

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: NOVEMBER 16, 2010

TIME: 1:00 P.M.

PLACE: BOARD ROOM

CHAIR: MS. M. HARDING

BOARD MEMBERS PRESENT:

Ms. C. Bryson
Mr. T. Fox
Mr. S. Harasen
Ms. M. Harding
Ms. S. Hunt
Mr. J. MacEachern
Mr. J. Masters
Ms. S. Pinner
Mr. E. Rutherford
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 (A)
Ms. G. Daniels, Manager – Finance
Ms. B. Moro, Executive Assistant to the Medical
Officer of Health and Chief Executive Officer
and Secretary to the Board

REGRETS:

Mr. N. Gale
Ms. B. Metzler
Ms. L. Rydholm

The Chair called the meeting to order at 1:00 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The following announcements were made at the meeting:

- Reminder of Board of Health Dinner at Prince Arthur Hotel
- Reminder of TBDHU Christmas Draw

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of interest.

3. AGENDA APPROVAL

Resolution No.: 166 - 2010

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

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

CARRIED

4. INFORMATION SESSION

There is no information session scheduled for this meeting.

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 Sessions) held on October 19, 2010, to be approved.

Resolution No.: 167 - 2010

MOVED BY: Ms. S. Hunt
SECONDED BY: Ms. S. Pinner

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Sessions) held on October 19, 2010, be approved.

CARRIED

5.2 Executive Committee

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on October 19, 2010, were presented for approval at an Executive Committee meeting held on November 12, 2010 and are being presented to the Board for information was distributed at the meeting.

6. MATTERS ARISING FROM PREVIOUS MINUTES

There are no matters arising from the previous minutes.

7. DECISIONS OF THE BOARD

7.1 2011 Mandatory Core and Related Program Budgets

Report No. 92-2010 relative to providing the Board of Health with the proposed 2011 Mandatory Core (MCP) and Related Program Budget.

- Attachment 1: Consolidated 2011 Cost-Shared Budget
- Attachment 2: Municipal Levy Distribution
- Attachment 3: Summary of Full Time Equivalent Changes (Cost-Shared Programs)
- Attachment 4: 2011 Mandatory Core (Cost-Shared) Divisional Summary was distributed separately with the agenda package
- Attachment 5: Land Development Program Budget
- Attachment 6: Small Drinking Water Systems Program Budget
- Attachment 7: 100% Infectious Disease Program Budget
- Attachment 8: Infection Prevention and Control Staff Program Budget
- Attachment 9: Summary of Full Time Equivalents for 100% Program Budgets

Memorandum from Mr. D. Heath, Chief Executive Officer, dated November 16, 2010 relative to the 2011 Municipal Levy and attaching a copy of the following was distributed at the meeting:

- Distribution of 2011 Municipal Levy Increase
- Adjusted Proportionate Share of 2011 Municipal Levy
- 2011 Total Adjusted Municipal Levy

Mr. D. Heath appeared before the Board, provided an overview of the above noted report, gave a PowerPoint presentation and responded to questions.

Resolution No.: 168 - 2010

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

THAT with respect to Report No. 92 – 2010, we recommend that:

1. the 2011 Mandatory Core (Cost-Shared) budget be approved at \$12,575,763 including 122.57 net FTEs, for submission to the Ministry of Health and Long-Term Care;
2. the Municipal Levy be set at \$2,749,722;
3. the Land Development Program budget be approved at \$164,500 Revenues and Expenditures, with 2.0 FTEs;
4. the 100% Small Drinking Water System budget be approved at \$210,875 Revenues and Expenditures, with 2.0 FTEs, and submitted to the Ministry of Health and Long Term Care;

7. DECISIONS OF THE BOARD (Continued)

7.1 2011 Mandatory Core and Related Program Budgets (Continued)

5. the 100% Infectious Disease budget be approved at \$539,400 Revenues and Expenditures, with 5.0 FTEs, and submitted to the Ministry of Health and Long Term Care;
6. the 100% Infection Prevention & Control budget be approved at \$83,907 Revenues and Expenditures, with 1.0 FTE, and submitted to the Ministry of Health and Long Term Care;
7. the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required; and
8. the Chief Executive Officer and Manager of Finance be authorized to arrange appropriate financing for the funding of the Health Unit operations if required.

CARRIED

7.2 Reserve Fund Strategy

Report No. 91-2010 relative to providing an update to the reserve fund strategies in accordance with the Reserve and Reserve Fund Policy.

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

Resolution No.: 169 - 2010

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

THAT with respect to Report No. 91 – 2010 we recommend that the Reserve Fund strategies be approved as presented;

AND THAT the balance of the year end municipal surplus at December 31, 2010, if any after repayment of the outstanding 2010 municipal levy funding contribution of \$45,354, be transferred into the Capital Expenditure Reserve Fund;

AND THAT any year end surplus or deficit from the Land Development Program be transferred into or withdrawn from the Land Development Reserve Fund, respectively;

AND THAT an update of the Reserve Fund strategies be presented annually to the Board of Health.

CARRIED

7. DECISIONS OF THE BOARD (Continued)

7.3 Employee Group Benefit Plan Renewal

Report No. 93-2010 relative to recommending the renewal of the Employee Group Benefit Plan for the Thunder Bay District Health Unit.

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

Resolution No.: 170 - 2010

MOVED BY: Ms. S. Hunt
SECONDED BY: Ms. C. Gillies

THAT with respect to Report No. 93 – 2010, we recommend the Extended Health Care benefits be renewed for 12 months on an Administrative Services Only basis with Green Shield with administration fees of 11.03% of paid claims;

AND THAT Dental Benefits be renewed for 12 months on an Administrative Services Only basis with Green Shield with administration fees of 10.0% of paid claims;

AND THAT brokerage/ consulting services be renewed with Mosey and Mosey Benefit Plan Consultants with commission fees of 3.1% included within the administration fees and expenses on paid claims.

CARRIED

7.4 Healthy Smiles Ontario Program

Report No. 100-2010 relative to providing the Board of Health with a report and recommendation pursuant to Report No. 88 – 2010 presented at the October Board of Health meeting, relative to the Thunder Bay District Health Unit (TBDHU) submission to the Ministry of Health and Long-Term Care (MOHLTC) for implementation of the Healthy Smiles Ontario program.

Mr. K. Ranta, Director – Health Promotion (A) appeared before the Board of Health and responded to questions.

Attachment 1: Healthy Smiles Ontario Program Proposal

Attachment 2: Letter from Thunder Bay Dental Association, November 5, 2010

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

7.4 Healthy Smiles Ontario Program (Continued)

Resolution No.: 171 - 2010

MOVED BY: Ms. S. Pinner
SECONDED BY: Mr. J. Virdiramo

THAT with respect to Report No. 100– 2010, we recommend that:

1. Resolution No. 62-2010, from Report No. 37-1010 Low Income Dental, be rescinded
2. The Healthy Smiles Ontario program proposal be approved at \$425,000 for submission to the Ministry of Health and Long-Term Care; and
3. Upon receipt of approval from the Ministry of Health and Long-Term Care, a Budget Report will be presented to the Board for final approval.

CARRIED

7.5 Safe Water One-Time Funding Grant

Report No. 97-2010 relative to providing the Board of Health with the proposed 100% One-Time funding to support the Safe Water Program.

Attachment 1 – Safe Water One-Time Funding Budget Summary

Mr. K. Allan, Director – Health Protection provided an overview of the report.

Resolution No.: 172 - 2010

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

THAT with respect to Report No. 97-2010, we recommend that the 100% one-time funding proposal application to support Public Health Inspector capacity of the Safe Water Program be approved at \$15,500 for submission to the Ministry of Health and Long-Term Care;

AND THAT 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. DECISIONS OF THE BOARD (Continued)

7.6 Enhanced Surveillance of Risk
Behaviours Among People Who Inject Drugs

Report No. 98-2010 relative to providing the Board of Health with the proposed 2011 I-Track Phase 3 Program Budget.

Resolution No.: 173 - 2010

MOVED BY: Ms. S. Hunt
SECONDED BY: Ms. S. Pinner

THAT with respect to Report No. 98-2010, we recommend that the 2011 I-Track Phase 3 budget be approved at \$17,835.49.

CARRIED

7.7 Sponsorship Policy

Report No. 95-2010 relative to recommending for approval to the Board of Health changes to the Sponsorship/Cooperative Agreement Policy for the Thunder Bay District Health Unit.

Attachment 1: Sponsorship/Cooperative Arrangement Policy

Resolution No.: 174 - 2010

MOVED BY: Mr. J. Masters
SECONDED BY: Mr. J. MacEachern

THAT with respect to Report No. 95-2010, we recommend that Policy Number: BH-02-15 – Sponsorship be amended as recommended in Attachment 1;

AND THAT a future report providing a recommended Policy on Coalition protocols and the participation of staff in coalitions be presented to the Board of Health in 2011.

CARRIED

7. DECISIONS OF THE BOARD (Continued)

7.8 2011 Annual Meeting Date

Report No. 94-2010 relative to establishing the date of the 2011 Annual Meeting of the Thunder Bay District Board of Health.

Resolution No.: 175 - 2010

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

THAT with respect to Report No. 94-2010 we recommend that the 2011 Annual Meeting of the Board of Health be held on Tuesday, January 18, 2011 at 1:00 p.m.;

AND THAT the Board of Health meeting schedule for 2011 be established using the criteria of every third Tuesday of each month at 1:00 p.m.;

AND THAT the 2011 Board of Health Meeting Schedule be presented at the Annual Meeting for approval.

CARRIED

8. STANDING REPORTS

8.1 Medical Officer of Health (A) Report

Report No. 96-2010 relative to providing an update to the Board from Dr. H. Kurban, Acting Medical Officer of Health.

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

Dr. Kurban provided an overview of the rationale for reducing the number of flu clinics within the district of Thunder Bay.

It was the consensus of the Board that Administration schedule a Flu Clinic in Kakabeka Falls, Ontario in the winter 2010.

8.2 Chief Executive Officer Report

Report No. 99-2010 relative to providing an update 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 Interim Financial Statements – September 30, 2010

Report No. 90-2010 relative to providing Interim Financial Reports for the Quarter Ended September 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

10. OTHER BUSINESS

11. NEXT MEETING

This is the last regularly scheduled Board of Health meeting for this term of the Board.

The next scheduled Board of Health meeting for the new Board of Health will be held on Tuesday, January 18, 2010

12. ADJOURNMENT

Resolution No.: 176 - 2010

MOVED BY: Ms. C. Bryson
SECONDED BY: Ms. S. Pinner

THAT the Board of Health meeting held on November 16, 2010 be adjourned at 3:30 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary