

ALGOMA PUBLIC HEALTH BOARD MEETING
MARCH 19, 2014
PRINCE ROOM, 3RD FLOOR, APH SAULT STE. MARIE
MINUTES

BOARD MEMBERS	Robert Ambeault	Janet Blake	Carmen Bondy
PRESENT:	Marchy Bruni	John Currie	Brenda Davies
	Tom Farquhar (teleconference)	Debbie Kirby	(teleconference)
	Gordon Post	Ron Rody	Karen Marinich

REGRETS: **None**

OFFICIALS	Medical Officer of Health	Dr. Kimberley Barker
PRESENT:	Chief Financial Officer	Justin Pino
	Financial Consultant	Shaun Rothberg
	Chief Financial Officer/Director of Clinical Services	Connie Free
	Director of Human Resources and Corporate Services	Antoniette Tomie
	Board Secretary	Trina Mount
REGRETS:	Director of Community Services	Laurie Boston

1) CALL TO ORDER:

Mr. Bruni called the meeting to order at 6:08 p.m. He introduced and welcomed the following guests to the evening's meeting to present on strategic planning:

☞ Dr. Arlene King, Chief Medical Officer of Health for the Ministry of Health and Long-Term Care (Provincial strategic plan "Make No Little Plans")

☞ Dr. Susan Snelling, Social Research Consulting Inc., (overview of Algoma Public Health strategic planning initiative)

2) DECLARATION OF CONFLICT OF INTEREST:

Mr. Bruni called for conflicts of interest at which time none were declared.

3) ADOPTION OF AGENDA dated March 19, 2014.

2014-22 Moved: Post

Seconded: Rody

THAT the agenda items dated March 19, 2014, be adopted as circulated.

CARRIED.

4) **APPROVAL OF THE MINUTES** dated February 19, 2014:

2014-23 Moved: Bondy

Seconded: Blake

THAT the minutes of the meeting dated February 19, 2014, be adopted as circulated.
CARRIED.

5) **DELEGATIONS/PRESENTATIONS:**

Introduction by Dr. Barker (PowerPoint Presentation attached)

Dr. Barker set the context for the strategic planning sessions to be presented by Drs. King and Snelling by speaking to the Board of Health Organizational Standards (highlighted at the February 2014 Board meeting) and reviewing in detail Section 3.2 on strategic planning as related to the Board.

Dr. Barker thanked Dr. King for her presentation on the Provincial strategic plan to staff earlier in the day and for attending the evening's meeting to present on same to the Board. She recognized Dr. Snelling for her accomplishments to date towards the APH strategic plan and thanked her also for attending the evening's meeting as an initial engagement of the Board of Health.

a) Guest Speaker: Dr. Arlene King (PowerPoint Presentation)

Dr. King presented on "Make No Little Plans," released April 2013, emphasizing that it is the first ever public health sector strategic plan and the importance of talking to Ontarians on "how we can work together to improve the health of the public." The plan was "built on partnerships" and a visual was provided to demonstrate the central bridging position of the public health sector in engaging both non-health sector and health sector partners. Dr. King outlined the framework: Values, Vision, Mission, Strategic Goals, and Collective Areas of Focus (attached) and went on to speak to the approach for implementation and timelines. Implementation tables created to address each of the five strategic goals were detailed and it was noted that two members of the APH Management Team were selected to participate on these tables (Laurie Boston – Strategic Goal 1: Optimize healthy human development and Jonathon Bouma – Strategic Goal 2: Improve the prevention and control of infectious diseases). Dr. King offered to provide extra copies of the plan for distribution. Discussion took place and Dr. King responded to questions from the Board. Further to one query, she clarified that the Public Health Division of the MOHLTC does not provide any direct care but focuses rather on legislation, standards, funding, policies and programs. She reinforced that the focus of public health is to promote health and prevent disease, not primary care. In response to a query around oral health, Dr. King spoke to work she has done to advance this and noted specifically a report prepared to target oral health, with emphasis on the benefits of fluoridation and the relationship between oral health and overall health.

b) Guest Speaker: Dr. Susan Snelling (PowerPoint Presentation)

Dr. Snelling provided an overview of the APH strategic planning initiative. She defined the foundational elements: *mission, vision and values* and reviewed those currently in place at APH, saying that these would be revisited as part of the planning process. Dr. Snelling identified *The Drivers ModelTM Strategic Planning Methodology* as the approach being used, explained how it worked, and updated on the progress of implementation. A summary of staff input received to date was relayed as a 'beginning expression' and the Board was engaged in providing input to specific questions. Dr. Snelling outlined targeted timelines, indicating the plan is expected to be completed by October 2014. Discussion took place around future opportunities for input with a few Board members in support of one-on-one consultations.

6) BUSINESS ARISING FROM MINUTES:

a) Finance Sub-Committee

Further to previous Board meetings, discussion resumed over whether or not to establish a Finance Sub-committee. It was brought up that approximately 50 percent of other health units have such a committee within their Boards. Shaun Rothberg clarified that the establishment of a Finance Sub-Committee places the Board in a position of liability and responsibility based on the TOR it approves. One Board member emphasized that there should be expertise (a CPA) on the Board and in the Sub-Committee if the TOR presented at the February 2014 meeting is to be considered, stating that it was in-depth and the exact role of the Sub-committee was questioned. "We are an oversight Board; we are not auditors," was said. Shaun Rothberg said that a determination on the role of the potential Sub-Committee needs to be made so that an appropriate TOR could be provided for consideration; he reiterated that the Board must adhere strictly to the TOR once it is approved. It was raised that the establishment of a Finance Sub-committee is a matter of due diligence and meeting times and frequencies were discussed. Justin Pino reported on his findings related to financial reporting at other health units, saying that 3 of the 4 he contacted reported quarterly rather than monthly. Mr. Bruni asked the Board to notify him by email by April 15, 2014, with expressions of interest to sit on the Finance Sub-Committee. Shaun Rothberg was asked to report back on whether meetings of the Finance Sub-Committee are to be held in Open meeting and announced or in Closed. The following resolution was passed by recorded vote.

2014-24 Moved: Ambeault
 Seconded: Marinich
 THAT the Board approves the generation of a Finance and Audit Committee for the Algoma Public Health Board.

Recorded Vote:

Marchy Bruni	yes
Janet Blake	no
Robert Ambeault	yes
Carmen Bondy	yes
John Currie	yes
Brenda Davies	yes
Tom Farquhar	yes
Debbie Kirby	yes
Karen Marinich	yes
Gordon Post	no
Ron Rody	no

CARRIED.

b) Location of Future Board Meetings

As agreed to at a previous meeting, discussion took place over the location of future Board meetings. One Board member recommended that meetings be consistently held in Sault Ste. Marie unless a special function was slated for a District office at which time the meeting could be held in the community of same; cost-savings and efficiency were slated as the reasons for the change to the current schedule and process. The Board was in agreement. Discussion took place over the use of technology (teleconferences and videoconferences for Board members unable to attend in person). The Board requested that costing of upgraded teleconferencing systems (individual microphones and

central system) be provided for Board consideration. Mr. Rothberg indicated that videoconferencing could be made available through District offices as well. In conjunction to the discussion around Board meetings, Justin Pino interjected that he had researched some fellow Northern Health Units to ascertain the number of Board meetings scheduled annually. He relayed that many had 8 while APH typically has 10 meetings (unless additional meetings are called) and suggested the Board may want to consider reducing the schedule.

No resolutions were proposed or passed as the Board agreed to SSM hosting all future Board meetings unless Administration decided otherwise.

7) **REPORTS OF COMMITTEES:** None

8) **REPORTS OF OFFICERS/PROGRAM MANAGERS:**

Medical Officer of Health: Dr. Kimberley Barker

Dr. Barker presented her written report included in the Board package emphasizing the focus to risk management and the importance of the Board's awareness of same. She welcomed questions and feedback; none were presented.

Program Directors Reports:

Director of Community Services, Laurie Boston

Laurie Boston was absent. Janet Allen, Public Health Nurse for Chronic Disease Prevention – Tobacco Control, went ahead with the presentation on waterpipes as planned. Firstly, she congratulated the Municipality of Wawa for the recent amendment to their Smoke-free By-law to include the hospital area. Janet Allen apprised the Board that Wawa is the third community in the District to include hospitals in their Smoke-free By-laws, citing St. Joseph's Hospital in Elliot Lake and Sault Area Hospital in Sault Ste. Marie as the two other communities with this component in place. She informed that Algoma Public Health works towards enforcement of Smoke-free By-laws. Further to a Board query, Janet Allen clarified that smoking restrictions on school property is a Provincial legislation, which Algoma Public Health enforces through a system of partnership, collaboration and education (witness statements).

Waterpipe Use Recommendations for Action Based on Public Health Concerns (PowerPoint Presentation)

Janet Allen defined 'waterpipe', explained how it worked, and passed one around for the Board to examine. She indicated the purpose for the presentation was to seek direction from the Board and hopefully approval by resolution to encourage municipalities to amend present smoke-free bylaws to include restricting the use of waterpipes in public places and workplaces. Examples of possible phasing for inclusion in the By-laws were provided. Janet Allen went on to describe the issues and concerns. Discussion took place. Resolution 2014-25 was proposed and passed by the Board. The Board thanked Janet Allen for her efforts in this regard.

2014-25

Moved: Currie

Seconded: Marinich

Whereas hookah is a waterpipe with several different names that is typically used to smoke tobacco or other substances;

Whereas shisha is a moist mixture of tobacco and/or other plant substances, held

together with molasses or honey, comes in many novelty flavours and may contain nicotine;

Whereas hookah use is an emerging trend that is gaining in popularity among youth and young adults in certain communities in Ontario;

Whereas some public health units in Ontario have found proprietors are storing shisha in unlabeled containers and claiming the contents are herbal to circumvent the provincial Smoke-Free Ontario Act and allowing customers to smoke indoors;

Whereas permitting waterpipe smoking in enclosed public places exposes employees and the public to the harmful effects of secondhand smoke, is confusing to the public as to what is and isn't acceptable in public places and undermines enforcement efforts where without expensive and time-consuming testing it is unclear what exactly is being smoked;

Whereas hookah pipes are usually shared by two or more people, which poses risks for communicable disease transmission, and at present there are no public health guidelines for cleaning and disinfecting of the pipe hoses;

Whereas other municipalities such as Peterborough, Orillia, Barrie and Brantford West Gwillimbury have amended their municipal smoke-free bylaws to include waterpipe and other weeds or substances in their definitions of smoke and/or tobacco product;

Therefore it is recommended that the Algoma Public Health Board pass a resolution requesting municipal and township councils in Algoma to amend present smoke-free bylaws to include restricting the use of waterpipes for the smoking of tobacco or other weeds or substances in public places and workplaces.

CARRIED.

2014-26 Moved: Bondy
 Seconded: Post

THAT the report of the Medical Officer of Health for the month of March 2014 be adopted as presented.

CARRIED.

Chief Financial Officer

i) Financial Statements – February 2014

Justin Pino recapped the Notes to the Board included in the Board package with the Financial Statements, indicating that the cash flow position at APH continues to be stable. He responded to questions to the Board's satisfaction

2014-27 Moved: Rody
 Seconded: Post

THAT the financial reporting of the Business Administrator for the month of March 2014 be adopted as presented.

CARRIED.

2014-28 Moved: Kirby
 Seconded: Blake
 THAT the Board accepts the Algoma Public Health Financial Statements for the period
 ending February 28, 2014, for the following programs:

Public Health Programs

Public Health

Public Health (Capital)

Community Health Programs

Healthy Babies Healthy Children

HBHC Screening Liaisons

Child Benefits Ontario Works

Dental Benefits Ontario Works

Early Years Development (NP Clinic11)

Healthy Community Partnership

Miscellaneous Calendar

Northern Ontario Fruit and Vegetable Program

Brighter Futures for Children

Infant and Child Development

Preschool Speech and Language

Nurse Practitioner

Genetics Counselling

Community Mental Health

Community Alcohol and Drug Assessment

Remedial Measures

Diabetes

CARRIED.

9) CORRESPONDENCE/ITEMS FOR INFORMATION: None

10) ADDENDUM: None

11) ANNOUNCEMENTS:

a) Next Board Meeting:

April 16, 2014

Prince Room, 3rd Floor, APH SSM

12) NEW BUSINESS/GENERAL BUSINESS:

a) Draft Policies for Review:

Justin Pino outlined the two draft policies listed below, revised at the recommendation of the Ministry of Finance, for the Board's consideration. He informed that similar policies from other Health Units were examined and proposed the Board approve the revised drafts as presented. Both items were included in the Board package for review in advance of the meeting. Discussion took place.

i) 02-05-020 – Board of Health Travel Policy

Policy 02-05-020 was approved as presented. Further to a Board query, it was reinforced that travel claims must be filled out by each member wishing to file a claim and submitted to Dr. Barker within 15 days of the event attended (directly, by email, or regular mail). Discussion took place over claims for kilometers and it was agreed that standardized Provincial government amounts or measured calculations from the odometer would be acceptable (For the March 19, 2014 meeting only, use of the kilometer chart in place was accepted.)

2014-29 Moved: Post
 Seconded: Bondy
 THAT the Board approve Policy: 02-05-020 Board of Health Travel Policy.
 CARRIED.

ii) 01-05-015 – Travel Out of District (Employees)

Further discussion took place and an amendment to page 2 of Policy 01-05-015 was recommended: The last line of subheading 'Travel Authorization' to read "The MOH travel must be approved by the Board"

2014-30 Moved: Marinich
 Seconded: Ambeault
 THAT the Board approve Policy 01-05-015 Travel Out of District as amended.
 CARRIED.

b) Draft Letter re: Immunization

Further to a Board member identifying that some pharmacies are not issuing a record of immunization following receipt of the flu shot a letter was drafted to the attention of Dr. Arlene King, Chief Medical Officer of Health, MOHLTC. Copies of draft were circulated for Board review and consideration. The Board concurred with the letter which was subsequently signed by the Board Chair for mailing.

13) THAT THE BOARD GO INTO COMMITTEE:

2014-31 Moved: Post
 Seconded: Rody
 THAT the Board go into committee.
 CARRIED.

14) THAT THE BOARD GO INTO OPEN MEETING:

2014-32 Moved: Post
 Seconded: Rody
 THAT the Board go into open meeting.
 CARRIED.

Resolutions resulting from In-Committee Session:

2014-33 Moved: Kirby
 Seconded: Currie

Whereas, Algoma Public Health is committed to prevent disease and promote the health of individuals and communities in the Algoma District;

Be it resolved that the Board of Directors of Algoma Public Health approve the Lease Surrender Agreement by The Sault College of Applied Arts and Technology and the subsequent transfer of ownership of the building known municipally as 294 Willow Avenue, Sault Ste. Marie Ontario, being the lands legally described in PIN 31529-0162(LT) from the Corporation of the City of Sault Ste. Marie to The Board of Health for the Algoma Health Unit operating as Algoma Public Health.

CARRIED.

15) THAT THE MEETING ADJOURN:

2014-34 Moved: Bondy
 Seconded: Ambeault
 THAT the meeting adjourn.

CARRIED.

Meeting adjourned at 10:08 p.m.