

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: APRIL 19, 2011
TIME: 1:00 P.M.
PLACE: BOARD ROOM
CHAIR: MS. MARIA HARDING

BOARD MEMBERS PRESENT:

Ms. C. Bryson
Mr. J. Daiter
Mr. T. Fox
Mr. N. Gale
Ms. G. Garbutt
Ms. C. Gillies
Ms. M. Harding
Mr. B. Kamphof
Mr. J. MacEachern
Mr. J. Masters
Ms. B. Metzler
Ms. D. Robinson
Mr. A. Ruberto
Mr. J. Virdiramo

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer
Dr. H. Kurban, Medical Officer of Health (A)
Mr. K. Allan, Director – Health Protection
Ms. G. Daniels, Manager - Finance
Ms. B. Moro, Executive Assistant – Committees
and Election

REGRETS:

Mr. K. Ranta, Director – Health Promotion

REGRETS:

Mr. R. Buitenhuis

The Chair called the meeting to order at 1:00 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The following announcements were made at the meeting:

- Invitation to the walkON breakfast and community forum – April 21, 2011 - 8:30 to 11:00 Prince Arthur Waterfront Hotel
- Staff Recognition Event – Tuesday, May 17 from 8:30 a.m. to 12:00 p.m. Prince Arthur Hotel
- Board of Health Photo to be taken before May meeting

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

3. AGENDA APPROVAL

Resolution No.: 56 - 2011

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. J. Daiter

THAT the Agenda for the Regular Board of Health Meeting to be held on April 19, 2011, be approved.

CARRIED

4. INFORMATION SESSION

4.1 2010 Audited Financial Statements

Ms. Rosy Brizi, Partner – Grant Thornton LLP, the Board's Auditor, was in attendance to review draft copies of the 2010 Audited Financial Statements.

Report No. 37-2011 (Finance) relative to recommending the approval of the draft 2010 Consolidated Financial Statements for the Thunder Bay District Health Unit.

Attachment #1 to Report No. 37-2011 - Copy of the 2010 Draft Audited Financial Statements was distributed separately with the agenda package.

A copy of the Report to the Board of Health – Communication of Audit Strategy and Results for the Thunder Bay District Health Unit for the year ended December 31, 2010 was distributed separately with the agenda package to the Members of the Board only.

Resolution No.: 57 - 2011

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. J. Daiter

THAT with respect to Report No. 37-2011 (Finance), we recommend that the Financial Statements of the Thunder Bay District Health Unit for the year ending December 31, 2010, be approved, as presented.

CARRIED

4. INFORMATION SESSION (Continued)

4.2 Healthy Communities

A copy of "Pathway to Healthy Communities in the Thunder Bay District – A Summary of Community Recommendations", for information was distributed separately with the agenda package.

Ms. A. Ostrom, Health Promotion Planner was in attendance, gave a PowerPoint presentation and responded to questions, relative to the above noted.

5. MINUTES OF THE PREVIOUS MEETINGS

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meeting held on March 15, 2011, to be approved.

Resolution No.: 58 - 2011

MOVED BY: Mr. J. Masters
SECONDED BY: Mr. A. Ruberto

THAT the Minutes of the Thunder Bay District Board of Health Meeting held on March 15, 2011, be approved.

CARRIED

5.2 Executive Committee Meeting

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on March 15, 2011, were presented for approval at an Executive Committee meeting held on April 18, 2011 and were presented to the Board for information at the meeting.

6. MATTERS ARISING FROM PREVIOUS MINUTES

There are no matters arising from the previous minutes.

7. DECISIONS OF THE BOARD

7.1 File Search/Inspection User Fee

Report No. 27-2011 (Environmental Health) relative to recommending a change in File Search/Inspection User Fee within the Environmental Health Program.

7. **DECISIONS OF THE BOARD** (Continued)

7.1 File Search/Inspection User Fee (Continued)

Resolution No.: 59 - 2011

MOVED BY: Mr. J. Virdiramo
SECONDED BY: Mr. J. MacEachern

THAT with respect to Report No. 27 – 2011 (Environmental Health), we recommend that:

1. the file search fee be approved at \$83 per file search and \$45 per hour for inspection time plus travel costs, effective date June 1, 2011;
2. notice be provided to clients effective May 2, 2011; and
3. all administrative matters relating to the file search fee change be completed in accordance with User Fee Policy FP-05-04.

CARRIED

7.2 Animal Bite Prevention Week

Report No. 38-2011 (Infectious Diseases) relative to providing the Board of Health with an overview of the Animal Bite Prevention Program that is targeted for implementation over the spring and summer months of 2011. One strategy of this prevention program is the promotion of an “Animal Bite Prevention Awareness Week” in the City of Thunder Bay, May 30 – June 5, 2011.

Resolution No.: 60 - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Ms. D. Robinson

THAT with respect to Report No. 38 – 2011 (Infectious Disease), we recommend that the Thunder Bay District Health Unit support the promotion of “Animal Bite Prevention Awareness Week” in the City of Thunder Bay, May 30 – June 5th, 2011 as well as other animal bite prevention strategies.

CARRIED

7. **DECISIONS OF THE BOARD** (Continued)

7.3 Public Health Nurse Training for Branch Offices

Report No. 39-2011 (Healthy Babies Healthy Children) relative to providing the Board of Health with the proposed 100% one-time funding opportunity from the Ministry of Children and Youth Services for the 2011 HBHC budget.

Resolution No.: 61 - 2011

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 39-2011 (Healthy Babies Healthy Children), we recommend that:

- the application of one-time 100% Healthy Babies Healthy Children (HBHC) funding for \$19,000 be approved for submission to the Ministry of Children and Youth Services; and
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

7.4 Universal Screening

Report No. 40-2011 (Healthy Babies Healthy Children) relative to providing the Board of Health with the proposed 100% one-time funding opportunity from the Ministry of Children and Youth Services for the 2011 Healthy Babies Healthy Children budget.

Resolution No.: 62 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 40-2011 (Healthy Babies Healthy Children), we recommend that:

- the application of one-time 100% Healthy Babies Healthy Children funding for \$75,000 be approved for submission to the Ministry of Children and Youth Services;
- the staffing complement be approved at 0.53 FTE; and
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

7. DECISIONS OF THE BOARD (Continued)

7.5 One-Time 100% Funding for Tobacco Enforcement

Report No. 41-2011 (Tobacco Control Programs) relative to providing the Board of Health with the information regarding the one-time 100% funding opportunity from the Ministry of Health Promotion and Sport for expenses related to prosecutions and enforcement of the Smoke-Free Ontario Act.

Resolution No.: 63 - 2011

MOVED BY: Mr. B. Kamphof
SECONDED BY: Ms. G. Garbutt

THAT with respect to Report No. 41-2011 (Tobacco Control Programs), we recommend that:

- the one-time 100% funding for Tobacco Enforcement from the Ministry of Health Promotion and Sport in the amount of \$5,208 be applied to prosecution and related enforcement expenses;
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

7.6 Annual Budget Submission –
100% Funded Smoke-Free Ontario Programs

Report No. 42-2011 (Tobacco Control Programs) relative to providing the Board of Health with the information on the submission of the 100% Funded Smoke-Free Ontario Program Budget for 2011.

Resolution No.: 64 - 2011

MOVED BY: Mr. J. Daiter
SECONDED BY: Ms. C. Bryson

THAT with respect to Report No. 42-2011 (Tobacco Control Programs), we recommend that:

- the budget submission for the 2011 fiscal year be approved in the amount of \$669,000;

7. **DECISIONS OF THE BOARD** (Continued)

7.7 Annual Budget Submission –
100% Funded Smoke-Free Ontario Programs (Continued)

- the staffing be set at 7.1 net full time equivalents positions for the funding year (January 1, 2011 – December 31, 2011); and
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

7.8 2011/2012 Preschool Speech and
Language (PSL) Program Budget

Report No. 43-2011 (Children's Clinical Programs) relative to providing the Board of Health with the proposed 2011/2012 Preschool Speech and Language Program Budget.

Resolution No.: 65 - 2011

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. J. Daiter

THAT with respect to Report No. 43 – 2011 (Children's Clinical Programs), we recommend that:

- the 2011/12 Preschool Speech and Language program budget totaling \$989,652 be approved;
- the budget of \$859,122 for the fiscal period April 1, 2011 to March 31, 2012 be approved for submission to the Ministry of Children and Youth Services;
- the staffing complement be approved at 10.50 FTE, with 9.27 FTE to be funded by the Ministry of Children and Youth Services; and
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

7. DECISIONS OF THE BOARD (Continued)

7.8 2011/2012 Infant Hearing Program (IHP) Budget

Report No. 44-2011 (Children's Clinical Programs) relative to providing the Board of Health with the proposed 2011/12 Infant Hearing Program Budget.

Resolution No.: 66 - 2011

MOVED BY: Mr. B. Kamphof
SECONDED BY: Mr. G. Garbutt

THAT with respect to Report No. 44 – 2011 (Children's Clinical Programs), we recommend that:

- the 2011/12 Infant Hearing Program budget totaling \$143,982 be approved;
- the budget of \$136,982 for the fiscal period April 1, 2011 to March 31, 2012 be approved for submission to the Ministry of Children and Youth Services;
- the staffing be set at 1.80 FTE to be funded by the Ontario Ministry of Children and Youth Services; and
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

7.9 2011/2012 Blind Low Vision (BLV) Program Budget

Report No. 45-2011 (Children's Clinical Programs) relative to providing the Board of Health with the proposed 2011/2012 Blind Low Vision (BLV) Program Budget.

Resolution No.: 67 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 45 – 2011 (Children's Clinical Programs), we recommend that:

- the 2011/12 Blind Low Vision program budget for the April 1, 2011 to March 31, 2012 fiscal period be approved at \$60,060, for submission to the Ministry of Children and Youth Services;
- the staffing be set at 0.15 Full Time Equivalent (FTE); and

7. DECISIONS OF THE BOARD (Continued)

7.9 2011/2012 Blind Low Vision (BLV) Program Budget (Continued)

- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

7.10 Provincial Health Human Resource Strategy

Report No. 48-2011 (Health Protection/Health Promotion) relative to providing the Board of Health with the proposed opportunity for 100% funding for two full-time Public Health Nursing positions.

Resolution No.: 68 - 2011

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 48 – 2011 (Health Protection / Health Promotion), we recommend that:

- the application for 100% funding to support two Public Health Nurse (PHN) positions at \$170,040 be approved for submission to the Ministry of Health and Long-Term Care;
- AND THAT the staffing be set at 2.0 Full-Time Equivalents (FTE);
- AND THAT the Chief Executive Officer and the Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

8. STANDING REPORTS

8.1 Medical Officer of Health (A) Report

Report No. 53-2011 relative to providing an overview to the Board from Dr. H. Kurban, Medical Officer of Health (A), for information.

Attachment 1 – A copy of “Introducing NutriStep” was distributed separately with the agenda package.

Dr. H. Kurban, Medical Officer of Health (A) appeared before the Board, provided an overview of his report and responded to questions.

8. STANDING REPORTS (Continued)

8.2 Chief Executive Officer Report

Report No. 50-2011 relative to providing an overview to the Board on the Business Administrative Services Department and CEO's Office, for information.

Mr. D. Heath, Chief Executive Officer appeared before the Board, provided an overview of his report and responded to questions.

9. NEW BUSINESS

9.1 Public Sector Compensation Restraint

Report No. 49-2011 (Chief Executive Officer) relative to informing the Board of Health of the Compliance Report completed with respect to the *Public Sector Compensation Restraint to Protect Services Act, 2010*, for information.

9.2 2010 Legal Expenditures

Report No. 51-2011 (Chief Executive Officer) relative to providing the Board of Health with information regarding legal fees incurred in 2010, for information.

9.3 Closed Session Meeting

Resolution No.: 69 - 2011

MOVED BY: Mr. J. MacEachern
SECONDED BY: Mr. J. Virdiramo

THAT the Board of Health move into a closed session meeting to receive information relative to an identifiable individual and employee negotiations.

CARRIED

At 2:45 p.m., the Board of Health moved into a closed session meeting.

Mr. K. Allan, Director – Health Protection and Ms. B. Moro, Executive Assistant left the meeting room.

At 2:59 p.m., the Board of Health resumed open session.

Ms. B. Moro returned to the meeting room.

10. OTHER BUSINESS

There was no other business.

11. NEXT MEETING

The next Board of Health meeting has been scheduled for Tuesday, May 17, 2011.

12. ADJOURNMENT

Resolution No.: 71 - 2011

MOVED BY: Mr. A. Ruberto
SECONDED BY: Mr. J. Masters

THAT the Board of Health meeting held on April 19, 2011 be adjourned at 3:00 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary