



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: MARCH 20, 2019

TIME OF MEETING: 1:00 P.M.

PLACE OF MEETING: BOARDROOM – FIRST FLOOR

CHAIR: MR. JAMES MCPHERSON

BOARD MEMBERS PRESENT:

Ms. Alana Bishop
Mr. Andrew Brigham
Mr. Norm Gale
Mr. Dave Hamilton
Ms. Deborah Harris Shallow
Ms. Maria Harding
Mr. John MacEachern
Mr. James McPherson
Ms. Karen O’Gorman
Mr. Don Smith
Mr. Jim Vezina
Mr. Greg Vallance

ADMINISTRATION PRESENT:

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer
Ms. L. Roberts, Director of Health Promotion
Mr. L. Dyll, Director of Corporate Services
Ms. T. Rabachuk, Director of Health Protection (A)
Ms. A. Jennings, Manager of Human Resources (A)
Mr. D. Hrychuk, Manager of Finance
Mr. L. Sieswerda, Manager of Human Resources
Dr. C. Chizea, NOSM Resident
Ms. S. Stevens, Executive Assistant and Secretary to the Board of Health

REGRETS:

Ms. Kristen Oliver
Mr. Brian Hamilton

CALL TO ORDER

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

1. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Ms. Oliver and Mr. Hamilton and welcomed all members in attendance.

2. DECLARATIONS OF INTEREST

There were no declarations of conflict of interest.

3. AGENDA APPROVAL

Resolution No. 30-2019

MOVED BY: G. Vallance
SECONDED BY: D. Hamilton

THAT the Agenda for the Regular Board of Health Meeting to be held on March 20, 2019, be approved as amended.

CARRIED

4. INFORMATION SESSION

Mr. Lee Sieswerda presented the Board of Health with information on the Radon Prevalence Studies that were conducted in the Thunder Bay District 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 February 13, 2019, to be approved.

Resolution No.:31-2019

MOVED BY: D. Hamilton
SECONDED BY: D. Harris Shallow

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on February 13, 2019, 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

The closed session was moved to the end of the meeting, following regular business.

8. DECISIONS OF THE BOARD

8.1 In Good Hands Reserve Fund Request

Report No. 17-2019 (Environmental Health) relative to a request for approval to withdraw funds from the Safe Food Handler Training Reserve Fund was presented.

Resolution No.: 32-2019

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

THAT with respect to Report No. 17 - 2019 (Environmental Health Programs), we recommend that the Board of Health approve the withdrawal of up to \$15,000 from the Safe Food Handler Training Reserve Fund to cover equipment purchases and one-time activities to support the launch of the *In Good Hands* online safe food handler training course;

AND THAT the Director of Corporate Services and the Manager of Finance be authorized to complete any administrative requirements.

CARRIED

8.2 In Good Hands Online Food Safety Course - User Fee Change

Report No. 18-2019 (Environmental Health) relative to recommendations for a change to the bulk purchase user fee discount for the online Food Safety Course was presented.

Resolution No.:33-2019

MOVED BY: G. Vallance
SECONDED BY: M. Harding

THAT with respect to Report No. 18 – 2019 (Environmental Health), we recommend that Administration be permitted the ability to apply the Board-approved bulk purchase discount of \$5.00 per course fee to non-bulk In Good Hands Online Food Safety Course fee purchases;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative matters relative to implementing these changes.

CARRIED

8. DECISIONS OF THE BOARD (Continued)

**8.3 Recruitment and Retention Funding -
Nurse Practitioner 2019-2020**

Report No. 20– 2019 (Sexual Health & Harm Reduction) relative to providing the Board of Health with information on additional base funding for recruitment and retention in the Primary Care Nurse Practitioner program was presented.

Resolution No.: 34-2019

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

THAT with respect to Report No. 20 – 2019 (Sexual Health & Harm Reduction), we recommend that the Board of Health accept the additional base funding of \$8,300 for the 2019-20 funding year (April 1, 2019 to March 31, 2020) to support recruitment and retention in the Primary Care Nurse Practitioner Program bringing the total yearly funding to \$157,053;

AND THAT the Director, Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

**8.4 Youth Mental Health and Addictions Champions
Project Funding Approval**

Report No.19-2019 (School Health) relative to recommendations for approval of the successful funding application from the Registered Nurses' Association of Ontario for the Youth Mental Health and Addictions Champion Project Funding was presented.

Resolution No.: 35-2019

MOVED BY: M. Harding
SECONDED BY: K. O'Gorman

THAT with respect to Report No. 19 – 2019 (School Health), we recommend the acceptance of one-time funding from Registered Nurses' Association of Ontario (RNAO) for the Youth Mental Health & Addiction Champion Project totaling \$10,000;

8. DECISIONS OF THE BOARD (Continued)

8.4 Youth Mental Health and Addictions Champions
Project Funding Approval (Continued)

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

8.5 Employee Group Benefit Program

Report No. 21-2019 (Finance and Human Resources) relative to recommendations for the renewal of the Employee Group Benefit Plan Program was presented.

Resolution No.: 36-2019

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

THAT with respect to Report No. 21 – 2019 (Finance / Human Resources), we recommend that the renewal of the Employee Group Benefit Plan with Green Shield Canada and Sun Life Financial through the ALPHA Employee Group Benefit Consortium Plan as presented for the policy term of April 1, 2019 to March 31, 2020.

AND THAT the Director of Corporate Services and the Manager of Finance be authorized to complete any administrative requirements.

CARRIED

9. COMMUNICATIONS FOR INFORMATION

9.1 Facilities Report

Report No. 20-2019 (Information Systems and Property) relative to providing the Board of Health with the annual review of facilities and equipment, for information. Mr. Phil Avella, Manager of Information Systems and Property, was in attendance and provided additional information to the Board of Health in a power point presentation and responded to questions from the Board.

9. COMMUNICATIONS FOR INFORMATION (Continued)

9.2 General Insurance Coverage

A memorandum from Mr. L. Dyll, Director of Corporate Services, dated March 20, 2019, relative to providing the Board of Health with information on the General Insurance Policy and applicable coverage for Board of Health members was provided for information.

9.3 Risk Management

Dr. J. DeMille provided a verbal update to the Board of Health on the proposed Risk Management orientation, and plan for future reporting of Risk Management Board of Health, for information.

9.4 TBDHU Strategic Plan 2017-2020

Dr. J. DeMille provided a verbal update to the Board of Health on the proposed orientation to the TBDHU Strategic Plan 2017-2020 and plan for regular updates to the Board of Health on the Strategic Plan implementation.

9.5 alPHa Winter Meeting

A report on the alPHa Winter Meeting held in Toronto on February 21, 2019, was provided by the members that attended.

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

Resolution No.: 37a-2019

MOVED BY: D. Smith
SECONDED BY: J. MacEachern

THAT the Board of Health move into a closed session to receive information that is subject privilege.

CARRIED

At 2:04 pm the Board of Health moved into a closed session. The following individuals left the meeting room:

Ms. T. Rabachuk, Director of Health Protection (A)
Ms. A. Jennings, Manager of Human Resources (A)
Mr. D. Hrychuk, Manager of Finance
Mr. L. Sieswerda, Manager of Human Resources
Dr. C. Chizea, NOSM Resident

At 2:45 pm the Board of Health moved out of closed session to resume regular business.

RESOLUTION(S) FROM CLOSED SESSION

Item 2.1 Closed Session Agenda
Legal Matter - SLFNHA

Resolution No.: 37c-2019

MOVED BY: G. Vallance
SECONDED BY: N. Gale

THAT we recommend that a Special Meeting of the Board of Health be held on the morning of April 18, 2019, pending confirmation.

CARRIED

10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Wednesday, April 17, 2019, at 1:00 p.m.

11. ADJOURNMENT

Resolution No.37d-2019

MOVED BY: D. Harris Shallow
SECONDED BY: D. Hamilton

THAT the Regular Board of Health meeting held on March 20, 2019, be adjourned at 2:47 p.m.

CARRIED

Chair, Board of Health

Medical Officer of Health/Chief
Executive Officer

Recording Secretary