



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: February 15, 2017

TIME OF MEETING: 1:00 PM

PLACE OF MEETING: BOARDROOM - DOWNSTAIRS

CHAIR:

BOARD MEMBERS PRESENT:

Ms. Alana Bishop
Mr. Andrew Bringham
Mr. Terry Fox
Ms. Maria Harding
Mr. Richard Harvey
Mr. Bob MacMaster
Mr. James McPherson
Ms. Karen Morley
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
Mr. Lee Sieswerda, Manager – Environmental Health
Ms. Carolyn Tait, Manager – Oral Health & Branch
Offices
Ms. Sarah Stevens, Executive Assistant and Secretary to
the Board of Health

REGRETS:

Mr. Jay Daiter
Mr. Andy Major
Mr. Jack Masters
Mr. Aldo Ruberto
Mr. Roger Shott

CALL TO ORDER

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

1. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from the above noted.

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

3. AGENDA APPROVAL

Resolution No. 15-2017

MOVED BY: T. Fox
SECONDED BY: N. Gale

THAT the Agenda for the Regular Board of Health Meeting to be held on February 15, 2017, be approved.

CARRIED

4. INFORMATION SESSION

There was no information session scheduled.

5. MINUTES OF THE PREVIOUS MEETINGS

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health (Annual and Regular session) Meeting held on January 18, 2017, to be approved.

Resolution No.: 16-2017

MOVED BY: T. Fox
SECONDED BY: M. Harding

THAT the Minutes of the Thunder Bay District Board of Health (Annual and Regular session) Meeting held on January 18, 2017, be approved.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

7. BOARD OF HEALTH (CLOSED SESSION) MEETING

Resolution No. 16B-2017

MOVED BY: T. Fox
SECONDED BY: N. Gale

7. BOARD OF HEALTH (CLOSED SESSION) MEETING (Continued)

THAT the Board of Health move in to a closed session to receive information relative to an identifiable individual.

CARRIED

At 1:05 p.m. the Board of Health moved in to a closed session. The following individuals left the meeting room:

Ms. L. Roberts, Director – Health Promotion
Mr. L. Sieswerda, Manager – Environmental Health Programs
Ms. S. Stevens, Executive Assistant

At 1:15 p.m., the Board of Health moved out of closed session to resume regular business. The following individuals returned to the meeting room:

Ms. L. Roberts, Director – Health Promotion
Mr. L. Sieswerda, Manager – Environmental Health Programs
Ms. S. Stevens, Executive Assistant

Ms. C. Tait, Manager – Oral Health Programs and District Offices, also entered the meeting room.

DECISIONS OF THE BOARD

8.1 HIV Anonymous Testing Program Budget 2017-18

Report No. 10 - 2017 (Sexual Health & Clinical Programs) relative to approval for submission of the HIV Anonymous Testing Program Budget for 2017-18 was presented.

Resolution No.: 17-2017

MOVED BY: D. Smith
SECONDED BY: M. Harding

THAT with respect to Report No. 10 – 2017 (Sexual Health & Clinical Programs), we recommend that:

- The application of HIV Anonymous Testing Program Budget of \$58,471 be approved for submission to the Ministry of Health and Long-Term Care; and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

8. DECISIONS OF THE BOARD (Continued)

8.2 100% Funded Smoke-Free Ontario Strategy and 100% Funded Electronic Cigarettes Act Program Based Grant Request

Report No. 12-2017 (Tobacco) relative to approval for submission of the 2017 budget for the 100% Smoke Free Ontario Strategy and submission of the 100% Electronic Cigarettes Act budget was presented.

Resolution No.: 18-2017

MOVED BY: D. Smith
SECONDED BY: M. Harding

THAT with respect to Report No. 12 – 2017 (Tobacco Program) we recommend that:

- The 100% Smoke-Free Ontario Strategy budget be approved at \$708,600 Revenues and Expenditures, with 6.8 FTE, and submitted to the Ministry of Health and Long-Term Care with the 2017 Program Based Grant requests for mandatory and related programs; and

The 100% Electronic Cigarettes Act budget be approved at \$18,600 Revenues and Expenditures, with .25 FTE, and submitted to the Ministry of Health and Long-Term Care with the 2017 Program Based Grant requests for mandatory and related programs; and

- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

8.3 100 % Funded First Nations Public Health Programming 2017 Program Budget

Report No. 17-2017 (Medical Officer of Health) relative to approval for submission of the 100% First Nations Public Health Programming 2017 Budget was presented.

Resolution No.: 19-2017

MOVED BY: D. Smith
SECONDED BY: A. Brigham

8. DECISIONS OF THE BOARD (Continued)

**8.3 100 % Funded First Nations Public Health Programming
2017 Program Budget (Continued)**

THAT with respect to Report No. 17 – 2017 (Medical Officer of Health), we recommend that:

- The 100% First Nations Public Health Programming budget be approved at \$400,000 Revenues and Expenditures, with 1.0 FTE, and submitted to the Ministry of Health and Long-Term Care with the 2017 Program Based Grant requests for mandatory and related programs;
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

**8.4 Program Based Grant One-Time Funding for Smoke-Free
Ontario Expanded Smoking Cessation for Priority Populations**

Report Number 11-2017 (Tobacco Program/Smoke Free Ontario) relative to approval for the application of one-time funding for the purchase and provision of Nicotine Replacement Therapy for priority populations was presented.

Resolution No.: 20-2017

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

THAT with respect to Report No. 11– 2017 (Tobacco Program), we recommend that:

- The application of one-time funding totaling \$30,000 for the purchase and provision of Nicotine Replacement Therapy (NRT) for priority populations be approved for submission to the Ministry of Health and Long-Term Care; and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

8. DECISIONS OF THE BOARD (Continued)

8.5 HPV Immunization Program Expansion One-time Funding Request

Report No. 15-2017 (Vaccine Preventable Disease) relative to approval for application of one-time funding to assist with the delivery of the expanded HPV Immunization Program was presented.

Resolution No.: 21-2017

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

THAT with respect to Report No. 15 – 2017 (Vaccine Preventable Disease), we recommend that:

- The application of a one-time request of \$43,500 for extraordinary costs related to the Human Papillomavirus (HPV) immunization program expansion be approved for submission to the Ministry of Health and Long-Term Care (MOHLTC); and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

8.6 Public Health Inspector Practicum One-Time Funding Request

Report Number 16-2017 (Environmental Health) relative to approval for application of one-time funding for Public Health Inspector Student practicum was presented.

Resolution No.: 22-2017

MOVED BY: D. Smith
SECONDED BY: A. Brigham

THAT with respect to Report No. 16 – 2017 (Environmental Health), we recommend that:

- The application of a one-time request of \$10,000 for Public Health Inspector Student funding be approved for submission to the Ministry of Health and Long-Term Care (MOHLTC); and

8. DECISIONS OF THE BOARD (Continued)

8.6 Public Health Inspector Practicum One-Time Funding Request (Continued)

- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

8.7 In Good Hands – Reserve Fund Request

Report No. 13-2017 (Environmental Health Programs) relative to recommendations for the use of reserve funds to cover re-development costs for the *In Good Hands* online training course was presented.

Resolution No.: 23-2017

MOVED BY: A. Brigham
SECONDED BY: D. Smith

THAT with respect to Report No. 13 - 2017
(Environmental Health Programs), we recommend that:

- The Board of Health approve the withdrawal of up to \$25,000 (taxes extra) from the Safe Food Handler Training Reserve Fund to cover strategic review and related re-development costs for the *In Good Hands* online safe food handler training course;
- The Board of Health approve the withdrawal of \$3,846 from the Safe Food Handler Training Reserve Fund for *In Good Hands* re-development costs incurred in 2016;
- The Chief Executive Officer or designate be authorized to complete any administrative requirements.

CARRIED

8.8 Associate Medical Officer of Health Appointment

At the Board of Health (Closed Session) held earlier in the day, information relative to the recruitment of an Associate Medical Officer of Health was presented.

At that time the Board of Health was advised that the following resolution would be presented in open session for consideration.

8. DECISIONS OF THE BOARD (Continued)

8.8 Associate Medical Officer of Health Appointment

Resolution No.: 16d-2017

MOVED BY: M. Harding
SECONDED BY: D. Smith

THAT the Board of Health appoint Dr. Emily Groot to the position of Associate Medical Officer of Health for the Thunder Bay District Health Unit to be effective at a date to be determined, following successfully meeting the qualifications for the position.

AND THAT the Chief Executive Officer be authorized to complete any administrative requirements of the hiring process.

CARRIED

9. COMMUNICATIONS FOR INFORMATION

**9.1 Public Health Promotion Collaboration –
Manitouwage General Hospital**

Report No. 14-2017 (Oral Health and District Offices) relative to providing the Board of Health with an update on the collaborative public health promotion service delivery in the community of Manitouwadge was presented for information.

9.2 Electronic Participation in Meetings

A memorandum from Ms. S. Stevens, Executive Assistant, dated February 8, 2017, and attaching resolution correspondence from other Health Units relative to the above noted, was presented for information.

10. NEXT MEETING

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

11. ADJOURNMENT

Resolution No. 24-2017

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

THAT the Regular Board of Health meeting held on February 15, 2017, be adjourned at 2:15 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary