

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

Microsoft Teams  
Thursday, February 15, 2024 at 6 p.m.

**1. ELECTION OF CHAIR, FINANCE AND FACILITIES COMMITTEE**

**2. DISCLOSURE OF CONFLICTS OF INTEREST**

**3. APPROVAL OF AGENDA – February 15, 2024**

**4. APPROVAL OF MINUTES – September 14, 2023**

**5. NEW BUSINESS**

- 5.1 2024 Finance and Facilities Committee Terms of Reference (Report No. 01-24FFC)
- 5.2 Wellness Programming Contract Awarded (Report No. 02-24FFC)
- 5.3 Employee and Family Assistance Program (EFAP) Services Contract Extension (Report No. 03-24FFC)
- 5.4 2023 Public Sector Salary Disclosure (Report No. 04-24FFC)
- 5.5 2023 Vendor and Visa Payments (Report No. 05-24FFC)
- 5.6 2023 Board of Health Remuneration (Report No. 06-24FFC)
- 5.7 2023 Reserve, Bank Loan and Annual Surplus (Report No. 07-24FFC)
- 5.8 2024 Budget Amendments (Report No. 08-24FFC)

**6. OTHER BUSINESS**

The next meeting of the Middlesex-London Board of Health (Finance and Facilities Committee) is on Thursday, May 16, 2024 at 6 p.m. (in person)

**7. ADJOURNMENT**



**PUBLIC SESSION – MINUTES  
MIDDLESEX-LONDON BOARD OF HEALTH  
FINANCE AND FACILITIES COMMITTEE**

Thursday, September 14, 2023 at 9:00 a.m.  
Microsoft Teams

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**MEMBERS PRESENT:** Michael Steele (Chair)  
Selomon Menghsha  
Michael McGuire  
Emily Williams, Chief Executive Officer (ex-officio)  
Dr. Alexander Summers, Medical Officer of Health (ex-officio)

**REGRETS:** Matthew Newton-Reid

**OTHERS PRESENT:** Stephanie Egelton, Executive Assistant to the Board of Health (recorder)  
David Jansseune, Assistant Director, Finance  
Carolynne Gabriel, Executive Assistant to the Medical Officer of Health  
Morgan Lobzun, Communications Coordinator  
Emily Van Kesteren, Acting Manager, Communications

At 9 a.m., Chair Michael Steele called the meeting to order.

**DISCLOSURES OF CONFLICT OF INTEREST**

Chair Steele inquired if there were any disclosures of conflict of interest. None were declared.

**APPROVAL OF AGENDA**

It was moved by **M. McGuire, seconded by S. Menghsha**, that the **AGENDA** for the September 14, 2023 Finance & Facilities Committee meeting be approved.

Carried

**APPROVAL OF MINUTES**

It was moved by **S. Menghsha, seconded by M. McGuire**, that the **MINUTES** of the August 10, 2023 Finance & Facilities Committee meeting be approved.

Carried

**NEW BUSINESS**

**MLHU2 Financial Statements (Report No. 13-23FFC)**

Emily Williams, Chief Executive Officer introduced David Jansseune, Assistant Director, Finance to provide information on the draft MLHU2 Financial Statements (from April 1, 2022 to March 31, 2023).

The highlights from the draft financial statements included:

- Four (4) programs were audited, with a fully utilized budget of \$2,837,993 (6% of the total operating budget):
  - Healthy Babies / Healthy Children (funded by Ministry of Children, Community & Social Services) with a budget of \$2,483,313
  - Smart Start for Babies (funded by Public Health Agency of Canada) with a budget of \$132,029

- FoodNet Canada (funded by Public Health Agency of Canada) with a budget of \$114,101
- Shared Library Services (funded by Public Health Ontario) with a budget of \$108,550

D. Jansseune noted that the Finance team has been working to clean up the financial statements by removing historically funded programs that no longer exist.

Chair Steele confirmed if the audit was conducted by KPMG, as it was not noted on the draft statements. E. Williams confirmed it was conducted by KPMG and would ensure that the auditing firm would be noted for the final audited statements.

It was moved by **M. McGuire, seconded by S. Menghsha**, *that the Finance & Facilities Committee recommend to the Board of Health to approve the audited Financial Statements of Middlesex-London Health Unit for programs ended March 31, 2023.*

Carried

### **2023 Funding Update (Report No. 14-23FFC)**

D. Jansseune provided an update on the provincial funding letter received August 29, 2023.

The highlights from this update included:

#### Operating

- Base funding was increased by 1% annually from 2023-2026, with 2023 funding prorated to \$150,075.
- Funding ratio for municipalities and Ministry of Health was shifted from 70/30 to 75/25.
- Mitigation funding will be added to base budget and the Health Unit will keep \$1,361,300.
  - The Health Unit was previously going to request the mitigation funding from the municipalities, and this is no longer necessary.
- Ontario Seniors' Dental Care Program was increased from approximately \$2,200,000 to \$3,500,000. 2023 funding was prorated to \$3,166,500.
- School Focused Nurses Initiative was funded \$550,000 from April 1 to June 30, 2023. Funding has ended as of June 30, 2023.

#### Capital

- There have been no changes to capital funding for the Strathroy Dental Clinic.
- \$145,400 was provided from the Ontario Seniors' Dental Care Program for CitiPlaza expansion.
- COVID-19 funding was not included.

Committee Member Michael McGuire noted that the County of Middlesex discussed the correspondence letter from the Board of Health from August 2 in detail at their previous Council meeting. Council discussed concerns that at the time of the letter, funding had not been received for the Strathroy Dental Clinic.

E. Williams clarified that operating funding for the Strathroy Dental Clinic has been received as of August 29, 2023. The Health Unit asked the Ministry of Health for \$1,500,000 and received \$1,300,000 over 12 months, with \$950,000 prorated for 9 months due to the fiscal year. E. Williams added that staff will be exploring what the \$200,000 difference means for staffing operations at the clinic.

Dr. Alexander Summers, Medical Officer of Health added that the Board of Health would be reviewing the funding updates and associated impacts at the upcoming Board meeting. Dr. Summers noted that staff will be reviewing Oral Health programming for 2024 and modifying within budget allocation, in addition to reviewing community needs for 2024 and 2025. Dr. Summers added that as of today, funding for the dental clinics are in a much better position. E. Williams added that D. Jansseune and herself were meeting with the County of Middlesex Treasurer to discuss financial outlooks based on new information learned.

Committee Member M. McGuire noted that Council are supportive of the Health Unit receiving funding in advance of needing to use the funds, and not having to request funding from the government after the project has started. E. Williams noted that the funding for the dental clinics was unique, as funding was received in 2020 and the Strathroy Dental Clinic Capital project could not be completed due to the pandemic. E. Williams explained that the Health Unit went ahead with the Strathroy Dental Clinic project without operating funds as there was a risk of losing capital funding, and the Ontario Seniors' Dental Care Program is a priority of the current government. Dr. Summers added that the cadence of funding is a challenge every fiscal year, and at times makes it difficult to conduct work – feedback will continue to be provided to the Ministry of Health on these challenges. Dr. Summers noted that there are ongoing conversations with the government on funding within the public health sector, and more details will be provided at the following Board meeting.

Chair Steele inquired on how the \$150,000 capital funding received for the dental clinic at CitiPlaza fits in. E. Williams noted that the funds would be used to make improvements to the existing dental operatories, and potentially review fitting up a third operatory at CitiPlaza.

It was moved by **S. Menghsha, seconded by M. McGuire**, that the Finance & Facilities Committee receive Report No. 14-23FFC re: "2023 Funding Update" for information.

Carried

### **2023 Financial Update (Report No. 15-23FFC)**

D. Jansseune provided a financial update for MLHU finances as at August 31, 2023.

#### January to August – Expense Focus

- Total expenses are approximately \$937,000 unfavourable.
- Actuals for salaries, overtime and benefits are from January to August.
- Actuals for general expenses are from January to July, calculated January to August.
- Salaries are nearly balanced at approximately \$17,000 unfavourable.

#### Annual Forecast

- Funding will see an approximate extra \$189,000, and includes:
  - \$150,000 with the 1% base budget increase
  - \$19,000 for the Needle Exchange Program
  - \$20,000 for the Public Health Inspector Practicum Program
- Salaries, overtime and benefits are being gapped (6.5 positions) to balance by year end, with year end projections currently \$550,000 unfavourable.
- Reserves are approximately \$100 favourable, because, due to financial constraints, the \$100,000 contribution to the Stabilization Reserve will not be made.

#### 100% Funded Programs

- COVID-19: approximate spending currently \$4,496,000 and budgeted \$7,001,000. The forecast is \$8,372,000 and budgeted \$10,655,000. No funding has been received so far this year from the Ministry of Health and discussions continue.
- School Focused Nurses Initiative: approximate spending currently \$781,000 and budgeted \$708,000. Funding was approved at \$550,000 and is under review with the Ministry of Health (funding ended June 30, 2023).

- Ontario Seniors' Dental Care Program: approximate spending currently \$1,521,000 and budgeted \$2,439,000. Funding was approved for 2023 at \$3,167,000. Discussions on this forecast will take place with operations lead to ensure spending is optimized to year end.
- City of London Funding for Cannabis Legalization: approximate spending currently \$67,000 and budgeted \$124,000. Staff have sought City of London approval to carry over surplus funding to 2024.

D. Jansseune noted that this update was only for MLHU and not MLHU2, with a focus on expenses. D. Jansseune added that the total expenses for MLHU are nearly balanced, with approximately \$937 to budget.

It was moved by **M. McGuire, seconded by S. Menghsha**, *that the Finance & Facilities Committee receive Report No. 15-23FFC re "2023 Financial Update" for information.*

Carried

### **OTHER BUSINESS**

The next meeting of the Finance and Facilities Committee will be held on Thursday, November 9, 2023 at 9 a.m.

### **ADJOURNMENT**

At **9:28 a.m.**, it was moved by **M. McGuire, seconded by S. Menghsha**, *that the meeting be adjourned.*

Carried

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**MICHAEL STEELE**  
Committee Chair

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**EMILY WILLIAMS**  
Secretary

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 01-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee

**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health

**DATE:** 2024 February 15

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**2024 FINANCE AND FACILITIES COMMITTEE TERMS OF REFERENCE**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to:*

- 1) *Receive Report No. 01-24FFC re: “2024 Finance and Facilities Committee Terms of Reference” for information; and*
- 2) *Approve the 2024 Terms of Reference for the Finance and Facilities Committee.*

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**Report Highlights**

- The 2024 Board of Health reporting calendar, including the Finance and Facilities Committee meetings, was approved at the January 18, 2024 Board of Health meeting ([Report No. 02-24](#)).
- The Terms of Reference for the Finance and Facilities Committee was last reviewed and approved at the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)) to change the cadence and time of Committee meetings. Meetings are now quarterly and starting at 6 p.m. before the regularly scheduled Board of Health meetings.

**Finance and Facilities Reporting Calendar for 2024**

The financial section of the 2024 Board of Health Reporting Calendar provides a prudent and effective means of assessing reporting requirements, ensuring compliance with relevant statutes, and initiating a proactive approach to Board of Health accountability and performance. The Reporting Calendar is an account of the planned activities required of the Committee and Board. The reporting calendar was approved by the Board of Health at the January 18, 2024 Board of Health meeting ([Report No. 02-24](#)).

The items on the Reporting Calendar are organized around the requirements for the Finance & Facilities Committee to uphold public accountability over the use of resources; to manage the budget process efficiently; to align the budget to strategic priorities of the Board of Health; to

communicate and report on the status of actual funding and expenditures in relation to budget; and to monitor facilities, risk management and administration.

The approved reporting calendar is affixed as [Appendix A](#).

#### **Finance and Facilities Terms of Reference for 2024**

At the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)), the Board of Health approved the change of Committee meeting cadences, which amended the Terms of Reference for the Finance and Facilities Committee. The Finance and Facilities Committee will now meet quarterly in February, May, September and December at 6 p.m. before the regularly scheduled Board of Health meeting on those dates.

The Terms of Reference for the Committee is affixed as [Appendix B](#).

#### **Next Steps**

The Committee may decide to amend the Terms of Reference at their discretion.

This report was prepared by the Secretary and Treasurer, Board of Health.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

**This report refers to the following principle(s) set out in Policy G-490, Appendix A:**

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

**This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).**

## 2024 Middlesex-London Board of Health Reporting Calendar

<u>Q1 2024: January 1 – March 31</u>	<u>Q2 2024: April 1 – June 30</u>
<p><b>Meetings: January, February, March</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Review Terms of Reference</li> <li>• Public Sector Salary Disclosure</li> <li>• Review and Recommend Board of Health Remuneration</li> <li>• Q4 Financial Update, Financial Borrowing and Factual Certificate Update</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Review Insurance Coverage</li> <li>• Annual Privacy Program Update</li> <li>• Q4 Risk Registry</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Annual Declarations – Confidentiality and Conflict of Interest</li> <li>• Q4 Provisional Strategic Plan and Performance Update</li> <li>• Board of Health Orientation</li> <li>• Activity Reports – CEO, MOH, Board Chair</li> </ul> <p><b>Public Health Program Standards</b></p> <ul style="list-style-type: none"> <li>• As required</li> </ul>	<p><b>Meetings: April, May, June</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Q1 Financial Update, Financial Borrowing and Factual Certificate Update</li> <li>• Review and Recommend – Audited Financial Statements for MLHU</li> <li>• Recommend Budget Parameters, Planning Assumptions and Municipal Funding Targets</li> <li>• Review Funding and Service Level Agreements</li> <li>• Review and Recommend Budget Process</li> <li>• Visa and Accounts Payable Update</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Occupational Health and Safety Program Update</li> <li>• Q1 Risk Registry</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Review Governance By-laws and Policies</li> <li>• Initiate Board of Health Self-Assessment (every 2 years, next in 2025)</li> <li>• Review Governance Policies and By-Laws</li> <li>• Q1 Provisional Strategic Plan and Performance Update</li> <li>• Annual Service Plan</li> <li>• Annual Report and Attestation</li> <li>• Activity Reports – CEO, MOH, Board Chair</li> </ul> <p><b>Public Health Program Standards</b></p> <ul style="list-style-type: none"> <li>• Nurse Family Partnership Annual Report</li> </ul> <p><b>MOH/CEO Performance Appraisal</b></p> <ul style="list-style-type: none"> <li>• Initiate Terms of Reference Review (every two years in 2025)</li> <li>• Confirm Performance Appraisal process, supporting documents required and timelines for the year</li> <li>• Chair of the Board to conduct meetings with Board Members</li> <li>• Select Consultant to facilitate Performance Appraisal process via external and internal survey</li> </ul>



<b><u>Q3 2024: July 1 – September 30</u></b>	<b><u>Q4 2024: October 1 – December 31</u></b>
<p><b>Meetings: July and September</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Q2 Financial Update, Financial Borrowing and Factual Certificate Update</li> <li>• Review and Recommend Audited Financial Statements for April 1 to March 31 Programs</li> <li>• Review Multi-Year Budget</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Q2 Risk Registry</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Report on Public Health Funding and Accountability Agreement Indicators</li> <li>• Q2 Provisional Strategic Plan and Performance Update</li> <li>• Report on Board of Health Self-Assessment (every 2 years, next in 2025)</li> <li>• Review Governance By-laws and Policies</li> <li>• Activity Reports – CEO, MOH, Board Chair</li> </ul> <p><b>Public Health Program Standards</b></p> <ul style="list-style-type: none"> <li>• Q2 Management Operating System (MOS) Update</li> </ul> <p><b>MOH/CEO Performance Appraisal</b></p> <ul style="list-style-type: none"> <li>• Debrief with Consultant</li> <li>• Chair of the Board to conduct open office hours with direct reports</li> <li>• Review Performance Appraisal Reports</li> </ul>	<p><b>Meetings: October, November, December</b></p> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Q3 Financial Update, Financial Borrowing and Factual Certificate Update</li> <li>• Review and Recommend Final Board of Health Budget</li> <li>• Review Employee Benefits Coverage</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• Q3 Risk Registry</li> </ul> <p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Q3 Provisional Strategic Plan and Performance Update</li> <li>• Board of Health Orientation Planning</li> <li>• Activity Reports – CEO, MOH, Board Chair</li> </ul> <p><b>Public Health Program Standards</b></p> <ul style="list-style-type: none"> <li>• Q3 MOS Update</li> <li>• 2024-2025 Respiratory Season Update</li> <li>• Immunization of School Pupils Act Compliance Report</li> <li>• Monitoring Food Affordability</li> </ul> <p><b>MOH/CEO Performance Appraisal</b></p> <ul style="list-style-type: none"> <li>• Report Performance Appraisal Reports to the Board of Health</li> <li>• Report Performance Appraisal Reports to MOH and CEO</li> </ul>

## **FINANCE & FACILITIES COMMITTEE – TERMS OF REFERENCE**

### **PURPOSE**

The Finance & Facilities Committee serves to provide an advisory and monitoring role. The Committee's role is to assist and advise the Board of Health, the Chief Executive Officer (CEO), and the Associate Director of Finance/Chief Financial Officer in the administration and risk management of matters related to the finances and facilities of the organization.

### **REPORTING RELATIONSHIP**

The Finance & Facilities Committee is a committee reporting to the Board of Health of the Middlesex-London Health Unit (MLHU). The Chair of the Finance & Facilities Committee, with the assistance of the CEO and the Associate Director of Finance/Chief Financial Officer will make reports to the Board of Health as a whole following each of the meetings of the Finance & Facilities Committee.

### **MEMBERSHIP**

The membership of the Finance & Facilities Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board member, one City of London Board member and one provincial Board member.

The Secretary and Treasurer will be an ex-officio non-voting member.

Staff support includes:

- Chief Executive Officer;
- Associate Director of Finance/Chief Financial Officer; and
- Executive Assistant (EA) to the Board of Health and/or the EA to the CEO.

Other Board of Health members can attend the Finance & Facilities Committee but are unable to vote.

### **CHAIR**

The Finance & Facilities Committee will elect a Chair at the first meeting of the year to serve for a one or two-year term. The Chair of the Committee may be appointed for additional terms following the completion of an appointment to enhance continuity of the Committee.

### **TERM OF OFFICE**

At the first Board of Health meeting of the year, the Board will review the committee membership. At this time, if any new appointments are required, the position(s) will be filled by majority vote. The appointment will be for at least one year, and where possible, staggered terms will be maintained to ensure a balance of new and continuing members. A member may serve on the committee as long as they are a Board of Health member.



## **DUTIES**

The Finance & Facilities Committee will seek the assistance of and consult with the CEO and the Assistant Director of Finance for the purposes of making recommendations to the Board of Health on the following matters:

1. Financial statements and analyses,
2. Annual cost-shared and 100% funded program budgets,
3. Annual financial statements and auditor's report,
4. Insurance carried by MLHU,
5. Physical assets and facilities,
6. Service level agreements,
7. Funding agreements,
8. Finance-related governance policies, and
9. Financial risks faced by the organization and the appropriateness of related controls to minimize their potential impact.

## **FREQUENCY OF MEETINGS**

The Finance & Facilities Committee will meet quarterly in advance of the Board of Health meetings. A meeting can be cancelled at the call of the Chair of the Committee if the meeting is deemed to be not required.

## **AGENDA & MINUTES**

1. The Chair of the Committee, with input from the CEO and the Assistant Director of Finance, will prepare agendas for regular meetings of the Committee.
2. Additional items may be added at the meeting if necessary.
3. The recorder is the EA to the Board of Health or the EA to the CEO.
4. Agenda and minutes will be made available at least five (5) days prior to meetings.
5. Agenda and meeting minutes are provided to all Board of Health members.

## **BYLAWS:**

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

## **REVIEW**

The Terms of Reference will be reviewed every two (2) years or when an amendment is deemed necessary by the Committee or Board of Health.

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 02-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee  
**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health  
**DATE:** 2024 February 15

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**WELLNESS PROGRAMMING CONTRACT AWARDED**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 02-24FFC re: "Wellness Programming Contract Awarded".*

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**Report Highlights**

- The contract for wellness programming was awarded by the Middlesex-London Health Unit to Cyno.
- These services were recommended by an internal employee committee who participated in a Request for Proposal (RFP) process and selected Cyno as the Service Provider to supplement and support the wellness program at MLHU.
- The value of the contract is \$26,208+HST for 2024, with potential increases depending on inflation in future years. The contract is for three years, with the option to renew for an additional one, two or three years.

**Background**

The Middlesex-London Health Unit (MLHU) has had a contract with Cyno for the provision of the virtual wellness programming since January 2023. Cyno is a virtual wellness platform that offers all staff wellness workshops, on demand, live group programming and one-on-one programming for a variety of topics including fitness, mental health, personal and professional development, finance, and social events. Engagement on the platform continues to grow with over 1000 engagements on the platform (participation in one-on-one sessions, reviewed on demand content and/or participated in live group programming) and 193 staff with an account through the Cyno platform.

**Contract Award**

A Request for Proposal was completed, with two Vendors submitting proposals. These were reviewed using comprehensive selection criteria by an internal selection committee which included members of the Be Well Committee and Manager, Procurement and Operations. The

current contract with Cyno expired on January 20, 2024 and has been extended for three additional years. The services provided by Cyno have met the needs of the organization, specifically the variety of wellness programs offered, including wellness webinars and social events that can be used for team building, such as trivia and workshops. The service includes corporate credits which are coordinated by the Be Well Committee for all staff or team events, as well as individual credits for employees to use for personal one-on-one virtual services. This allows for a truly customizable wellness experience for each employee, recognizing that wellness needs and interests are unique for each employee.

### Next Steps

MLHU has executed the contract extension for three-years, with an initial annual cost of \$26,208+HST, and will continue offering wellness programming services by Cyno until at least January 20, 2027.

This report was prepared by Human Resources, Corporate Services.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

**This report refers to the following principle(s) set out in Policy G-490, Appendix A:**

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- The following direction from the [Middlesex-London Health Unit's Strategic Plan](#):
  - 3.1 - Develop and implement strategies to support staff mental health and wellbeing, including addressing systemic factors contributing to burn out

**This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).**

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 03-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee

**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health

**DATE:** 2024 February 15

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**EMPLOYEE AND FAMILY ASSISTANCE PROGRAM (EFAP) SERVICES  
CONTRACT EXTENSION**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 03-24FFC: “Employee and Family Assistance Program (EFAP) Services Contract Extension” for information.*

**Report Highlights**

- The contract for Homewood Health to provide the Employee and Family Assistance Program (EFAP) was extended by the Middlesex-London Health Unit.
- These services were originally recommended by an internal employee committee who reviewed the RFP process and selected Homewood Health as the Service Provider for the Employee and Family Assistance Program (EFAP).
- The value of the contract is \$26,208 per year based on an estimated utilization rate of 20%.

**Background**

The Middlesex-London Health Unit (MLHU) has had a contract with Homewood Health for the provision of the Employee and Family Assistance Program (EFAP) since 2016, following a competitive bidding process. Utilization continues to exceed budgeted amounts, indicating employees are satisfied with the services provided.

**Contract Award**

The current contract with Homewood Health is set to expire on March 31, 2024 and has been extended with no increase in pricing for an additional 9 months, until December 31, 2024. MLHU will be going to market for employee benefits provider in 2024 with the support of the benefits broker, Aon Consulting. Given that some health benefits providers also offer EFAP services, this provides an opportunity for the providers to quote on both services. The Request for Proposal (RFP) will allow providers to quote on the following options:

- Benefit program only;
- EFAP program only; or
- Combined benefits and EFAP program.

This also reduces the time and resources required had each component been undertaken separately. Any change in service provider for benefits and/or EFAP would be effective January 1, 2025.

The services provided by Homewood Health have met the needs of the organization, specifically with the capacity for telephonic, virtual, and in-person counselling. This 9-month contract extension allows for sufficient time for MLHU to complete a fulsome RFP process. This is a non-competitive purchase under the Policy G-230A (Appendix A), Section 3.0 where only one source of supply is acceptable and cost-effective.

### Next Steps

Pending receipt of a contract from Homewood Health, MLHU will be signing the contract extension for 9 months and will continue EFAP services until December 31, 2024.

This report was prepared by the Corporate Services Division.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

**This report refers to the following principle(s) set out in Policy G-490, Appendix A:**

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- The following direction from the [Middlesex-London Health Unit's Strategic Plan](#):
  - 3.1 - Develop and implement strategies to support staff mental health and wellbeing, including addressing systemic factors contributing to burn out

**This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).**

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 04-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee  
**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health  
**DATE:** 2024 February 15

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**2023 PUBLIC SECTOR SALARY DISCLOSURE**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 04-24FFC re: “2023 Public Sector Salary Disclosure” for information.*

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**Report Highlights**

- The *Public Sector Salary Disclosure Act, 1996* requires the Health Unit to disclose names, positions, salaries and taxable benefits of employees who were paid \$100,000 or more in calendar year 2023.
- [Appendix A](#) contains the information that is required to be submitted to the Minister of Finance by the 5th business day of March (*this year will be on or before March 7, 2024*).

**Background**

The *Public Sector Salary Disclosure Act, 1996* (the Act) requires organizations that receive public funding from the Province of Ontario to disclose annually the names, positions, salaries and total taxable benefits of employees paid \$100,000 or more in a calendar year.

The Act applies to organizations such as the Government of Ontario, Crown Agencies, Municipalities, Hospitals, Boards of Public Health, School Boards, Universities, Colleges, Hydro One, Ontario Power Generation, and other public sector employers who receive a significant level of funding from the provincial government.

**Compliance**

Organizations covered by the Act are required to make their disclosure available to the public no later than March 31 each year. Organizations are also required to send their disclosure to their funding ministry or ministries by the fifth business day of March.



Attached as [Appendix A](#) is the record of employees' 2023 salaries and benefits for the Middlesex-London Health Unit which will be forwarded to the Minister of Finance on or before March 7, 2024.

This report was written by the Chief Financial Officer/Associate Director, Finance and Operations.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

**This report refers to the following principle(s) set out in Policy G-490, Appendix A:**

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- The *Public Sector Salary Disclosure Act, 1996*, S.O 1996, c.1, Sched. A

**This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).**

**Public Sector Salary Disclosure Act - 2023 Record of Employee's Salaries and Taxable Benefits**

<b>Last Name</b>	<b>First Name</b>	<b>Position Title</b>	<b>Salary</b>	<b>Taxable Benefit</b>
Summers	Alexander	Medical Officer of Health	300,729.40	3,487.14
Lokko *	Heather	Director	272,724.90	13,334.73
Williams	Emily	Chief Executive Officer	216,186.97	2,050.98
Albanese	Mary Lou	Director	149,759.86	2,342.73
Stack	Shelly	Dentist	145,231.66	6,601.05
Jansseune	David	Chief Financial Officer & Associate Director	142,007.64	1,188.55
Maaten	Sarah	Director	136,885.61	2,249.90
Proulx	Jennifer	Director	131,286.55	2,185.38
Bos	Cynthia	Manager	125,481.55	2,133.30
Thompson	Melissa	Associate Manager	122,467.97	1,955.81
Resendes	Isabel	Program Manager	120,521.90	1,056.93
Kosmack	Donna	Program Manager	119,736.15	2,109.53
Banninga	Jordan	Manager	119,536.71	2,110.38
Stobo	Linda	Program Manager	119,488.41	2,104.43
Gordon	Tracey	Program Manager	119,477.26	2,114.63
Cramp	Anita	Program Manager	119,425.02	1,060.33
Dhinsa	Shaya	Program Manager	119,425.02	2,100.18
Pavletic	David	Program Manager	119,420.27	2,112.93
Brittan	Rhonda	Program Manager	119,180.39	1,063.73
Locker	Alison	Manager	119,166.14	1,820.10
Manning	Ronda	Program Manager	118,869.26	2,017.14
Webb	Sarah	Manager	118,727.56	1,988.88
Jutzi	Darrell	Program Manager	118,712.43	1,049.28
Paget	Jody	Associate Manager	117,793.99	1,980.90
Flaherty	Brendan	Manager	115,858.05	1,930.70
Powell	Andrew	Program Manager	115,710.34	2,081.86
Aitchison	Aaron	Public Health Nurse	106,834.12	1,544.58
Kenny	Lisa	Comptroller	106,755.99	1,761.18
Dallin	Warren	Manager	106,378.20	1,995.81
Leffley	Alanna	Epidemiologist	105,535.47	-
Daboud	Christian	Manager	105,419.09	948.79
Wyscaver	Jennifer	Associate Manager	103,976.13	921.48
Shepherd	Jody	Associate Manager	103,279.74	1,983.03
Baglieri	Jessica	Associate Manager	102,587.25	910.83
Kearon	Joanne	Associate Medical Officer of Health	102,103.96	934.24
Harford	James	Manager	101,208.66	1,956.76
Goverde	Julie	Public Health Nurse	100,819.09	421.20

\* Secondment from Middlesex London Health Unit to London Health Sciences Centre

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 05-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee  
**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health  
**DATE:** 2024 February 15

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**2023 VENDOR AND VISA PAYMENTS**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 05-24FFC re: "2023 Vendor and Visa Payments" for information.*

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**Report Highlights**

- [Appendix A](#) provides a list of vendors that received payments totaling \$100,000 or more from the Middlesex-London Health Unit in 2023.
- [Appendix B](#) provides a summary of purchases made using the corporate purchase (Visa) cards.

**Vendor Payments**

In accordance with Section 5.17 of the Middlesex-London Health Unit Procurement Policy, the Health Unit is required to report annually those suppliers who have invoiced a cumulative total value of \$100,000 or more in a calendar year. Attached ([Appendix A](#)) is a list of twenty vendors who were issued cumulative payments in excess of \$100,000 in 2023.

**Corporate Purchase Card (Visa) Payments**

A summary is also prepared to report purchases made with corporate purchase (Visa) cards. Attached ([Appendix B](#)) is a summary, by category, of the purchases made using the corporate credit cards in 2023. The total amount purchased using these cards was \$302,154 over 1,257 transactions. Corporate purchase (Visa) cards are used frequently to facilitate the efficient payment of goods and services and to accommodate vendors where payment terms are credit card only.

This report was written by the Chief Financial Officer/Associate Director, Finance and Operations.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

**This report refers to the following principle(s) set out in Policy G-490, Appendix A:**

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

**This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan) and recommendation #5 (Governance, Taking Action for Reconciliation).**

## 2023 Vendor Payment Summary > \$100,000

No.	Vendor Name	Total Invoiced	Comments
1	OMERS	\$5,132,814	Pension Payments (includes employee share)
2	Citi Plaza London Inc.	\$2,264,479	Lease Related Payments - Office
3	Canada Life	\$1,903,719	Employer Health Benefits (including LTD paid by employees)
4	Henry Schein Canada Inc.	\$817,933	Dental Supplies for Senior Dental Program
5	Stronghold Services	\$771,030	IT Service Contract
6	Regional HIV/AIDS Connection	\$586,114	Needle Exchange Program
7	CCS Engineering & Construction Inc.	\$565,932	General Contractor Services Senior Dental Strathroy
8	Western Fair District	\$472,531	Rental of Facilities for COVID Clinics
9	Interface Centre	\$282,500	Dental Services for Senior Dental Program
10	Workplace Safety & Insurance	\$282,652	WSIB Premium
11	Ceridian Canada Ltd.	\$232,965	Dayforce Services
12	Front Street Revival	\$232,554	Lease Related Payments - Office - Strathroy
13	Brian Kyle Denturist Professional Corp.	\$191,111	Dental Services for Senior Dental Program
14	Intact Public Entities	\$155,318	Insurance
15	The Wright Clinic	\$150,364	Dental Services for Senior Dental Program
16	GARDA	\$133,444	Security Services for COVID Clinics
17	London West Denture Clinic	\$125,350	Dental Services for Senior Dental Program
18	Paladin Security Group	\$107,548	Security Services for COVID Clinics
19	The Canadian Centre for Mosquito	\$102,898	VBD Larval Mosquito Surveillance Control
20	DragonCore Canada Inc	\$101,576	IT Consulting Services

## Summary of 2023 Corporate Purchase Card Purchases

Expense Category	2022		2023	
	Amount	# of Transactions	Amount	# of Transactions
Accommodations / Meals	\$ 2,402	13	\$ 6,871	38
Advertising / Health Promotion	27,952	52	33,747	166
Computer Equipment / Supplies	19,572	30	26,398	45
Materials & Supplies	102,789	513	107,064	557
Medical / Clinic Supplies	54,718	298	27,945	41
Memberships / Agency Fees	6,377	30	9,903	29
Other Expenses	25,711	124	35,856	196
Professional Development	29,767	212	48,306	147
Travel <sup>1</sup>	9,118	31	6,064	38
<b>Total</b>	<b>\$ 278,407</b>	<b>1,303</b>	<b>\$ 302,154</b>	<b>1,257</b>

Notes:

1. Travel includes all modes of travel, including air, train, vehicle rentals, gas and parking

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 06-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee

**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health

**DATE:** 2024 February 15

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**2023 BOARD OF HEALTH REMUNERATION**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to receive Report No. 06-24FFC re: “2023 Board of Health Remuneration” for information.*

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**Report Highlights**

- Section 49 of the *Health Protection and Promotion Act* outlines the reimbursement of Board of Health members.
- Under Section 284 (1) of the *Municipal Act*, the City of London and Middlesex County Administration are required to report on the remuneration paid to Council members, including remuneration paid to members of Council by Boards and Commissions.
- [Appendix A](#) outlines remuneration for 2023.

**Background**

[Section 49 of the Health Protection and Promotion Act \(HPPA\)](#) speaks to the composition, term, and remuneration of Board of Health members. Subsections (4), (5), (6), & (11) below relate specifically to remuneration and expenses.

**Remuneration**

*(4) A board of health shall pay remuneration to each member of the board of health on a daily basis and all members shall be paid at the same rate. R.S.O. 1990, c. H.7, s. 49 (4).*

**Expenses**

*(5) A board of health shall pay the reasonable and actual expenses of each member of the board of health. R.S.O. 1990, c. H.7, s. 49 (5).*

**Rate of Remuneration**

*(6) The rate of the remuneration paid by a board of health to a member of the board of health shall not exceed the highest rate of remuneration of a member of a standing*

*committee of a municipality within the health unit served by the board of health, but where no remuneration is paid to members of such standing committees the rate shall not exceed the rate fixed by the Minister and the Minister has power to fix the rate. R.S.O. 1990, c. H.7, s. 49 (6).*

**Member of Municipal Council**

*(11) Subsections (4) and (5) do not authorize payment of remuneration or expenses to a member of a board of health, other than the chair, who is a member of the council of a municipality and is paid annual remuneration or expenses, as the case requires, by the municipality. R.S.O. 1990, c. H.7, s. 49 (11).*

In relation to Section 49(6), the Board of Health's meeting rate for 2023 was \$151.49 per Board related meeting or business.

**2023 Remuneration and Expenses**

Under [Section 284 \(1\) of the Municipal Act](#), the City of London and Middlesex County Administration are required to report on the remuneration paid to Council members, including remuneration paid to members of Council by Boards and Commissions. The remuneration report, attached as [Appendix A](#), includes stipends paid for meetings, reimbursements for travel and related expenses that the Health Unit provided to each Board of Health member in 2023.

In addition to the regular Board of Health meetings, the Board of Health operated three committees in 2023: Finance and Facilities Committee, Governance Committee, and the Medical Officer of Health and Chief Executive Officer Performance Appraisal Committee.

The following was the membership of those Committees in 2023:

Finance and Facilities Committee

Matthew (Matt) Newton-Reid (Board Chair)  
Michael (Mike) Steele (Vice-Chair)  
Selomon Menghsha  
Michael (Mike) McGuire

Governance Committee

Matt Newton-Reid (Board Chair)  
Mike Steele (Vice-Chair)  
Michelle Smibert  
Aina DeViet  
Tino Kasi

Medical Officer of Health and Chief Executive Officer Performance Appraisal Committee

Matt Newton-Reid (Board Chair)  
Mike Steele (Vice-Chair)  
Michelle Smibert  
Aina DeViet  
Tino Kasi

Consistent with Section 49(11) of the *Health Protection and Promotion Act*, City of London Councillors (Peter Cuddy and Skylar Franke) did not receive remuneration for any Board of Health or Committee meetings unless acting in a Board or Vice-Chair capacity.



This report was prepared by the Chief Financial Officer/Associate Director, Finance and Operations.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

**This report refers to the following principle(s) set out in Policy G-490, Appendix A:**

- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- The *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7
- The *Municipal Act, 2001*, S.O. 2001, c. 25

**This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).**

**MIDDLESEX-LONDON BOARD OF HEALTH  
2023 REMUNERATION REPORT**

<b>Board Member</b>	<b>Board/Committee Meetings</b>	<b>Board Mtg. Travel</b>	<b>Other Mtgs./ Conferences</b>	<b>Other Travel &amp; Accomm.</b>	<b>Total</b>
Ms. Aina DeViet	2,120.86	148.13	454.47		2,723.46
Ms. Skylar Franke	-				-
Ms. Tino Kasi	1,514.90		605.96		2,120.86
Mr. Michael McGuire	2,575.33	100.16	605.96		3,281.45
Mr. Peter Cuddy	-				-
Mr. Selomon Menghsha	2,878.31		302.98		3,181.29
Mr. Matthew Newton-Reid (Chair)	11,361.75	303.37	12,157.05	1,858.03	25,680.20
Mr. Howard Shears	757.45	32.68	-		790.13
Ms. Michelle Smibert	3,332.78	177.11	1,060.43		4,570.32
Mr. Michael Steele	5,605.13	83.94	1,287.65	1,415.85	8,392.57
<b>TOTAL</b>	<b>\$ 30,146.51</b>	<b>\$ 845.39</b>	<b>\$ 16,474.50</b>	<b>\$ 3,273.88</b>	<b>\$ 50,740.28</b>

**Notes:**

1) Remuneration for meetings for City Councillors is included in their annual salary which is paid by the City of London (unless councillor is acting in a Chair capacity)

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 07-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee  
**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health  
**DATE:** 2024 February 15

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**2023 RESERVE, BANK LOAN AND ANNUAL SURPLUS**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to:*

- 1) *Receive Report No. 07-24FFC re: "2023 Reserve, Bank Loan and Annual Surplus" for information;*
  - 2) *Approve the adjusted 2023 entries for Reserve and Accelerated Bank Loan payment;*
    - a) *Approve the transfer of 2023 surplus up to \$107,935 to the Technology & Infrastructure Reserve, pending approval from the City of London and County of Middlesex; and*
    - b) *Approve the drawdown of this reserve in 2024 to purchase IT related equipment that was paused during 2023 Q4 (drawdown to equal contribution not exceeding \$107,935); and*
  - 3) *Direct staff to collaborate with the City of London and County of Middlesex; seek their approval on alternate use of 2023 surplus funds not exceeding \$107,935.*
- 

**Report Highlights**

- The Board of Health must approve any contributions or drawdowns to reserves under Policy G-250 Reserve and Reserve Funds and further, municipal council must be consulted.
- Staff are recommending cancelling the drawdown from the Employment Costs Reserve while continuing with the contribution to the Funding Stabilization Reserve.
- Staff are recommending cancelling the accelerated variable bank loan payment due to the shortage of available cash.
- Staff are recommending transferring the 2023 surplus (up to \$107,935) to the Technology & Infrastructure Reserve to facilitate IT equipment spending that was previously budgeted in 2023.

**Background**

Reserve and bank loan payments are aligned with the Board approved budget and surplus from Shared Funded Programs is usually returned to the funders in the ratio by which the funding was provided. With Board, City and County approval, the 2022 surplus was directed to pay down the variable bank loan – this was an exception to previously mentioned procedures.

**Adjusted 2023 Entries (Reserves & Accelerated Bank Loan Payment)**

The 2023 Board approved budget included drawing down \$86,868 from the Employment Costs Reserve (approved by the Board in November 2022) to assist with staff wage increases. It also included contributing \$100,000 to the Funding Stabilization Reserve.

It is recommended that the drawdown of \$86,868 be cancelled due to 2023 already being in a surplus position and the budgeted \$100,000 to the Funding Stabilization Reserve continue as budgeted.

The 2023 Board approved budget also included a \$100,000 accelerated payment to the variable bank loan. It is recommended to cancel this payment due to a shortage of cash (currently the MLHU is in a deficit position due to not yet receiving any funding for 2023 COVID-19 expenditures).

**2023 Surplus**

The draft, non-audited financial results for 2023 indicate a surplus of \$107,935 from Shared Funded Programs. This draft surplus excludes the \$86,868 drawdown, includes the \$100,000 contribution to reserve and excludes the \$100,000 accelerated payment to the bank loan.

It is recommended to make an additional, non-budgeted, contribution to the Technology & Infrastructure Reserve in an amount equal to the final 2023 surplus not to exceed \$107,935.

Equipment refresh (*budgeted in 2023*) was partially paused during 2023 Q4 to ensure the Health Unit would not overspend its budget (*as supported in computer equipment favourable by \$104k*). If this reserve entry is approved, the drawdown of these funds and purchase of the equipment would take place in 2024.

**Policy**

Per Policy G-250 Reserve and Reserve Funds, any planned contribution and drawdown to the reserves or reserve funds will be included in the annual operating budget approved by the Board of Health. Further, the policy also notes that any audited unexpended municipal funds are eligible for transfer to a reserve or reserve fund by resolution of the Board of Health, subject to consultation with municipal councils.

**Next Steps**

If approved, cancel the \$86,868 drawdown from the Employment Costs Reserve.

If approved, cancel the \$100,000 accelerated payment to the variable bank loan.

If approved, collaborate with the City of London and County of Middlesex to seek their approval to transfer the 2023 surplus, not to exceed \$107,935 to the Technology & Infrastructure Reserve.

This report was prepared by the Chief Financial Officer/Associate Director, Finance and Operations.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



**Alexander Summers, MD, MPH, CCFP, FRCPC**  
Medical Officer of Health

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- The fiduciary requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

**This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).**

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 08-24FFC**

**TO:** Chair and Members of the Finance and Facilities Committee  
**FROM:** Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health  
**DATE:** 2024 February 15

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**2024 BUDGET AMENDMENTS**

**Recommendation**

*It is recommended that the Finance and Facilities Committee recommend to the Board of Health to approve the adjustments to the 2024 budget outlined herein in [Appendix A](#).*

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**Report Highlights**

- [Appendix A](#) details the budget adjustments by division and by account.
- Following an additional review process, \$154,834 of additional general expenses were identified. These are offset with \$204,142 in recovery funding. The remaining \$49,308 reduced the gap from \$990,551 to \$941,244.
- The revised budget is still balanced, with no surplus and no deficit.

**Background**

The Board approved the 2024 budget on December 14, 2023. During January, there was a fulsome review of General Expenses that resulted in some changes to that budget as presented in [Appendix A](#).

**For MLHU Company 1**, representing shared funded programs operating from January 1 to December 31, 2024, there is no change to the budget in terms of overall surplus/deficit – these programs remain balanced (funding = expenditures).

The changes to various accounts are represented in [Appendix A](#). Please note only changed accounts are represented in the appendix. Many of the transactions listed are the result of shifting budget from one account to the other with no impact to the overall budget. However, there are transactions that did add \$154,834 of general expenses. This was more than offset with additional, previously unbudgeted, recoveries of \$204,142. The remaining surplus of \$49,308 was applied against the gap to reduce it from \$990,551 to \$941,244.

**For MLHU Company 2**, representing four programs operating from April 1, 2024 to March 31, 2025, there is no change to overall surplus/deficit – these programs remain balanced (funding = expenditures).

There was only one change within department 145-Smart Start for Babies:

- Accommodations & Meals decreased from \$100 to nil and Travel increased from \$150 to \$250.

### Next Steps

Following Board of Health approval, the Finance team will upload the budget as amended into the Financial tracking software 'Management Reporter' to ensure leaders can monitor expenses compared to budget throughout the 2024 year.

This report was prepared by the Chief Financial Officer/Associate Director, Finance and Operations.



**Emily Williams, BScN, RN, MBA, CHE**  
Chief Executive Officer



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Medical Officer of Health

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2024 Amendments to Board Approved Budget

Account Description	Department Description	Board Approved	Revised Budget	fav/(unf) Change	Comments
<b>Corporate Services:</b>					
61700, Janitorial - Strathroy	800, Corporate Admin	0	25,350	(25,350)	Account for Strathroy office janitorial services.
61800, Security	800, Corporate Admin	75,000	110,000	(35,000)	Align to Garda contract (2 shift coverage plus weekend mobile rounds).
62150, On-call service	800, Corporate Admin	4,500	6,000	(1,500)	Align to annual contract.
62700, Postage/Courier	800, Corporate Admin	20,000	40,000	(20,000)	Increased for VPD, mass mailings, coloured paper, envelopes.
62800, Photocopier - Lease Charges	800, Corporate Admin	25,000	37,500	(12,500)	Align to contract.
<b>Sub-Total</b>		<b>124,500</b>	<b>218,850</b>	<b>(94,350)</b>	Additional Expenses
<b>Environmental Health, Infectious Disease &amp; Clinical Services:</b>					
62000, Equipment Repairs & Maintenance	811, Vaccine Preventable Disease	3,000	0	3,000	Centralize fridge expense to dept 830.
71100, FFS-Translation Services	811, Vaccine Preventable Disease	1,000	7,000	(6,000)	Increase to \$7,000 due to increased number of newcomers.
71100, FFS - Translation Services	812, Sexual Health	1,920	3,000	(1,080)	Increase to \$3,000 due to increased number of newcomers.
71200, FFS - Client Travel (Bus Tickets/Taxi)	812, Sexual Health	0	12,000	(12,000)	Received \$12,000 from dept 830.
75000, M&S-Sexual Health	812, Sexual Health	13,628	3,000	10,628	Reduce to \$3,000 and shift \$10,628 to Materials & Supplies at dept 830.
75200, M&S - Clinic Supplies	812, Sexual Health	10,000	0	10,000	Transfer to Materials & Supplies at dept 830.
78000, Travel-Sexual Health	812, Sexual Health	2,500	8,500	(6,000)	Transfer \$3,000 from 814 and \$3,000 from 830.
78100, Laundry-Sexual Health	812, Sexual Health	3,000	0	3,000	Transfer to 830.
83500, Public Ed & Advertising	812, Sexual Health	21,244	16,244	5,000	Shift \$5,000 to dept 836.
71001, FFS-Consulting Fees	814, Infectious Disease Control	2,000	0	2,000	No consultant fees required.
75000, Materials & Supplies - IDC	814, Infectious Disease Control	4,000	2,000	2,000	Transfer \$2,000 to Meetings for Respiratory Workshop in the fall of 2024.
78000, Travel - IDC	814, Infectious Disease Control	11,767	8,767	3,000	Transfer \$3,000 to dept 812.
79000, Meeting Expenses	814, Infectious Disease Control	200	2,200	(2,000)	Received \$2,000 from M&S for Respiratory Workshop in the fall of 2024.
85001, Spec. Projects - TB IDC	814, Infectious Disease Control	4,000	7,000	(3,000)	Increased to provide resources for TB cases.
75077, M&S-Food Handler Training	826, Food Safety & Health Hazards	1,000	0	1,000	Delete - taken over by London Training Centre.
61100, Legal Fees	827, Safe Water, Tobacco Enforcement & Vector-Borne Disease	0	7,500	(7,500)	Received \$5,000 from Corporate.
78000, Travel -EH-Safe Water & Rabies-	827, Safe Water, Tobacco Enforcement & Vector-Borne Disease	25,000	40,000	(15,000)	Received \$15,000 from dept 836.
83000, Public Educ/Materials	827, Safe Water, Tobacco Enforcement & Vector-Borne Disease	15,000	10,000	5,000	Conservative reduction.
62000, Equipment-Repairs & Maintenance/Service	830, Oral Health & Clinical Support Services	1,000	4,000	(3,000)	Centralize fridge expense to dept 830.
71200, FFS - Client Travel (Bus Tickets/Taxi)	830, Oral Health & Clinical Support Services	12,000	0	12,000	Transfer to dept 812.
75200, M&S-Clinic Supplies	830, Oral Health & Clinical Support Services	95,000	115,628	(20,628)	Received \$20,628 from dept 812.
78000, Travel-Dental Prevention	830, Oral Health & Clinical Support Services	10,000	9,000	1,000	Conservative reduction.
78100, Laundry	830, Oral Health & Clinical Support Services	0	10,814	(10,814)	Received \$3,000 from dept 812. Total needs to be \$10,814.
<b>Sub-Total</b>		<b>237,259</b>	<b>266,653</b>	<b>(29,394)</b>	Additional Expenses
<b>Family &amp; Community Health:</b>					
75001, Program Resources -HBVGP	740, NFP & Early Years Group Programs	10,000	25,000	(15,000)	Balance adjusted to programs being fully operational after COVID-19.
83000, Health Promotion/Public Educ-HFHV-	750, Healthy Babies Healthy Children	1,000	0	1,000	Transfer to dept 836.
61100, Legal Fees	836, Social Marketing & Health Systems Partnerships	2,500	0	2,500	Transfer to dept 827.
75001, Program Resources -EYCHP	836, Social Marketing & Health Systems Partnerships	18,000	0	18,000	Transfer \$10,000 to dept 740 and \$8,000 to dept 836.
78000, Travel	836, Social Marketing & Health Systems Partnerships	18,700	3,700	15,000	Transfer \$15,000 to dept 827.
83000, Advertising	836, Social Marketing & Health Systems Partnerships	25,000	65,000	(40,000)	Received \$1,000 from dept 750, \$8,000 from dept 836, \$10,000 from dept 838.
83004, Young Adult Project	836, Social Marketing & Health Systems Partnerships	25,000	30,000	(5,000)	Return to the original TCAN budget.
83000, Advertising	838, Municipal & Community Health Promotion	10,000	0	10,000	Transfer to dept 836.
71000, FFS - General Consulting	850, Office of the Director FCH	0	15,000	(15,000)	This is for NFP Materials (licensing, consulting, etc).
<b>Sub-Total</b>		<b>110,200</b>	<b>138,700</b>	<b>(28,500)</b>	Additional Expenses
<b>Public Health Foundations:</b>					
75000, Program Resources / Materials & Supplies	808, Emergency Mgmt & Strategic Advisor	1,500	1,000	500	Require only \$1,000 for potential emergency exercises.
79000, Meeting Expenses	808, Emergency Mgmt & Strategic Advisor	200	0	200	Not required.
80000, Printing Expenses	808, Emergency Mgmt & Strategic Advisor	0	500	(500)	IMS and BEM training of required IMS leads and back-ups.
75001, Program Resources-PHAS-	839, Population Health Assessment & Surveillance	1,250	1,500	(250)	Community Data Program.
79000, Meeting Expenses -PHAS-	839, Population Health Assessment & Surveillance	200	120	80	Representative of the number of meetings scheduled.
75000, Mat&Sup - Program Evaluation	841, Strategy, Planning & Performance	700	0	700	Not required.
75001, Program Resources	841, Strategy, Planning & Performance	1,000	2,000	(1,000)	\$2000 is required for report translations.
78000, Travel - Program Evaluation	841, Strategy, Planning & Performance	0	750	(750)	Added.
78400, Accomodation and Meal Expense	841, Strategy, Planning & Performance	0	250	(250)	Added.
79000, Meeting Expenses	841, Strategy, Planning & Performance	200	220	(20)	Representative of the number of meetings scheduled.
85100, Books & Resources	842, Library Services	1,000	2,000	(1,000)	\$2,000 is required for books.
85416, Library-M&S	842, Library Services	0	2,600	(2,600)	\$2,600 is required for library specific software.
85516, Library-Journal Subscr./Books	842, Library Services	14,970	6,320	8,650	\$6,320 is required for journal subscriptions.
85616, Library-Interlibrary Loans	842, Library Services	150	0	150	Not required.
85716, Bibliography databases -Library Services-	842, Library Services	2,500	7,700	(5,200)	\$7,700 is required for databases.
71000, Professional Services--Health Equity-	854, Health Equity & Indigenous Reconciliation	20,000	11,000	9,000	Cost calculated based on 2024 activities.
75000, M&S -Health Equity-	854, Health Equity & Indigenous Reconciliation	800	500	300	Cost calculated based on 2024 activities.
75001, Program Resources -Health Equity-	854, Health Equity & Indigenous Reconciliation	5,000	12,500	(7,500)	Cost calculated based on 2024 activities.
79000, Meeting Expenses -Health Equity-	854, Health Equity & Indigenous Reconciliation	200	2,000	(1,800)	Representative of the number of meetings scheduled.
78000, Travel Expenses	855, Office of the Director PHF	0	500	(500)	Added.
79000, Meeting Expenses	855, Office of the Director PHF	0	400	(400)	Added.
82000, Staff Ed	855, Office of the Director PHF	4,422	4,822	(400)	Directors are provided \$400 annually for meeting expenses.
<b>Sub-Total</b>		<b>54,092</b>	<b>56,682</b>	<b>(2,590)</b>	Additional Expenses
<b>Total Additional Expenses</b>				<b>(154,834)</b>	From Above.
Budget the Recovery of Funds		0	(98,355)	98,355	FCH - iHeal recovery. Contract total is \$98,355.
Budget the Recovery of Funds		0	(105,787)	105,787	FCH - NFP recovery (0.9 FTE PHN).
<b>Net Surplus Funds</b>				<b>49,308</b>	
Reduce GAP				(49,308)	Gap was reduced from \$990,551 to \$941,244.
<b>Net Change to Budgeted Surplus / Deficit</b>				<b>0</b>	