

**AGENDA**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**Finance & Facilities Committee**

Microsoft Teams  
Thursday, December 3, 2020 9:00 a.m.

**1. DISCLOSURE OF CONFLICTS OF INTEREST**

**2. APPROVAL OF AGENDA**

**3. Approval of Minutes – November 5, 2020**

**4. BUSINESS**

4.1 Emergency Procurement (Report No. 031-20FFC)

**5. OTHER BUSINESS**

5.1 Next meeting Thursday, February 4, 2021

**6. CONFIDENTIAL**

The Finance and Facilities Committee will move in camera to consider matters regarding a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Middlesex-London Board of Health, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization

**7. ADJOURNMENT**



**PUBLIC MINUTES  
FINANCE & FACILITIES COMMITTEE**

50 King Street, London  
Middlesex-London Health Unit  
Thursday, November 5, 2020 9:00 a.m.

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**MEMBERS PRESENT:** Ms. Maureen Cassidy  
Ms. Aina DeViet  
Ms. Kelly Elliott (Chair)  
Mr. Ian Peer

**REGRETS:** Ms. Tino Kasi

**OTHERS PRESENT:** Dr. Christopher Mackie, Secretary-Treasurer  
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health (Recorder)  
Mr. Bob Parker, Board of Health  
Dr. Michael Clarke, CEO (Interim)  
Mirek Pawelec, Manager Finance  
Ms. Nicole Gauthier, Human Resources  
Dr. Alexander Summers, Associate Medical Officer of Health  
Ms. Heather Lokko, Director Healthy Start and Chief Nursing Officer  
Ms. Maureen MacCormick, Director Healthy Living  
Mr. Stephen Turner, Director Environmental Health and Infectious Diseases  
Mr. Joe Belancic, Manager Procurement and Operations  
Dan Flaherty, Manager, Communications  
Mr. David Rizzuti, Medical Student  
CTV Reporter,

At 9:00 a.m., Chair Elliott called the meeting to order.

**DISCLOSURES OF CONFLICT(S) OF INTEREST**

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

**APPROVAL OF AGENDA**

At this time, Chair Elliott asked for a mover and seconder to amend the agenda to reflect holding the in-camera session at the beginning of the meeting.

It was moved by Mr. Peer, seconded by Ms. Cassidy, that the agenda be amended to reflect an in-camera session at the beginning of the meeting.

Carried

It was moved by Ms. Kasi, seconded by Ms. Cassidy, that the amended *AGENDA* for the November 5, 2020 Finance and Facilities Committee meeting be approved.

Carried

Chair Elliott asked for a mover and seconder to move in-camera.

At 9:02 p.m., it was moved by Ms. DeViet, seconded by Mr. Peer, *that the Finance and Facilities Committee move in-camera to discuss matters regarding identifiable individuals and labour relations.*

Carried

At 9:07, it was moved by Mr. Peer, seconded by Ms. Cassidy, that the Finance & Facilities Committee return to public session.

Carried

### **APPROVAL OF MINUTES**

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the MINUTES of the September 10, 2020 Finance and Facilities Committee meeting be approved.*

Carried

### **NEW BUSINESS**

#### **4.1 2021 Budget – PBMA Proposals (Report No. 027-20FFC)**

This discussion began by noting that this is an extraordinary year and the Health Unit will feel the impacts of COVID-19 well into 2021 and beyond. There will most likely be an impact on funders, difficulty in fulfilling our mandates and keeping the pandemic under control.

Mirek Pawelec, Manager, Finance provided the committee with a PowerPoint Presentation to further discuss the 3 categories of proposals. Further discussion in regard to the following investments ensued:

Substance Use Prevention & Drug Strategy Prevention Focused Support – It was noted that the hiring of 1.0 FTE Public Health Nurse would assist with the coordinating and moving forward a strategy with community partners. The Health Unit is not the main service provider in this area.

iHEAL Program – It was noted that there have been increased rates of woman abuse since the beginning of the pandemic. There is significant evidence that this program is working and effective in supporting women during “moving out” phase of leaving abusive partners. Ms. Lokko noted that this is a good time to strengthen partnerships and staff are working with the Strathroy Women’s Shelter. She noted that this is a comprehensive and multipronged approach to creating a safer environment. Ms. Cassidy noted that this initiative will tie in with the City’s Strategic Plan to keeping women and girls safe.

Discussion also ensued in regard to the following:

Provincial funding formula for Health Units and the impact on municipal funders;  
Provincial funding for COVID related expenses in 2021 related to the Board of Health’s approval of the 2021 COVID program costs, for which the Ministry of Health has not yet provided funding guidance.

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the Finance & Facilities Committee:*

- 1) *Approve Appendix A, PBMA Disinvestments totaling \$385,984;*
- 2) *Approve Appendix B, PBMA Investments totaling \$337,197;*
- 3) *Approve Appendix C, PBMA One-time Proposals totaling \$100,000; and*
- 4) *Approve increase to 2021 budget of \$762,182.*

Carried

#### **4.2 Q3 Financial Update and Factual Certificate (Report No. 028-20FFC)**

The extensive work to meet November 13<sup>th</sup> timeline to submit the Annual Service Plan to the Ministry was noted. It was also noted that an extension to submit the Risk Analysis was requested and approved.

It was moved by Ms. DeViet, seconded by Ms. Cassidy, *that the Finance & Facilities Committee recommend that the Board of Health: receive Report No. 028-20FFC re: “Q3 Financial Update and Factual Certificate” for information.*

Carried

#### **4.3 Emergency Contract Award (Report No. 029-20FFC)**

Dr. Clarke noted that there was a massive undertaking of recent new hires to meet the needs of the COVID response. He also wanted to acknowledge the heroic efforts of the Healthy Organization Division to accomplish this task. Mr. Belancic noted that two quotes were received, and the Health Unit went with the lowest bid. Stronghold Communications ensured timely delivery and pricing.

Conversation went back to the hiring and recruiting of school focused related nurses. Dr. Mackie noted that the positions are on contract until the end of 2021, but that funding will go longer, and some will stay until the end of the school year. He noted that the School Boards are happy with additional MLHU staff in the schools. An evaluation in regard to the additional school nurses is being undertaken.

Mr. Peer noted that this is a great example of how the Health Unit has been flexible and responsive to the needs in the community. He also thanked staff for the job well done.

Mr. Belancic also thanked the staff in Healthy Organization for putting all of the measures in place to ensure staff can work remotely in an efficient manner.

Ms. Cassidy also provided words of gratitude.

It was moved by Mr. Peer, seconded by Ms. Cassidy, *that the Finance & Facilities Committee recommends the Board of Health receive Report No. 029-20FFC, re: “Emergency Contract Award” for information.*

Carried

#### **4.4 Governance Policy and By-Law Review (Report No. 030-20FFC)**

Dr. Clarke noted that at their last meeting, the Governance Committee approved a revised process for reviewing policies and by-laws and that they are proposing the same process for Finance & Facilities related policies and by-laws.

Ms. DeViet, Chair of the Governance Committee noted that the first batch of governance policies will be reviewed this week.

Ms. Ramer and Ms. Gauthier were thanked for their work to get this new process in place.

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

- 1) Receive Report No. 030-20FFC re: “Governance Policy and By-Law Review”; and*
- 2) Approve the new process for finance-related governance policies and by-laws appended to this report as Appendix A.*

Carried

#### **4.5 Insurance Assessment and Recommendation (Verbal)**

Mr. Pawelec noted that the Health Unit’s main insurance provider does not currently have a cyber insurance underwriter but will have someone by the end of 2020. It was noted that the existing coverage that the Health Unit has for cyber issues is fully comprehensive and the coverage would meet the needs. The current plan expires on March 1<sup>st</sup>, 2021 so will need to go out to Market before then. The Health Unit will look for equivalent or better coverage at that time.

It was moved by Mr. Peer, seconded by Ms. DeViet, *that the Finance and Facilities Committee receive verbal report: "Insurance Assessment and Recommendation" for information.*

Carried

**OTHER BUSINESS**

Next meeting: December 3, 2020

**ADJOURNMENT**

At 10:13 a.m., it was moved by Mr. Peer, seconded by Ms. Cassidy, *that the meeting be adjourned.*

Carried

At 10:13 a.m., Chair Elliott *adjourned the meeting.*

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**KELLY ELLIOTT**  
Chair

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**CHRISTOPHER MACKIE**  
Secretary-Treasurer

DRAFT



TO: Chair and Members of the Board of Health

FROM: Michael Clarke, Chief Executive Officer (Interim)  
Christopher Mackie, Medical Officer of Health

DATE: 2020 December 3

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## EMERGENCY PURCHASE AWARD - LAPTOPS

*It is recommended that the Finance & Facilities Committee recommends the Board of Health receive Report No. 031-20FFC, re: “Emergency Purchase Award - Laptops” for information.*

### Key Points

- Immediate recruitment for an additional 50 contact tracers commenced on October 6<sup>th</sup>.
- Requirements were issued for 20 laptops to support the new hires.
- Single source emergency procurement award issued to Stronghold Services for \$28,160.

### Background

The Finance and Facilities Committee was notified at the September 10<sup>th</sup> meeting that Emergency Procurement Protocols are required to support the recruitment of twenty-five School-Focused Nurses as requested by the province. The award of laptop purchases was issued to Stronghold Services which provided the lowest acceptable bid of \$48,364.

On October 6<sup>th</sup>, notifications were received to expedite the Contact Tracer recruitment process to address the urgent need for contact tracing support in the COVID-19 program. An additional fifty contact tracers were to be recruited on a temporary part-time basis, with the expectation that approximately twenty of these staff members would be scheduled on a more regular basis, including potential for full time hours on a casual status. The purpose of this additional recruitment was to support the MLHU objective for aggressive contact tracing capacity. Accordingly, an emergency purchase of an additional twenty laptops was required to support these individuals. Emergency procurement is defined in policy G-230A section 3.3.

Under the authority of the CEO, an additional purchase of laptops was required to support the expansion of the COVID program. This purchase was necessary as a delay would create an unexpected interruption of an essential public service. This potential delay meets the criteria for use of the emergency procurement protocol.

### Laptop Purchases

The laptop requirements were adjusted from previous purchases. The previous Lenovo L390 Yoga model was replaced by the L13 Yoga. In addition, given the temporary nature of the new recruits, these employees were provided laptops only.

The specifications are listed below:

- 1) 20 x ThinkPad L13 Yoga
- 2) 20 x Three Year Accidental Damage Protection
- 3) 20 x - 3 Year Keep Your Drive

The award was provided to Stronghold Services, at a total of \$28,160. The base price of the laptop increased by \$111 per unit in comparison to the last award. This cost increase is attributed to a reduced base warranty period of 1 year on the L13 model, where the previous model included a 3-year base warranty. This difference increased warranty costs.

### **Next Steps**

All attempts to seek multiple quotes, and where possible and appropriate, multiple bids, will continue to be made. Single source contract awards will be evaluated on a case by case basis and will be brought to the attention of the Finance and Facilities Committee for update or approval as appropriate.

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



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



Michael Clarke, PhD  
Chief Executive Officer (Interim)

