

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: MARCH 16, 2010

TIME: 12:30 P.M.

PLACE: BOARD ROOM

CHAIR: MS. M. HARDING

BOARD MEMBERS PRESENT:

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

REGRETS:

Ms. B. Metzler

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer (A),
Director – Business Administrative Services
and Business Administrative Officer
Dr. H. Kurban, Medical Officer of Health (A)
Ms. J. Black, Director - Health Promotion
Ms. D. Binette, Manager – Infectious Disease
Programs
Dr. S. Graham, Contracted Physician
Ms. B. Moro, Executive Assistant to the Medical
Officer of Health/CEO and Secretary to the
Board

REGRETS:

Mr. K. Allan, Director – Health Protection

The Chair called the meeting to order at 12:30 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

Ms. Maria Harding, Chair of the Board welcomed Dr. Henry Kurban, Medical Officer of Health (A) to the Thunder Bay District Health Unit and introduced him to Members of the Board of Health and Senior Administration.

The following additional announcements were made at the meeting:

- Employee Recognition Awards Ceremony – Tuesday, April 20, 2010

The following regrets were acknowledged at the meeting:

- Beatrice Metzler

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

3. AGENDA APPROVAL

The agenda was approved with the following additions:

- Board of Health Meeting – Revised Meeting Time – April 21, 2010
- Terrace Bay Wellness Fair

Resolution No.: 43-2010

MOVED BY: Mr. J. Masters
SECONDED BY: Ms. S. Hunt

THAT the Agenda for the Regular Board of Health Meeting to be held on March 16, 2010, be approved, as amended.

CARRIED

4. INFORMATION SESSION

4.1 Foundational Standard with Hepatitis C

Mr. Lee Sieswerda, Epidemiologist was in attendance, gave a presentation to the Board of Health and responded to questions relative to the above noted.

A copy of the presentation titled "Foundational Standard with Hepatitis C Example" was distributed 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 February 16, 2010, to be approved.

Resolution No.: 44-2010

MOVED BY: Mr. E. Rutherford
SECONDED BY: Ms. C. Bryson

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on February 16, 2010, be approved.

CARRIED

5. MINUTES OF THE PREVIOUS MEETINGS (Continued)

5.2 Executive Committee

The Minutes of the Executive Committee Meeting held on February 16, 2010, were approved at an Executive Committee meeting held on February 19, 2009 and are being presented to the Board for information.

The Minutes of the Executive Committee Meeting (Regular and Closed Session) held on February 19, 2010, were presented for approval at the Executive Committee meeting held on March 15, 2010 and were distributed to the Board for information at the meeting.

6. MATTERS ARISING FROM PREVIOUS MINUTES

There are no matters arising from the previous minutes.

7. STANDING REPORTS

7.1 Medical Officer of Health (A) Report

Report No.18-2010 relative to providing an update to the Board from Dr. S. Graham, Acting Medical Officer of Health.

Resolution No.: 45-2010

MOVED BY: Mr. T. Fox
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. 18-2010.

CARRIED

7.2 Divisional Reports

7.2.1 Business Administrative Officer,
Administrative Services and Acting CEO Report

Report No. 21-2010 relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Mr. D. Heath, CEO(A) appeared before the Board, gave an overview of the above noted report and responded to questions.

7. STANDING REPORTS (Continued)

7.2 Divisional Reports (Continued)

7.2.1 Business Administrative Officer,
Administrative Services and Acting CEO Report (Continued)

Resolution No.: 46-2010

MOVED BY: Mr. N. Gale
SECONDED BY: Ms. S. Hunt

WHEREAS the Board of Health in a resolution dated July 15, 2009 approved the appointment of Dr. Henry Kurban to the position of Acting Medical Officer of Health for the Thunder Bay District Health Unit, effective January 2, 2010;

AND WHEREAS a Certificate of Registration with the Ontario College of Physicians and Surgeons was not available to Dr. Kurban until late February 2010 and Dr. Kurban was not able to commence his employment until March 15, 2010;

THEREFORE BE IT RESOLVED THAT the Board of Health appoints Dr. Henry Kurban as Acting Medical Officer of Health for the Thunder Bay District Health Unit, effective March 15, 2010.

CARRIED

7.2.2 Health Protection

Report No. 19-2010 relative to providing an update to the Board on the Health Protection Department, for information.

Attachment 1 - Board of Health Outcomes

Attachment 2 – Legislation Authority for the Public Health Standards and Incorporated Protocols

Attachment 3 - The Infectious Diseases Prevention and Control Logic Model

Attachment 4 - Infectious Disease Protocol

Ms. D. Binette, Manger – Infectious Disease Programs appeared before the Board, gave an overview of the above noted report with a PowerPoint presentation and responded to questions.

A copy of the presentation was distributed at the meeting.

Ms. D. Binette left the meeting room.

7. STANDING REPORTS (Continued)

7.2.3 Health Promotion

Report No. 20-2010 relative to providing an update to the Board on the Health Promotion Department, for information.

Attachment A - Injury Prevention and Substance Misuse

Ms. J. Black, Director – Health Promotion appeared before the Board, gave an overview of the above noted report and responded to questions.

8. NEW BUSINESS

8.1 Purchasing Practices Update,
And Supply Chain Guidelines

Report No. 17-2010 relative to providing an update on the procurement practices of the Thunder Bay District Health Unit, and recommend the adoption of the Supply Chain Guidelines.

Attachment 1 – Thunder Bay District Health Unit Supply Chain Code of Ethics

Ms. G. Daniels, Manager – Finance appeared before the board, provided an overview of the report with a presentation and responded to questions relative to the above noted. A copy of the presentation was distributed with the agenda for information.

Resolution No.: 47-2010

MOVED BY: Mr. S. Harasen
SECONDED BY: Ms. L. Tolmonen

THAT with respect to Report No. 17 – 2010, we recommend Administration ensure full compliance with the Supply Chain Guidelines from the Ministry of Finance in accordance with required timelines;

AND THAT the Supply Chain Code of Ethics be adopted by the Thunder Bay District Health Unit;

AND THAT Administration provide an updated Purchasing Policy compliant with the Supply Chain Guidelines for the Board of Health's approval;

AND THAT Administration provide annual updates to the Board of Health on its procurement activities, including any Supply Chain Guideline implications.

CARRIED

8. NEW BUSINESS (Continued)

8.2 Contract Award for Early
Childhood Vision Consulting Services

Report No. 22-2010 relative to awarding the contract to provide Early Childhood Vision Consulting Services to the Thunder Bay District Health Unit.

Resolution No.: 48-2010

MOVED BY: Mr. E. Rutherford
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 22-2010, we recommend that the contract for Early Childhood Vision Consulting Services be awarded to the Canadian National Institute for the Blind for 2010/2011 for \$36,000.

CARRIED

8.3 One-Time Funding and Purchase of
Infant Hearing Equipment

Report No. 24-2010 relative to providing an update to the Board of Health on a One-Time Funding opportunity provided by the Ministry of Children and Youth Services for the purchase of Infant Hearing Equipment.

Resolution No.: 49-2010

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. J. Masters

THAT with respect to Report No. 24 – 2010, we recommend that the one-time 100% funding totaling \$89,221 for equipment for the Infant Hearing Program be accepted from the Ministry of Children and Youth Services;

AND THAT this one-time 100% funding be used only for the purchase of the hearing screening equipment, including all related costs, as identified by the Ministry of Children and Youth Services;

And that the Business Administrative Officer and Manager of Finance be authorized to complete any administrative requirements of the one-time 100% funding for equipment for the Infant Hearing Program, as required.

CARRIED

8. NEW BUSINESS (Continued)

8.4 2010 Mandatory Core Program Budgets – Update

Report No. 23-2010 relative to providing the Board of Health with an update regarding the proposed 2010 Mandatory Core Program Budget.

Attachment 1 – Consolidated 2010 Cost-Shared Budget – Revised

Resolution No.: 50-2010

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

THAT with respect to Report No. 23 – 2010, we recommend that:

1. The 2010 Mandatory Core Program (cost-shared) budget submission to the Province be prepared in accordance with recent direction from the Ministry of Health and Long-Term Care and the Ministry of Health Promotion at a level of \$12,281,556 for Mandatory Core Programming, and \$95,000 for Extended CINOT Programming;
2. The Municipal Levy remain at the original level of \$2,678,199, with any additional local share funded from the Capital Expenditure Reserve Fund for budget submission purposes;
3. Any additional local share funds required from the Capital Expenditure Reserve Fund be replenished on a priority basis through Year-end municipal surpluses; and
4. The Business Administrative Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

Ms. G. Daniels left the meeting room.

8.5 Public Health Law Day – February 24, 2010
alPHa Winter Symposium – February 25 – 26, 2010

An overview of the above noted events will be provided at the by Board Members, Jack Masters and Connie Bryson, which were held in North York, Ontario.

A report by Board Member, Mr. J. Masters, relative to the above noted was distributed at the meeting.

A verbal report was provided by Ms. C. Bryson relative to the above noted events.

8. NEW BUSINESS (Continued)

8.6 alPHa 2010 Annual General Meeting

Correspondence relative to the alPHa 2010 Annual General Meeting to be held in Cornwall, Ontario on June 21, 2010, for information and consideration.

Ms. M. Harding recommended the name of Ms. Valerie Sterling, President – alPHa for the Distinguished Service Award. Ms. Harding will provide a bio on Ms. Sterling via email and the Board has been requested to provide comment through the Executive Assistant.

8.7 Closed Session Meeting

Resolution No.: 51-2010

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. E. Rutherford

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

CARRIED

At 2:53 p.m. the Board of Health moved into closed session.

Ms. J. Black, Director – Health Promotion, Dr. S. Graham, Physician Consultant and Ms. B. Moro, Secretary to the Board, left the meeting room.

At 4:04 p.m. the Board resumed regular business.

Ms. B. Moro returned to the meeting room.

9. OTHER BUSINESS

9.1 Terrace Bay Wellness Fair

Ms. C. Bryson advised that a Health and Wellness Fair was held in Terrace Bay, Ontario during the weekend of March 13 and 14, 2010. Ms. Bryson provided an overview of the display board and the presentation given by the staff of the Thunder Bay District Health Unit and requested that accolades be given to the staff of the Thunder Bay District Health Unit for a job well done.

9. OTHER BUSINESS

9.2 Board of Health Meeting – April 20, 2010

Resolution No.: 51(A)-2010

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

THAT we recommend that the start time of the Board of Health Meeting scheduled for Tuesday, April 20, 2010 be amended to 1:30 p.m. to accommodate the TBDHU Employee Service Recognition Awards Ceremony.

CARRIED

10. NEXT MEETING

The next meeting will be held on Tuesday, April 20, 2010 at 1:30 p.m.

11. ADJOURNMENT

Resolution No.: 53-2010

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

THAT the Board of Health meeting held on March 16, 2010 be adjourned at 4:10 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary