

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING: BOARD OF HEALTH**

**DATE:** NOVEMBER 17, 2009

**TIME:** 12:30 P.M.

**PLACE:** BOARD ROOM

**CHAIR:** MR. J. VIRDIRAMO

**BOARD MEMBERS PRESENT:**

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

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer (A),  
Director – Business Administrative Services  
and Business Administrative Officer  
Dr. S. Graham, Medical Officer of Health (A)  
Mr. K. Allan, Director - Health Protection  
Ms. E. DePeuter, Manager – Healthy Living  
Programs  
Ms. B. Moro, Executive Assistant to the Medical  
Officer of Health/CEO and Secretary to the  
Board

**REGRETS:**

Ms. S. Hunt  
Ms. B. Metzler  
Mr. E. Rutherford

**1. ATTENDANCE AND ANNOUNCEMENTS**

The Chair acknowledged the following regrets:

- Ms. S. Hunt
- Ms. B. Metzler
- Mr. E. Rutherford

The Chair made the following announcements:

- Reminder of the Social Determinants of Health Workshop at TBDHU on Monday, December 7, 2009

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. AGENDA APPROVAL**

The Chair advised of the following additions to the agenda:

- Report No. 88-2009 In-Year Funding - Telecommunication System Replacement
- Christmas Dinner
- In Camera Resolution

Resolution No.: 2009 - 140

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

THAT the Agenda for the Regular Board of Health Meeting to be held on November 17, 2009, be approved, as amended.

CARRIED

**4. INFORMATION SESSIONS**

There is no information session this month.

**5. MINUTES OF THE PREVIOUS MEETINGS**

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meetings held on October 20, 2009 to be approved.

Resolution No.: 2009 - 141

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

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meetings held on October 20, 2009, be approved.

CARRIED

5.2 Executive Committee

The Minutes of the Executive Committee meeting held on October 19, 2009 were presented for approval at an Executive Committee meeting held on November 20, 2009 and were presented to the Board for information at the meeting.

**6. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the previous minutes.

**7. STANDING REPORTS**

7.1 Medical Officer of Health (A) Report

Report No. 78-2009 relative to providing an update to the Board from Dr. S. Graham, Acting Medical Officer of Health.

Resolution No.: 2009 - 142

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

THAT the Board of Health accept the Report of the Medical Officer of Health (A), as presented in Report No. 78-2009.

CARRIED

7.2 Divisional Reports

7.2.1 Health Protection

Report No. 79-2009 relative to providing an update to the Board on the Health Protection Department, for information.

Attachment A – Incident Management System Presentation

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

A copy of an article from the Chronicle Journal, Saturday, November 14, 2009 Edition, titled "Highs and lows of swine flu", was distributed to the Board members at the meeting.

7.2.2 Health Promotion

Report No. 80-2009 relative to providing an update to the Board on the Health Promotion Department, for information.

Attachment A - Bill C-32 Timeline/Summary

Attachment B – Healthy Communities Framework was distributed separately with the agenda package

Ms. E. DePeuter, Manager – Healthy Living Programs appeared before the Board, provided an overview of her report and responded to questions.

**7. STANDING REPORTS (Continued)**

7.2.3 Business Administrative Officer,  
Administrative Services and Acting CEO Report

Report No. 81-2009 relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Attachment 1 – Cost Shared Programs - Financial Position as at September 30, 2009

Attachment 2 – Provincial programs Summary – 100% Funded – Financial Position as at September 30, 2009

Attachment 3 – Land Development – Financial Position as at September 30, 2009

Mr. D. Heath, Director – Administrative Services and CEO(A) appeared before the Board, provided an overview of his report and responded to questions.

It was requested that a letter be drafted to the staff of the TBDHU thanking them for their hard work on H1N1 from the Board of Health.

**8. NEW BUSINESS**

8.1 Employee Group Benefit Plan Renewal

Report No. 74-2009 relative to recommending the renewal of the Employee Group Benefit Plan for the Thunder Bay District Health Unit.

Resolution No.: 2009 - 143

MOVED BY: Mr. S. Harasen  
SECONDED BY: Ms. C. Gillies

THAT with respect to Report No. 74 – 2009, we recommend the renewal of the Employee Basic Life on a pooled basis of \$0.162/ \$1,000 of volume per month, with Great-West Life, for 24 months;

AND THAT the Long Term Disability benefits be renewed for 24 months on a pooled basis of \$1.935 / \$100 of volume per month with Great-West Life;

AND THAT Extended Health Care benefits be renewed for 12 months on an ASO basis with Green Shield with administration fees of 7.58% of paid claims;

AND THAT Dental Benefits be renewed for 12 months on an ASO basis with Green Shield with administration fees of 6.5% of paid claims;

AND THAT and Travel benefits be renewed on a pooled basis with Green Shield for 24 months;

**8.0 NEW BUSINESS** (Continued)

8.1 Employee Group Benefit Plan Renewal (Continued)

AND THAT brokerage/ consulting services be renewed with Mosey and Mosey Benefit Plan Consultants with commission fees of 3.5% included within the administration fees and expenses on paid claims.

CARRIED

8.2 Emergency Purchase for pH1N1 Computer Equipment

Report No. 83-2009 relative to providing an update on the award for Leased Computer Equipment and/or other product in response to emergency purchase for pH1N1 response activities.

Resolution No.: 2009 - 144

MOVED BY: Ms. M. Harding

SECONDED BY: Ms. S. Pinner

THAT with respect to Report No. 83 – 2009, we recommend that Administration complete the 100% reimbursement process in accordance with the Ministry of Health and Long-Term Care process, and their 2009 Program Based Grant Terms and Conditions.

CARRIED

8.3 Anonymous HIV Testing Program Budget

Report No. 82-2009 relative to providing the Board of Health with the proposed 2009/2010 Anonymous HIV Testing Program Budget.

Attachment 1 - Anonymous HIV Testing Program Budget Summary

Attachment 2 – Summary of Full Time Equivalents

Resolution No.: 2009 - 145

MOVED BY: Ms. L. Rydholm

SECONDED BY: Mr. J. Masters

THAT with respect to Report No. 82 – 2009, we recommend that:

1. The 2009/ 2010 Anonymous HIV Testing Program budget be approved at \$56,771 for submission to the AIDS Bureau of the Ministry of Health and Long-Term Care; and
2. The staffing be set at 0.75 full time equivalents for 2009/2010.

CARRIED

**8.0 NEW BUSINESS** (Continued)

8.4 Board Room Design and Layout Changes

Report No. 85-2009 relative to identifying options and providing recommendations that address the current meeting space restrictions within the Board Room.

Attachment 1 - Survey Results – Location of Board of Health Meetings

Attachment 2 – Proposed Room Layout 1

Attachment 3 – Proposed Room Layout 2

Attachment 4 – Proposed Room Layout 3

Resolution No.: 2009 - 146

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

THAT with respect to Report No. 85-2009 we recommend that the Board of Health approve the purchase of the recommended tables to create Layout 1.

CARRIED

8.5 2010 Annual Meeting Date

Report No. 84-2009 relative to establishing the date of the 2010 Annual Meeting of the Thunder Bay District Board of Health.

Resolution No.: 2009 - 147

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

THAT with respect to Report No. 84-2009 we recommend that the 2010 Annual Meeting of the Board of Health be held on Tuesday, January 19, 2010 at 12:30 p.m.;

AND THAT the Board of Health meeting schedule for 2010 be established using the criteria of every third Tuesday of each month at 12:30 p.m.

AND THAT the 2010 Board of Health Meeting Schedule be presented at the Annual Meeting for approval.

CARRIED

**8.0 NEW BUSINESS** (Continued)

8.6 Low Income Dental Program

Administration withdrew this report at the meeting.

Board members were advised that on Friday, November 13, 2009, the Ministry had provided an extension to the provincial health units and a report would be presented to the Board in December 2009.

8.7 In-Year Funding -  
Telecommunication System Replacement

Report No. 88-2009 relative to providing the Board of Health with the proposed in-year funding request to the Ministry of Health and Long-Term Care for Telecommunication System Replacement was distributed at the meeting.

Resolution No.: 2009 - 148

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

THAT with respect to Report No. 88-2009, we recommend that the application for In-Year Funding for \$210,000.00 for Telecommunication System Replacement be approved for submission to the Ministry of Health and Long-Term Care.

CARRIED

8.8 Christmas Dinner

It was the consensus of the Board to move their Annual Christmas Dinner to 5:00 p.m. from 2:00 p.m. on December 8, 2009.

8.9 Move Into Closed Session

Resolution No.: 2009 – 148(A)

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

THAT the Board of Health move into a Closed Session Meeting in order to receive information relative to a personal matter about an identifiable individual.

CARRIED

**8.0 NEW BUSINESS** (Continued)

8.9 Move Into Closed Session (Continued)

At 2:00 p.m. the Board moved into Closed Session.

Dr. S. Graham, Medical Officer of Health(A), Mr. K. Allan, Director –Health Protection, Ms. E. DePeuter, Manager – Healthy Communities, and Ms. B. Moro, Secretary to the Board left the meeting room.

At 2:20 p.m. the Board reverted back to open session.

Ms. B. Moro returned to the meeting room.

**9. OTHER BUSINESS**

9.1 In-Year Funding – Medical Officer of Health Transition Costs

Report No. 87-2009 relative to providing the Board of Health with the proposed in-year funding request to the Ministry of Health and Long-Term Care for Medical Officer of Health Transition Costs was presented at the Closed Session Meeting held earlier in the afternoon.

At that time, the Board was advised that the resolution as contained in the report would be brought to open session for consideration.

Resolution No.: 2009 – 148(C)

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

THAT with respect to Report No. 87-2009, we recommend that the application of In-Year Funding for \$20,000.00 for Medical Officer of Health Transition Costs be approved for submission to the Ministry of Health and Long-Term Care.

CARRIED

**10. NEXT MEETING**

The next meeting will be held on Tuesday, December 8, 2009 at 11:30 a.m. in the McNaughton Room at City Hall.

A tour of the new City Hall will be provided to the Board of Health members at 11:00 a.m. sharp.

The Board's Annual Christmas Event will be held following the meeting at 5:00 p.m. at the DaVinci Centre.

**11. ADJOURNMENT**

Resolution No.: 2009 - 149

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

THAT the Board of Health meeting held on November 17,  
2009, be adjourned at 2:25 p.m.

CARRIED

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Chair, Board of Health

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Chief Executive Officer (A)

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Recording Secretary