

# **ALGOMA PUBLIC HEALTH BOARD MEETING**

**June 17, 2014**

**PRINCE ROOM, 3<sup>RD</sup> FLOOR, APH SAULT STE. MARIE**

## **MINUTES**

<b>PRESENT:</b>	Robert Ambeault	Janet Blake	Carmen Bondy
	Marchy Bruni	Brenda Davies	Tom Farquhar
	Karen Marinich	Gordon Post	Ron Rody
<b>REGRETS:</b>	John Currie	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 6:09 p.m.

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

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

### **3) ADOPTION OF AGENDA** dated June 17, 2014.

2014-67      Moved:     Blake  
                  Seconded:     Post  
                  THAT the agenda items dated June 17, 2014, be adopted as circulated.  
**CARRIED.**

### **4) APPROVAL OF THE MINUTES** dated May 21, 2014:

2014-68      Moved:     Bondy  
                  Seconded:     Brody  
                  THAT the minutes of the meeting dated May 21, 2014, be adopted as circulated with a  
                  correction to alPHa attendees being Karen Marinich and not Janet Blake.  
**CARRIED.**

**5) 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. A revised copy of the policy was included in the Board package for review. Further discussion ensued and the policy was approved with a friendly amendment that the Board approves who attends conferences.

2014-69          Moved:          Ambeault

Seconded:      Davies

THAT the Board defers policy 02-05-025 Board Member Remuneration as presented with a friendly reminder.

**CARRIED.**

**b) Vehicle Lease Options**

Justin Pino reviewed the analysis included in the Board package. Mr. Pino outlined the risks associated with vehicle lease options. How much liability does staff have on their insurance policy? Check with other health units. Ensure APH is in accordance with today's standards for staff using own vehicles for work related travel. Leave as is.

**6) DELEGATIONS/PRESENTATIONS:**

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

Ms. Susan Snelling presented the new APH Strategic Direction. The presentation sent in the Board package was revised. There was a brief discussion and questions were answered. The last employee survey was conducted 13 years ago, so it was decided that we should send out a new survey soon.

2014-70          Moved:          Bondy

Seconded:      Post

THAT the Board approved the proposed mission, vision, values and strategic directions statements, as developed through the strategic planning process: Together with our communities, Algoma Public Health is a leader in promotion and protection health and wellbeing.

**CARRIED.**

**b) Board of Health Organization Standard Four: Trusteeship – Dr. Barker**

Revised presentation handed out at Board meeting.

Discussion followed with questions on defining Conflict of Interest and posting financial statements for the public to view. It is up to the individual to declare a conflict and it was decided that only audited reports would be posted to the public.

**c) Board Policies Review: Policies are reviewed every two years as per the Board's recommendation 02-05-000 – Board of Directors**

Justin Pino highlighted the changes to the policy. Discussion took place on quorum at meetings and the difference between the maximum numbers of Board members in our bylaw to that of our policy. Mr. Pino to make the changes discussed and bring back to September Board meeting. Deferred

2014-71          Moved:

Seconded:

THAT the Board approve policy: 02-05-000 Board of Directors as presented.

**DEFERRED**

02-05-005 – Reports to Board: Submission/Presentations

Justin Pino highlighted change made to reflect new structure. Approved

2014-72      Moved:      Farquhar  
                  Seconded:      Rody  
                  THAT the Board approve policy: 02-05-005 Reports to Board:  
                  Submission/Presentations as presented  
                  **CARRIED.**

02-05-10 – Board Minutes: Posting/Circulation

Justin Pino highlighted change made to reflect new structure. Approved

2014-73      Moved:      Post  
                  Seconded:      Bondy  
                  THAT the Board approves policy: 02-05-010 Board Minutes: Posting/Circulation as  
                  presented  
                  **CARRIED.**

02-05-015 – Conflict of Interest

Justin Pino spoke to this policy – no changes made. When a conflict is identified in a closed meeting;  
documentation to be noted in open meeting that a conflict was found. Approved

2014-74      Moved:      Blake  
                  Seconded:      Marinich  
                  THAT the Board approves policy: 02-05-015 Conflict of Interest as presented  
                  **CARRIED.**

02-05-030 – Board Member Code of Conduct

The Board reviewed the current policy – no changes made. Discussion ensued around personal  
representative or board representative when speaking with other agencies or approaching APH staff.  
Approved

2014-75      Moved:      Rody  
                  Seconded:      Blake  
                  THAT the Board approves policy: 02-05-030 Board Member Code of Conduct as  
                  presented.  
                  **CARRIED.**

02-05-035 – Continuing Education of Board Members

The Board reviewed the current policy – no changes made. Approved

2014-76      Moved:      Farquhar  
                  Seconded:      Rody  
                  THAT the Board approves policy: 02-05-035 Continuing Education for Board  
                  Members as presented.  
                  **CARRIED.**

02-05-045 – Attendance at Meetings Using Electronic Means

The Board reviewed the current policy – no changes made. Questions were raised around using  
electronic means for public and in camera meetings and if it should be allowed. Discussion followed  
and policy will remain as is. Approved

2014-77      Moved:      Ambeault  
                  Seconded:      Rody

THAT the Board approves policy: 02-05-045 Attendance at Meetings Using Electronic Means as presented.

**CARRIED.**

02-05-050 – Retirement: Benefits of Employees

The Board reviewed the current policy – no changes made. Approved

2014-78      Moved:      Post

Seconded:      Bondy

THAT the Board approves policy: 02-05-050 Retirement: Benefits for Employees as presented.

**CARRIED.**

01-04-145 – Retirement: Board Recognition

Antoinette Tomie highlighted change made that staff would receive their gift on their last day of work instead of at the next staff day. Approved

2014-79      Moved:      Blake

Seconded:      Marinich

THAT the Board approves policy: 01-04-145 Retirement: Board Recognition as presented.

**CARRIED.**

7) **REPORTS OF COMMITTEES:** None

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

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

Dr. Barker spoke to her written report included in the Board package followed by questions from the Board. Discussion took place around moral in the district offices and staffing concerns. Radon and Tick testing was discussed. Dr. Barker announced the hiring of an Epidemiologist in May. Currently he is working part-time at the Kingston Public Health Unit until August then he will start full-time here in the Sault.

2014-80      Moved:      Bondy

Seconded:      Post

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

**CARRIED.**

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

i) **Financial Statements – May 2014**

Justin Pino spoke to his report included in the Board package. The newly formed Finance Committee meeting structure not in place yet. The first official meeting will be held tomorrow morning. Justin answered questions from the Board and resolution 2014-57 was passed.

2014-81      Moved:      Rody

Seconded:      Ambeault

THAT the financial reporting for the month of May 2014 be adopted as presented.

**CARRIED.**

2014-82      Moved:      Blake  
                  Seconded:    Davies  
                  THAT the Board accepts the Algoma Public Health Financial Statements for the period  
                  ending April 30, 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:**

- a) alPHa Debrief – Karen Marinich updated the Board on the various presentations and workshops she participated in. Talked about collaboration between Public Health and health care and moving upstream vs downstream. We should be more proactive rather than problems solve. This was a great networking opportunity. Would like more advance notice for future conferences.

**10) ADDENDUM: None**

**11) ANNOUNCEMENTS:**

Next Board Meeting:

September 17, 2014

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

**12) NEW BUSINESS/GENERAL BUSINESS:**

- a) Renaming of the old Guido Caputo Room will now be called the Algoma Room.  
The meeting room on second currently called the Algoma Room will be turned into an office for a manager. Health Promotion Centre in the Cambrian Mall will be moving in the new Algoma Room.
- b) Payment from Dr. Northan has been received.

- c) Staff Day – Marchy wanted to congratulate the committee on putting together this year's staff day. There was a lot of enthusiasm from staff.

**13) THAT THE BOARD GO INTO COMMITTEE: 8:54**

2014-83      Moved:      Rody  
                  Seconded:      Post  
                  THAT the Board goes into committee.  
                  **CARRIED.**

**14) THAT THE BOARD GO INTO OPEN MEETING: 9:18**

Tom Farquhar declared a conflict of interest and excused himself from in committee meeting.

2014-84      Moved:      Post  
                  Seconded:      Marinich  
                  THAT the Board goes into open meeting.  
                  **CARRIED.**

**15) THAT THE MEETING ADJOURN:**

2014-85      Moved:      Blake  
                  Seconded:      Marinich  
                  THAT the meeting adjourn.  
                  **CARRIED.**

Meeting adjourned at 9:24 p.m.