

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING: BOARD OF HEALTH**

**DATE:** MAY 17, 2011

**TIME:** 1:00 P.M.

**PLACE:** BOARD ROOM

**CHAIR:** MS. MARIA HARDING

**BOARD MEMBERS PRESENT:**

Ms. C. Bryson  
Mr. R. Buitenhuis  
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  
Mr. J. Virdiramo

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer  
Dr. H. Kurban, Medical Officer of Health (A)  
Mr. K. Allan, Director – Health Protection  
Mr. K. Ranta, Director – Health Promotion  
Ms. L. Repo, Manager – Healthy Babies Healthy Children  
Ms. E. DePeuter, Manager – Healthy Living  
Ms. H. Janiec, Public Health Nurse – Health Living  
Ms. S. Starr, Public Health Nurse – Health Living  
Ms. R. Usenik, Public Health Nurse – Health Living  
Ms. C. Breitsprecher, Public Health Nurse – Healthy Families, Healthy Communities  
Ms. E. Leinonen, Public Health Nurse – Healthy Babies Healthy Children  
Ms. P. Blekkenhorst, Public Health Nurse – Sexual Health and Clinical Programs  
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 1:08 p.m.**

**1. ATTENDANCE AND ANNOUNCEMENTS**

The Chair advised the Board of the Order in Council reappointing Mr. Norman Gale to the Board of Health for a three year term expiring July 14, 2014.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**3. AGENDA APPROVAL**

Resolution No.: 83 - 2011

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

THAT the Agenda for the Regular Board of Health Meeting to be held on May 17, 2011, be approved.

CARRIED

**4. INFORMATION SESSION**

4.1 Best Practice Spotlight Organization Candidacy

Report No. 47-2011 (Health Protection) relative to providing information relative to the above noted, for information.

Ms. R. Usenik, Ms. C. Brecksbrecker, Ms. E. Lenonen , Public Health Nurses appeared before the Board, gave a presentation and responded to questions relative to the above noted. A copy of Ms. Blekkenhorst's presentation was included with the agenda for information.

**5. MINUTES OF THE PREVIOUS MEETINGS**

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on April 19, 2011, to be approved.

Resolution No.: 84 - 2011

MOVED BY: Ms. C. Bryson  
SECONDED BY: Ms. C. Gillies

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on April 19, 2011, be approved.

CARRIED

**5. MINUTES OF THE PREVIOUS MEETINGS (Continued)**

5.2 Executive Committee Meeting

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on April 18 and 19, 2011, were presented for approval at an Executive Committee meeting held on May 4, 2011 and will be presented to the Board for information.

**6. MATTERS ARISING FROM PREVIOUS MINUTES**

There are no matters arising from the previous minutes.

**7. DECISIONS OF THE BOARD**

7.1 Lease Renewal – Marathon Branch Office

Report No. 46-2011 (Finance) relative to the renewing the lease agreement for the Marathon Branch Office between the Town of Marathon and the Thunder Bay District Health Unit.

Resolution No.: 85 - 2011

MOVED BY: Mr. A. Ruberto  
SECONDED BY: Mr. B. Kamphof

THAT with respect to Report No. 46-2011(Finance), we recommend that the lease between the Town of Marathon and the Thunder Bay District Health Unit be renewed for three and one-half (3.5) years effective April 1, 2011 to September 30, 2014 for \$18,700 per annum;

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the lease renewal process.

CARRIED

7.2 2011 Healthy Babies Healthy Children Program Budget

Report No. 58-2011 (Healthy Babies Healthy Children) relative to providing the Board of Health with the proposed 2011 Healthy Babies Healthy Children (HBHC) Program Budget.

Ms. L. Repo, Manager – Health Babies Health Children responded to questions of the Board.

7. **DECISIONS OF THE BOARD** (Continued)

7.2 2011 Healthy Babies Healthy Children Program Budget (Continued)

Resolution No.: 86 - 2011

MOVED BY: Mr. B. Kamphof  
SECONDED BY: Ms. D. Robinson

THAT with respect to Report No. 58-2011 (Healthy Babies Healthy Children), we recommend that:

- the Healthy Babies Healthy Children program base budget for January 1 to December 31, 2011 be approved at \$1,146,335 for submission to the Ontario Ministry of Children and Youth Services;
- the one-time funding allocation for January 1 to December 31, 2011 for the Social Worker Pilot Project be approved at \$50,000;
- the base program staffing be set at 14.5 full time equivalents and the social work pilot project staffing be set at 0.5 full time equivalents for a total of 15.0 full time equivalents; and
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

7.3 Landscape Restoration and Development Project

Report No. 57-2011 (Finance) relative to awarding the contract for Part A of Phase Two of the Landscape Restoration and Development Project.

Resolution No.: 87 - 2011

MOVED BY: Mr. J. Daiter  
SECONDED BY: Mr. R. Buitenhuis

THAT with respect to Report No. 57 – 2011 (Finance), we recommend that the contract for the Phase Two of the Landscape Restoration and Development Project – Part A be awarded to Wilco Contractors Superior Inc. at a total cost of \$33,145.72 (taxes extra);

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the Landscape Restoration and Development Project as required.

CARRIED

**7. DECISIONS OF THE BOARD (Continued)**

7.3 Landscape Restoration and Development Project (Continued)

The Board requested a letter be addressed to the City of Thunder Bay to address City owned property around the Health Unit, i.e. ditches, sidewalks, etc.

**8. STANDING REPORTS**

8.1 Medical Officer of Health (A) Report

Report No. 59-2011 (Medical Officer of Health) relative to providing an overview to the Board from Dr. H. Kurban, Medical Officer of Health (A), for information.

Dr. H. Kurban appeared before the Board, provided an overview of his report and responded to questions.

Mr. K. Allan, Director – Health Protection responded to questions of the Board.

8.2 Chief Executive Officer Report

Report No. 55-2011 (Chief Executive Officer) relative to providing an overview to the Board on the Business Administrative Services Department and CEO's Office, for information.

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

**9. NEW BUSINESS**

9.1 Human Resources Restructuring

Report No. 54-2011 (Human Resources) relative to providing information on the proposed restructuring of the Human Resources department, for information.

9.2 Interim Financial Reports as at March 31, 2011

Report No. 56-2011 (Finance) relative to providing the Interim Financial Reports for the Quarter Ended March 31, 2011, for information.

Attachment 1 – Financial Position – Cost Shared Programs was distributed with the agenda package.

Attachment 2 – Financial Position – 100% Funded Programs was distributed with the agenda package.

Attachment 3 – Financial Position – Land Development Program was distributed with the agenda package.

**9. NEW BUSINESS** (Continued)

9.3 Closed Session Meeting

Resolution No.: 88 - 2011

MOVED BY: Ms. C. Gillies  
SECONDED BY: Ms. C. Bryson

THAT the Board of Health move into a Closed Session meeting in order to receive information relative to employee negotiations.

CARRIED

At 2:51 p.m. the Board moved into a Closed Session meeting.

Mr. K. Ranta, Director – Health Promotion; Mr. K. Allan, Director – Health Protection and Ms. B. Moro, Executive Assistant left the meeting room.

At 3:42 p.m. the Executive Committee reverted back to open session.

Ms. B. Moro returned to the meeting room.

**10. OTHER BUSINESS**

There was no other business.

**11. NEXT MEETING**

The next Board of Health meeting has been scheduled for Tuesday, June 21, 2011.

**12. ADJOURNMENT**

Resolution No.: 90 - 2011

MOVED BY: Ms. D. Robinson  
SECONDED BY: Mr. J. Daiter

THAT the Board of Health meeting held on May 17, 2011 be adjourned at 3:42 p.m.

CARRIED

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Chair, Board of Health

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Chief Executive Officer

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Recording Secretary