



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: January 18, 2017

TIME OF MEETING: IMMEDIATELY FOLLOWING THE ANNUAL MEETING

PLACE OF MEETING: BOARDROOM - DOWNSTAIRS

CHAIR:

BOARD MEMBERS PRESENT:

Ms. Alana Bishop
Mr. Andrew Brigham
Mr. Terry Fox
Mr. Jay Daiter
Ms. Maria Harding
Mr. Richard Harvey
Mr. Bob MacMaster
Mr. Andy Major
Mr. Jack Masters
Mr. James McPherson
Ms. Karen Morley
Mr. Aldo Ruberto
Mr. Roger Shott
Mr. Don Smith
Mr. Joe Virdiramo

ADMINISTRATION PRESENT:

Dr. Janet DeMille, Medical Officer of Health
Mr. Doug Health, Chief Executive Officer
Ms. Linda Roberts, Director – Health Promotion
Ms. Silva Sawula, Manager – Health Living
Ms. Connie Boraski, Manager – Finance
Mr. Werner Maute, Senior Finance Officer
Ms. Sarah Stevens, Executive Assistant and Secretary to
the Board of Health

REGRETS:

Mr. Norm Gale

CALL TO ORDER

The Chair called the meeting to order at 1:10 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

3. AGENDA APPROVAL

Resolution No. 05-2017

MOVED BY: R. Shott
SECONDED BY: T. Fox

THAT the Agenda for the Regular Board of Health Meeting to be held on January 18, 2017, be approved.

CARRIED

4. INFORMATION SESSION

4.1 Thunder Bay's Transportation Master Plan

Ms. Joanna Carastathis, Health Promotion Planner, and Mr. Adam Krupper, Mobility Coordinator for the City of Thunder Bay, presented information on the above noted and responded to questions.

5. MINUTES OF THE PREVIOUS MEETINGS

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meeting held on December 21, 2016, to be approved.

Resolution No.: 06-2017

MOVED BY: A. Major
SECONDED BY: R. Shott

THAT the Minutes of the Thunder Bay District Board of Health Regular Meeting held on December 21, 2016, be approved as amended.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

7. BOARD OF HEALTH (CLOSED SESSION) MEETING

There was no closed session meeting.

8. DECISIONS OF THE BOARD

8.1 Risk Management Policy

Report No. 06-2017 (Medical Officer of Health & Chief Executive Officer) relative to recommendations for approval of a Risk Management Policy for the Thunder Bay District Health Unit was presented.

Resolution No.: 07-2017

MOVED BY: J. Daiter
SECONDED BY: R. Shott

THAT the Board of Health approve the attached Risk Management Policy as amended.

CARRIED

8.2 2016 Financial Controls Checklist

Report No. 08-2017 (Finance) relative to providing the Board of Health with the 2016 Year End Financial Controls Checklist, was presented.

Resolution No.: 08-2017

MOVED BY: A. Major
SECONDED BY: J. Daiter

THAT with respect to Report No. 08-2017 (Finance), we recommend that the Thunder Bay District Health Unit (TBDHU) Financial Controls Checklist for the period ended December 31, 2016, be approved as presented.

CARRIED

8.3 2017 Mandatory Core and Related Program Budgets

Report No. 09-2017 (Finance) relative to providing the Board of Health with the proposed Mandatory Core and Related Program Budgets for the 2017 year was presented. Mr. D. Heath provided further information in a power point presentation and responded to questions.

Resolution No.: 09-2017

MOVED BY: A. Major
SECONDED BY: A. Brigham

THAT with respect to Report No. 09 – 2017 (Finance), we recommend that the:

8. DECISIONS OF THE BOARD (Continued)

8.3 2017 Mandatory Core and Related Program Budgets (Continued)

1. 2017 Mandatory Core (Cost-Shared) budget be approved at \$12,520,914 including 119.47 net full time equivalent (FTE) positions, for submission to the Ministry of Health and Long-Term Care;
2. Municipal Levy be set at \$2,836,314;
3. Land Development Program budget be approved at \$187,670 Revenues and Expenditures, with 2.0 FTEs;
4. 100% Infectious Disease budget be approved at \$555,600 Revenues and Expenditures, with 5.0 FTEs, and submitted to the Ministry of Health and Long-Term Care;
5. 100% Infection Prevention & Control PHN budget be approved at \$90,100 Revenues and Expenditures, with 1.0 FTE, and submitted to the Ministry of Health and Long-Term Care;
6. 100% Social Determinants of Health PHN Initiative budget be approved at \$180,500 Revenues and Expenditures, with 2.0 FTEs and submitted to the Ministry of Health and Long-Term Care;
7. 100% Needle Exchange Program Initiative budget be approved at \$108,600 and submitted to the Ministry of Health and Long-Term Care;
8. 100% Healthy Smiles Ontario budget be approved at \$475,000 Revenues and Expenditures, with 4.6 FTEs and submitted to the Ministry of Health and Long-Term Care;
9. 100% Enhanced Food Safety (Haines Initiative) budget be approved at \$47,900 and submitted to the Ministry of Health and Long-Term Care;
10. 100% Enhanced Safe Water Initiative budget be approved at \$15,500 and submitted to the Ministry of Health and Long-Term Care;
11. 100% Chief Nursing Officer Initiative be approved at \$121,500 Revenues and Expenditures, with 1.20 FTEs and submitted to the Ministry of Health and Long-Term Care;
12. Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required; and

8. DECISIONS OF THE BOARD (Continued)

8.3 2017 Mandatory Core and Related Program Budgets (Continued)

13. Chief Executive Officer and Manager of Finance be authorized to arrange appropriate financing for the funding of the Health Unit operations if required.

CARRIED

8.4 Vaccine User Fee Schedule

Report Number 07-2017 (Vaccine Preventable Disease) relative to approval of new vaccines and changes to the Vaccine User Fee schedule was presented.

Resolution No.: 10-2017

MOVED BY: J. Daiter
SECONDED BY: A. Brigham

THAT with respect to Report No. 07-2017(Vaccine Preventable Disease), we recommend that:

- the fee changes to the vaccine prices be approved, as presented;
- the addition of Gardasil-9, Bexsero and Zostavax II to the fee schedule be approved;
- notice be provided to clients effective immediately upon Board of Health approval;
- all administrative matters relating to the new vaccine fees be completed in accordance with User Fee Policy FP-05-04.
- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative matters relative to implementing these changes.

CARRIED

8.5 alPHA 2017 Winter Symposium

A Memorandum from Mr. D. Heath, Chief Executive Office, dated January 6, 2017, relative to the above noted was presented.

8. DECISIONS OF THE BOARD (Continued)

8.5 alPHa 2017 Winter Symposium (Continued)

Resolution No.: 11-2017

MOVED BY: J. McPherson
SECONDED BY: J. Daiter

THAT the following members of the Board be authorized to attend the 2017 alPHa Winter Symposium to be held in Toronto, Ontario, on February 23 – 24, 2017.

1. Ms. Maria Harding
2. Mr. Aldo Ruberto

AND THAT all expenses be paid in accordance to Policy No. BH-02-04 – Board Members' Reimbursement.

CARRIED

9. COMMUNICATIONS FOR INFORMATION

9.1 BOH Orientation Requirements

A Memorandum from Mr. D. Heath, Chief Executive Officer, dated January 6, 2017, relative to obtaining Board of Health input on orientation requirements was presented. Board Members are asked to notify Mr. Heath directly with any orientation requests.

9.2 CRA Mileage Rate

A memorandum from Mr. D. Heath, Chief Executive Officer, dated January 6, 2017, relative to providing the Board of Health with the Canada Revenue Agency tax-exempt automobile rates and allowances for 2017 was presented.

10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Wednesday, February 15, 2017, at 1:00 p.m.

11. ADJOURNMENT

Resolution No. 12-2017

MOVED BY: A. Brigham
SECONDED BY: J. McPherson

THAT the Regular Board of Health meeting held on January 18, 2017, be adjourned at 2:58 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary