

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: SEPTEMBER 20, 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. C. Gillies
Ms. M. Harding
Mr. B. Kamphof
Mr. J. MacEachern
Mr. J. Masters
Ms. B. Metzler
Mr. A. Ruberto
Ms. L. Turk
Mr. J. Virdiramo

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer
Mr. K. Allan, Director – Health Protection
Mr. K. Ranta, Director – Health Promotion
Ms. G. Daniels, Manager – Finance & Strategic
Quality Initiatives
Ms. J. Glad Timmins, Manager – Children's
Clinical Programs
Ms. J. McFarlane, TCAN Coordinator
Ms. B. Moro, Executive Assistant to the Medical
Officer of Health and Chief Executive Officer
and Secretary to the Board of Health

GUESTS:

REGRETS:

Dr. D. Williams

Ms. G. Garbutt
Ms. D. Robinson

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

1. ATTENDANCE AND ANNOUNCEMENTS

The following announcements were made at the meeting:

- The Chair introduced Ms. Linda Turk, a new representative for the Municipality of Neening and the Township of Gillies
- Reminder of the Annual board Barbeque this evening

The Chair welcomed Dr. David Williams, Associate Chief Medical Officer of Health – Health Protection and Prevention with the Ministry of Health and Long-Term Care visiting the health unit. Dr. Williams will begin his duties as the Medical Officer of Health at the Thunder Bay District Health Unit on October 3, 2011. The members of the Board introduced themselves to Dr. Williams.

2. DECLARATIONS OF PECUNIARY INTEREST

Ms. Metzler disclosed an interest relative to the resolution for Board of Health Approval for Upcoming Conferences as she was an attendee.

3. AGENDA APPROVAL

The following items were added to the agenda:

- Report No. 82 – 2011 Child Care Speech and Language Program Budget

Resolution No.: 129 - 2011

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

THAT the Agenda for the Regular Board of Health Meeting to be held on September 20, 2011, be approved, as amended.

CARRIED

4. INFORMATION SESSION

There are no information sessions scheduled for this meeting.

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 July 28, 2011, to be approved.

Resolution No.: 130 - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Mr. J. Virdiramo

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on July 28, 2011, be approved.

CARRIED

5.2 Executive Committee Meeting

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on July 28, 2011, were presented for approval at an Executive Committee meeting held earlier in the day and have been distributed at the meeting to the Board of Health for information.

6. MATTERS ARISING FROM PREVIOUS MINUTES

There are no matters arising from the previous minutes.

7. DECISIONS OF THE BOARD

7.1 Contract Award for Genetics Advisor Consulting Services

Report No. 52 - 2011 (Finance) relative to awarding the contract to provide Genetics Advisor Services to the Thunder Bay District Health Unit (TBDHU).

Resolution No.: 131 - 2011

MOVED BY: Mr. N. Gale
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 52 – 2011 (Finance), we recommend the contract for Genetics Advisor Consulting Services be awarded to Ontario Genetics Consultants for \$30,000 effective April 1, 2011, to March 31, 2012.

AND THAT the Chief Executive Officer and Manager of Finance & Strategic Quality Initiatives be authorized to complete any administrative requirements of the Ontario Genetics Consultants contract award as required.

CARRIED

7.2 Landscape Restoration and Development Project

Report No. 71 – 2011 (Finance) relative to awarding the contract for the final component, Part B of Phase Two, of the Landscape Restoration and Development project.

Resolution No.: 132 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. B. Kamphof

THAT with respect to Report No. 71 – 2011 (Finance), we recommend that the contract for Phase Two of the Landscape Restoration and Development Project – Part B be awarded to Wilco Contractors Superior Inc. at a total cost of \$42,357.37 (taxes extra).

AND THAT the Chief Executive Officer and Manager of Finance & Strategic Quality Initiatives be authorized to complete any administrative requirements of the Landscape Restoration and Development Project as required.

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

7.3 Procurement Practices, and Policy Update

Report No. 72-2011 relative to providing an update on the procurement practices of the Thunder Bay District Health Unit (TBDHU), and recommend an updated Procurement Policy.

Attachment 1 – FP-05-02 Procurement Policy, September 20, 2011 was distributed separately with the agenda package.

Resolution No.: 133 - 2011

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

THAT with respect to Report No. 72 – 2011 (Finance), we recommend that the Procurement Policy FP-05-02, dated September 20, 2011, be approved as presented;

AND THAT any administrative practices be implemented or amended to ensure compliance with this policy.

CARRIED

7.4 Smoke-Free Ontario Social Marketing Initiatives One-Time Funding

Report No. 74-2011 (Tobacco Control Area Network) relative to providing the Board of Health with the proposed 100% one-time funding opportunity from the Ministry of Health Promotion and Sport for the 2011 Tobacco Control Area Network (TCAN) budget.

Resolution No.: 134 - 2011

MOVED BY: Mr. N. Gale
SECONDED BY: Mr. J. Daiter

THAT with respect to Report No. 74 – 2011 (Tobacco Control Area Network), we recommend that:

- the application of one-time funding for \$37,000 for one-time Smoke-Free Ontario Social Marketing Initiatives be approved for submission to the Ministry of Health Promotion and Sport; 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 Public Health Inspector Practicum Program
One-Time 100% Funding 2011-12 Fiscal Year

Report No. 73 – 2011 (Environmental Health) relative to providing the Board of Health with the proposed one-time funding opportunity from the Ministry of Health and Long-Term Care (MOHLTC) for the Thunder Bay District Health Unit (TBDHU) Public Health Inspector (PHI) Practicum Program Budget.

Resolution No.: 135 - 2011

MOVED BY: Mr. B. Kamphof
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 73 – 2011 (Environmental Health), we recommend that the Public Health Inspector Practicum Program One-Time 100% Funding proposal be approved at \$8,000 for submission to the Ministry of Health and Long-Term Care;

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

CARRIED

7.6 Change in User Fees – Registration Fees

Report No. 77-2011 (Finance), relative to recommending the addition of a category for Registration Fees on a recovery cost basis applicable for all programs.

Resolution No.: 136 - 2011

MOVED BY: Mr. J. MacEachern
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 77-2011 (Finance), we recommend that:

1. All Division Fee Schedules be revised to include a Registration/Workshop Recovery Cost Fee category; and
2. All administrative matters relating to Registration fee change be completed in accordance with User Fee Policy FP-05-04.

CARRIED

7. DECISIONS OF THE BOARD (Continued)

7.7 Public Health Accountability Agreement

Report No. 78-2011 (Finance) relative to providing the Board of Health with the Public Health Accountability Agreement for approval.

Attachment 1 – Public Health Accountability Agreement – Schedule D was distributed separately with the agenda package.

Attachment 2 - Comparison of Board of Health Approved Budgets and Provincial Funding Allocations

Resolution No.: 137 - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Ms. C. Gillies

THAT with respect to Report No. 78-2011 (Finance), we recommend that the Public Health Accountability Agreement be approved for submission to the Ministry of Health and Long-Term Care;

AND THAT the Board Chair and the Chief Executive Officer be authorized to complete any administrative requirements of the Public Health Accountability Agreement submission processes, as required;

AND THAT any significant amendments to the Public Health Accountability Agreement be presented to the Board of Health for approval.

CARRIED

7.8 General Insurance Program Renewal

Report No. 70-2011 (Finance) relative to recommending the renewal of the General Insurance Program for the Thunder Bay District Health Unit.

Resolution No.: 138 - 2011

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

THAT with respect to Report No. 70-2011 (Finance), we recommend that the insurance renewal for the Thunder Bay district Health Unit from Frank Cowan Company Limited effective October 20, 2011 to October 20, 2012, at a total cost of \$74,398, be approved;

7. DECISIONS OF THE BOARD (Continued)

7.8 General Insurance Program Renewal (Continued)

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the General Insurance Program Renewal as required.

CARRIED

7.9 Healthy Smiles Ontario – Ministry 100% Funded Budget Approval

Report No. 81-2011 (Children's Clinical Programs) relative to providing the Board of Health with the proposed 2011 and 2012 100% funded program budgets for the Healthy Smiles Ontario program.

Resolution No.: 139 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. B. Kamphof

THAT with respect to Report No. 81 – 2011 (Children's Clinical Programs), we recommend that:

- The October 1 to December 31, 2011 base operating budget be approved at \$177,000 (annualized at 425,000), and the one-time capital funding budget be approved at \$153,000;
- The January 1 to December 31, 2012 base operating budget be approved at \$425,000;
- The staffing be set at 1.0 Full-Time Equivalent (FTE); and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget process, as required; and
- The amendment to the Public Health Accountability Agreement be approved for submission to the Ministry of Health and Long-Term Care;
- The Board Chair and the Chief Executive Officer be authorized to complete any administrative requirements of the Public Health Accountability Agreement submission processes, as required.

CARRIED

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

7.10 Review of Amalgamated By-law and Board Policies

Memorandum from Mr. D. Heath, Chief Executive Officer, dated September 6, 2011, containing a resolution relative to the above noted.

A copy of the following information was distributed separately in the agenda package:

- Report No. 67-2011 - Review of Amalgamated By-law and Board of Health Policies
- Attachment 1 - Policy No.: BH-02-04 - Board Members' Honorarium and Expense Reimbursement
- Attachment 2 – Policy No.: BH-02-01 - Orientation for the Board of Health Policy
- Attachment 3 – Policy No.: BH-02-06 – Board Evaluation Self-Evaluation Policy
- Attachment 4 – Amalgamated By-law

Resolution No.: 140 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. B. Kamphof

THAT the Board of Health approves the recommendations of the Executive Committee as contained in Report No. 67-2011 and passed by Resolution No. 117-2011 at their meeting held on July 28, 2011 relative to the annual review of the Board of Health's Amalgamated By-law and Policies;

AND THAT the Board's Amalgamated By-law be numbered By-law No.: 2011-01;

AND THAT By-law No.: 2010 – 01 be repealed.

CARRIED

7.11 Board of Health Approval for Upcoming Conferences

Memorandum from Mr. D. Heath, Chief Executive Officer, dated September 6, 2011, containing a resolution relative to the above noted.

Resolution No.: 141 - 2011

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

THAT Mr. Jack Masters, Mr. John MacEachern, Ms. Connie Bryson and Ms. Beatrice Metzler be authorized to attend the Ontario Public Health Association Conference to be held in Toronto on October 5 and 6, 2011;

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

7.11 Board of Health Approval for Upcoming Conferences (Continued)

AND THAT Ms. Maria Harding and Mr. Joe Virdiramo be authorized to attend alpha's Fall Event to be held in Toronto, Ontario on October 20 and 21, 2011;

AND THAT all expenses be paid in accordance to Policy No. BH-02-04 - Board Members' Reimbursement.

CARRIED

Ms. B. Metzler disclosed an interest and refrained from discussing or voting on the above resolution.

7.12 Child Care Speech and Language Program Budget

Report No. 82-2011 (Children's Clinical Programs) relative to providing the Board of Health with the proposed 2012 Thunder Bay District Social Services Administration Board funded Child Care Speech and Language program budget was placed on the desks at the meeting.

Resolution No.: 141(A) - 2011

MOVED BY: Ms. L. Turk
SECONDED BY: Ms. C. Bryson

THAT with respect to Report No. 82 – 2011 (Children's Clinical Programs), we recommend that:

- The 2012 Child Care Speech and Language budget be approved at \$82,338 for submission to the Thunder Bay District Social Services Administration Board;
- The staffing be set at 1.0 Full-Time Equivalent (FTE); 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

8. STANDING REPORTS

8.1 Health Protection

Report No. 75-2011 relative to providing an update to the Board on the Health Protection Department, for information.

Attachment 1 - Forest Fire Smoke and Your Health

Mr. K. Allan, Director – Health Protection appeared before the Board, provided an overview of his report and responded to questions.

8.2 Health Promotion

Report No. 76-2011 relative to providing an update to the Board on the Health Promotion Department, for information.

Mr. K. Ranta, Director – Health Protection appeared before the Board, provided an overview of his report and responded to questions.

It was the consensus of the Board that further discussions on the Drug Strategy Committee be referred to the next Executive Committee and then brought back to the Board for discussion.

At this time, Ms. M. Harding left the Chair and Mr. N. Gale assumed the Chair for the remainder of the meeting.

7.3 Chief Executive Officer and Administrative Services

Report No. 79-2011 relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Attachment 1 – Township of Conmee Letter, dated July 13, 2011

Attachment 2 – Draft response to Township of Conmee, dated August 31, 2011

Attachment 3 – 2011 Funding Letter, dated August 2, 2011

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

8. STANDING REPORTS

7.3 Chief Executive Officer and Administrative Services

Resolution No.: 141(B) - 2011

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

THAT with respect to Report No. 79-2011 (Chief Executive Officer), we recommend that the secondment agreement between the Ministry of Health and Long Term Care and Dr. David Williams for the period of January 1, 2009 to September 5, 2011 be extended until September 30, 2011.

CARRIED

Mr. D. Heath, Chief Executive Officer provided an overview relative to the correspondence to and from the Municipality of Conmee relative to rural flu clinics.

Resolution No.: 141(C) - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Mr. J. Masters

THAT with respect to Report No. 79 – 2011 (Chief Executive Officer) we recommend that a two-day flu clinic be held in the fall of 2011 in the rural communities;

AND THAT we request a report from Administration regarding financial and staffing impacts, positive and negative outcomes, and benefits to the communities from scheduling either one or two day flu clinics in the rural communities;

AND THAT the report be presented at the Board of Health meeting to be held in March 2012.

CARRIED

Reeve K. Holland, Township of Conmee will be notified of the decision of the Board.

Mr. D. Heath, Chief Executive Officer provided an overview of Administrations recommendation relative to budget parameters.

It was the consensus of the Board that the Board budget parameters for the 2012 cost-shared budget be set at 0% growth.

9. NEW BUSINESS

9.1 Continuous Quality Improvement Program Update –
Timelines and Corporate Communication Plan

Report No. 80-2011 (Finance & Strategic Quality Initiatives) relative to
Providing an update on the Continuous Quality Improvement Program specifically the
timelines and corporate communication plan.

Attachment 1 – Corporate Communication Plan – Quality Improvement Program

10. OTHER BUSINESS

There was no other business.

11. NEXT MEETING

The next regularly scheduled Board of Health meeting has been scheduled for Tuesday,
October 18, 2011.

12. ADJOURNMENT

Resolution No.: 142 - 2011

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. J. Masters

THAT the Board of Health meeting held on September 20,
2011 be adjourned at 3:32 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary