

**ALGOMA PUBLIC HEALTH BOARD MEETING**  
**May 21, 2014**  
**PRINCE ROOM, 3<sup>RD</sup> FLOOR, APH SAULT STE. MARIE**  
**MINUTES**

<b>PRESENT:</b>	Robert Ambeault	Janet Blake	Carmen Bondy
	Marchy Bruni	John Currie	Brenda Davies
	Tom Farquhar	Karen Marinich	Gordon Post
	Ron Rody		

**REGRETS:** Debbie Kirby

<b>OFFICIALS</b>	Medical Officer of Health	Dr. Kimberley Barker
<b>PRESENT:</b>	Chief Financial Officer/Director of Operations	Justin Pino
	Director of Community Services	Laurie Boston
	Chief Nursing Officer/Director of Clinical Services	Connie Free
	Director of Human Resources and Corporate Services	Antoniette Tomie
	Board Secretary	Christina Luukkonen

**1) CALL TO ORDER:**

Mr. Bruni called the meeting to order at 6:06 p.m. He introduced our guests from KPMG Michael Marinovich and Chris Pomeroy to the evening's meeting to present the 2013 Draft APH Audit.

**2) DECLARATION OF CONFLICT OF INTEREST:**

Mr. Bruni called for conflicts of interest; none were reported.

**3) ADOPTION OF AGENDA** dated May 21, 2014.

2014-48      Moved:      Post  
                  Seconded:      Davies  
                  THAT the agenda items dated May 21, 2014, be adopted as circulated.  
                  **CARRIED.**

**4) APPROVAL OF THE MINUTES** dated April 16, 2014:

2014-49      Moved:      Ambeault  
                  Seconded:      Blake  
                  THAT the minutes of the meeting dated April 16, 2014, be adopted as circulated.  
                  **CARRIED.**

**5) THAT THE BOARD GO INTO COMMITTEE: 6:10**

2014-50      Moved:      Rody  
                  Seconded:      Post  
                  THAT the Board goes into committee.  
                  **CARRIED.**

**6) THAT THE BOARD GO INTO OPEN MEETING: 6:35 pm**

2014-51        Moved:        Bondy  
                  Seconded:    Rody  
                  THAT the Board goes into open meeting.  
                  **CARRIED.**

**Resolutions Resulting from In-Committee Discussions:**

2014-52        Moved:        Ambeault  
                  Seconded:    Currie  
                  Whereas, Algoma Public Health is committed to prevent disease and to protect and promote the health of individuals and communities in the Algoma District;  
                  THAT the Board approves the APH Financial Draft Report for year ending December 31, 2013 as presented by KPMG.  
                  **CARRIED.**

2014-53        Moved:        Post  
                  Seconded:    Farquhar  
                  THAT the Board of Health approves the APH Audit Report for the year ending December 31, 2013 as presented by KPMG.  
                  **CARRIED.**

**7) BUSINESS ARISING FROM MINUTES:**

**a) Draft Policy Review: 02-05-025 Board Member Remuneration (revised)**

Justin Pino presented the revised policy at the request of the Board to remove a sentence. A revised copy of the policy was included in the Board package for review. Further discussion ensued around the language of what is a conference and if the remuneration included meals. The Board was reminded that there is a separate policy regarding travel expenses for Board members. Also discussed was the remuneration for the newly formed Finance Committee. It was decided at a meeting prior to the Board meeting that the Finance Committee would meet two hours prior to the monthly Board meeting or the next morning after the Board meeting. No additional remuneration will be provided unless the committee meets at a separate date and time and not in connection with a Board meeting. The policy was **deferred** so that Justin Pino could clarify the language in the policy.

2014-54        Moved:        Post  
                  Seconded:    Davies  
                  THAT the Board defers policy 02-05-025 Board Member Remuneration as presented.  
                  **CARRIED.**

**b) Rabies Update**

Last Board meeting it was decided that Dr. Barker would write a letter regarding the testing of animals for rabies. Dr. Barker requested that the sending of a letter be deferred until next meeting due to changes still to come. Dr. Baker clarified that the change is in relation to who will cover the cost of transporting the animals for testing.

**8) DELEGATIONS/PRESENTATIONS:**

a) Strategic Planning – Teleconference: Ms. Susan Snelling (PowerPoint Presentation)

Ms. Snelling presented an update to the Board. She reviewed the feedback from the interviews, on-line surveys and meetings with staff that were conducted. She interviewed 14 community partners and had 23 on-line surveys returned, as well as Board consultations and staff focus groups.

**9) REPORTS OF COMMITTEES: None**

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

**Medical Officer of Health: Dr. Kimberley Barker**

Dr. Barker spoke to her written report included in the Board package. She spoke of a new project “Road to Recovery House” that Community Mental Health was partnering on and the passing of a Tanning Bed Legislation that came into force May 1, 2014 prohibiting youth under the age of 18 access to tanning services. Dr. Barker also talked about program highlights, accomplishments and partnerships. Questions and comments were welcomed.

*Presentation: Board of Health Organization Standard 4*

Due to time restraints Dr. Barker deferred her presentation on Standard 4 until the June meeting.

2014-55      Moved:      Blake  
                  Seconded:      Bondy  
                  THAT the report of the Medical Officer of Health for the month of May 2014 be adopted as presented.  
                  **CARRIED.**

**Program Directors Reports:**

**Director of Community Services: Laurie Boston**

Laurie Boston presented a draft resolution on the Road to Recovery Housing Project (RRHP) and Algoma Public Health’s role in this partnership. The Board accepted the resolution and moved to discussion. Concerns were raised that APH is not a landlord. Laurie explained that APH’s role is that of support and assistance for clients with transition to own housing. They have landlords already set up who are willing to partner with this project. At this time funding is for supportive housing in Sault Ste. Marie on a trial bases. MOHLTC is providing funding to hire staff and support clients.

2014-56      Moved:      Farquhar  
                  Seconded:      Ambeault  
                  THAT the reporting of the Directors listed below for the month of May 2014 be adopted as presented:

Director of Community Services

Laurie Boston

**CARRIED.**

**Chief Financial Officer/Director of Operations: Justin Pino**

**i) Financial Statements – May 2014**

Justin Pino summarized his report that was included in the Board package. He informed that a decision on paid parking for staff has been deferred and that the need would be re-evaluated. Justin Pino answered questions from the Board and resolution 2014-57 was passed.

**ii) Community Program Budget: Draft Preschool Speech and Language Services 2014/15**

Justin Pino presented the 2014/15 Draft Preschool Speech and Language Services budget included in the Board package. He updated the Board that the increase in funding for which APH applied was denied. This program has historically been stagnant and APH will continue to seek funding. Discussion took place and resolution 2014-58 was passed.

**iii) Community Program Budget: Draft Nurse Practitioner II Clinic Budget 2014/15**

Justin Pino summarized the 2014/15 Draft Nurse Practitioner II Clinic operating budget included in the Board package, recommending approval. The Board approved and resolution 2014-59 was passed.

**iv) Community Program Budget: Healthy Babies Healthy Children Budget 2014**

Justin Pino summarized the 2014 Healthy Babies Healthy Children operating budget included in the Board package, recommending approval. The Board approved and resolution 2014-60 was passed.

2014-57      Moved:      Brody  
                  Seconded:      Farquhar  
                  THAT the financial reporting for the month of May 2014 be adopted as presented.  
                  **CARRIED.**

2014-58      Moved:      Blake  
                  Seconded:      Bondy  
                  THAT the Board approves the Preschool Speech and Language Program 2014-15  
                  Operating Budget as presented.  
                  **CARRIED.**

2014-59      Moved:      Post  
                  Seconded:      Marinich  
                  THAT the Board approves the Draft Nurse Practitioner II Clinic Budget 2014/15  
                  Operating Budget as presented.  
                  **CARRIED.**

2014-60      Moved:      Blake  
                  Seconded:      Currie  
                  THAT the Board approves the Healthy Babies Healthy Children Budget 2014  
                  Operating Budget as presented.  
                  **CARRIED.**

**11) CORRESPONDENCE/ITEMS FOR INFORMATION: None**

**12) ADDENDUM: None**

**13) ANNOUNCEMENTS:**

2014 alPHa Conference June 4-5, 2014

Sheraton Parkway Toronto North

Karen Marinich and Debbie Kirby will be attending this year's conference with Dr. Barker.

APH Staff Day June 17, 2014

Marconi Club

Please let Marchy know if you are planning to attend.

Next Board Meeting:

June 17, 2014

Prince Room, 3<sup>rd</sup> Floor, APH SSM

**14) NEW BUSINESS/GENERAL BUSINESS:**

a) Draft Policy: 02-05-055 – Board Member Technology and Internet Policy

Justin Pino presented the new Board Member Technology and Internet Policy. Discussion ensued around the cleaning of returned computers to remove personal information of Board members. The Board was informed that APH has a separate policy on returned assets at APH and does not need to be included in this policy. Also discussed was IT support from staff for Board members. The Board was informed that support is available to fix the assets, the Board member need to notify Justin Pino and he will coordinate with the IT staff.

2014-61 Moved: Ambeault

Seconded: Marinich

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

THAT the Board approves policy 02-05-055 – Board Member Technology and Internet Policy as presented.

**CARRIED.**

b) Policy Review: 01-08-015 – Health and Safety Policy and Statement of Commitment

Justin Pino reviewed current policy and identified this is an annual review and there are no changes. The Statement of Commitment was presented for signing. Antoinette Tomie advised Board members that it was mandatory for them as well to take the training. Justin Pino and Antoinette Tomie to send website link to Board members to complete training. No health and safety issues were reported at this time.

2014-62 Moved: Post

Seconded: Marinich

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

THAT the Board approves policy 01-08-0155 – Health and Safety Policy and Statement of Commitment as presented.

**CARRIED.**

**15) THAT THE BOARD GO INTO COMMITTEE:**

2014-63      Moved:      Karen  
                  Seconded:    Rody  
                  THAT the Board goes into committee.  
**CARRIED.**

**16) THAT THE BOARD GO INTO OPEN MEETING:**

2014-64      Moved:      Bondy  
                  Seconded:    Farquhar  
                  THAT the Board goes into open meeting.  
**CARRIED.**

**Resolutions Resulting from In-Committee Discussions:**

2014-65      Moved:      Marinich  
                  Seconded:    Rody  
                  Whereas, Algoma Public Health is committed to prevent disease and to protect and  
                  promote the health of individuals and communities in the Algoma District;  
                  THAT the Board approves the estimated Monetary Proposal 2014-2017 for CUPE,  
                  Non-Union, Administration and Management.  
**CARRIED.**

**17) THAT THE MEETING ADJOURN:**

2014-66      Moved:      Davies  
                  Seconded:    Currie  
                  THAT the meeting adjourn.  
**CARRIED.**

Meeting adjourned at 9:20 p.m.