

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH EXECUTIVE COMMITTEE

DATE: JULY 29, 2010

TIME: 9:00 A.M.

PLACE: BOARD ROOM

CHAIR: MS. M. HARDING

BOARD MEMBERS PRESENT:

Mr. N. Gale
Ms. M. Harding
Mr. J. MacEachern
Ms. B. Metzler
Mr. J. Virdiramo

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer
Dr. H. Kurban, Medical Officer of Health (A)
Ms. B. Moro, Executive Assistant to the
MOH/CEO and Secretary to the Board of
Health

The Chair called the meeting to order at 9:00 a.m.

1. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

2. AGENDA APPROVAL

Resolution No.: 106-2010

MOVED BY: Mr. J. MacEachern
SECONDED BY: Ms. B. Metzler

THAT the Agenda for the Executive Committee Meeting to be held on July 29, 2010, be approved.

CARRIED

3. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Board of Health Executive Committee Meeting held on June 15, 2010, to be approved.

Resolution No.: 107-2010

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. J. MacEachern

THAT the Minutes of the Board of Health Executive Committee Meeting held on June 15, 2010, be approved.

CARRIED

4. DECISIONS OF THE COMMITTEE

4.1 Review of Amalgamated By-law and Board Policies

Report No. 57 – 2010 relative providing the Executive Committee with suggestions for revisions to the Amalgamated By-law and Policies of the Board of Health.

Attachment 1 - Policy No.: BH-02-03 - Continuing Education for Board Members

Attachment 2 - Policy No.: BH-02-04 - Board Members' Reimbursement

Attachment 3 - Policy No.: BH-02-05 - Record of Board Meetings

Attachment 4 - Policy No. BH-02-13 - Tobacco Free Policy –

Attachment 5 - Revised Amalgamated By-law was distributed separately with the agenda package

The Executive Assistant provided an overview of the rationale for the changes to the policies and responded to questions.

Resolution No.: 108-2010

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. J. MacEachern

THAT with respect to Report No. 57-2010, we recommend that the following Board of Health Policies be amended as recommended:

- Policy No.: BH-02-03 - Education and Professional Development for Board Members
- Policy No.: BH-02-04 - Board Members' Reimbursement
- Policy No.: BH-02-05 - Record of Board Meetings
- Policy No.: BH-02-13 - Tobacco Free Policy

4. **DECISIONS OF THE COMMITTEE** (Continued)

4.1 Review of Amalgamated By-law and Board Policies (Continued)

AND THAT the Board's Amalgamated By-law be amended and adopted and numbered By-law No.: 2010-01;

AND THAT By-law No.: 2009 – 01 be repealed;

AND THAT these recommendations be brought to the Board of Health at their meeting to be held on September 21, 2010, for consideration.

CARRIED

4.2 December Board Of Health Meetings in a Municipal Election Year

Report No. 56 – 2010 relative to providing a recommendation to the Board of Health for the December 2010 Board of Health meeting and future December Board meetings during a Municipal Election Year.

Attachment 1: Report No. 18-07 – Review of December Events – Board of Health

Resolution No.: 109-2010

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. J. Virdiramo

THAT with respect to Report No. 56 – 2010, we recommend that the December 14, 2010 Board of Health meeting be cancelled;

AND THAT the Annual Christmas Dinner be rescheduled to be held following the November 16, 2010 Board of Health Meeting;

AND THAT no meeting be held in the month of December in a Municipal Election year;

AND THAT Section 23 Paragraph 2 of the Board of Health's Amalgamated By-law be amended to read as follows:

"The Board shall hold a minimum of ten meetings each year on days to be fixed by the Board at the Annual Meeting, except in a Municipal Election year. During a Municipal Election year, the Board of Health will meet a minimum of nine times and will not meet in the month of December."

CARRIED

4. **DECISIONS OF THE COMMITTEE** (Continued)

4.3 Board of Health Members' Remuneration

Report No. 55 – 2010 relative to providing a recommendation to the Board of Health relative to the members' honorarium rate.

Attachment 1 – Board of Health Honourarium Rates

Attachment 2 – District Municipalities' Honourarium Rates

Resolution No.: 110-2010

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

THAT with respect to Report No. 55-2010, we recommend that the Board of Health's honorarium rate remain at \$100.00;

AND THAT the Board of Health re-evaluate their honorarium rate upon the provincial governments removal of the two-year freeze in compensation structures in the Ontario Public Service and the Broader Public Sector for non-bargaining employees.

CARRIED

4.4 Thunder Bay District Health Unit Organizational Chart

Memorandum from Mr. D. Heath, Chief Executive Officer, dated July 5, 2010, containing a resolution relative to the above noted and attaching a copy of the updated Thunder Bay District Health Unit Organizational Chart.

Resolution No.: 111-2010

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

THAT we approve the Organizational Chart, as presented to the July 29, 2010 Board of Health Executive Committee meeting;

AND THAT the Chart reflects the changes to the Administrative structure of the Thunder Bay District Health Unit by the Board of Health, separating the positions of the Medical Officer of Health and Chief Executive Officer into two positions, retroactive to May 31, 2010;

AND THAT the Organizational Chart reflects the removal of the position of the Associate Medical Officer of Health.

CARRIED

4. DECISIONS OF THE COMMITTEE (Continued)

4.5 Vaccine Preventable Disease Program

Report No. 61-2010 relative to requesting temporary assistance for two Registered Practical Nurses from September to December 2010 was distributed at the meeting.

Resolution No.: 111(A)-2010

MOVED BY: Mr. J. MacEachern
SECONDED BY: Ms. B. Metzler

THAT with respect to Report No. 61-2010, it is recommended that two contract Registered Practical Nurse (RPN) positions, at 0.63 Full Time Equivalents (FTEs) be funded to assist with the 2010 fall Vaccine Preventable Disease (VPD) programs from \$35,300 plus applicable reimbursement of expenses if required.

CARRIED

5. NEW BUSINESS

5.1 Board of Health Meeting Times and Lunches

Memorandum from Mr. D. Heath, Chief Executive Officer, dated July 5, 2010, providing background relative to the above noted, for information.

Attachment 1 - Report No. 84-2009 – 2010 Annual Meeting Date

Attachment 2 - Resolution No. 147 - 2009

It was the consensus of the committee to recommend to the Board of Health that we hold meetings at 1:00 p.m. and that no lunch be provided.

5.2 Board of Health Orientation Binder

Memorandum from Mr. D. Heath, Chief Executive Officer, dated July 5, 2010, providing information relative to the above noted and requesting input from the Executive Committee on orientation needs for the incoming Board in December 2010.

5.3 Social Determinants of Health Survey

A copy of the Social Determinants of Health Survey, for information.

Dr. Kurban provided an overview, relative to the above noted.

It was the consensus of the Committee not to distribute the survey to Board of Health members or to staff of the Thunder Bay District Health Unit and to conclude the working agreement with Dr. FitzMaurice.

5. **NEW BUSINESS** (Continued)

5.4 Interim Financial Reports as at June 30, 2010

Report No. 58 – 2010 relative to providing interim financial reports for the quarter ended June 30, 2010, for information.

Attachment #1 – Financial Position – Cost Shared Programs

Attachment #2 – Financial Position – 100% Funded Programs

Attachment #3 – Financial Position – Land Development Program

Mr. Heath, CEOI provided an overview of the report and responded to questions.

5.5 Low Income Dental Program

A copy of a letter from Ms. Allison J. Stuart, Assistant Deputy Minister, dated July 2, 2010, addressed to Dr. H. Kurban, relative to approving funding for a new dental program for children and youth in low-income families 2010 and questions and answers relative to the Low-Income Dental Program.

Dr. H. Kurban provided an overview of the above noted correspondence and responded to questions.

At the request of the Committee, a copy of the correspondence will be provided to the Board of Health members, for information.

5.6 Presentation – City of Thunder Bay

A copy of a letter addressed to Mr. J. Hannam, City Clerk, dated July 12, 2010, relative to appearing before City Council to give a presentation on the programs and services of the Thunder Bay District Health Unit and the subsequent response from the Office of the City Clerk, dated July 20, 2010.

5.7 Closed Session Meeting

Resolution No.: 112-2010

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

THAT the Board of Health Executive Committee moved into closed session to receive information relative to an identifiable individual.

CARRIED

5. **NEW BUSINESS** (Continued)

5.7 Closed Session Meeting (Continued)

At 10:20 a.m. the Executive Committee moved into Closed Session.

Ms. B. Moro, Executive Assistant left the meeting room.

At 11:49 a.m. the Executive Committee moved out of the Closed Session meeting.

Ms. B. Moro returned to the meeting room.

5. **DATE OF NEXT MEETING**

To be determined.

5. **ADJOURNMENT**

Resolution No.: 114-2010

MOVED BY: Mr. J. Virdiramo
SECONDED BY: Ms. B. Metzler

THAT the Board of Health Executive Committee meeting held on July 29, 2010, be adjourned at 11:50 a.m.

CARRIED