

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

MINUTES

PRESENT:	Robert Ambeault Brenda Davies Ron Rody	Janet Blake Debbie Kirby	Marchy Bruni Karen Marinich	John Currie Gordon Post
REGRETS:	Carmen Bondy	Tom Farquhar		
OFFICIALS PRESENT:	Medical Officer of Health Chief Financial Officer Director of Human Resources and Corporate Services Board Secretary			Dr. Kimberley Barker Justin Pino Antoniette Tomie Christina Luukkonen
OFFICIALS REGRETS:	Director of Community Services Chief Nursing Officer/Director of Clinical Services			Laurie Zeppa Connie Free

- 1) **CALL TO ORDER:**
Mr. Bruni called the meeting to order at: 6:02
- 2) **DECLARATION OF CONFLICT OF INTEREST:**
Mr. Bruni called for conflicts of interest; none were presented
- 3) **ADOPTION OF AGENDA** dated November 19, 2014.
Additional item:
5b) Workshop Report
5c) Emergency Planning Test
5d) Air Quality Testing Stations
2014-108 Moved: Post
Seconded: Rody
THAT the agenda items dated November 19, 2014, be adopted as circulated.
CARRIED.
- 4) **APPROVAL OF THE MINUTES** dated October 15, 2014:
2014-109 Moved: Blake
Seconded: Currie
THAT the minutes of the meeting dated October 15, 2014, be adopted as circulated.
CARRIED.

APPROVAL OF THE EMERGENCY BOARD MINUTES dated October 30, 2014:
2014-110 Moved: Rody
Seconded: Kirby
THAT the minutes of the meeting dated October 30, 2014, be adopted as circulated.
CARRIED.

APPROVAL OF THE EMERGENCY BOARD MINUTES dated November 12, 2014:

2014-111 Moved: Blake

Seconded: Davies

THAT the minutes of the meeting dated November 12, 2014, be adopted as circulated.

CARRIED.

5) BUSINESS ARISING FROM MINUTES: None

a) Board Member Self-Evaluation

Dr. Barker connected with alpha about an updated Board self-evaluation. There were no changes to the self-evaluation we used. Some of the questions need a bit of clarification. Training and/or updated needed for new and returning Board members. Suggestion was made to have a presentation at January Board meeting and/or a 1 day workshop for board members.

b) Workshop Report

See attached report from Brenda Davies and Karen Marinich regarding the governance workshop they attended in September. On-going governance training would be welcome for all Board members.

c) Emergency Planning Test

Dr. Barker highlighted the results from the test done by EH staff with Board Members. We only had one member who did not respond. All other members either answered their phones or returned the call later that evening or the next morning.

d) Air Quality Testing Stations

There is only one station monitored by the City and is located on the Sault College campus. All other testing stations are located around Essar Steel and are monitored by Essar.

6) DELEGATIONS/PRESENTATIONS: None

7) REPORTS OF COMMITTEES: None

8) REPORTS OF OFFICERS/PROGRAM MANAGERS:

Medical Officer of Health: Dr. Kimberley Barker

Dr. Barker spoke to her report included in the Board package and highlighted a few items from her report. Strategic Planning is moving forward and we have had a lot of interest from staff to sit on the sub-committees. The Launch and potluck we had on October 20 went well and was well attended by staff. Need to look at other options for meetings when we want to have all staff present, the room was not large enough. The stairs were commented on being a great idea.

Flu shots in the district and SSM are running about the same this year. Interesting that the pharmacies have given more flu shots in the district than they have in the Sault.

2014-112 Moved: Post

Seconded: Rody

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

CARRIED.

Chief Financial Officer/Director of Operations: Justin Pino

i) Financial Statements for the Period Ending: October 30, 2014

Justin Pino spoke to his report included in the Board package. Mr. Pino shared the good news that we were approved for a 2% increase for mandatory programs. We were also approved for one-time funding we requested but only received approval for part of IT infrastructure. We are projecting a balanced budget for year end. Justin answered questions to the satisfaction of the Board.

Request to add update from the Finance Sub-committee as an on-going Agenda item.

2014-113 Moved: Marinich

Seconded: Blake

THAT the Board accepts the Algoma Public Health Financial Statements for the period ending October 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.

ii) Chair Report from Finance Sub-committee:

Robert Ambeault spoke to the minutes from the sub-committee that were included in the Board Package. Suggestion made not to record who voted on what in the minutes. Sub-committee meetings will be postponed until the new Board is in effect and new members appointed.

9) CORRESPONDENCE/ITEMS FOR INFORMATION:

10) ADDENDUM: None

11) ANNOUNCEMENTS:

APH Winter Prelude Dinner & Dance
Friday, December 5, 2014 @ 6:00
The Grand Gardens on Dennis St
Tickets: \$30.00

Next Board Meeting:

Tuesday, December 16, 2014

Prince Room, 3rd Floor, APH SSM

Boards of Health Section Meeting
February 5, 2015
Novotel Toronto Centre

COMOH Section Meeting
February 6, 2015
Novotel Toronto Centre

alpha Annual Conference and AGM
June 7-9, 2015
Ottawa, ON

The number of participants at the alpha meeting depends on how many members are interested in attending.

We will have our annual Christmas dinner before the December Board meeting on December 16. Invitation to all the managers to join us at 4:45. We can start the meeting at 6:15.

12) NEW BUSINESS/GENERAL BUSINESS:

a) Christmas Eve Early Closure

In the past the Board has approved closing at noon on Christmas Eve.

2014-114 Moved: Blake

Seconded: Post

THAT the Board approve the closing of APH offices at noon (12:00pm) on December 24, 2014 in recognition of the holiday season.

CARRIED.

b) 02-04-030 – Procurement Policy

Updated Procurement Policy was included in the Board package. The Ministry recommended we review and update our current policy. Justin Pino looked at best practice and what other health unit's policy looks like. Suggestion was made to include a glossary of terms or definition for the different roles and groups.

The Board to review the revised policy and come back to the December meeting to discuss.
Christina Luukkonen to send out another copy.

13) THAT THE BOARD GO INTO COMMITTEE: 7:02

2014-115 Moved: Davies

Seconded: Ambeault

THAT the Board goes into committee.

CARRIED.

14) THAT THE BOARD GO INTO OPEN MEETING: 7:09

2014-116 Moved: Rody

Seconded: Kirby

THAT the Board goes into open meeting.

CARRIED.

15) THAT THE BOARD GO INTO COMMITTEE: 7:11

2014-117 Moved: Rody
 Seconded: Currie
 THAT the Board goes into committee.
 CARRIED.

16) THAT THE BOARD GO INTO OPEN MEETING: 7:22

2014-118 Moved: Rody
 Seconded: Blake
 THAT the Board goes into open meeting.

17) THAT THE MEETING ADJOURN: 7:24

2014-119 Moved: Currie
 Seconded: Kirby
 THAT the meeting adjourn.
 CARRIED.

Marchy Bruni thanked Robert Ambeault for his years of service.