



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: November 18, 2015

TIME OF MEETING: 1:00 PM

PLACE OF MEETING: BOARD ROOM

CHAIR: MR. JOE VIRDIRAMO

BOARD MEMBERS PRESENT:

Mr. Bob MacMaster
Mr. Jay Daiter
Mr. Ed Dunnill
Ms. Maria Harding
Mr. Bernie Kamphof
Mr. Jack Masters
Mr. James McPherson
Mr. Richard Harvey
Mr. Roger Shott
Mr. Don Smith
Mr. Joe Virdiramo
Ms. Karen Morley
Mr. Terry Fox

ADMINISTRATION PRESENT:

Mr. Doug Heath, Chief Executive Officer
Dr. Janet DeMille, Medical Officer of Health (A)
Mr. Ken Allan, Director - Health Protection/Chief Nursing Officer
Ms. Silva Sawula, Manager – Healthy Living
Mr. Phil Avella, Manager – Information Systems
Ms. Connie Boraski, Manager – Finance
Mr. Werner Maute, Senior Finance Officer
Ms. Catherine Schwartz-Mendez, Public Health Dietician
Ms. Sarah Stevens, Secretary to the Board of Health

REGRETS:

Mr. Aldo Ruberto
Mr. Norm Gale

CALL TO ORDER

The Chair called the meeting to order at 1:01 pm

1. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Mr. Norm Gale and Mr. Aldo Ruberto.

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

3. AGENDA APPROVAL

Resolution No. 135-2015

MOVED BY: B. MacMaster
SECONDED BY: R. Shott

THAT the Agenda for the Regular Board of Health Meeting to be held on November 18, 2015, be approved.

CARRIED

4. INFORMATION SESSION

There was no information session.

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 and Closed Session) Meetings, held on October 21, 2015, to be approved.

Resolution No. 136-2015

MOVED BY: R. Shott
SECONDED BY: B. MacMaster

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meetings held on October 21, 2015, 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

There was no closed session meeting.

8. DECISIONS OF THE BOARD

8.1 Reserve and Reserve Fund Strategy

Report No. 58-2015 (Finance) relative to maintenance of Reserve Funds was presented.

Resolution No. 137- 2015

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

THAT with respect to Report No. 58 – 2015 (Finance), we recommend that Reserve Fund strategies be approved as presented;

AND THAT any year-end municipal surplus at December 31, 2015 be applied first to replenish the \$10,000 withdrawal from the Program Contingency Reserve Fund for the contribution to the Thunder Bay Drug Strategy Community Partnership and the remaining municipal surplus, if any, be transferred into the Capital Expenditure Reserve Fund;

AND THAT \$32,000 from the Sick Pay Plan Allowance Reserve Fund and \$10,000 from the Benefit Cost Stabilization Reserve Fund be transferred to 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.

CARRIED

8.2 Panorama One-Time Funding Grant 2015-16

Report No. 61-2015 (Infectious Disease) Panorama One-Time Funding Grant 2015-16, to support Panorama System – Inventory Module was presented.

Resolution No. 138 - 2015

MOVED BY: B. MacMaster
SECONDED BY: R. Shott

THAT with respect to Report No. 61-2015 (Infectious Disease), it is recommended:

8. DECISIONS OF THE BOARD (Continued)

8.2 Panorama One-Time Funding Grant 2015-16 (Continued)

- THAT the Board of Health accept the one-time funding grant of \$103,900 for the 2015-16 funding year (April 1, 2015 to March 31, 2016) to support the planning, preparation and deployment activities of Panorama;
- AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the Amending Agreement to the Accountability Agreement as required.

CARRIED

8.3 Contract Extension – Janitorial Services

Report No. 62-2015 (Administrative Services) relative to contract extension for Personal Touch Cleaning janitorial service was presented

Resolution No. 139 - 2015

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

THAT with respect to Report No. 62 – 2015 (Administrative Services) the first option year of the Janitorial Services Contract be extended to Personal Touch Cleaning at a total cost of \$51,775 (taxes extra) for the period December 1, 2015, to November 30, 2016;

AND THAT the Chief Executive Officer and Manager of Finance be authorized to negotiate for the extension of the second option year subject to satisfactory performance and mutually agreeable terms which are acceptable to the Thunder Bay District Health Unit (TBDHU).

CARRIED

8.4 2016 Mandatory Core and Related Program Budgets

Report No. 63-2015 (Finance) relative to providing the Board of Health with the proposed 2016 Mandatory Core and Related Program budgets was presented.

8. DECISIONS OF THE BOARD (Continued)

8.4 2016 Mandatory Core and Related Program Budgets (Continued)

Resolution No. 140 - 2015

MOVED BY: B. MacMaster
SECONDED BY: J. McPherson

THAT with respect to Report No. 63 – 2015 (Finance) we recommend that the:

1. 2016 Mandatory Core (Cost-Shared) budget be approved at \$12,892,914 including 122.47 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 \$185,322 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 MOHLTC;
5. 100% Infection Prevention & Control budget be approved at \$90,100 Revenues and Expenditures, with 1.0 FTE, and submitted to the MOHLTC;
6. 100% 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. 100% Enhanced Food Safety (Haines Initiative) budget be approved at \$47,900 and submitted to the MOHLTC;
9. 100% Enhanced Safe Water Initiative budget be approved at \$15,500 and submitted to the MOHLTC;
10. 100% Chief Nursing Officer Initiative be approved at \$121,500 Revenues and Expenditures, with 1.20 FTEs and submitted to the MOHLTC;
11. 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)

8.4 2016 Mandatory Core and Related Program Budgets (Continued)

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

CARRIED

8.5 Annual Meeting Date

Report No. 64-2015 (Chief Executive Officer) relative to establishing the date of the 2016 Annual Meeting of the Thunder Bay District Board of Health was presented.

Resolution No.141- 2015

MOVED BY: T. Fox
SECONDED BY: J. Daiter

THAT with respect to Report No. 64 - 2015 (Chief Executive Officer) we recommend that the 2016 Annual Meeting of the Board of Health be held on Wednesday, January 20, 2016 at 1:00 p.m.;

AND THAT the Board of Health meeting schedule for 2016 be established using the criteria of every third Wednesday of each month at 1:00 p.m.;

AND THAT the 2016 Board of Health Meeting Schedule be presented at the Annual Meeting for approval.

CARRIED

8.6. Client Management Software Upgrade and Expansion

Report No. 66-2015 (Chief Nursing Officer) relative to recommendations for the purchase of upgrades to client management software.

Resolution No.: 142 - 2015

MOVED BY: T. Fox
SECONDED BY: J. Daiter

THAT with respect to Report No. 66-2015 (Chief Nursing Officer), we recommend the purchase of an upgrade and expansion of client management software,

8. DECISIONS OF THE BOARD (Continued)

8.6. Client Management Software Upgrade and Expansion (Continued)

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

CARRIED

9. COMMUNICATIONS FOR INFORMATION

9.1 Third Quarter Financial Statements and Variance Analysis

Report No. 59-2015 (Finance) relative to providing the Third Quarter Financial Statements and Variance Analysis, was presented for information.

9.2 Food Security: An Important Public Health Issue

Report No. 60-2015 (Healthy Living) relative to Food Security and attaching a pamphlet on "The Cost of Eating well in the District of Thunder Bay" and an info-graphic titled "Hungry for Change" was presented. Ms. S. Sawula, Manager of Healthy Living and Ms. C. Schwartz-Mendez, Public Health Dietician, were in attendance and answered questions relative to the above.

9.3 First Nations Public Health Pilot Project Update

Report No. 56-2015 (Medical Officer of Health) relative to Sioux Lookout First Nations Health Authority collaborative project was presented for information.

9.4 Renovation Update

Report No. 65-2015 (Information Systems) relative to providing the Board of Health with an update on building renovations was presented for information.

9.5 AlPHa Conference Update

Mr. J. Virdiramo, Mr. J. Daiter and Ms. M Harding presented a memo relative to the alPHa Workshop on Risk Management for Boards of Health which they attended in Toronto on November 5, 2015. The consensus of the Board is for administration to arrange for one of the speakers on Risk Management to provide a presentation to the whole Board in the New Year.

10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Wednesday, December 16, 2015, at 1:00 p.m.

11. ADJOURNMENT

Resolution No. 143-2015

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

THAT the Board of Health meeting held on November 18, 2015 be adjourned at 2:50

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary