

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: **BOARD OF HEALTH**

DATE: MARCH 15, 2011

TIME: 1:00 P.M.

PLACE: BOARD ROOM

CHAIR: MS. MARIA HARDING

BOARD MEMBERS PRESENT:

Ms. C. Bryson
Mr. R. Buitenhuis
Mr. T. Fox
Mr. N. Gale
Ms. G. Garbutt
Ms. M. Harding
Mr. B. Kamphof
Mr. J. MacEachern
Mr. J. Masters
Ms. B. Metzler
Mr. A. Ruberto
Mr. J. Virdiramo

REGRETS:

Mr. J. Daiter
Ms. C. Gillies
Ms. D. Robinson

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer
Dr. H. Kurban, Medical Officer of Health (A)
Mr. K. Ranta, Director – Health Promotion
Ms. D. Binette, Manager – Infectious Diseases
Ms. G. Daniels, Manager - Finance
Mr. C. Beveridge, Manager – Environmental Health
Ms. M. Twigg, Manager – Sexual Health and Clinical Programs
Ms. E. DePeuter, Manager – Health Living
Ms. C. Farrell, Manager – Children’s Clinical Services
Ms. P. Hajdu, Drug Strategy Coordinator
Ms. B. Moro, Executive Assistant to the Medical Officer of Health and Chief Executive Officer and Secretary to the Board of Health

REGRETS:

Mr. K. Allan, Director – Health Protection

With the consensus of the Board, the Chair called the meeting to order at 12:45 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

There were no announcements.

2. DECLARATIONS OF PECUNIARY INTEREST

Mr. Bernie Kamphof disclosed an interest relative to Report No. 33-2011 – 2011 Mandatory Core Program Budgets – Extended CINOT Update, as his spouse is an employee of the Health Unit in the dental program.

3. AGENDA APPROVAL

The following items were added to the agenda:

- Executive Committee Minutes (Regular and Closed Session) – March 10, 2011, for information
- Report No. 25-2011 - Contract Award for Leased Computer Equipment
- Report No. 35-2011 – Public Education Initiative (TCAN)
- Report No. 33-2011 – 2011 Mandatory Core Program Budgets – Extended CINOT Update
- Report No. 21-2011 - COHI Budget Report
- Report No. 28-2011 - Enhanced Food Safety - Haines Funding
- Report No. 29-2011 - Enhanced Safe Water Initiative
- Report No. 30-2011 - Needle Exchange Program
- Report No. 31-2011 - Public Health Awareness Initiatives
- Report No. 34-2011 - 100% One-Time Funding to Support its Vaccine Storage and Handling Program
- Report No. 36-2011 - MOH Recruitment Process

Resolution No.: 32 - 2011

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

THAT the Agenda for the Regular Board of Health Meeting to be held on March 15, 2011, be approved, as amended.

CARRIED

4. INFORMATION SESSION

4.1 Enhanced Hepatitis Strain Surveillance System (EHSSS)

Report No. 19-2011 (Infectious Disease) relative to providing information to the Board of Health relative to the Enhanced Hepatitis Strain Surveillance System Program.

Ms. Darlene Binette, Manager – Infectious Disease appeared before the Board, provided an overview of the report and responded to questions.

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 February 15, 2011, to be approved.

Resolution No.: 33 - 2011

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

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on February 15, 2011, be approved.

CARRIED

5.2 Executive Committee Meeting

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on February 14, 2011, were presented for approval at an Executive Committee meeting held on March 10, 2011 and were distributed at the meeting for the Board's information.

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on March 10, 2011, were presented for approval at an Executive Committee meeting held on March 15, 2011 and were distributed at the meeting for the Board's information.

6. MATTERS ARISING FROM PREVIOUS MINUTES

There are no matters arising from the previous minutes.

7. DECISIONS OF THE BOARD

7.1 Sexual Health Program 100% One-Time Funding

Report No. 17-2011 (Sexual Health and Clinical Programs) relative to providing the Board of Health with the proposed one-time 100% funding opportunity from the Ministry of Health and Long-Term Care for the 2011 Sexual Health Program Budget.

Resolution No.: 34 - 2011

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

THAT with respect to Report No. 17 – 2011, we recommend that:

- The application of Sexual Health Program one-time 100% funding for \$7,000 be approved for submission to the Ministry of Health and Long-Term Care;

7. DECISIONS OF THE BOARD (Continued)

7.1 Sexual Health Program 100% One-Time Funding (Continued)

- 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

7.2 HIV Anonymous Testing Program Budget

Report No. 18-2011 (Sexual Health and Clinical Programs) relative to providing the Board of Health with the proposed HIV Anonymous Testing Program Budget from the AIDS Bureau of the Ministry of Health and Long-Term Care.

Resolution No.: 35 - 2011

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

THAT with respect to Report No. 18 – 2011 (Sexual Health and Clinical Services), we recommend that the application of HIV Anonymous Testing Program Budget of \$56,771 be approved 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

7.3 Contract Award for Early Childhood Vision Consulting Services

Report No. 24 – 2011 (Finance) relative to awarding the contract to provide contract to provide Early Childhood Vision Consulting services to the Thunder Bay District Health Unit (TBDHU).

Resolution No.: 36 - 2011

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. R. Buitenhuis

THAT with respect to Report No. 24-2011 (Finance), we recommend the contract for Early Childhood Vision Consulting Services be awarded to the Canadian Institute for the Blind for 2011/2012 for \$36,000;

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

7.3 Contract Award for Early Childhood Vision Consulting Services

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the Early Childhood Vision Consulting Services award as required.

CARRIED

7.4 One-Time 100% Funding to Address Speech/Language Wait List

Report No. 22-2011 (Children's Clinical Programs) relative to providing the Board of Health with the background to the 100% one-time funding received to provide Speech/Language services to preschool children on wait list.

Resolution No.: 37 - 2011

MOVED BY: Mr. R. Buitenhuis
SECONDED BY: Ms. C. Bryson

THAT with respect to Report No. 22-2011 (Children's Clinical Programs), we recommend that the 100% one-time funding from the Ministry of Children and Youth Services in the amount of \$10,000 be applied to direct therapy services to children on the wait list for preschool speech and language services;

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the funding process.

CARRIED

7.5 Thunder Bay Drug Strategy Endorsement

Report No. 20-2011 (Municipal Drug Strategy) relative to recommending that the Thunder Bay Drug Strategy be formally endorsed by the Board of Health.

Resolution No.: 38 - 2011

MOVED BY: Mr. B. Kamphof
SECONDED BY: Mr. R. Buitenhuis

THAT with respect to Report No. 20-2011 (Municipal Drug Strategy), we recommend that we formally endorse the draft Thunder Bay Drug Strategy;

AND THAT a letter of encouragement be sent to the City of Thunder Bay to accept the Thunder Bay Drug Strategy, and place with the Crime Prevention Council for implementation.

CARRIED

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

7.6 Contract Award for Leased Computer Equipment

Report No. 25-2011 (Finance) relative to awarding the contract for leased computer equipment at the Thunder Bay District Health Unit, was distributed via email and at the meeting.

Resolution No.: 39 - 2011

MOVED BY: Ms. G. Garbutt
SECONDED BY: Ms. B. Metzler

THAT with respect to Report No. 25 – 2011 (Finance), we recommend the contract for Part I - Leased Computer Equipment be awarded to Dell Canada Inc. for \$51,605.76 (taxes extra) effective April 1, 2011;

AND THAT the contract for Part II – Leased Computer Equipment be awarded to Microage for \$43,020 (taxes extra) effective April 1, 2011;

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the Leased Computer Equipment contract, as required.

CARRIED

7.7 Public Education Initiative

Report No. 35-2011 (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, was distributed via email and at the meeting.

Resolution No.: 40 - 2011

MOVED BY: Ms. B. Metzler
SECONDED BY: Ms. G. Garbutt

THAT with respect to Report No. 35-2011 (Tobacco Control Area Network), we recommend that the application of one-time 100% Tobacco Control Area Network funding for \$42,500 be approved for submission to the Ministry of Health Promotion and Sport;

AND THAT 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)

7.8 2011 Mandatory Core Program Budgets – Extended CINOT Update

Report No. 33-2011 (Finance) relative to providing the Board of Health with an update regarding the proposed 2011 Mandatory Core Program Budget related to funding for the Extended CINOT Program, was distributed via email and at the meeting.

Resolution No.: 41 - 2011

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

THAT with respect to Report No. 33 – 2011, we recommend that the 2011 Mandatory Core Program (Cost-Shared) budget submission to the Ministry of Health Promotion and Sport be maintained at \$119,500 and reallocated in accordance with the funding criteria for Extended CINOT Programming;

AND THAT the extended CINOT staffing be revised to 0 FTE for 2011;

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

CARRIED

Mr. B. Kamphof disclosed an interest and refrained from discussing or voting on the above noted resolution.

7.9 Needle Exchange Program Initiative

Report No. 30-2011 (Sexual Health and Clinical Programs) relative to providing the Board of Health with the proposed 100% funding opportunity from the Ministry of Health and Long-Term Care for the 2011 Needle Exchange Program Budget, was distributed via email and at the meeting.

Resolution No.: 42- 2011

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

THAT with respect to Report No. 30-2011 (Sexual Health and Clinical Programs), we recommend that the application of the Needle Exchange Program 100% funding for \$50,423 be approved for submission to the Ministry of Health and Long-Term Care;

7. DECISIONS OF THE BOARD (Continued)

7.9 Needle Exchange Program Initiative (Continued)

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

CARRIED

7.10 Enhanced Safe Water Initiative

Report No. 29-2011 (Environmental Health) relative to providing the Board of Health with the proposed 100% funding opportunity from the Ministry of Health and Long-Term Care (MOHLTC) for the Safe Water Program Budget was distributed via email and at the meeting.

Resolution No.: 43 - 2011

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

THAT with respect to Report No. 29-2011 (Environmental Health), we recommend that the 2011 100% funded budget be approved at \$11,625 for submission to the Ministry of Health and Long-Term Care for the Enhanced Safe Water Initiative;

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

CARRIED

7.11 Enhanced Food Safety – Haines Funding Initiative

Report No. 28-2011 (Environmental Health) relative to providing the Board of Health with the proposed Food Safety Enhanced Funding from the MOHLTC for the Food Safety Program was distributed via email and at the meeting.

Resolution No.: 44 - 2011

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

THAT with respect to Report No. 28-2011 (Environmental Health) we recommend that the 100% funded budget be approved at \$35,898, for submission to the Ministry of Health and Long-Term Care for Enhanced Food Safety initiatives to support the Haines Funding Initiative for the April 1, 2011 to December 31, 2011 period;

7. DECISIONS OF THE BOARD (Continued)

7.11 Enhanced Food Safety – Haines Funding Initiative (Continued)

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

7.12 Public Health Awareness Initiative

Report No. 31-2011 (Infectious Disease) relative to providing the Board of Health with the proposed 100% funding opportunity from the Ministry of Health and Long-Term Care for the 2011 Infection Prevention and Control Program Budget, was distributed via email and at the meeting.

Resolution No.: 45 - 2011

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

THAT with respect to Report No. 31-2011 (Infectious Disease), we recommend that the application of Infection Prevention and Control Week 100% funding for \$8,000 be approved 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 budget submission process as required.

CARRIED

7.13 Vaccine Storage and Handling 100% One-Time Funding

Report No. 34-2011 (Infectious Disease) relative to providing the Board of Health with the proposed 100% funding opportunity from the Ministry of Health and Long-Term Care to support the 2011 Vaccine Storage and Handling Program was distributed via email and at the meeting.

Resolution No.: 46 - 2011

MOVED BY: Mr. B. Kamphof
SECONDED BY: Mr. R. Buitenhuis

THAT with respect to Report No. 34 – 2011, we recommend that the application of one-time 100% funding for \$15,600 for vaccine storage and handling equipment be approved for submission to the Ministry of Health and Long-Term Care;

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

7.13 Vaccine Storage and Handling 100% One-Time Funding

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

CARRIED

7.14 Extension to Funding Contribution Agreement – Children’s Oral Health Initiative (COHI)

Report No. 21-2011 (Children’s Clinical Programs) relative to providing the Board of Health with the extension to Project Based Funding for the Children’s Oral Health Initiative (COHI) was distributed via email and at the meeting.

Resolution No.: 47 - 2011

MOVED BY: Ms. G. Garbutt
SECONDED BY: Ms. B. Metzler

THAT with respect to Report No. 21-2011 (Children’s Clinical Programs), we recommend that an extension to the current Children’s Oral Health Initiative (COHI) funding agreement to March 31, 2012 be approved in the amount of \$103,409;

AND THAT the staffing be set at 1.1 temporary net full time equivalents positions for the funding extension (2011/2012 fiscal year);

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

CARRIED

7.15 Medical Officer of Health Recruitment Strategy

Report No. 36-2011 (Administrative Services) relative to providing the recruitment strategy recommendations for the replacement of the Medical Officer of Health position, was placed on the desks.

Resolution No.: 48 - 2011

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. R. Buienhuis

THAT with respect to Report No. 36-2011 (Administrative Services) we recommend that the Executive Committee proceed to recruit and hire a Medical Officer of Health utilizing internal resources;

7. DECISIONS OF THE BOARD (Continued)

7.15 Medical Officer of Health Recruitment Strategy (Continued)

AND THAT the Board of Health request a one-time grant to fund 75% of the marketing costs of \$ 15,000 from the Ministry of Health and Long Term Care for the purposes of recruiting for the position of Medical Officer of Health;

AND THAT the Board of Health share of the one-time grant be funded from the Program Contingency Reserve Fund;

AND THAT the Chief Executive Officer and 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. 33-2011 relative to providing an overview to the Board from Dr. H. Kurban, Medical Officer of Health (A).

Dr. Kurban appeared before the board, provided an overview of his report and responded to questions.

8.2 Chief Executive Officer Report

Report No. 23-2011 relative to providing an overview to the Board on the Business Administrative Services Department and CEO's Office, for information.

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

9. NEW BUSINESS

There was no new business.

10. OTHER BUSINESS

11. NEXT MEETING

The next Board of Health meeting has been scheduled for Tuesday, April 19, 2011.

12. ADJOURNMENT

Resolution No.: 49 - 2011

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

THAT the Board of Health meeting held on March 15, 2011
be adjourned at 1:40 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary