

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: SEPTEMBER 16, 2008

TIME: 12:39 P.M.

PLACE: BOARD ROOM

CHAIR: MR. J. VIRDIRAMO

BOARD MEMBERS PRESENT:

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

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer (A) and
Business Administrative Officer and Director,
Business Administrative Services
Mr. K. Allan, Director, Health Protection
Ms. J. Black, Director, Health Promotion
Ms. B. Moro, Executive Assistant to the Medical
Officer of Health/CEO and Secretary to the
Board

REGRETS:

Ms. L. Tolmonen

CALL TO ORDER

1. ATTENDANCE AND ANNOUNCEMENTS

The following Announcements were made at the meeting:

- Welcome to new Board Member Linda Rydholm from the City of Thunder Bay
- Advised the Board of the Order in Council reappointing Mr. Norman Gale to the Board of Health.

The following Regrets were acknowledged at the meeting:

- Ms. L. Tolmonen

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. AGENDA APPROVAL

The following items were added to the agenda:

- SMT Minutes (Under 8.01)
- Board of Health Reimbursement Policy (Under 8.02)
- MOH Recruitment Update (Under 8.03)

Resolution No. 2008-88

MOVED BY: Mr. T. Fox
SECONDED BY: Mr. S. Harasen

THAT the Agenda for the Regular Board of Health Meeting to be held on June 17, 2008, be approved, as amended.

CARRIED

4. INFORMATION SESSION

4.01 Youth Inclusion Campaign

Ms. J. Black, Director – Health Promotion gave an introduction of the Youth Inclusion Campaign presentation and introduced Ms. P. Hajdu, Health Promotion Planner and Ms. S. Hansen, Public Health Nurse appeared before the Board of Health and provide a presentation relative to the above noted.

5. MINUTES OF THE PREVIOUS MEETINGS

5.01 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on June 17, 2008, to be approved.

5. MINUTES OF THE PREVIOUS MEETINGS

5.01 Thunder Bay District Board of Health

Resolution No. 2008-89

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

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on June 17, 2008, be approved, as amended.

CARRIED

5.02 Executive Committee

The Minutes of the Executive Committee (Regular and Closed Session) meetings held on June 17, June 24, July 2 and July 15, 2008, for information.

The Minutes of the Executive Committee (Regular and Closed Session) meetings held on August 22, 2008, were presented for approval at the Executive Committee meeting held on September 15, 2008 were distributed at the meeting, for the Board's information.

The Minutes of the Executive Committee (Regular and Closed Session) meetings held on September 15, 2008, were presented for approval at the Executive Committee meeting held on September 16, 2008 were distributed at the meeting, for the Board's information.

6. MATTERS ARISING FROM PREVIOUS MINUTES

6.01 Staff Listing on Website

At the April 23, 2008 Board of Health meeting, a request from the Board was made to investigate the feasibility of posting a staff list and contact numbers on the website and bring a report back to the Board in June or July, 2008.

At the June 17, 2008 Board of Health meeting a memorandum from Dr. E. Alvarez, Associate Medical Officer of Health, dated June 4, 2008, deferring this item until September 16, 2008 was presented.

Issue Report No. 47 - 2008 relative to examining the need to increase public access to information by including a complete staff-listing on the Health Unit website.

Attachment 1 - Example of Program and Service Directory Format for TBDHU Website

6. MATTERS ARISING FROM PREVIOUS MINUTES (Continued)

6.01 Staff Listing on Website (Continued)

Attachment 2: Example of TBDHU Program and Service Directory Format for Website

Ms. C. Bold, Manager – Communications was in attendance and responded to questions.

Resolution No. 2008 – 90

MOVED BY: Ms. L. Rydholm
SECONDED BY: Ms. B. Metzler

THAT with respect to Issue Report No. 47 – 2008 we recommend that:

1. a page structure and format that would place program contact information prominently and consistently on each appropriate web page be developed and implemented;
2. program contact information be compiled in a program directory as outlined in Attachments 1 and 2;
3. a link to the directory on the “Contact Us” page be implemented;
4. the “Contact Us” be relocated to the navigation bar at the top of each TBDHU web page.

AND THAT further examination of the consistency, content, formatting and placement of information presented throughout all Health Unit communication materials and channels be conducted and recommendations for updates and improvement be presented to the Board of Health as necessary.

CARRIED

6.02 Long Term Service Wall

At the June 17, 2008 Board of Health meeting a report was presented relative to long term service and retirement recognition. At that time, it was the consensus of the Board that Administration investigate the possibility of a plaque identifying the names of retirees from the Health Unit for the Board’s review.

Issue Report No. 46 – 2008 relative to the mechanics and merits of acknowledging retirees on a recognition wall.

6. MATTERS ARISING FROM PREVIOUS MINUTES (Continued)

6.02 Long Term Service Wall (Continued)

Attachment 1 – Sample Recognition Wall as identified in Report No. 46 – 2008 was distributed separately with the agenda.

Resolution No. 2008 – 91

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

THAT the with respect to Report No. 46 – 2008 we recommend that the Thunder Bay District Health Unit does not pursue a retiree recognition wall at this time;

AND THAT the recently approved recognition program for staff and retirees be re-evaluated in two years.

CARRIED

6.03 By-laws/Policy Changes

The Board's policies and by-laws will be reviewed at the Executive Committee meeting on September 15, 2008. Decisions made as a result of that meeting will be presented to the Board of Health at their meeting on September 16, 2008.

The Chair advised that by-law and policy changes will be presented at the October 21, 2008 Board meeting for approval.

7. STANDING REPORTS

7.01 Divisional Reports

7.1.1 Health Protection

Report No. 43-2008 relative to providing an update to the Board on the Health Protection Department, for information.

Attachment 2 to Report No. 43-2008 – Chronicle Journal Article – “Treat the situation with calm, caution”

Mr. K. Allan, Director – Health Protection appeared before the Board, provided an overview of the report and responded to questions.

7. STANDING REPORTS (Continued)

7.01 Divisional Reports (Continued)

7.1.2 Health Protection (Continued)

The Executive Assistant was requested to ask Mr. D. Gessie, Manager – Parks with the City of Thunder Bay if the Geese/Dog program is still in effect.

7.1.2 Health Promotion

Report No. 44-2008 relative to providing an update to the Board on the Health Promotion Department, for information.

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

7.1.3 Business Administrative Officer,
Administrative Services and Acting CEO Report

Report No. 45-2008 relative to providing an update to the Board on the Business Administrative Services Department, for information

Mr. D. Heath, Chief Executive Officer (A), Director – Business Administrative Services and Business Administrative Officer appeared before the Board, provided an overview of the report and responded to questions.

Resolution No. 2008 – 92

MOVED BY:	Ms. L. Kloosterhuis
SECONDED BY:	Ms. M. Harding

THAT the with respect to Report No. 45 – 2008 we recommend that the management team proceed with preparing a budget that stays within the 3% base growth allowed and identifies up to an additional 2% of growth to address emergent issues, as defined by the Ministry of Health and Long Term Care.

CARRIED

8. NEW BUSINESS

8.01 Senior Management Meeting Minutes

At the Executive Committee meeting on September 15, 2008, the Committee requested that Senior Management Meeting Minutes be posted to the Board of Health website for information and a copy be placed on the desk at the Board of Health meetings for the information of the Board.

The Chair advised that, as a result of a review of the Board's Policies, it was the consensus of the Executive Committee to implement the new process noted above.

8.02 Board of Health Policy No. BH-02-04 Board Members' Reimbursement

At the Executive Committee meeting on September 15, 2008, Issue Report No. 49-2008 relative to the above noted was presented. At that time the Committee approved the changes to the policy and made recommendations to the honourarium and meal allowance.

A copy of the report and the resolution passed by the Executive Committee were placed on the desks for the Board's consideration.

Resolution No. 2008 – 93

MOVED BY: Ms. M. Harding
SECONDED BY: Mr. N. Gale

THAT with respect to Issue Report No. 49 – 2008 we recommend the approval of the changes to BH-02-04 Board Members' Reimbursement, as presented and the recommendations presented by the Executive Committee outlined in Resolution No. 2008 - 85 approved at their meeting on September 15, 2008.

CARRIED

8.03 MOH Recruitment Update

Mr. D. Heath, CEO (A) provided an update relative to the above noted.

A letter from Dr. D. Williams, Chief Medical Officer of Health (A), dated September 3, 2008 was distributed to the members at the meeting.

8. NEW BUSINESS (Continued)

8.04 Board of Health (Closed Session) Meeting

Resolution No. 2008 – 94

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

THAT the Board of Health move into a closed session meeting to receive information relative to a personal matter about an identifiable individual and employee negotiations and labour relations

CARRIED

At 2:15 p.m. the Board moved into closed session.

Ms. B. Moro, Secretary to the Board left the meeting room.

At 2:40 p.m. the Board moved out of closed session.

Ms. B. Moro returned to the meeting room.

9. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Tuesday, October 21, 2008 at 12:30 p.m.

10. ADJOURNMENT

Resolution No. 2008 – 96

MOVED BY: Ms. M. Harding
SECONDED BY: Mr. N. Gale

THAT the Board of Health meeting held on September 16, 2008 be adjourned at 2:43 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer (A)

Recording Secretary