

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: OCTOBER 16, 2007

TIME: 12:30 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. N. MacOdrum
Mr. J. Masters
Ms. B. Metzler
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

REGRETS:

Mr. A. Savela
Ms. L. Tolmonen

The Chair called the meeting to order at 12:30 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The following announcements were made at the meeting:

- Reminder of the November luncheon in the Auditorium on November 27 at 12:00 Noon. If anyone has any dietary needs, please bring them to the EA's attention by the end of the meeting.
- Reminder of the flu shots for Board Members on November 27 – available from 12:30 p.m. to 1:30 p.m. in Connie Lake's Office.
- Eric Rutherford has been appointed to take Neil MacOdrum's place effective October 20, 2007.

1. ATTENDANCE AND ANNOUNCEMENTS (Continued)

The Chair acknowledged the regrets of the following members of the Board:

- Mr. A. Savela
- Ms. L. Tolmonen

Presentation

The Chair, on behalf of the Board, presented Mr. Neil MacOdrum with a certificate of appreciation for his service on the Board of Health for the Thunder Bay District Health Unit.

2. DECLARATIONS OF INTEREST

There were no disclosures of interest.

3. AGENDA APPROVAL

The Chair advised that she would like to add communications with the Northwestern Ontario Health Unit to the agenda.

Resolution No. 07-72

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

THAT the Agenda for the Regular Board of Health Meeting to be held on October 16, 2007, be approved, as amended.

CARRIED

4. INFORMATION SESSION

Reaching Aboriginal Youth

Ms. P. Hajdu, Health Promotion Planner and Ms. S. Hansen, Public Health Nurse appeared before the Board, gave a PowerPoint presentation and responded to questions, relative to the above noted.

5. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Board of Health for the Thunder Bay District Health Unit Meeting held on September 18, 2007, to be approved.

5. MINUTES OF THE PREVIOUS MEETINGS (Continued)

Resolution No. 07-73

MOVED BY: Ms. C. Gillies
SECONDED BY: Ms. L. Klusterhuis

THAT the Minutes of the Board of Health for the Thunder Bay District Health Unit Meeting held on September 18, 2007, be approved.

CARRIED

6. REPORT OF THE EXECUTIVE COMMITTEE

The Chair provided a verbal update of the Committee's activities and advised that further details will be provided at the Closed Session meeting to be held later in the afternoon.

7. MATTERS ARISING FROM THE MINUTES

7.01 8.2 Strategic Planning

At the September 18, 2007 Board of Health meeting a PowerPoint presentation was given by Dr. Nancy Cameron and Dr. Elizabeth Alvarez to the Board, relative to the above noted. At that time, it was the consensus of the Board that this item be deferred to the October 16, 2007 Board meeting, so that the Board had time to review the Balanced Score Card.

A copy of the presentation and speaking notes were distributed to Members of the Board at the September 18, 2007 Board of Health meeting. A copy of the presentation and speaking notes were redistributed for information.

Dr. N. Cameron and Dr. E. Alvarez appeared before the Board, gave a PowerPoint presentation, provided an overview of the strategic plan and project timelines and responded to questions. Additional questions were addressed by Mr. D. Heath.

7.02 5.2 Executive Committee Minutes

At the June 19, 2007 Board of Health meeting, confirmation whether or not Executive Committee minutes required the formal approval of the Board, in addition to, or instead of, the Executive Committee was raised. It was advised that the current process would be reviewed.

At the September 18, 2007 Board of Health meeting, the Executive Assistant advised that the review of the procedure relative to the acceptance of the Executive Committee minutes (Item 9.3) was ongoing and that a response would be provided at the next meeting.

7. MATTERS ARISING FROM THE MINUTES (Continued)

7.03 5.2 Executive Committee Minutes (Continued)

Memorandum from Ms. B. Moro, Executive Assistant providing information relative to the above noted.

Resolution No. 07-73 A

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

THAT an Executive Committee meeting be scheduled, if necessary, prior to a Board of Health Meeting, for the purposes of adopting the previous Executive Committee Meeting minutes;

AND THAT the approved Executive Committee Minutes be distributed to the Members of the Board at the Board of Health meeting, for information;

AND THAT Procedural By-law 06-01 be amended to reflect this change.

CARRIED

7.04 7.1.3 Business Administrative Officer Report

At September 18, 2007 Board of Health meeting, Report No. 46-07 Business Administrative Officer Report, was presented. At that time, Mr. Heath advised that he would consult with the Ministry to determine their rationale for not granting the one time funding to the Thunder Bay District Health Unit for strategic planning and the pro-rated salary of the Associate Medical Officer of Health and provide an update to the Board.

Mr. D. Heath, Director of Administrative Services & Business Administrative Officer provided an update, relative to the above noted.

7.05 8.3 Review of Constitutions, By-laws and Policies

At the September 18, 2007 Board of Health meeting, it was advised that information relative to the last time Board honorariums had been reviewed would be brought to the October 16, 2007 Board of Health meeting.

Memorandum from Dr. N. Cameron, Medical Officer of Health/CEO and Ms. C. Bryson, Chair, dated October 4, 2007, providing an overview of the Board's honorarium.

7. MATTERS ARISING FROM THE MINUTES (Continued)

7.06 8.3 Review of Constitutions, By-laws and Policies (Continued)

Resolution No. 07-74

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

THAT the Board of Health's Meeting Honorarium be reviewed at a summer 2008 Executive Committee meeting;

AND THAT Corporate Policy No. BH-02-04 – Board Members' Reimbursement be amended, at that time, to add the following sentence:

"The Board of Health's meeting honorarium will be reviewed at a summer Executive Committee meeting preceding the end of the term of the Board, prior to a municipal election."

CARRIED

7.07 2006 Annual Report

At the September 18, 2007 Board of Health meeting, a copy of the 2006 Annual Report was distributed to Members of the Board for their review and comment.

A revised copy of the 2006 Annual Report was distributed at the meeting.

Dr. Cameron reviewed the changes to the Report with the Board Members.

Resolution No. 07-75

MOVED BY: Mr. J. Virdiramo
SECONDED BY: Mr. N. MacOdrum

THAT the Board of Health recommends that the revised external Annual Report for 2006 titled "An Award Winning Year" be accepted, as presented.

CARRIED

8. STANDING REPORTS

8.1 Divisional Reports

8.1.1 Health Protection and Clinical Services

Report No. 50-07 relative to providing an update to the Board on the Health Protection and Clinical Services Department, for information.

8. STANDING REPORTS (Continued)

8.1 Divisional Reports (Continued)

8.1.1 Health Protection and Clinical Services (Continued)

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

8.1.2 Health Promotion and Chronic Disease Prevention

Report No. 51-07 relative to providing an update to the Board on the Health Promotion and Chronic Disease Prevention Department, for information.

A copy of the Thunder Bay Children's Charter Coalition Report, as mentioned in Report No. 51-07 was distributed to the Board members at the meeting.

A copy of a pamphlet titled "Facts About Water Fluoridation" provided as additional information to Report No. 51-07, was distributed separately with the agenda package.

Ms. Black, Director – Health Promotion and Chronic Disease Prevention appeared before the Board, and provided an overview of the initiatives of her department. As part of her overview she referenced "Social Inequities in Health Working Meeting Background Document", prepared for January 15, 2007, written by Penny Sutcliffe, Sudbury and District Health Unit; Pete Sarsfield, Northwestern Health Unit and Charles Gardner, Simcoe Muskoka Health Unit.

Ms. Black reviewed dates and times that have been made available for information sessions with Dr. Peter Cooney relative to water fluoridation. The EA will send a reminder to Members of the Board.

8.1.3 Business Administrative Officer Report

Report No. 52-07 relative to providing an update to the Board on the Business Administrative Services Department.

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

Resolution No. 07-76

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

THAT with respect to Report No. 52-07, the Board of Health recommends that Resolution No. 07-53 relative to approving the budget parameter of a 3% increase in cost-shared funding for 2008, be amended to read as follows:

8. STANDING REPORTS (Continued)

8.1 Divisional Reports (Continued)

8.1.3 Business Administrative Officer Report (Continued)

“THAT the Board of Health, for planning purposes only, approve the budget parameter of a 5% increase in cost-shared funding, as outlined in Report Nos. 41-07 – Developing the 2008 Budget Parameters and 52-07 - Division Report – Business Administrative Officer and Administrative Services.”

CARRIED

Resolution No. 07-77

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

THAT with respect to Report No. 52-07 the Board of Health recommends an increase to the current Canada Revenue Agency mileage reimbursement rate for Board members, non-union and ONA staff to \$0.50/km for the first 5,000 km and \$0.44/km thereafter, per year, effective November 1, 2007;

AND THAT a comprehensive review of the Board of Health's mileage reimbursement policy be completed at a summer 2008 Executive Committee meeting.”

Resolution 07-77A

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

THAT the resolution relative to Report No. 52-07 be amended to recommend an increase to the mileage reimbursement rate for Board members, non-union and ONA staff to a flat rate of \$0.50/km.

DEFEATED

8.1 Divisional Reports (Continued)

8.1.3 Business Administrative Officer Report (Continued)

Resolution No. 07-77

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

THAT with respect to Report No. 52-07 the Board of Health recommends an increase to the current Canada Revenue Agency mileage reimbursement rate for Board members, non-union and ONA staff to \$0.50/km for the first 5,000 km and \$0.44/km thereafter, per year, effective November 1, 2007;

AND THAT a comprehensive review of the Board of Health's mileage reimbursement policy be completed at a summer 2008 Executive Committee meeting."

CARRIED

8.2 Medical Officer of Health Report

Report No. 49-07 relative to providing an update to the Board from Dr. N. Cameron, Medical Officer of Health.

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

The Board was informed about a Chronic Disease Seminar on November 27, 2007 that both Dr. Alvarez and Ms. Black would be making a presentation at relative to Primary Prevention in Chronic Disease. The EA will provide the Board members with further details once they have been confirmed.

Resolution No. 07-78

MOVED BY: Mr. T. Fox
SECONDED BY: Mr. S. Harasen

THAT the Board of Health accept the Report of the Medical Officer of Health, as presented in Report No. 49-07.

CARRIED

9. NEW BUSINESS

9.01 Appointment of Vice Chair

Memorandum from the Executive Assistant, dated October 5, 2007, containing a resolution relative to the above noted.

Resolution No. 07-79

MOVED BY: L. Kloosterhuis
SECONDED BY: N. Gale

THAT Joe Virdiramo be appointed as Vice-Chair of the Board of Health for the Thunder Bay District Health Unit, for the remainder of 2007;

AND THAT Beatrice Metzler be appointed as a member of the Executive Committee for the remainder of 2007.

CARRIED

9.02 Communication with Northwestern Ontario Health Unit

Ms. C. Bryson 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.

Concerns were raised by Members of the Board with respect to this request.

9.03 Board of Health (Closed Session) Meeting

Memorandum from the Executive Assistant, dated October 5, 2007, containing a resolution, relative to the above-noted.

Resolution No. 07-80

MOVED BY: Mr. J. Virdiramo
SECONDED BY: Ms. L. Kloosterhuis

THAT a Board of Health (Closed Session) meeting be held to receive information relative to a personal matter about an identifiable individual.

CARRIED

Dr. Cameron, the Directors and the Secretary to the Board left the meeting room.

The Board discussed a personnel matter.

9. NEW BUSINESS (Continued)

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

Resolution No. 07-81

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

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

CARRIED

10. ADJOURNMENT

The meeting adjourned at 4:03 p.m.

Chair, Board of Health

Medical Officer of Health/CEO

Recording Secretary