**THUNDER BAY DISTRICT HEALTH UNIT**

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

**DATE:** MARCH 15, 2011

**TIME:** 11:30 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. L. Niskanen, Manager – Human Resources
Ms. B. Moro, Executive Assistant to the MOH and CEO and Secretary to the Board of Health

**CALL TO ORDER**

The Chair called the meeting to order at 11:38 a.m.

**1. DECLARATIONS OF INTEREST**

There were no declarations of pecuniary interest.

**2. AGENDA APPROVAL**

Resolution No.: 29 - 2011

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

THAT the Agenda for the Executive Committee Meeting to be held on March 15, 2011, be approved.

CARRIED

## 3. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Board of Health Executive Committee Meetings (Regular and Closed Session) held on February 14, 2011, to be approved.

Resolution No.: 30 - 2011

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

THAT the Minutes of the Board of Health Executive Committee Meeting (Regular and Closed Session) held on March 10, 2011, be approved.

CARRIED

## 4. NEW BUSINESS

### 4.1 MOH Recruitment Process

Draft Report No. 36-2011 (Human Resources) relative to providing the recruitment strategy recommendations for the replacement of the Medical Officer of Health position was distributed at the meeting.

Attachment 1 to Report No. 36-2011 – Terms of Reference was distributed at the meeting.
Attachment 2 to Report No. 36-2011 – Budget was distributed at the meeting.

The following is provided as additional information relative to the above noted report was distributed at the meeting.

- MOH Recruitment Timelines
- Position Description
- Revised External Marketing Locations and Timelines for Advertising
- Draft Samples (2) of Advertisement

An amended resolution to Report No. 36-2011 was distributed at the meeting.

Mr. D. Heath, Chief Executive Officer provided an overview relative to the above noted report and responded to questions.

The Executive Committee selected the advertisement with the Thunder Bay District Health Unit logo at the top for printing.

Administration recommended that Attachment A – Terms of Reference be removed from the report to be presented to the Board.

The Executive Committee concurred with Administration's recommendations.

## 4. NEW BUSINESS (Continued)

4.2 MOH Recruitment Process (Continued)

A revised Report 36-2011 will be presented to the Board of Health at their meeting immediately following the Executive Committee meeting for consideration.

## 5. OTHER BUSINESS

There was no other business.

## 6. DATE OF NEXT MEETING

To be determined.

## 7. ADJOURNMENT

Resolution No.: 31 - 2011

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

THAT the Executive Committee meeting held on March 10, 2011, be adjourned at 11:25 a.m.

CARRIED