

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING: BOARD OF HEALTH**

**DATE:** SEPTEMBER 18, 2007

**TIME:** 12:30 P.M.

**PLACE:** BOARD ROOM

**CHAIR:** MS. C. BRYSON

**BOARD MEMBERS PRESENT:**

Ms. C. Bryson  
Mr. T. Fox  
Ms. C. Gillies  
Mr. S. Harasen  
Ms. M. Harding  
Ms. S. Hunt  
Ms. L. Kloosterhuis  
Mr. J. MacEachern  
Mr. N. MacOdrum  
Mr. J. Masters  
Ms. B. Metzler  
Ms. L. Tolmonen  
Mr. J. Virdiramo

**ADMINISTRATION PRESENT:**

Dr. N. Cameron, Medical Officer of Health / CEO  
Dr. E. Alvarez, Associate Medical Officer of Health  
Mr. K. Allan, Director, Health Protection and Clinical Services  
Mr. J. Black, A/Director, Health Promotion & Chronic Disease Prevention  
Mr. D. Heath, Business Administrative Officer  
Ms. B. Moro, Executive Assistant to the Medical Officer of Health/CEO and Secretary to the Board

**REGRETS:**

Mr. N. Gale  
Mr. A. Savela

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

**1. ATTENDANCE AND ANNOUNCEMENTS**

The following introductions were made at the meeting:

- Mr. Terry Fox, New Municipal Appointee to the Thunder Bay District Health Unit from Marathon, replacing Iris Sullivan
- Dr. Elizabeth Alvarez, Associate Medical Officer of Health
- Ms. Janine Black, Director of Health Promotion and Chronic Disease Prevention (moved to permanent from Acting)
- Ms. Barbara Moro, Executive Assistant to the Medical Officer of Health/CEO and Secretary to the Board

**1. ATTENDANCE AND ANNOUNCEMENTS** (Continued)

The following announcements were made at the meeting:

- Self-Evaluations were to submitted to the Executive Assistant at the end of the meeting
- Board of Health Annual Luncheon will be held prior to the meeting in November
- A Corporate Orientation Session can be offered to new members of the Board before or after the meeting in October.

Mr. J. Masters, Ms. C. Gillies and Mr. T. Fox agreed to meet following the October Board meeting. The Education Officer will be advised.

The Chair acknowledged the regrets of the following members of the Board:

- Mr. N. Gale
- Mr. A. Savela

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3. AGENDA APPROVAL**

Resolution No. 07-65

MOVED BY: Mr. S. Harasen  
SECONDED BY: Ms. B. Metzler

THAT the Agenda for the Regular Board of Health Meeting of September 18, 2007, be approved.

CARRIED

**4. INFORMATION SESSION**

4.01 Pre-School Services  
Speech/Audio/Fair Start/Dental

Ms. C. Farrell, Manager – Healthy Families will provide a presentation on Pre-School Services: Speech/Audio/Fair Start/Dental for the information of the Board.

Ms. C. Farrell appeared before the Board and gave a PowerPoint presentation relative to the above noted. A copy of the PowerPoint presentation was distributed at the meeting. Additional information including a Health Unit Services for Children page and a package containing Pre-School Program pamphlets was provided to the Board members at the meeting.

## 5. MINUTES OF PREVIOUS MEETING

### 5.1 Board of Health

The Minutes of the Regular Board of Health Meeting of June 19, 2007, to be approved.

Mr. J. Masters and Ms. C. Gillies requested to have their names added to the attendance of the above noted minutes.

The Executive Assistant advised that the review of the procedure relative to the acceptance of the Executive Committee minutes (Item 9.3) was ongoing and that a response would be provided at the next meeting.

Resolution No. 07-66

MOVED BY: Mr. J. Virdiramo  
SECONDED BY: Ms. M. Harding

THAT the Minutes of the Regular Board of Health Meeting of June 19, 2007 be approved, as amended.

CARRIED

### 5.2 Executive Committee

The Minutes of the Executive Committee Meeting of June 19, 2007, for information.

In response to questions of the Board, the Chair advised that copies of the Code of Conduct were distributed to members of the Board for comment. To date, no responses have been received from Board members.

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 Item No. 9.1 - Photo ID Cards

A copy of the process on how to get your Thunder Bay District Health Unit Photo ID Card was reviewed with the Board members.

Mr. D. Heath advised that if there were a number of new Board members required to have Photo ID Cards taken, that the pictures could be taken in house, in response to a questions from the Chair.

## 7. STANDING REPORTS

### 7.1 Divisional Reports

#### 7.1.1 Health Protection and Clinical Services

Report No. 44-07 relative to providing an update to the Board on the Health Protection and Clinical Services Department, for information.

Mr. K. Allan provided an overview of the report and responded to questions relative to the following:

- The use of Public Health Nurses in the immunization program
- Status of the arrival of the refugees
- The collection of mosquitoes for the testing of West Nile virus

#### 7.1.2 Health Promotion and Chronic Disease Prevention

Report No. 45-07 relative to providing an update to the Board on the Health Promotion and Chronic Disease Prevention Department, for information.

Ms. J. Black provided an overview of the report.

Ms. J. Black provided an overview of the upcoming deputation to City Council relative to fluoridation of water and responded to questions.

#### 7.1.3 Business Administrative Officer Report

Report No. 46-07 relative to providing an update to the Board on the Administrative Services Department and Business Administrative Officer.

Mr. D. Heath provided an overview of the report and responded to questions relative to:

- One-time grant
- Board members' accident insurance

Mr. Heath will review with the Ministry, their rationale for not granting the one time funding to the Thunder Bay District Health Unit for strategic planning and the pro-rated salary of the Associate Medical Officer of Health and provide an update to the Board.

Resolution No. 07-67

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

THAT the Board of Health approve the renewal of insurance coverage for the Thunder Bay District Health Unit from Frank Cowan Company Limited at a total premium cost of \$63,368, as per Report No. 46-07.

CARRIED

**7. STANDING REPORTS (Continued)**

**7.2 Medical Officer of Health Report**

Report No. 48-07 providing an update from Dr. Nancy Cameron, Medical Officer of Health.

Dr. Cameron provided an overview of the report and responded to questions relative to:

- Possible responsibilities to the Ministry of Aboriginal Affairs.

A pamphlet on the HPV vaccine was distributed to Members of the Board, at the meeting.

A copy of the Thunder Bay District Health Unit Annual Report 2006: An Award Winning Year was distributed to the Members of the Board, at the meeting. Copies of the Annual Report will be distributed to the municipalities in the district and posted to the website.

Resolution No. 07-68

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

THAT the Board of Health accept the Report of the Medical Officer of Health as presented in Report No. 48-07.

CARRIED

**8. NEW BUSINESS**

**8.1 OHIP Revenue Mitigation Strategies Update**

Report No. 47-07 relative to the OHIP Revenue Mitigation Strategies Update, for the information of the Board.

Mr. K. Allan introduced Ms. Maureen Twigg, Manager – Clinical Programs to the Board members, provided an overview of the report and responded to questions relative to:

- Location of clinics
- Cost savings

Mr. D. Heath responded to questions relative to air quality at the Village Clinic.

The Chair, on behalf of the Board, congratulated Administration for their hard work.

**8. NEW BUSINESS** (Continued)

8.2 Strategic Planning

A PowerPoint presentation was given by Dr. Nancy Cameron and Dr. Elizabeth Alvarez to the Board. A copy of the presentation and speaking notes were distributed at the meeting.

It was the consensus of the Board that this item be deferred to the October 16, 2007 Board meeting, so that the Board had time to review the Balanced Score Card.

8.3 Approval of Appointment of Dr. Alvarez

At the February 20, 2007 Board of Health (Closed Session) meeting, a resolution was passed approving the appointment of Dr. Elizabeth Alvarez to the position of Associate Medical Officer of Health and that the resolution remain confidential until such time that the appointment was approved by the Minister of Health and Long-Term Care.

A letter from the Honourable George Smitherman, Minister of Health and Long-Term Care, dated June 15, 2007, approving the appointment of Dr. Alvarez.

Resolution No. 07-69

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

THAT the Board of Health approve the appointment of Dr. Elizabeth Alvarez to the position of Associate Medical Officer of Health for the Thunder Bay District Health Unit., as approved by the Honourable George Smitherman, Minister of Health and Long Term Care, in accordance with Clause 64(c) of the Health Protection and Promotion Act, as indicated in his correspondence dated June 15, 2007.

CARRIED

8.4 Review of Constitutions, By-laws and Policies

At the August 1, 2007 Executive Committee meeting, Report No. 43-07 was presented. At that time a resolution was passed approving changes to the Board of Health By-Law and Board of Health Policies.

Report No. 43-07 relative to the above noted and a revised Attachment 1.

Dr. Cameron provided a PowerPoint presentation, highlighting the changes to the affected by-law and policies. A copy of the presentation was distributed to members of the Board, at the meeting.

**8. NEW BUSINESS** (Continued)

8.4 Review of Constitutions, By-laws and Policies

In response to a request from the Board, it was advised that information about the last time Board honorariums had been reviewed would be brought to the October 16, 2007 Board of Health meeting.

Resolution No. 07-70

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

THAT the Board of Health approve the changes to Board By-law No. 06-01, a by-law to regulate the proceedings of the Board and Policies BH-02-01 - Orientation of New Board Members and BH-02-04 - Board Members' Reimbursements as outlined in Report No. 43-07 and Revised Attachment 1.

CARRIED

8.5 Date of November Meeting

The Chair advised that due to the Ontario Public Health Association (OPHA) Conference to be held on November 18 – 21, 2007, which conflicted with the November Board of Health meeting, a new date for the Board meeting was being requested.

Resolution No. 07-71

MOVED BY: Ms. B. Metzler  
SECONDED BY: Mr. S. Harasen

THAT the Board of Health meeting originally scheduled for Tuesday, November 20, 2007 at 12:30 p.m. be rescheduled to Tuesday, November 27, 2007 at 1:30 p.m. to accommodate Members of the Board and Directors attending the Ontario Public Health Association (OPHA) Conference.

CARRIED

It was advised that due to the change in date for the November meeting, the Annual Luncheon will also be changed to reflect the new date of November 27, 2007. The luncheon will begin at 12:00 Noon in the Auditorium.

8.6 Ontario Public Health Association (OPHA) Conference

A copy of the Ontario Public Health Association (OPHA) Conference information package for the information of the Board, was distributed separately with the agenda package.

**8. NEW BUSINESS** (Continued)

8.6 Ontario Public Health Association (OPHA) Conference (Continued)

The Chair advised the members of the Board to review the conference information package and, if they were interested in attending the conference, to advise the Executive Assistant.

**9. OTHER BUSINESS**

Dr. Cameron advised members of the Board that Mr. Tony Pacifico, Manager - Environmental Health was no longer employed with the Thunder Bay District Health Unit and that the position would be posted immediately.

**10. ADJOURNMENT**

The meeting adjourned at 2:54 p.m.

**11. DATE OF NEXT MEETING**

The next meeting will be held on October 16, 2007 at 12:30 p.m. in the Board Room.

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Chair, Board of Health

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Medical Officer of Health/CEO

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Recording Secretary