

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING:** BOARD OF HEALTH

**DATE:** DECEMBER 13, 2011

**TIME:** 1:00 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. M. Harding  
Mr. B. Kamphof  
Mr. J. MacEachern  
Mr. J. Masters  
Mr. A. Ruberto  
Ms. L. Turk  
Mr. J. Virdiramo

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer  
Dr. D. Williams, Medical Officer of Health  
Mr. K. Allan, Director – Health Protection  
Mr. K. Ranta, Director – Health Promotion  
Ms. G. Daniels, Manager – Finance & Strategic  
Quality Initiatives  
Ms. C. Bold, Manager – Communications  
Ms. M. Twigg, Manager – Sexual Health and  
Clinical Services  
Ms. B. Moro, Executive Assistant to the Medical  
Officer of Health and Chief Executive Officer  
and Secretary to the Board of Health

**REGRETS:**

Ms. B. Metzler  
Ms. D. Robinson

**GUEST:**

Dr. J. DeMille, NOSM Public Health & Preventive  
Medicine Resident

**The Chair called the meeting to order at 1:00 p.m.**

**1. ATTENDANCE AND ANNOUNCEMENTS**

A presentation was made by Mr. Larry Hebert, President – Thunder Bay International Baseball Association to the Board of Health and the Thunder Bay District Health Unit on their contributions to the 2010 World Junior Games held in Thunder Bay.

Ms. M. Harding, Chair of the Board and Mr. D. Heath, Chief Executive Officer accepted the presentation on behalf of the Board.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**3. AGENDA APPROVAL**

Resolution No.: 161 - 2011

MOVED BY: Ms. G. Garbutt  
SECONDED BY: Mr. T. Fox

THAT the Agenda for the Regular Board of Health Meeting to be held on December 13, 2011, be approved.

CARRIED

**4. INFORMATION SESSION**

4.1 Caffeinated Energy Drinks

Report No. 102-2011 (Healthy Schools) relative to providing an update to the Board of Health on proposed changes from Health Canada to the regulation of caffeinated energy drinks, for information.

Ms. Karling Zaporzan, Dietician and Ms. Sheena Albanese, Health Promotion Planner were in attendance to provide a presentation to the Board of Health relative to the above noted.

**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 November 15, 2011, to be approved.

Resolution No.: 162 - 2011

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

THAT the Minutes of the Thunder Bay District Board of Health Meeting held on November 15, 2011, be approved.

CARRIED

5.2 Executive Committee Meeting

No Minutes to be presented.

**6. MATTERS ARISING FROM PREVIOUS MINUTES**

**7. DECISIONS OF THE BOARD**

7.1 Accessibility Standards for Customer Service Policy

Report No. 104-2011 (Chief Executive Officer) relative to recommending a Policy for Accessibility Standards for Customer Service.

Attachment 1 – Accessibility Standards for Customer Service Policy

Resolution No.: 163 - 2011

MOVED BY: Ms. L. Turk  
SECONDED BY: Mr. J. MacEachern

THAT with respect to Report No. 104 – 2011 (CEO's Office), we recommend that the Accessibility Standards for Customer Service Policy be approved;

AND THAT any administrative/operational practices and procedures be implemented to ensure compliance with this policy.

CARRIED

7.2 Nursing Best Practice Smoking Cessation Initiative

Report No. 107-2011 (Chronic Disease Prevention) relative to recommending approval of one-time funding from the Registered Nurses' Association of Ontario (RNAO) for 2011-2012 for the Chronic Disease Prevention Budget for tobacco cessation.

Resolution No.: 164 - 2011

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

THAT with respect to Report No.107-2011 (Chronic Disease Prevention – Nursing Best Practice Smoking Cessation Initiative 2011-2012), we recommend that:

- The receipt of one-time short term funding for \$13,000 from the Registered Nurses' Association of Ontario be approved; and
- 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)**

7.3 Northern Regional Genetics Program

Report No. 108-2011 (Genetics) relative to providing the Board of Health with the rationale for converting 1.5 PHN FTE positions to a 1.0 FTE Genetics Counselor position.

Resolution No.: 165 - 2011

MOVED BY: Mr. T. Fox  
SECONDED BY: Ms. G. Garbutt

THAT with respect to Report No. 108 – 2011 (Health Protection), we recommend that:

- the 100% funded Northern Regional Genetics Program (NRGP) staff compliment be reduced by a net of 0.5 Full-Time Equivalent (FTE) by reducing 1.5 FTE Public Health Nurse (PHN) positions, and adding a 1.0 FTE Genetics Counselor position; and
- all staffing adjustments be funded within the funding allocation granted by the Northern Regional Genetics Program; and
- the Chief Executive Officer and the Manager of Finance & Strategic Quality Initiatives be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

**8. STANDING REPORTS**

8.1 Medical Officer of Health Report

Report No. 109-2011 (Medical Officer of Health) relative to providing an update to the Board from Dr. D. Williams, Medical Officer of Health, for information.

Attachment 1: 2010 Annual Report of the Chief Medical Officer of Health of Ontario to the Legislative Assembly of Ontario – Health, Not Health Care – Changing the Conversation was distributed separately with the agenda

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

**8. STANDING REPORTS**

8.2 Health Promotion

Report No. 106-2011 (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. 103-2011 (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. 105-2011 (Chief Executive Officer) relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

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 Board of Health Approval for Annual  
Board of Health Christmas Dinner

Memorandum from Mr. D. Heath, Chief Executive Officer, dated November 6, 2011, containing a resolution, relative to the above noted.

Resolution No.: 166 - 2011

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

THAT we approve the payment of the invoice for the Annual Board of Health Christmas Dinner to be held on Tuesday, December 13, 2011 at 5:00 p.m. at the Valhalla Inn.

CARRIED

**9. NEW BUSINESS**

9.2 Board of Health (Closed Session) Meeting

Resolution No.: 167 - 2011

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

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

CARRIED

At 3:16 p.m., the Board of Health moved into a closed session meeting.

Mr. K. Allan, Mr. K. Ranta, Ms. G. Daniels and Ms. B. Moro left the meeting room.

At 3:35 p.m. the Board of Health moved out the closed session to resume regular business.

**10. OTHER BUSINESS**

10.1 Board of Health Executive Committee Meeting – CUPE Negotiations

Resolution No.: 167(B) - 2011

MOVED BY: Ms. C. Bryson  
SECONDED BY: Mr. N. Gale

THAT we authorize the Executive Committee to work on behalf of the Board of Health to approve an agreement which may result from the CUPE negotiation meeting to be held on Friday, December 16, 2011, as per Section 22 (2b) (2c) of the Board's Amalgamated By-law, at a Special Board of Health Executive Committee meeting to be held on December 19, 2011 at 9:00 a.m.

CARRIED

**11. NEXT MEETING**

The next regularly scheduled Board of Health meeting has been scheduled for Tuesday, January 17, 2012.

**12. ADJOURNMENT**

Resolution No.:168 - 2011

MOVED BY: Mr. B. Kamphof  
SECONDED BY: Ms. L. Turk

THAT the Board of Health meeting held on December 13, 2011 be adjourned at 3:41 p.m.

CARRIED

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Chair, Board of Health

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Chief Executive Officer

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Recording Secretary