

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: NOVEMBER 27, 2007

TIME: 1:25 P.M.

PLACE: BOARD ROOM

CHAIR: MS. C. BRYSON

BOARD MEMBERS PRESENT:

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

ADMINISTRATION PRESENT:

Dr. N. Cameron, Medical Officer of Health/CEO
Dr. E. Alvarez, Associate Medical Officer of Health
Mr. K. Allan, Director, Health Protection and Clinical Services
Ms. J. Black, Director, Health Promotion & Chronic Disease Prevention
Mr. D. Heath, Business Administrative Officer
Ms. B. Moro, Executive Assistant to the Medical Officer of Health/CEO and Secretary to the Board

The Chair called the meeting to order at 1:25 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The following introduction was made at the meeting:

- Mr. Eric Rutherford, new Municipal Appointee to the Thunder Bay District Health Unit from Greenstone, replacing Mr. Neil MacOdrum

The following announcements were made at the meeting:

- Congratulations to Mr. Norm Gale, whom has been appointed as the new Director of Superior North Emergency Measures Services for the City of Thunder Bay
- Orientation for new Board Members will take place in the near future, members will be contacted by the Executive Assistant

1. ATTENDANCE AND ANNOUNCEMENTS (Continued)

The Chair read aloud the following letter of appreciation:

- From the President - Lakehead Elementary Teachers of Ontario, dated November 22, 2007, thanking Ms. Laura Prodanyk, Public Health Nurse for her leadership on the Thunder Bay Children's Charter Coalition and the realization of the Coalition's 2007 Report entitled 'Catch the Dream of Life-Long Literacy'.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. AGENDA APPROVAL

Resolution No. 2007-84

MOVED BY: Mr. S. Harasen
SECONDED BY: Ms. L. Kloosterhuis

THAT the Agenda for the Regular Board of Health Meeting to be held on November 27, 2007, be approved.

CARRIED

4. INFORMATION SESSION

There was no information session scheduled for this meeting.

5. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Thunder Bay District Board of Health Meeting held on October 16, 2007, to be approved.

Resolution No. 2007-85

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. T. Fox

THAT the Minutes of the Thunder Bay District Board of Health Meeting held on October 16, 2007, be approved.

CARRIED

6. REPORT OF THE EXECUTIVE COMMITTEE

At the Board of Health Meeting held on October 16, 2007, a change was made to the Procedural By-law to hold an Executive Committee meeting, in order to approve the minutes of a previous meeting, if no upcoming meetings have been scheduled.

As a result of this change, an Executive Committee meeting was scheduled prior to the Board of Health Meeting on November 27, 2007 at 11:30 a.m. in order to approve the following sets of minutes:

- July 9, 2007
- August 9, 2007
- September 18, 2007
- August 1, 2007 (two sets),
- August 18, 2007

Copies of the above noted minutes were distributed to the remaining Board Members for information, at the regular Board meeting.

7. MATTERS ARISING FROM THE MINUTES

7.1 9.02 Communication with Northwestern Ontario Health Unit

At the October 18, 2007 Board of Health meeting, Ms. C. Bryson, Chair advised that she had been contacted by Mr. J. Albanese of the Northwestern Ontario Health Unit with a request for Medical Officer of Health support beginning in January 2008. At that time, concerns were raised by Members of the Board with respect to this request.

A letter from Mr. J. Albanese, Chair – Board of Health – Northwestern Health Unit, dated October 25, 2007, addressed to Dr. N. Cameron relative to the above noted.

Dr. N. Cameron provided an overview of the letter and responded to questions.

8. STANDING REPORTS

8.1 Divisional Reports

8.1.1 Health Protection and Clinical Services

Report No. 53-07 relative to providing an update to the Board on the Health Protection and Clinical Services Department, for information.

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

8. STANDING REPORTS (Continued)

8.1.2 Health Promotion and Chronic Disease Prevention

Report No. 54-07 relative to providing an update to the Board on the Health Promotion and Chronic Disease Prevention Department, for information.

A copy of a Northwest Area Youth Coalition Postcard, as identified in Report No. 54-07 was distributed separately with the agenda package.

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

Ms. Black provided an overview of the presentation she and Dr. Alvarez gave that morning on the role of public health in the prevention of chronic disease. This was a joint venture with LHINS.

Ms. Black reminded the Board Members of the upcoming presentation to City Council on Monday, December 3 relative to Community Water Fluoridation and asked those that were available to come out and show their support.

Ms. Black brought the Board Members attention to the postcards attached to the report. She advised that the postcards had been designed by the Northwest Area Youth Coalition, which represents all of the youth action alliances within TCAN, and has spread to become a provincial initiative. Members were asked to sign the cards and turn in to Ms. Black for distribution.

8.1.3 Business Administrative Officer Report

Report No. 55-07 relative to providing an update to the Board on the Business Administrative Services Department, for information.

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

8.2 Medical Officer of Health Report

Report No. 56-07, including Attachment 1 – OHS-11-11 Influenza Immunization Policy, relative to providing an update to the Board from Dr. N. Cameron, Medical Officer of Health.

Dr. N. Cameron, Medical Officer of Health appeared before the Board, provided an overview of the report and responded to questions.

A copy of the Thunder Bay District Health Unit 2007 Report to the Community “Immunization: Health for Life!” as identified in the Report, was distributed separately in the agenda package.

8. STANDING REPORTS (Continued)

8.2 Medical Officer of Health Report (Continued)

Resolution No. 2007-86

MOVED BY: Mr. N. Gale
SECONDED BY: Ms. M. Harding

THAT the Board of Health accept the Report of the Medical Officer of Health, as presented in Report No. 56-07.

CARRIED

9. NEW BUSINESS

9.1 Issue Report - Janitorial Services

Report No. 57-07 relative to awarding the contract to provide Janitorial Services to the Thunder Bay District Health Unit at its 999 Balmoral Street location.

Ms. G. Daniels, Manager – Finance appeared before the Board, provided an overview of the report, the evaluation process for awarding the contract and responded to questions. Ms. Daniels advised that the successful vendor was in attendance to respond to questions, if necessary.

Resolution No. 2007-87

MOVED BY: Ms. C. Gillies
SECONDED BY: Ms. M. Harding

THAT with respect to Report Number 57-07, the Board of Health awards the proposal for Janitorial Services to Personal Touch Cleaning for three (3) years commencing December 1, 2007 to November 30, 2010, with an option to negotiate for two (2) further one year terms, subject to satisfactory performance and mutually agreeable terms which are acceptable to the Thunder Bay District Health Unit at a total three year cost of \$134,471.52 (taxes extra);

AND THAT Administration provide a report to the Board of Health at the end of the third year, prior to contract extension.

CARRIED

9.2 Issue Report - Recruitment and Retention

Report No. 59-07 relative to providing information on recruitment and retention of employees at the Thunder Bay District Health Unit, for information.

9. **NEW BUSINESS** (Continued)

9.2 Issue Report - Recruitment and Retention (Continued)

Ms. N. Doucette, Manager – Human Resources appeared before the Board, gave a PowerPoint presentation and responded to questions.

At the request of the Chair, Mr. J. Virdiramo assumed the Chair for the remainder of the meeting.

9.3 Issue Report – 2008 Cost-Shared Budget

Report No. 58-07 relative to recommending the 2008 Cost-shared Budget for approval by the Board of Health for submission to the Ministry of Health and Long-Term Care.

Attachment #1 to the above noted report which was inadvertently missed in the printed agenda was emailed to Members of the Board on November 21, 2007.

Resolution No. 2007-88

MOVED BY: Ms. S. Hunt
SECONDED BY: Mr. N. Gale

THAT the Board of Health approve, as outlined in Report No. 58-07:

1. The 2008 Mandatory Core Program budget at a level of \$11,585,469 for submission to the Ministry of Health and Long-Term Care;
2. The Municipal Levy be set at \$2,575,637;
3. The application of one-time funding of \$155,900 to cover the cost of the Associate Medical Officer of Health;
4. The Land Development Program budget at \$150,380 Revenues and Expenditures.

CARRIED

9.4 2008 Annual Meeting Date

Memorandum from the Executive Assistant, dated October 26, 2007, containing a resolution relative to establishing the date for the 2008 Annual Meeting.

9. **NEW BUSINESS** (Continued)

9.4 2008 Annual Meeting Date (Continued)

Resolution No. 2007-89

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

THAT the Annual Meeting of the Board of Health for the Thunder Bay District Health Unit be held on Tuesday, January 15, 2008 at 12:30 p.m.

CARRIED

9.5 alPHa – New Board of Health Policies and Procedures

An email from Ms. L. Stewart, alPHa, attaching a copy of the Association of Local Public Health Agencies Board of Health Policies and Procedures, dated September 26, 2007, for information.

Ms. Harding provided overview and asked that any comments be forwarded to the Executive Assistant for forwarding to alPHa.

9.6 Location for Board of Health Meetings

Memorandum from the Executive Assistant, dated October 26, 2007, relative to the above noted.

Resolution No. 2007-89A

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

THAT the Board of Health hold their meetings in the Auditorium, for a period of three months;

AND THAT after three months time the Board reconsider this matter.

CARRIED

9.7 Board of Health (Closed Session) Meeting

Memorandum from the Executive Assistant, dated November 15, 2007, containing a resolution relative to establishing a Board of Health (Closed Session) meeting.

9. NEW BUSINESS (Continued)

9.7 Board of Health (Closed Session) Meeting (Continued)

Resolution No. 2007-90

MOVED BY: Ms. L. Kloosterhuis
SECONDED BY: Ms. B. Metzler

THAT the Board of Health move into a Closed Session meeting to receive information relative to labour relations.

CARRIED

At 3:58 p.m., the Board moved into a Closed Session meeting.

Confidential Issue Report No. 60-07 relative to 2007 Non-Union Salaries and Benefits was distributed at the meeting.

Mr. D. Heath, Director of Administrative Services provided an overview of the report and responded to questions.

It was the consensus of the Board to proceed as directed.

Resolution No. 2007-91

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

THAT the Board of Health move out of the Closed Session meeting to resume regular business.

CARRIED

At 4:22 p.m., the Board moved out of the Closed Session meeting.

10. OTHER BUSINESS

10.1 Issue Report – 2007 Non-Union Salaries and Benefits

Confidential Issue Report No. 60-07 relative to the above noted was presented at the Board of Health (Closed Session) meeting held earlier.

10. OTHER BUSINESS (Continued)

10.1 Issue Report – 2007 Non-Union Salaries and Benefits (Continued)

Resolution No. 2007-92

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

THAT with respect to Report No. 60-07, the Board of Health approves, as presented by the Business Administrative Officer at the Board of Health (Closed Session) meeting held on November 27, 2007, the Non-Union financial compensation increase for the period of January 1, 2007 to December 31, 2007.

CARRIED

10.2 Christmas Holiday Raffle

The Board considered suggestions for a raffle prize. Money will be given to Ms. C. Gillies, to purchase a prize on behalf of the Board.

11. NEXT MEETING

The next meeting will be held on Tuesday, December 18, 2007 at 12:30 p.m.

12. ADJOURNMENT

The meeting adjourned at 4:25 p.m.

Chair, Board of Health

Medical Officer of Health/CEO

Recording Secretary