



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: NOVEMBER 15, 2017

TIME OF MEETING: 1:00 PM

PLACE OF MEETING: BOARDROOM – MAIN FLOOR

CHAIR: MR. JOE VIRDIRAMO

BOARD MEMBERS PRESENT:

Ms. Alana Bishop
Mr. Andrew Bringham
Ms. Connie Bryson
Mr. Jay Daiter
Ms. Maria Harding
Mr. Richard Harvey
Mr. Andy Major
Mr. Jack Masters
Mr. James McPherson
Ms. Karen Morley
Mr. Aldo Ruberto
Mr. Roger Shott
Mr. Joe Virdiramo

REGRETS:

Mr. T. Fox
Mr. Norm Gale
Mr. Bob MacMaster
Mr. Don Smith

ADMINISTRATION PRESENT:

Dr. Janet DeMille, Medical Officer of Health
Mr. Doug Health, Chief Executive Officer
Ms. Lynda Roberts, Director – Health Promotion
Ms. Cheryl D'Angelo, Director – Health Protection
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health

REGRETS:

Dr. Emily Groot, Associate Medical Officer of Health

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 members.

2. DECLARATIONS OF PECUNIARY INTEREST

Ms. C. Bryson declared pecuniary interest relative to labour relations and employee negotiation matters scheduled for discussion in the closed session.

3. AGENDA APPROVAL

Resolution No. 92-2017

MOVED BY: A. Brigham
SECONDED BY: C. Bryson

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

CARRIED

4. INFORMATION SESSION

4.1 Alcohol Strategy Update

Ms. Rosemary Scofich, Public Health Nurse was in attendance, along with Ms. C. Olsen, Drug Strategy Coordinator, and Ms. L. Chevette, Crime Prevention Council Chair, to provide the Board of Health with the results of the Community Violence Survey and to respond to questions from the Board.

5. MINUTES OF THE PREVIOUS MEETINGS

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Regular Session Meeting held on October 18, 2017, to be approved.

Resolution No.: 93-2017

MOVED BY: C. Bryson
SECONDED BY: J. Daiter

THAT the Minutes of the Thunder Bay District Board of Health Regular Session Meeting held on October 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.: 94a-2017

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

THAT the Board of Health move in to a closed session to receive information relative to labour relations or employee negotiations;

AND THAT the Board of Health move in to a closed session to receive information relative to litigation or potential litigation affecting the Board.

CARRIED

The Board of Health moved in to closed session at 1:36 p.m.

The following individuals left the meeting room:

Ms. C. Bryson, Board of Health Member
Ms. S. Stevens, Executive Assistant

The following individual joined the closed session:

Ms. A. Jennings, Manager (A) – Human Resources

At 2:00 p.m., the following individuals also left the meeting room:

Ms. L. Roberts, Director – Health Promotion
Ms. C. D'Angelo, Director – Health Protection

At 2:25 p.m., the Board of Health moved out of closed session and resumed regular business. The following individuals returned to the meeting room:

Ms. L. Roberts, Director – Health Promotion
Ms. C. D'Angelo, Director – Health Protection
Ms. C. Bryson, Board of Health Member
Ms. S. Stevens, Executive Assistant

The following individuals also joined the meeting:

Mr. P. Avella, Manager – Information Systems and Property
Ms. C. Boraski, Manager – Finance
Mr. W. Maute, Senior Finance Officer

8. DECISIONS OF THE BOARD

8.1 2018 Mandatory Core (Cost-Shared) Budget Approval

Report No. 57-2017 (Finance) relative to providing the Board of Health with the proposed 2018 Mandatory Core (Cost-Shared) Budget was presented. Mr. D. Heath, Chief Executive Officer, provided supplemental information in a power point presentation and responded to questions from the Board.

Resolution No.: 95-2017

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

THAT with respect to Report No. 57 – 2017 (Finance), we recommend that the:

1. 2018 Mandatory Core (Cost-Shared) budget be approved at \$12,699,648 including 120.37 net full time equivalent (FTE) positions, for submission to the Ministry of Health and Long-Term Care (MOHLTC);
2. Municipal Levy be set at \$2,836,314;
3. Land Development Program budget be approved at \$189,682 Revenues and Expenditures, with 2.0 FTEs;
4. 100% Infection Prevention & Control PHN budget be approved at \$90,100 Revenues and Expenditures, with 1.0 FTE, and submitted to the MOHLTC;
5. 100% Infectious Disease budget be approved at \$555,600 Revenues and Expenditures, with 5.0 FTEs, and submitted to the MOHLTC;
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 MOHLTC;
7. 100% Needle Exchange Program Initiative budget be approved at \$108,600 and submitted to the MOHLTC;
8. 1005 Healthy Smiles Ontario (HSO) budget be approved at \$475,600 Revenues and expenditures, with 4.67 FTEs and submitted to the MOHLTC;
9. 100% Enhanced Food Safety (Haines Initiative) budget be approved at \$47,900 and submitted to the MOHLTC;

8. DECISIONS OF THE BOARD (Continued)

8.1 2018 Mandatory Core (Cost-Shared) Budget Approval (Continued)

10. 100% Enhanced Safe Water Initiative budget be approved at \$15,500 and submitted to the MOHLTC;
11. 100% Chief Nursing Officer Initiative be approved at \$121,500 Revenues and Expenditures, with 1.20 FTEs and submitted to the MOHLTC;
12. Director, Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required; and
13. Director, Corporate Services and Manager of Finance be authorized to arrange appropriate financing for the funding of the Health Unit operations, if required.

CARRIED

8.2 Reserve and Reserve Fund Strategy

Report No. 58- 2017 (Finance) relative to providing the annual review and recommendations regarding the Reserve and Reserve Fund Strategy was presented. Mr. D. Heath, Chief Executive Officer, provided supplemental information in a power point presentation, and responded to questions from the Board.

Resolution No.: 96-2017

MOVED BY: J. Daiter

SECONDED BY: R. Shott

THAT with respect to Report No. 58 – 2017 (Finance), we recommend that the Reserve Fund strategies and transfers be approved as presented;

AND THAT any year-end municipal surplus at December 31, 2017 be applied to replenish the \$10,000 withdrawal from the Program Contingency Reserve Fund for the contribution to the Thunder Bay Drug Strategy Community Partnership;

AND THAT the principal contribution limit for the Program Contingency Reserve be increased to \$200,000;

AND THAT \$16,000 from the Sick Pay Plan Allowance Reserve Fund be transferred to the Program Contingency Reserve Fund;

8. DECISIONS OF THE BOARD (Continued)

8.2 Reserve and Reserve Fund Strategy (Continued)

AND THAT the Deferred Revenue account balances totaling \$18,370 be transferred to the Program Contingency Reserve Fund;

AND THAT any further remaining municipal surplus to a maximum of the principle contribution limit of \$200,000 be transferred to the Program Contingency Reserve Fund;

AND THAT the Program Contingency Reserve Fund By-Law be amended to allow the Board flexibility to fund ongoing initiatives and/or operational budget deficits by resolution only;

AND THAT \$20,000 from the Benefit Cost Stabilization reserve fund be designated to the Workplace Health and Wellness initiatives over the three (3) year period of 2018-2020;

AND THAT the principal contribution limit for the Capital Expenditure Reserve Fund be increased to \$2.0 million;

AND THAT any further remaining municipal surplus 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 the Chief Executive Officer and Manager of Finance be authorized to complete any related administrative requirements for the Reserve & Reserve Fund Strategy.

CARRIED

8.3 Health Canada Contribution – FN Public Health Programming

A memorandum from Mr. D. Heath, Chief Executive Officer, dated November 7, 2017, relative to approval of the federal portion of funding for the First Nations Public Health Programming 2017 Program Budget was presented.

Resolution No.: 97-2017

MOVED BY: A. Brigham
SECONDED BY: C. Bryson

8. DECISIONS OF THE BOARD (Continued)

8.3 Health Canada Contribution – FN Public Health Programming (Continued)

THAT we recommend the Health Canada contribution in the amount of \$140,100 to support the Federal portion of the AMOH position for the year April 1, 2017 to March 31, 2018, be approved.

CARRIED

8.4 Janitorial Service Contract Award

Report No. 56-2017, (Finance) relative to recommendations for Janitorial Services Contract award was presented and discussed.

Resolution No. 98-2017

MOVED BY: A. Major
SECONDED BY: M. Harding

THAT with respect to Report No. 56 – 2017 (Finance), we recommend that the contract for the Janitorial Services at the 999 Balmoral Street, Thunder Bay, Ontario, site be awarded to RAS Maintenance Services for a total contract cost of \$150,191 (taxes extra) for the three (3) year term effective December 1, 2017 to November 30, 2020;

AND THAT the Director, Corporate Services and Manager of Finance be authorized to negotiate two (2) additional one (1) year terms subject to satisfactory performance and mutually agreeable terms which are acceptable to the Thunder Bay District Health Unit (TBDHU);

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the Janitorial Services contract as required.

CARRIED

8.5 Board of Health Holiday Dinner

A memorandum from Mr. D. Heath, Chief Executive Officer, dated November 7, 2017, containing a resolution, relative to the above noted was presented. The Board of Health discussed the holiday dinner format from previous years.

8. DECISIONS OF THE BOARD (Continued)

8.5 Board of Health Holiday Dinner (Continued)

The consensus of the Board was to remove the option for a cash bar in order to support the advocacy work of public health and local municipalities on a provincial alcohol strategy.

Resolution No. 99-2017

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

THAT we approve the payment of the invoice for the Annual Board of Health Holiday Dinner to be held on Wednesday, December 13, 2017, at 5:00 p.m. at the Valhalla Inn.

CARRIED

8.6 Compensation Review – Non-Union and Management Staff

At the Board of Health (Closed Session) held earlier in the day, Report No. 59-2017 (Human Resources) containing recommendations relative to the above noted was presented.

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

Resolution No.: 94c-2017

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

THAT with respect to Report No. 59-2017 (Human Resources) we recommend that:

- Compliant with the Compensation Philosophy Policy, the Board of Health approve the competitive market adjustment to base salary as recommended by the Korn Ferry Hay Group for non-union and management staff effective January 1, 2017 and January 1, 2018.

CARRIED

9. COMMUNICATIONS FOR INFORMATION

9.1 Third Quarter Financial Statement

Report No. 54-2017 (Finance) relative to providing the Board of Health with the Financial Statements and Variance Analysis for the Thunder Bay District Health Unit for the period ending September 30, 2017, was provided for information.

9.2 aPHa Fall 2017 Meeting Report

Ms. M. Harding and Mr. J. Daiter attended the aPHa Fall 2017 Board of Health Section Meeting held in Toronto, Ontario, on November 3, 2017. A written report from Mr. Daiter was provided to the Board, for information.

10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Wednesday, December 13, 2017, at 1:00 p.m.

11. ADJOURNMENT

Resolution No. 100-2017

MOVED BY: M. Harding
SECONDED BY: J. McPherson

THAT the Regular Board of Health meeting held on November 15, 2017, be adjourned at 2:58 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary