

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING: BOARD OF HEALTH**

**DATE:** MAY 18, 2010

**TIME:** 12:37 P.M.

**PLACE:** BOARD ROOM

**CHAIR:** MS. M. HARDING

**BOARD MEMBERS PRESENT:**

Ms. C. Bryson  
Mr. T. Fox  
Mr. N. Gale  
Mr. S. Harasen  
Ms. M. Harding  
Ms. S. Hunt  
Mr. J. MacEachern  
Mr. J. Masters  
Ms. B. Metzler  
Ms. S. Pinner  
Mr. E. Rutherford  
Ms. L. Rydholm  
Ms. L. Tolmonen  
Mr. J. Virdiramo

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer (A),  
Director – Business Administrative Services  
and Business Administrative Officer  
Dr. H. Kurban, Medical Officer of Health (A)  
Ms. J. Black, Director - Health Promotion  
Ms. M. Twigg, Manager – Sexual Health and  
Clinical Services  
Ms. G. Daniels, Manager - Finance  
Ms. B. Moro, Executive Assistant to the Medical  
Officer of Health/CEO and Secretary to the  
Board

**REGRETS:**

Mr. K. Allan, Director – Health Protection

**The Chair called the meeting to order at 12:37 p.m.**

**1. ATTENDANCE AND ANNOUNCEMENTS**

The following announcement was read at the meeting:

- Order in Council 617-2010 reappointing Mr. Jack Masters to the Board of Health for the Thunder Bay District Health Unit for a period of three years, commencing on May 9, 2010 up to and including May 8, 2013.

The Chair read aloud a letter from Dr. Sam Graham, dated April 30, 2010.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of interest.

**3. AGENDA APPROVAL**

Resolution No.: 83 - 2010

MOVED BY: Ms. L. Tolmonen  
SECONDED BY: Mr. N. Gale

THAT the Agenda for the Regular Board of Health Meeting to be held on May 18, 2010, be approved.

CARRIED

**4. INFORMATION SESSION**

4.1 2009 Audited Financial Statements

Ms. Rosy Brizi, Partner – Grant Thornton, the Board's Auditor, will be in attendance to review draft copies of the 2009 Audited Financial Statements.

Report No. 25-2010 relative to recommending the approval of the draft 2009 Audited Financial Statements for the Thunder Bay District Health Unit was distributed at the meeting.

Attachment #1 to Report No. 25-2010 - Copy of the 2009 Draft Audited Financial Statements was distributed at the meeting.

A copy of the Board of Health – Audit Communications for the Thunder Bay District Health Unit for the year ended December 31, 2009, was distributed at the meeting.

Mr. D. Heath, CEO(A) provided an overview.

Ms. G. Daniels, Manager – Finance reviewed the Report No. 25 – 2010 and the Audited Financial Statements with the Executive Committee and responded to questions.

Ms. R. Brizi, Partner – Grant Thornton, the Board's Auditor, was in attendance to review the Report of the Board of Health – Audit Communications for the Thunder Bay District Health Unit for the year ended December 31, 2009.

Resolution No.: 84 - 2010

MOVED BY: Mr. J. Virdiramo  
SECONDED BY: Mr. E. Rutherford

THAT with respect to Report No. 25 – 2010, the Audited Financial Statements of the Thunder Bay District Health Unit for the year ending December 31, 2009 be approved as presented.

CARRIED

**4. INFORMATION SESSION (Continued)**

4.2 Foundational Standards

Mr. Lee Sieswerda, Epidemiologist appeared before the Board, gave a presentation relative to the above noted and responded to questions.

A copy of the slide presentation was provided in the agenda for information.

**5. MINUTES OF THE PREVIOUS MEETINGS**

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on April 20, 2010, to be approved.

Resolution No.: 85 - 2010

MOVED BY: Mr. T. Fox  
SECONDED BY: Ms. S. Hunt

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on April 20, 2010, be approved.

CARRIED

5.2 Executive Committee

The Minutes of the Executive Committee Meeting held on April 19, 2010, were approved at an Executive Committee meeting held on May 17, 2010 and were distributed to the Members of the Board at the meeting, for information.

**6. MATTERS ARISING FROM PREVIOUS MINUTES**

6.1 Infant Hearing Program Budget

Memorandum from Ms. J. Black, Director – Health Promotion, dated May 6, 2010, containing a resolution, relative to the above noted.

Resolution No.: 86 - 2010

MOVED BY: Mr. J. Masters  
SECONDED BY: Ms. S. Pinner

THAT Resolution No. 69-2010 relative to Report No. 34-2010 – Infant Hearing Program Budget Report be amended by replacing \$140,982 in paragraph No. 1 with \$145,982.

CARRIED

## 7. STANDING REPORTS

### 7.1 Medical Officer of Health (A) Report

Report No. 42-2010 relative to providing an update to the Board from Dr. H. Kurban, Acting Medical Officer of Health.

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

The Board of Health considered the importance of the issues identified in the report and forwarding them to alPHa for consideration.

Administration was requested to review the issues identified in the above noted report relative to sodium, caffeine, Liquor Control Board of Ontario, Shaken Baby Syndrome and funding from the Ministry of Children and Youth Services and bring back recommendations to the Board of Health as appropriate.

Resolution No.: 87 - 2010

MOVED BY: Mr. J. MacEachern  
SECONDED BY: Ms. B. Metzler

THAT the Board of Health accept the Report of the Medical Officer of Health (A), as presented in Report No. 42-2010.

CARRIED

### 7.2 Divisional Reports

#### 7.2.1 Health Protection

Report No. 43-2010 relative to providing an update to the Board on the Health Protection Department, for information.

Attachment 1 – Board of Health Outcomes

Attachment 2 – Sexual Health and Sexually Transmitted Infections Prevention and Control Protocol

Ms. M. Twigg, Manager – Sexual Health and Clinical Services appeared before the Board, provided an overview and responded to questions.

#### 7.2.2 Health Promotion

Report No. 44-2010 relative to providing an update to the Board on the Health Promotion Department, for information.

Attachment A – Board of Health Outcomes - Reproductive and Child Health

**7. STANDING REPORTS (Continued)**

7.2 Divisional Reports (Continued)

7.2.2 Health Promotion (Continued)

Ms. J. Black, Director – Health Promotion appeared before the Board, provided an overview of the report and responded to questions.

7.2.3 Business Administrative Officer,  
Administrative Services and Acting CEO Report

Report No. 45-2010 relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Attachment 1 – Finance Transaction Volume Information, 2001 – 2010

Attachment 2 – Legislation Relevant to Finance Practices

Mr. D. Heath, CEO(A), Business Administrative Officer and Director of Administrative Services appeared before the Board, provided an overview of the report and responded to questions.

**8. NEW BUSINESS**

8.1 2010 Healthy Babies Healthy  
Children (HBHC) Transfer Payment

Report No. 39-2010 relative to providing the Board of Health with the proposed 2010 Healthy Babies Health Children (HBHC) Program Budget.

Attachment 1 – Healthy Babies Healthy Children Program Budget Summary

Attachment 2 – Summary of Full Time Equivalents

Attachment 3 – Social Worker Pilot Project and Staff ISCIS Training Budget Summary

Resolution No.: 88 - 2010

MOVED BY: Ms. C. Bryson  
SECONDED BY: Mr. E. Rutherford

THAT with respect to Report No. 39 – 2010, we recommend that:

1. the Healthy Babies Healthy Children program budget for January 1 to December 31, 2010 be approved at \$1,146,335, for submission to the Ontario Ministry of Children and Youth Services;

**8. NEW BUSINESS** (Continued)

8.1 2010 Healthy Babies Healthy Children (HBHC) Transfer Payment

2. the base program staffing be set at 13.0 full time equivalents and the social work pilot project staffing be set at 1.0 full time equivalents for a total of 14.0 full time equivalents; and
3. the One-Time funding application totaling \$106,000 for the Social Worker Pilot Project (\$100,000) and Staff ISCIS Training (\$6,000) be approved for submission to the Ontario Ministry of Children and Youth Services.

CARRIED

8.2 Best Practice Spotlight Organization (BPSO) Initiative

Report No. 41-2010 relative to providing the Board of Health with the updated Year Two and Year Three Proposal for the Best Practice Spotlight Organization (BPSO) Initiative funded through the Registered Nurses' Association of Ontario (RNAO); and the Advanced Clinical/Practice Fellowship funding.

Attachment 1 - Best Practice Spotlight Organization Project Budget Summary

Attachment 2 - Summary of Project Full Time Equivalents

Attachment 3 - Advanced Clinical/Practice Fellowship Budget Summary

Resolution No.: 89 - 2010

MOVED BY: Ms. S. Pinner  
SECONDED BY: Ms. S. Hunt

THAT with respect to Report No. 41-2010, we recommend that:

1. the funding proposal from RNAO for the Best Practices Spotlight Organization be approved for the two year fiscal period beginning April 1, 2010 at \$50,000 each year in accordance with Attachment 1;
2. the staffing be set at 0.35 full time equivalents positions for the 2010/2011 and 2011/2012 fiscal period; and
3. The RNAO Advanced Clinical/Practice Fellowship funding be approved for 450 hours for the period beginning April 1, 2010 to September 24, 2010 with a total budget of \$13,000 in accordance with Attachment #3.

8. **NEW BUSINESS** (Continued)

8.2 Best Practice Spotlight  
Organization (BPSO) Initiative (Continued)

4. The RNAO Advanced Clinical/Practice Fellowship funding be approved for 450 hours for the period beginning April 1, 2010 to September 24, 2010 with a total budget of \$13,000 in accordance with Attachment #3.

CARRIED

8.3 2009 Legal Expenditures

Report No. 46-2010 relative to providing the Board of Health with information regarding legal fees incurred in 2009, for information.

Attachment 1 – Legal Expenditures

8.4 Interim Financial Reports as at March 31, 2010

Report No. 40-2010 relative to providing the Board of Health with the Interim Financial Reports for the Quarter Ended March 31, 2010, for information.

Attachment 1 – Financial Position – Cost Shared Programs

Attachment 2 – Financial Position – 100% Funded Programs

Attachment 3 – Financial Position – Land Development Program

At the request of the Chair, Mr. N. Gale assumed the Chair.

8.5 Nomination to the 2010-2011 aPHa Board of Directors

A copy of a resolution relative to appointing a member of the Board of Health as the North West Region on the 2010-2011 aPHa Board of Directors.

Resolution No.: 90 - 2010

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

THAT the Thunder Bay District Health Unit Board of Directors nominates the following Board Member to represent the North West Region on the 2010-2011 aPHa Board of Directors:

1. Maria Harding

CARRIED

**8. NEW BUSINESS** (Continued)

Ms. Harding resumed the Chair for the remainder of the meeting.

8.6 Closed Session Meeting

Resolution No.: 91 - 2010

MOVED BY: Mr. T. Fox  
SECONDED BY: Ms. L. Tolmonen

THAT the Board of Health move into a Closed Session Meeting in order to receive information relative to an identifiable individual.

CARRIED

At 2:55 p.m., the Board of Health moved into Closed Session.

Mr. D. Heath, Chief Executive Officer (A), Dr. H. Kurban, Medical Officer of Health (A), and Ms. B. Moro, Secretary to the Board of Health left the meeting room.

At 3:07 p.m., the Board of Health resumed regular business.

Dr. H. Kurban, Medical Officer of Health (A), and Ms. B. Moro, Secretary to the Board of Health returned to the meeting room.

**9. OTHER BUSINESS**

9.01 Employment Contract – Doug Heath

Resolution No.: 91(A) - 2010

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

THAT the Board of Health directs the Executive Committee to finalize and approve the employment contract for Mr. Douglas Heath.

CARRIED

**10. NEXT MEETING**

The next meeting will be held on Tuesday, June 15, 2010.

11. **ADJOURNMENT**

Resolution No.: 93 - 2010

MOVED BY: Mr. S. Harasen  
SECONDED BY: Mr. J. Masters

THAT the Board of Health meeting held on May 18, 2010 be adjourned at 3:17 p.m.

CARRIED

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Chair, Board of Health

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Chief Executive Officer

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Recording Secretary