

ALGOMA PUBLIC HEALTH BOARD MEETING
February 18, 2015
PRINCE ROOM, 3RD FLOOR, APH SAULT STE. MARIE

MINUTES

PRESENT: Janet Blake Marchy Bruni Ian Frazier Sue Jensen - Teleconference
Debbie Kirby Candace Martin Lee Mason Ron Rody

REGRETS: Dennis Thompson Carmen Bondy

TELECONFERENCE:	Acting Medical Officer of Health	Dr. Penny Sutcliffe
OFFICIALS	Acting Chief Executive Officer	Connie Free
PRESENT:	Chief Financial Officer	Justin Pino
	Director of Human Resources and Corporate Services	Antionette Tomie
	Director of Community Services	Laurie Zeppa
	Acting Director of Clinical Services	Jonathon Bouma
	Board Secretary	Christina Luukkonen

1) CALL TO ORDER:

Mr. Bruni called to the meeting to order at 6:00 pm.
Mr. Bruni welcomed Board members, staff and media to the meeting.

2) DECLARATION OF CONFLICT OF INTEREST:

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

3) ADOPTION OF AGENDA dated March 5, 2015.

2015-17 Moved: J. Blake
Seconded: R. Rody
THAT the agenda items dated February 18, 2015 be adopted as circulated.
CARRIED.

4) APPROVAL OF THE MINUTES dated January 21, 2015

2015-18 Moved: C. Martin
Seconded: J. Blake
THAT the minutes of the meeting dated January 21, 2015, be adopted as circulated.
CARRIED.

5) APPROVAL OF THE MINUTES dated January 29, 2015

2015-19 Moved: I. Frazier
Seconded: C. Martin
THAT the minutes of the meeting dated January 29, 2015, be adopted as circulated.
CARRIED.

6) DELEGATIONS/PRESENTATIONS

a) Food Safety Presentation – Sherri Cleaves, Program Manager

Sherri Cleaves spoke to her PowerPoint presentation that was included in the Board package on OPHS Requirements/Food Safety Protocol Standards. Last year we achieved 91.8% compliant and this year we are in-line to reach 100% for Requirement #7 Inspect Food Premises. Ms. Cleaves also highlighted the Food Safety Certification Training the PHIs offer. We run sessions here at APH or they go into the workplace if there is a large number of staff to be trained.

7) BUSINESS ARISING FROM MINUTES

a) KPMG Audit and MOHLTC Financial Audit and Assessment Process Update

KPMG audit has been completed. We should have the report within the month. Mr. Allen Tait from the Ministry was in to start the Financial Audit and will return again in March to complete. Mr. Bruni will send a reminder the Mr. Scott will be arriving at the end of February to start his assessment of Algoma Public Health Board and will be contacting Board members to conduct interviews. The Terms of Reference mentioned in the letter for the assessment will be sent to Board members.

b) 02-04-030 – Procurement Policy

This policy is on the recommendation from the Ministry in the last audit. Board members requested APH organizational chart be added to the end of the policy. Mr. Pino to make the recommended changes and bring back to the March Board meeting.

c) Finance Sub-Committee – Expression of Interest

Mr. Bruni informed the Board that we have had 5 members express and interest in sitting on the Finance Sub-committee.

2015-20

Moved: R. Rody

Seconded: D. Kirby

THAT the Board approves the appointment of the following Board members to the Finance Sub-committee:

Ian Frazier

Candace Martin

Dennis Thompson

Lee Mason

Janet Blake

CARRIED.

d) Organizational Culture and Employee Engagement

Connie Free read her briefing note that was included in the Board package. Enhancing Employee Engagement is one of our strategic directions. Mrs. Free provided a summary of issues raised by staff and informed the Board that management is exploring strategies to enhance employee engagement in a constructive way that contributes to a positive organizational culture.

8) Reports of Committees

a) Finance Sub-committee - none

9) REPORTS OF OFFICERS/PROGRAM MANAGERS:

Medical Officer of Health:

The report of the Acting Medical Officer of Health and Acting CEO was completed by Dr. Sutcliffe and Mrs. Free. They summarized the report that was included in the Board package.

2015-21

Moved: L. Mason

Seconded: I. Frazier

THAT the report of the Medical Officer of Health for the month of February 2015 be adopted as presented.

CARRIED.

Chief Financial Officer/Director of Operations: Justin Pino

i) Financial Statements for the Period Ending: December 31, 2014

Justin Pino spoke to his unaudited report included in the Board package. Mr. Pino is hoping to have the audited report by April 2015. Note to Board that the Bank is now reconciled to December 2014 instead of November 2014 as stated in the report.

Questions from the Board were asked around computer services, dental and fruits and veggie program. Mr. Pino to look into what falls under the Misc. calendar under the financial statements

2015-22

Moved: L. Mason

Seconded: J. Blake

THAT the financial reporting for the period ending December 31, 2014 be adopted as presented.

CARRIED.

2015-23

Moved: D. Kirby

Seconded: J. Blake

THAT the Board accepts the Algoma Public Health Financial Statements for the period ending December 31, 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 Clinic 11)

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) 2015 Public Health Operating and Capital Budget

Mr. Pino spoke to the Operating and Capital Budget included in the Board package. Questions were asked in regards to the increase in levies to the municipalities and concerns with the delay in budget approval from the Ministry so late last year happening again. Mr. Pino explained that we don't anticipate a delay from the Ministry this year and other options were explored before deciding on the levy increases.

2015-24 Moved: J. Blake
 Seconded: C. Martin
 THAT the Board of Health approves the 2015 Public Health Operating and Capital Budget as presented.
CARRIED.

iii) Community Mental Health Housing Budget

Mr. Pino gave a brief history for the Supportive Housing Program at APH. The NELHINs have approved the funding already

2015-25 Moved: L. Mason
 Seconded: D. Kirby
 THAT the Board of Health approves the 2015/2016 Supportive Housing Operating Budget Submission as presented.
CARRIED.

10) New Business/General Business

a) P&P Facilitation Expressions of Concerns and Conflicts of Interest

Antionette Tomie discussed the briefing note included in the Board package. Draft policies were included in the package as well. There will be a new policy on the Suggestion Employee Program soon.

Facilitation Expressions of Concerns Policy was discussed and feedback was provided by Board members to clarify some points. Concerns were raised around complaints against other employees without notifying the person first. The Board decided to remove point 5 from the policy. Policy to be brought back to the March meeting with suggested changes.

The Conflict of Interest Policy will be implemented within the week.

b) Ontario Building Code – Part 8 Program Bylaw 06-01 an 06-02

Mrs. Free spoke to the changes in these two bylaws associated with the application and inspection fees. A survey was conducted of other Northern HU when creating the new fee schedules. More information is included in the MOH report on page 5.

2015-26 Moved: L. Mason
 Seconded: R. Rody
 THAT the Board of Health approves the changes to the following By-laws as presented:
 By-law 06-01 – Being a By-law Respecting Construction, Demolition and

Change of Use Permits and Inspections

By-law 06-02 – Being a By-law of the Board of Health of Algoma Public Health to Appoint a Chief Building Official and Inspectors for the Purposes of the Enforcement of the Building Code Act 1992, Part 8 of Ontario Regulation 332/12. Respecting to Sewage Systems and to Establish a Code of Conduct for the Chief Building Officials and Inspectors

CARRIED.

c) Healthy Communities Partnership Resolution

Laurie Zeppa, Director of Community Services spoke to this resolution that was included in the Board package. Context for this resolution can be found in the MOH report on pages 8 & 9. We received a request from the City of SSM to access some funds to help coordinate initiatives they are working on to hire a consultant.

The funding needs to be used by the end of March so time is limited on a decision. There is money in the budget to support this request.

2015-27

Moved: R. Rody

Seconded: J. Blake

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

Whereas the Healthy Communities Partnership Project is a Program-Based Grant for Mandatory and Related

Public Health Programs and Services to support Algoma Public Health to deliver the Ontario Public Health Standards specific to Chronic Disease Prevention;

Whereas the Healthy Communities Partnership Project purpose is to increase the number of networks, community leaders, and decision-makers involved in healthy eating and physical activity policy development.

Whereas the Healthy Communities Partnership work plan includes partnerships with local municipalities regarding land use designations and transportation master plans in order to prioritize patterns and densities that support active transportation, public transit (where available), and pedestrian and cycling oriented development.

Whereas Algoma Public Health and Healthy Communities Partnership a member of the Sault Trails Advisory Committee (STAC), are ready to move forward with the development of a proposed Sault Ste. Marie Mobility Plan, which will address a multifaceted strategic plan regarding pedestrians, cycling movement, public transit, communication campaign, physical activity promotion, injury prevention education, and exploring active transportation opportunities;

Whereas the proposed Sault Ste. Marie Mobility Strategic Plan requires support from external experts in the field of active transportation;

Whereas the proposed Sault Ste. Marie Mobility Plan aligns with the policy

THAT the Board goes into open meeting.

CARRIED.

16) Resolution Resulting From In-Committee Session

There were no resolutions. The Board approved Mr. Bruni to extend Dr. Sutcliffe's contract on a monthly basis.

17) ANNOUNCEMENTS:

Next Board Meeting:
Wednesday, March 18th, 2015
Prince Room, 3rd Floor, APH SSM

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

18) THAT THE MEETING ADJOURN: 8:15

2015-31 Moved: C. Martin
 Seconded: L. Mason
 THAT the meeting adjourns.
CARRIED.

Mr. Bruni congratulated Jonathon Bouma on his new position of Acting Director of Clinical Services.