

**ALGOMA PUBLIC HEALTH BOARD MEETING  
OCTOBER 28, 2015  
PRINCE MEETING ROOM, 3<sup>RD</sup> FLOOR, APH SAULT STE. MARIE  
MINUTES**

<b>PRESENT:</b>	Ian Frazier	Candace Martin	Lee Mason	Dennis Thompson
<b>REGRETS:</b>	Sue Jensen			
<b>TELECONF:</b>	Acting Medical Officer of Health			Dr. Penny Sutcliffe
<b>OFFICIALS</b>	Chief Executive Officer			Tony Hanlon, Ph.D.
<b>PRESENT:</b>	Chief Financial Officer			Justin Pino
	Director of Human Resources and Corporate Services			Antionette Tomie
	Director of Community Services			Laurie Zeppa
	Director of Clinical Services			Sherri Cleaves
	Board Secretary			Christina Luukkonen

**1) CALL TO ORDER**

Mr. Mason called the meeting to order at 5:01 pm.

**DECLARATION OF CONFLICT OF INTEREST**

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

**2) ADOPTION OF AGENDA AND ADDENDUM ITEMS**

2015-137    Moved:                I. Frazier  
              Seconded:        D. Thompson  
              **THAT** the agenda items dated October 28, 2015 be adopted as circulated; and

**THAT** the Board accepts the items on the addendum

10 a) Board of Health Meeting Schedule – Revised

      b) Ontario Public Health Standards 2008 – Revised October 2015 – *For replacement in Orientation Binders*

      c) Letter of Support for Reduce Smoking in Algoma by 5% in 5 years initiative from Elliot Lake Council

      d) Northern Ontario Evacuations of First Nations Communities – Letter from Perth District HU

      e) Memo from MOHLTC re: Amendments to Protocols

**CARRIED.**

**3) ADOPTION OF THE MINUTES**

2015-138    Moved:                D. Thompson  
              Seconded:        I. Frazier

**THAT** the minutes of the Board of Health meeting dated September 22, 2015, be adopted as circulated.

**CARRIED.**

**4) DELEGATIONS/PRESENTATIONS**

- a) Accountability Agreements Indicators – Sherri Cleaves, Director of Clinical Services and Jordan Robson, Epidemiologist

Revised copies of the presentation were provided to the Board members at the start of the meeting.

The Board asked questions around how targets are set and how Algoma Public Health is measuring. Algoma Public Health works with the ministry to establish some targets that are obtainable for Algoma specific and other targets are set by the ministry. Further questions were asked and answered to the Board's satisfaction.

**5) BUSINESS ARISING FROM MINUTES**

All items arising from previous minutes are reported under the Governance Standing Committee report.

**6) REPORTS TO THE BOARD**

- a) **Acting Medical Officer of Health and Chief Executive Officer**

Dr. Hanlon spoke to the report that was provided in the Board package.

The Board asked at what point are partnerships with Algoma Public Health brought to the Board for approval. Dr. Hanlon explained that most of our partnerships are more of a coordination of services with other agencies but if there was a significant cost to the Board regarding a partnership this would then come to the Board.

The Board also asked in what capacity we work with Sault Area Hospital. Ms. Cleaves explained that the infectious disease outbreak team works with the hospital in consultation. Our team meets monthly with the hospital to work on policy development and share best practice guidelines from the ministry.

In addition, the Board wondered how often we check with municipalities to ensure our contact lists are up to date. Ms. Cleaves informed the Board that we are always in contact with the municipalities on various items so changes are made regularly and our contact lists are changing as needed.

2015-139 Moved: I. Frazier

Seconded: C. Martin

THAT the report of the Acting Medical Officer of Health and Chief Executive Officer for the month of October 2015 be adopted as presented.

**CARRIED.**

**b) Finance and Audit Committee**

Mr. Frazier reviewed the activities of the committee over the last month. The committee has been working with our Architect, Mr. Ellis, on reviewing and scoring the tender submission for the Elliot Lake Interior Renovations.

The committee reviewed the financial statements for the period ending September 30, 2015 and number of questions was asked and answered to the Committee's satisfaction.

Other key points from the financial statements were discussed that included budget figures have been revised to reflect the zero percent increase the APH received from the Ministry, positive variance due to additional funding for positions related to transitional case management and filling the positions

2015-140    Moved:                    I. Frazier  
              Seconded:            C. Martin  
              THAT the verbal report of the Finance and Audit Committee for the month of October 2015 be adopted as presented.

**CARRIED.**

2015-141    Moved:                    D. Thompson  
              Seconded:            I. Frazier  
              THAT the financial reporting for the period ending September 30, 2015 be adopted as presented.

**CARRIED.**

2015-142    Moved:                    C. Martin  
              Seconded:            I. Frazier  
              WHEREAS the Finance and Audit Committee has done a complete review of all tenders and assessed the completeness of the submissions including the qualifications and references of each contractor; and

WHEREAS the Finance and Audit Committee directed a staff member, a board member and the architect to do due diligence and conduct an interview with the short listed contractor; and

WHEREAS the results of the interview were positive;

THEREFORE BE IT RESOLVED that the BoH awards the contract for the renovations to the 3<sup>rd</sup> floor ELNOS building for the Algoma Public Health Elliot Lake office to WS Morgan Ltd.

**CARRIED.**

2015-143    Moved:                    I. Frazier  
              Seconded:            D. Thompson  
              THAT the Board approved the changes to policy 02-04-030 Procurement Policy as presented.

**CARRIED.**

c) Governance Standing Committee

Mr. Frazier reported that the committee has reviewed and made amendments to three policies and one by-law that are being presented tonight for approval.

Mr. Frazier highlighted for the Board the recent governance training that took place on October 24, 2015. Four members of the Board and one director were able to attend: Mr. Mason, Ms. Martin, Mr. Thompson, Mr. Frazier and Ms. Cleaves. This year's workshop was hosted by the Children's Rehabilitation Centre Algoma and focused on Equipping your Board for Governing in a Shared Service Environment.

2015-144 Moved: I. Frazier  
Seconded: D. Thompson  
THAT the Board of Health approves the changes to Bylaw95-1 To Regulate the Proceeding of the Board of Health as presented.

**CARRIED.**

2015-145 Moved: I. Frazier  
Seconded: D. Thompson  
THAT the Board of Health approves the changes to policy 02-05-015 Conflict of Interest as presented.

**CARRIED.**

2015-146 Moved: C. Martin  
Seconded: D. Thompson  
THAT the Board of Health approves the changes to policy 02-05-030 Board Member Code of Conduct as presented.

**CARRIED.**

2015-147 Moved: C. Martin  
Seconded: I. Frazier  
THAT the Board of Health approves the new policy 02-05-060 Meetings and Access to Information as presented.

**CARRIED.**

2015-148 Moved: C. Martin  
Seconded: D. Thompson  
THAT the verbal report of the Governance Standing Committee for the month of October 2015 be adopted as presented.

**CARRIED.**

## 7) New Business/General Business

### a) Letter of Support for the Evacuations of First Nations Communities

A draft copy of a letter was provided to the Board for their review in support for the evacuation of First Nations Communities. Mr. Mason to sign letter and Ms. Luukkonen to forward as indicated.

### b) External Audit Services

A copy of a council report and resolution from the City of Sault Ste. Marie in regards to the appointment of external audit services was presented to the Board. The City of Sault Ste. Marie has reappointed KPMG as their external audit service provider.

Mr. Pino informed the Board that Algoma Public Health was invited to participate in the selection process but declared a conflict of interest and opted out of participating.

2015-149 Moved: I. Frazier  
Seconded: D. Thompson  
WHEREAS the Municipal Act, 2001 states that:

Joint boards

(10) If a local board is a local board of more than one municipality, only the auditor of the

municipality that is responsible for the largest share of the expenses of the local board in the year is required to audit the local board in that year. 2009, c. 18, Sched. 18, s. 5.; and

WHEREAS the City of Sault Ste. Marie being the largest municipality in the Algoma District: and

WHEREAS The City of Sault Ste. Marie passed Bylaw 2015-168 being a by-law to appoint the firm of KPMG LLP as municipal auditor to provide External Audit Services as required by the City of Sault Ste. Marie be passed in open Council this 28th day of September, 2015;

THEREFORE be it resolved that the Board of Health for Algoma Public Health appoints KPMG LLP as their External Audit Service provider for the same period of time as the City of Sault Ste. Marie.

**CARRIED.**

**8) CORRESPONDENCE/ITEMS FOR INFORMATION:**

- a) Basic Income Guarantee - Letter to Ministers from Peterborough County-City Health Unit
- b) Evacuation of First Nations Communities - Letter to Premier Wynne from Peterborough County-City Health Unit
- c) Energy Drinks - Letter to Minister Hoskins from Peterborough County-City Health Unit
- d) Enforcement of the Immunization of School Pupils' Act (ISPA)
  - Letter to Minister Hoskins from Peterborough County-City Health Unit
  - Letter to Premier Wynne from Durham Region
- e) Public Health Funding Model
  - Letter to Minister Hoskins from Grey Bruce Health Unit
  - Letter to Minister Hoskins from Porcupine Health Unit
  - Email from alPHa
- f) Healthy Babies Healthy Children - Letter to Premier Wynne from Durham Region

**9) ITEMS FOR INFORMATION**

- a) alPHa Meeting November 5, 2015

Managing Uncertainty: Risk Management Workshop for Ontario Boards of Health

Mr. Frazier and Ms. Martin will be attending the upcoming alPHa workshop on November 5, 2015. Dr. Hanlon and Mr. Pino will be presenting at the workshop.

- b) Finance and Audit Committee Minutes - July 22, 2015 and September 17, 2015
- c) Governance Standing Committee Minutes - August 26, 2015

**10) ADDENDUM:**

- a) Board of Health Meeting Schedule - Revised
- b) Ontario Public Health Standards 2008 – Revised October 2015  
*For replacement in Orientation binders*
- c) Letter of Support for Reduce Smoking in Algoma by 5% in 5 years initiative from Elliot Lake
- d) Northern Ontario Evacuations of First Nations Communities – Letter from Perth District HU
- e) Memo from MOHLTC re: Amendments to Protocols

Items on the addendum were reviewed; no questions were posed.

**11) THAT THE BOARD GO INTO COMMITTEE: 5:57pm**

Agenda items:

- a) Adoption of In-Committee minutes dated September 22, 2015
- b) Litigation or Potential Litigation

2015-150    Moved:                    I. Frazier  
                  Seconded:                C. Martin  
                  THAT the Board goes into committee.  
**CARRIED.**

**12) THAT THE BOARD GO INTO OPEN MEETING @ 6:16 pm**

2015-152    Moved:                    D. Thompson  
                  Seconded:                I. Frazier  
                  THAT the Board goes into open meeting.  
**CARRIED.**

**13) Resolution Resulting From In-Committee Session**

There were no resolutions resulting from In-Committee Session to be passed in open meeting.

**14) ANNOUNCEMENTS:**

Next Board Meeting  
November 25, 2015 at 5:00pm  
Prince Meeting Room, 3<sup>rd</sup> Floor

**15) THAT THE MEETING ADJOURN: 6:18 pm**

2015-153    Moved:                    I. Frazier  
                  Seconded:                D. Thompson  
                  THAT the meeting adjourns.  
**CARRIED.**

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Lee Mason, Chair

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Christina Luukkonen, Secretary

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Date

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Date