

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING: BOARD OF HEALTH EXECUTIVE COMMITTEE**

**DATE:** JANUARY 20, 2009

**TIME:** 10:00 A.M.

**PLACE:** BOARD ROOM

**CHAIR:** MR. J. VIRDIRAMO

**BOARD MEMBERS PRESENT:**

Ms. C. Bryson  
Mr. N. Gale  
Ms. M. Harding  
Mr. J. MacEachern  
Mr. J. Virdiramo

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer (A),  
Director of Administrative Services and  
Business Administrative Officer  
Dr. S. Graham, Medical Officer of Health (A)  
Ms. B. Moro, Executive Assistant to the Medical  
Officer of Health/CEO and Secretary to the  
Board of Directors

**The Chair called the meeting to order at 10:00 a.m.**

**1. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**2. AGENDA APPROVAL**

Resolution No.: 2009-01

MOVED BY: Ms. C. Bryson  
SECONDED BY: Ms. M. Harding

THAT the Agenda for the Board of Health Executive Committee Meeting to be held on January 20, 2009, be approved.

CARRIED

**3. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Board of Health Executive Committee Meetings (Regular and Closed Session) held on December 16, 2008, to be approved.

**3. MINUTES OF PREVIOUS MEETINGS** (Continued)

Resolution No.: 2009-02

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

THAT the Minutes of the Board of Health Executive Committee Meeting (Regular and Closed Session) held on December 16, 2008, be approved.

CARRIED

**4. NEW BUSINESS**

4.01 Leadership Model

Issue Report No. 70-2008 relative to providing the Executive Committee with information relative to health units that have separated the Chief Executive Officer (CEO) responsibilities from the Medical Officer of Health (MOH) position was presented at the December 16, 2008 Board of Health Executive Committee meeting.

In addition, the following documentation was provided as background information/ attachments to the above noted report.

- Haldimand-Norfolk Health Unit Organizational Chart
- Elgin St. Thomas Public Health
- Brant County Health Unit – Organizational Structure
- Hastings & Prince Edward Counties Organizational Chart, dated October 2008
- Chatham-Kent Public Health FTE Restructuring
- Brant County Health Unit Job Description – Executive Director
- Northwestern Health Unit Job Description – Chief Administrative Officer
- Chatham-Kent Board of Health Checklist for Position Responsibilities – MOH/General Manager and Director of Public Health
- Brant County Health Unit Position Description – MOH
- Chatham-Ken Position Profile – Medical Officer of Health
- Position Paper – The Shared Leadership Model for Public Health Unit/Departments
- Position Paper – Council of Ontario Medical Officers of Health – Enhancing Local Public Health Capacity in Ontario

4. **NEW BUSINESS** (Continued)

4.01 Leadership Model (Continued)

- Submission to the Capacity Review Committee – Public Health Human Resources in Ontario: Recruitment and Retention of Community Medicine Specialists and Medical Officers of Health, August 31, 2005
- TBDHU Organization Chart with FTE's
- Letter from the Deputy Minister – Ministry of Health and Long-Term Care, dated November 13, 2008 relative to the Division of CMOH and ADM roles

At that time, it was the consensus of the Committee that this item be brought back to the Executive Committee to be held on January 20, 2008, for further review.

Issue Report No. 70-2008 represented.

Mr. D. Heath, Chief Executive Officer (A) provided an overview of the report

It was the consensus of the Executive Committee to not make any changes at this time.

4.02 Strategic Plan Board Retreat

A verbal update will be provided at the meeting.

A copy of a letter from Mr. M. Walton, Partner – Blackstone Partners, dated January 13, 2009, relative to the facilitation of a Board retreat, was distributed at the meeting.

Memorandum from Mr. D. Heath, Chief Executive Officer (A), dated January 19, 2009, outlining dates for the above noted retreat was distributed at the meeting.

The Executive Committee made the following recommendations to be brought forward to the Board:

- Move the February Board meeting to Thursday, February 26, 2009
- Hold the Strategic Plan Retreat on the evening of February 26 and all day Friday, February 27
- Board of Health meeting in March moved to the 24<sup>th</sup> to accommodate the March Break and give a longer break between meetings

The Executive Assistant will find a location for the retreat, i.e. Airline, Valhalla or Victoria Inn.

**4. NEW BUSINESS** (Continued)

4.03 Recruitment Update

A copy of "Guidance Document for the Appointment of Medical officers of Health in Ontario," dated November 25, 2008 from the Ministry of Health and Long-Term Care was distributed at the meeting.

Resolution No.: 2009-03

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

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

CARRIED

At 10:39 a.m. the Executive Committee went into Closed Session.

Dr. S. Graham, Medical Officer of Health (A) and Ms. B. Moro, Secretary to the Board left the meeting room.

At 11:24 a.m. the Executive Committee reverted back to open session.

Dr. S. Graham and Ms. B. Moro returned to the meeting room.

**6. DATE OF NEXT MEETING**

The next meeting will be held on Thursday, February 26, 2009 at 10:00 a.m.

**7. ADJOURNMENT**

Resolution No.: 2009-05

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

THAT the Board of Health Executive Committee meeting held on January 20, 2009, be adjourned at 11:26 a.m.

CARRIED