

**ALGOMA PUBLIC HEALTH BOARD MEETING
MAY 20, 2015
PRINCE ROOM, 3RD FLOOR, APH SAULT STE. MARIE
MINUTES**

PRESENT: Janet Blake Marchy Bruni Ian Frazier Sue Jensen
Debbie Kirby Lee Mason Ron Rody Dennis Thompson

REGRETS: Candace Martin

TELECONF: Acting Medical Officer of Health Dr. Penny Sutcliffe

OFFICIALS PRESENT: Acting Chief Executive Officer Sandra Laclé
Chief Financial Officer Justin Pino
Director of Human Resources and Corporate Services Antoniette Tomie
Director of Community Services Laurie Zeppa
Board Secretary Christina Luukkonen

OFFICIALS REGRETS: Acting Director of Clinical Services Jonathon Bouma

GUESTS: Manager of Chronic Disease Prevention, Prevention of Injury & Substance Misuse and Sexual Health Kristy Harper
KPMG Mike Marinovich

1) CALL TO ORDER

Mr. Bruni called the meeting to order at 6:00 pm.
Mr. Bruni welcomed nurses and guests to the meeting.

2) DECLARATION OF CONFLICT OF INTEREST

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

3) ADOPTION OF AGENDA dated May 20, 2015

2015-66 Moved: J. Blake
Seconded: R. Rody
THAT the agenda items dated May 20, 2015 be adopted as circulated.
CARRIED.

4) APPROVAL OF THE MINUTES dated April 15, 2015

2015-67 Moved: I. Frazier
Seconded: L. Mason
THAT the minutes of the meeting dated April 15, 2015, be adopted as circulated.
CARRIED.

5) DELEGATIONS/PRESENTATIONS

a) Healthy Communities Partnership Project – Kristy Harper, Program Manager

K. Harper presented on the Healthy Communities Partnership Project. Copies of the PowerPoint presentation were included in the Board package. K. Harper spoke of the geographic information system (GIS) mapping that was done in collaboration with the Sault Ste. Marie Innovation Centre to map local food access in the Algoma District. These maps are used to identify Food Swamps and Food Deserts within the Algoma

District. Food Deserts are defined as areas where residents' access to affordable, healthy food options is restricted or nonexistent due to the absence of grocery stores within convenient travelling distance. Food Swamps are defined as areas with a heavy concentration of fast food restaurants and convenience stores offering nutrient poor food. Also highlighted were chronic disease prevention policy recommendations and outcomes.

K. Harper informed the Board that notification was received that the funding would not be renewed for the 2015/2016 year. There have been many community partnerships developed through this project and there are existing committees that are looking at physical activity and healthy eating. The work of these committees will continue. APH will continue to work in partnerships with these committees and municipalities. The resources that have been developed through this project, such as municipal official plan reviews, mapping, and data collected, can continue to be used for further planning and priority setting.

b) Presentation of Algoma Public Health's 2014 Audited Financial Statements – Mike Marinovich, KPMG

J. Pino reviewed APH's financial position as outlined in the DRAFT Financial Statements for the year ending December 31, 2014 that was included in the Board package. M. Marinovich from KPMG reviewed the Audit Finding Report that was distributed at the beginning of the Board meeting. The report included recommendations for next year.

J. Pino and M. Marinovich answered questions from the Board.

2015-68 Moved: D. Thompson
 Seconded: S. Jensen

THAT the Board approves the Draft Audit Financial Statement for the year ending December 31, 2014 as presented by KPMG
CARRIED.

6) BUSINESS ARISING FROM MINUTES

There was no business arising from the previous minutes.

7) REPORTS OF COMMITTEES

a) Finance and Audit Committee

L. Mason provided a verbal report for the Finance and Audit Committee from the meeting on May 14, 2015. The Terms of Reference for the Committee were presented to the Board for approval.

2015-69	Moved:	L. Mason
	Seconded:	I. Frazier

THAT the Board approve the Terms of Reference for the Finance and Audit Committee as presented.

CARRIED.

2015-70	Moved:	R. Rody
	Seconded:	J. Blake

THAT the verbal report of the Finance and Audit Committee for the month of May 2015 be accepted as presented.

CARRIED.

8) REPORTS OF OFFICERS/PROGRAM MANAGERS:

Medical Officer of Health/Chief Executive Officer:

An overview was provided of the MOH/CEO report provided in the Board package. S. Laclé highlighted activities from the past month which included a visit with Wawa staff and community members on April 30, 2015.

S. Laclé informed the Board that Ministry notification has been provided re the discontinuation of the Health Community Partnership Funding.

S. Laclé invited interested Board members to join the newly formed Governance Standing Committee. Interested members are to advise C. Luukkonen.

Included in the MOH/CEO report was a resolution for consideration to the Board on the Modernization of Beverage Alcohol Regulations in Ontario. This resolution outlines the concerns Algoma Public Health has for the health risks and resultant health and economic impact of increased availability of alcohol on our community.

2015-71 Moved: L. Mason

Seconded: J. Blake

WHEREAS alcohol is the second leading cause of death, disease and disability in Canada and a causal factor in over 60 diseases; and

WHEREAS 79% of adults in Algoma (76% Ontario wide) and 46% of Algoma teens aged 12-18 have reported consuming alcohol in the past 12 months (36% Ontario wide); and 16% of Algoma drinkers 12+ have reported heavy episodes of drinking (5 or more drinks on one occasion at least once a month); and

WHEREAS the economic burden of alcohol consumption and misuse is over 5 billion dollars annually in Ontario; and

WHEREAS currently there are approximately 1800 retail outlets across Ontario and the province has recently announced plans to expand by up to 450 more locations; and

WHEREAS research has repeatedly shown that increased alcohol availability is strongly linked to increases in alcohol consumption and related harms; such as violence, assault, injuries and public disturbances; and

WHEREAS the impact of outlet density on high risk drinking is especially prominent among younger drinkers; and

WHEREAS local boards of health are required under the Ontario Public Health Standards to develop health promotion and protection strategies to mitigate against the risks of alcohol consumption, and boards are held accountable under the Ministry of Health and Long Term Care Accountability Agreements for reporting on local alcohol consumption rates;

THEREFORE BE IT RESOLVED THAT the Board of Health for Algoma Public Health endorse the correspondence from the Association of Local Public Health Agencies to Government Ministers and the Premier (as attached) – while also informing the Premier of the serious concerns regarding the increased availability of alcohol and the privatization of the sale of beverage alcohol through local supermarkets; and

FURTHER THAT: The Board of Health for Algoma Public Health share these concerns and recommendations with all municipalities within the district of Algoma; and

FURTHER THAT: The Board of Health for Algoma Public Health strongly encourage the various municipalities to restrict the density of alcohol outlets in the district of Algoma based on population; and

FURTHER THAT: these same concerns be shared through an open letter to the population at large in Algoma.

CARRIED.

2015-72 Moved: D. Kirby
 Seconded: S. Jensen

THAT the report of the Acting Medical Officer of Health and Acting CEO for the month of May 2015 be adopted as presented.

CARRIED.

Chief Financial Officer/Director of Operations: Justin Pino

i) Financial Statements for the Period Ending: April 30, 2015

J. Pino summarized the Financial Report that was included in the Board package. The cash flow is stable and the bank statements have been reconciled up to March 2015.

L. Mason informed the Board that the Finance and Audit Committee reviewed the report on May 14, 2015 and the Committee supports the report as presented.

2015-73 Moved: L. Mason
 Seconded: R. Rody

THAT the Financial Report for the period ending April 30, 2015 be adopted as presented.

CARRIED.

2015-74 Moved: D. Thompson
 Seconded: D. Kirby

THAT the Board accepts the Algoma Public Health Financial Statements for the period ending April 30, 2015, 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)

Miscellaneous Calendar

Healthy Community Partnership

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
Miscellaneous Fiscal

CARRIED.

9) New Business/General Business

a) 02-05-055 – DRAFT Board of Health Self-Evaluation Policy

The Board a new policy on self-evaluation. The self-evaluation is an annual evaluation and is comprised of three sections. Further to Board member feedback, C. Luukkonen will make changes to the self-evaluation form and email the revised annual self-evaluation form to Board members. The Board also reviewed a monthly meeting evaluation and decided to proceed with monthly meeting evaluations as part of a continuous quality process. Monthly meeting evaluations will be summarized for inclusion in each subsequent meeting package.

2015-75 Moved: I. Frazier

Seconded: R. Rody

THAT the Board approves a new policy 02-05-055 Board of Health Self-Evaluation as presented

CARRIED.

b) 02-04-030 – Procurement Policy

Changes to the policy to include requirements for criminal record checks for consultants and service providers. All consultants who will have direct access to APH financial records, back accounts, or employee records will be required to provide a current police information check (PIC). All consultants or service providers who will interact with children, youth, or vulnerable persons are required to provide a current police vulnerable sector check (PV5C).

The Board requested further consideration that all consultants and service providers be required to have a PIC and/or PV5C regardless of their contact. J. Pino determine other local government agencies require for consultants and service providers beyond the newly adopted Board policy and share Board at a subsequent meeting.

2015-76 Moved: R. Rody

Seconded: L. Mason

THAT the Board approve policy 02-04-030 – Procurement Policy as presented.

CARRIED.

c) Board of Health Assessment of Financial Risk Management – Briefing Note

Highlights from briefing note that was included in the Board package regarding APH Financial Risk Management were reviewed, including identified potential risk issues and recommendations for to mitigate these risks.

Board members inquired about the interest on the GIC. J. Pino will look into this question and report back to the Board.

The Board also inquired about the role of the Finance Committee related to the recommendations within the Assessment of Financial Risk Management. Follow up on recommendations will be reviewed by the Finance Committee and then recommended to the Board for support.

2015-77 Moved: L. Mason

Seconded: D. Kirby

That the Board of Health, having reviewed the assessment of Algoma Public Health financial risk management issues presented at its meeting of May 20, 2015, direct staff to follow up on the recommendations therein and provide the Board of Health with proposals and regular progress reports on this work, as appropriate; and

Further that the Board of Health direct staff to develop a detailed proposal for the establishment of, contribution to and utilization of a reserve fund(s) that would support compliance with Board financial stewardship obligations and that would be an integral component of sound financial management including management of financial risks.

CARRIED.

10) CORRESPONDENCE/ITEMS FOR INFORMATION:

- a) Letter to Hon. Kathleen Wynne from Northwestern Health Unit Re: Bill 45 Making Healthier Choices Act
- b) Letter to Right Hon. Stephen Harper and Hon. Rona Ambrose Re: Continued support for the implementation of Canada's National Alcohol Strategy
- c) Letter to Hon. Wynne from Sudbury & District Health Unit Re: Increasing Alcohol Availability in Ontario

11) ITEMS FOR INFORMATION

- a) Association of Local Public Health Agencies (alPHa) 2015 Provincial Budget Assessment
- b) News Release – Kashechewan First Nation Evacuees Arrive in Wawa
- c) 2015 Draft alPHa Resolutions Package with Memo
- d) News Release - APH Nurses at the Bargaining Table

R. Rody, Board member and also Mayor of Wawa, updated the Board on the recent positive experience with the First Nation evacuation to Wawa. Three local motels housed approximately 130 evacuees from the Kashechewan First Nation. Meals were held at the community centre supplied by local restaurants and caterers. Evacuees started to return home on May 13, 2015. There will be a debrief in Wawa next week with all community partners involved.

12) ADDENDUM:

- a) Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

A resolution was considered by the Board to appoint a head of the institution for the purpose of handling requests from the community under MFIPPA.

2015-78 Moved: L. Mason

Seconded: S. Jensen

WHEREAS Algoma Public Health (APH) receives requests under MFIPPA; and

WHEREAS the members appointed to the board may designate in writing from among themselves an individual or a committee of the body to act as head of the institution for the purposes of the MFIPPA R.S.O. 1990, c. M.56, s. 3 (2); 2002, c. 17, Sched. F, Table, and

WHEREAS the head may delegate the powers and duties in writing to an officer or officers of the institution,

THEREFORE be it resolved, that the chair of the Board of Health be designated the head of APH for the purposes of MFIPPA, and

FURTHER THAT the head delegate these powers and duties to the Medical Officer of Health/Chief Executive Officer, and

FURTHER should the MOH/CEO role become vacant or if the MOH/CEO is unable to act due to illness, vacation or leave, that the head delegate these powers and duties under MFIPPA to a Director within the organization, as identified by the MOH/CEO and

FURTHER this delegation will be confirmed in writing as required by the legislation.
CARRIED.

b) Finance and Audit Committee Terms of Reference
Attachment to 7a). See accepted resolution above.

c) April 12, 2015 Minutes from the Finance and Audit Committee – *For Information*

d) Letter to Hon. Wynne from Peterborough County-City Health Unit Re: Bill 45 Making Healthier Choices Act – *For Information*

e) Invitation to Attend a Board Development Session

M. Bruni extended an invitation to Board members to participate in a Board development session for non-profit organizations in Algoma on October 24, 2015. A copy of the invitation with a description of the day's event was provided to Board members.

2015-79 Moved: L. Mason

Seconded: J. Blake

THAT the Board accepts the items on the addendum.

CARRIED.

M. Bruni thanked staff and media for attending tonight's meeting. Guests were invited to return to the meeting when the Board reconvenes after the In-committee session.

13) THAT THE BOARD GO INTO COMMITTEE: 8:00 pm

In-committee agenda items are:

- a) Proposed or Pending Rental Property
- b) Solicitor Client Privilege
- c) Labour Negotiations

2015-80 Moved: R. Rody

Seconded: J. Blake

THAT the Board goes into committee.

CARRIED.

Attending staff, executive members and media left the meeting for the In-committee session.

14) THAT THE BOARD GO INTO OPEN MEETING: 9:19 pm

2015-83 Moved: R. Rody
Seconded: S. Jensen
THAT the Board goes into open meeting.
CARRIED.

15) Resolution Resulting From In-Committee Session

There are two resolutions resulting from In-committee.

2015-84 Moved: R. Rody
Seconded: L. Mason
WHEREAS the Board of Health has had a pending insurance claim related to the collapse of the Algo Center Mall in Elliot Lake Ontario in which Algoma Public Health (APH) leased space within the mall, and

WHEREAS APH received a settlement offer from its insurer, Frank Cowan on April 13, 2015

BE IT RESOLVED that the Board of Health for the District of Algoma accept this proposed insurance settlement by Frank Cowan as full and final settlement of this matter.
CARRIED.

2015-85 Moved: R. Rody
Seconded: L. Mason
THAT the Board of Health for APH, having considered the information request from Sault Ste. Marie Council in respect of the recent financial audit by KPMG of APH operations, direct staff to respond to the request; and

FURTHER THAT this response be shared with all constituent municipalities.
CARRIED.

16) ANNOUNCEMENTS:

Next Board Meeting:
Wednesday, May 20th, 2015
Prince Room, 3rd Floor, APH SSM

17) THAT THE MEETING ADJOURN: 9:32 pm

2015-86 Moved: S. Jensen
Seconded: D. Kirby
THAT the meeting adjourns.
CARRIED.

Lee Mason, Chair

Christina Luukkonen, Secretary

Date

Date