

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING: BOARD OF HEALTH**

**DATE:** OCTOBER 18, 2011

**TIME:** 1:05 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. G. Garbutt  
Ms. C. Gillies  
Ms. M. Harding  
Mr. B. Kamphof  
Mr. J. MacEachern  
Mr. J. Masters  
Ms. B. Metzler  
Ms. D. Robinson  
Mr. A. Ruberto  
Ms. L. Turk  
Mr. J. Virdiramo

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer  
Dr. D. Williams, Medical Officer of Health (A)  
Mr. K. Allan, Director – Health Protection  
Mr. K. Ranta, Director – Health Promotion  
Ms. G. Daniels, Manager – Finance & Strategic  
Quality Initiatives  
Ms. B. Moro, Executive Assistant to the Medical  
Officer of Health and Chief Executive Officer  
and Secretary to the Board of Health

**The Chair called the meeting to order at 1:05 p.m.**

**1. ATTENDANCE AND ANNOUNCEMENTS**

The Chair welcomed Dr. David Williams, Medical Officer of Health (A) who began his duties at the Thunder Bay District Health Unit on October 3, 2011. The Board introduced themselves to Dr. Williams.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. AGENDA APPROVAL**

The following items were added to the agenda as additional information:

- Reports from the attendees at the OPHA/HPO Conference

Resolution No.: 147 - 2011

MOVED BY: Ms. G. Garbutt  
SECONDED BY: Ms. D. Robinson

THAT the Agenda for the Regular Board of Health Meeting to be held on October 18, 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 Meeting held on September 20, 2011, to be approved.

Resolution No.: 148 - 2011

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

THAT the Minutes of the Thunder Bay District Board of Health Meeting held on September 20, 2011, be approved.

CARRIED

5.2 Executive Committee Meeting

The Minutes of the Executive Committee Meeting held on September 20, 2011, were presented for approval at an Executive Committee meeting held on October 17, 2011, 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 Employee Group Benefit Plan Renewal

Report No. 89-2011 (Finance and Human Resources) relative to recommending the renewal of the Employee Group Benefit Plan for the Thunder Bay District Health Unit (TBDHU).

Resolution No.: 149 - 2011

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

THAT with respect to Report No. 89-2011 (Finance and Human Resources), we recommend the renewal of the following for 12 months:

- Extended Health Care benefits on an Administrative Services Only (ASO) basis with Green Shield with administration fees of 7.53% of paid claims;
- Dental Benefits on an ASO basis with Green Shield with administration fees of 6.5% of paid claims;
- Employee Basic Life on an insured basis at \$1.90/\$1,000 of volume per month with Great West Life;
- Long Term Disability (LTD) on an insured basis at \$2.20/\$100 of volume per month with Great West Life;
- Travel benefits on a pooled basis with Green Shield;
- Brokerage/ consulting services be renewed with Mosey and Mosey Benefit Plan Consultants with commission fees of 3.1% included within the administration fees and expenses on paid claims.

CARRIED

**8. STANDING REPORTS**

8.1 Medical Officer of Health Report

Report No. 90-2011 (Medical Officer of Health) relative to providing an update to the Board from Dr. D. Williams, Medical Officer of Health, for information.

Dr. D. Williams, Medical Officer of Health appeared before the Board, provided an overview of his report and responded to questions.

**8. STANDING REPORTS (Continued)**

8.2 Health Promotion

Report No. 85-2011 (Health Promotion) relative to providing an update to the Board on the Health Promotion Department, for information.

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

8.3 Health Protection

Report No. 86-2011 (Health Protection) relative to providing an overview to the Board of Health, relative to the above noted, for information.

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

8.4 Chief Executive Officer and Administrative Services

Report No. 88-2011 (Chief Executive Officer) relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Attachment 1 - Letter from the Township of Conmee

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

**9. NEW BUSINESS**

9.1 Facilities Report

Report No. 91-2011 (Administrative Services) relative to providing an annual facilities and equipment report as per the Board of Health's by-law, for information.

9.2 Rural Health Fair

A discussion will be held relative to the above noted at the request of Board Member Ms. G. Garbutt.

Ms. Garbutt provided an overview of the Rural Health Fair including:

- Communities involved
- Contributors/Exhibitors
- Location

Ms. Garbutt advised that the Thunder Bay District Health Unit had participated at this fair and was very well attended by the rural communities.

**9. NEW BUSINESS** (Continued)

9.3 OPHA/HPO Fall Forum

A verbal report will be provided by Board Members who attended the OPHA/HPO Fall Forum in Toronto on October 5 and 6, 2011.

Reports from Board members, Ms. B. Metzler; Mr. J. Masters; Ms. C. Bryson; and Mr. J. MacEachern, who attended the above noted conference, were placed on the desks at the meeting.

9.4 Report from the Executive Committee

Mr. D. Heath, Chief Executive Officer provided an overview of the Executive Committee meeting held on October 17, 2011. The Executive Committee meeting will hold a half day facilitated session to review Board of Health processes and responsibilities of Board members. In addition, one of the processes will be selected as a project with the Thunder Bay District Health Unit's Continuous Quality Improvement initiative.

The half day session will be scheduled in February 2012.

**10. OTHER BUSINESS**

There was no other business.

**11. NEXT MEETING**

The next regularly scheduled Board of Health meeting has been scheduled for Tuesday, November 15, 2011.

**12. ADJOURNMENT**

Resolution No.: 150 - 2011

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

THAT the Board of Health meeting held on October 18, 2011 be adjourned at 2:30 p.m.

CARRIED

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Chair, Board of Health

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Chief Executive Officer

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Recording Secretary