets and indicators.
- b) The Recipient will collaborate with Public Health Ontario and OPHLA in use of a standard tool for collecting required library statistics across the system.

SCHEDULE "B"

BUDGET

April 1, 2018-March 31, 2019

1 FTE, Librarian or Library Technician (wages + benefits) And Collections and operations (may include supplies and equipment, interlibrary loan fees, acquisitions and subscriptions, travel to clients, communications)	\$107,164.25
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SCHEDULE "C"

PAYMENT SCHEDULE

PAYMENT DATE OR MILESTONE	AMOUNT
April 16, 2018	\$26,791.06
July 16, 2018	\$26,791.06
October 15, 2018	\$26,791.06
January 14, 2019	\$26,791.06

SCHEDULE “D”

REPORTS

Name of Report	Due Date
Interim Activity & Financial Report (April-June)	July 31, 2018
Interim Activity Report (July-September)	October 31, 2018
Interim Activity Financial Report (October-December)	January 31, 2019
Final Activity & Financial Report	April 30, 2019
Reports specified from time to time	On a date or dates specified by Public Health Ontario.

Report Details

The Recipient will follow the reporting guidelines and processes set out by Public Health Ontario and will collect the required data in order to track and monitor service provision and usage by clients.

Interim Activity Reports

- usage statistics, broken down by client health unit:
 - o # of literature search requests received
 - o # of literature searches completed
 - o # of in-house documents delivered from Hub collection
 - o # of in-house physical resources delivered from Hub Collection (books, reports, games, media)
 - o # of articles delivered from the Virtual Library
 - o # of ILL books / reports delivered to client health units
 - o # of ILL articles delivered to client health units
 - o # of reference questions answered
 - o # of research consultations delivered
 - o # of training sessions delivered
 - o # of new acquisitions

Interim Activity & Financial Reports

- usage statistics, broken down by client health unit (as detailed above)
- summary of expenditures

Final Activity and Financial Report

- usage statistics, broken down by client health unit (as detailed above)
- summary of expenditures of the last quarter (January to March)
- summary of expenditures for the duration of the transfer payment agreement
- snapshot of services delivered to clients
- snapshot of custom tools developed
- general feedback about hub and partnership operations



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 015-18FFC

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 April 05

MINISTRY OF CHILDREN AND YOUTH SERVICES PROGRAM FUNDING

Recommendation

It is recommended that the Finance & Facilities Committee recommend that the Board of Health receive Report No. 015-18FFC “Ministry of Children and Youth Services Program Funding” for information.

Key Points

- The Ministry of Children and Youth Services (MCYS) is providing the Health Unit one-time funding of \$20,316 to ensure continuity of vital services to children and youth, to be spent in the implementation of the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) for the period of January 1, 2018, to March 31, 2018.
- The Health Unit has used some of these funds to engage legal counsel to conduct training for Health Unit managers on the broad implications of this legislation.
- The balance of the funds was used to finance a review of the broader implications of this legislation on non-union employment practices.
- MCYS was made aware that all divisions of the Health Unit, not only the teams providing vital services to children and youth, would benefit from this training and legislation review.

Discussion

The Government of Ontario passed the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) on November 27, 2017. In addition to raising Ontario’s minimum wage effective January 1, 2018, the legislation also made a number of changes to the *Employment Standards Act, 2000*, the *Labour Relations Act, 1995*, and the *Occupational Health and Safety Act, 1990*. In response to these changes, the Health Unit has undertaken a comprehensive review of the pertinent legislation to ensure understanding of all of the legislative amendments and compliance with all applicable changes.

The legislative changes will come into force over a period of several years; therefore, a comprehensive review is necessary. Areas of employment practice subject to legislative changes include wage rates, vacation entitlements, on-call pay and scheduling, personal emergency leave, use of temporary help agency employees, overtime, and public holiday pay.

Conclusion

The MCYS is providing the Health Unit one-time funding of \$20,316 for implementation of the *Fair Workplaces, Better Jobs Act, 2017* (Bill 148) for the period of January 01, 2018, to March 31, 2018. These funds have been used to finance a review of the broader implications of this legislation and to engage legal counsel to conduct related training to Health Unit Managers.

This report prepared by the Finance Team, Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO