

**ALGOMA PUBLIC HEALTH  
BOARD OF HEALTH GOVERNANCE STANDING COMMITTEE  
February 10, 2016 @ 5:30-6:30pm  
PRINCE MEETING ROOM 3<sup>RD</sup> FLOOR  
A\*G\*E\*N\*D\*A**

- 1) Meeting Called to Order Mrs. Christina Luukkonen,  
Recording Secretary
- 2) Election of Officers
- a. Election of Committee Chair Mrs. Christina Luukkonen,  
Recording Secretary
- Resolution**  
*THAT the Governance Standing Committee appoints  
\_\_\_\_\_ as Chair of the committee for the year 2016.*
- b. Election of Committee Vice-Chair Committee Chair
- Resolution**  
*THAT the Governance Standing Committee appoints  
\_\_\_\_\_ as Vice-Chair of the committee for the year 2016.*
- 3) Declaration of Conflict of Interest Committee Chair
- 4) Adoption of Agenda Items Committee Chair
- RESOLUTION:**  
*THAT the agenda items for the Governance Standing Committee  
meeting dated February 10, 2016 be adopted as circulated.*
- 5) Adoption of Minutes Committee Chair
- RESOLUTION:**  
*THAT the minutes for the Governance Standing Committee meeting  
dated January 13, 2016 be adopted as circulated.*
- 6) Business Arising from Minutes Mr. Ian Frazier
- a. Governance Standing Committee Activities Report for 2015
- 7) New Business/General Business Committee Chair
- a. Institute of Governance
- b. 2015 Board Attendance Summary
- c. Meeting Evaluations – November 2015 and January 2016
- 8) Addendum

**9) In-Committee** Committee Chair

**RESOLUTION:**

*THAT the Governance Standing Committee goes in-committee.*

Agenda Items

- a. Adoption of In-Committee minutes dated January 13, 2016
- b. Personal matters about an identifiable individual, including municipal employees

**10) Open Meeting** Committee Chair

**RESOLUTION:**

*THAT the Governance Standing Committee goes into open meeting.*

**11) Items Identified to be brought forth to the Board** Committee Chair

**12) Next Meeting:** Wednesday, March 9, 2016 @ 5:30pm Committee Chair

**13) That The Meeting Adjourn** Committee Chair

**RESOLUTION:**

*THAT the meeting of the Governance Standing Committee adjourns.*

UNAPPROVED

GOVERNANCE COMMITTEE 2015 YEAR IN REVIEW COMPARED TO TOR

Committee Scope/Duties	Action Identified
<p><b>Governance Effectiveness</b></p> <ul style="list-style-type: none"> <li>• Enable the Board to meet its fiduciary obligations by defining APH's approach to governance and supporting processes and practices that promote a leading-edge governance culture;</li> <li>• Recommend the development and oversee the implementation of governance structures, processes and protocols that enable the Board to fulfill its governance role effectively;</li> <li>• Support the Board of Directors in fostering a positive relationship with its key stakeholders;</li> <li>• Support a high standard of Board conduct</li> </ul>	<p>The Committee was established in mid-June and thus only had a half year to meet. With the guidance of two Acting CEOs the Committee reviewed and recommended a new performance monitoring plan that encompasses a performance monitoring schedule, review of strategic direction, organizational and program standards along with a Board evaluation process.</p> <p>Due to a number of issues the Committee's focus has been the stability of APH management and the continued confidence of staff.</p>
<p><b>Mandate</b></p> <ul style="list-style-type: none"> <li>• Recommend, where appropriate, changes to the mandate of the Board of Directors, each of its Committees, the Board Chair and committee chairs based on the needs of APH and evolving governance standards (subject to requirements of the HPPA and Municipal Acts).</li> </ul>	<p>This was the first year that the Board effectively utilized Committees. Terms of Reference for both the Governance and Finance and Audit Committees were established and in early 2016 a review is scheduled for the TORs.</p>
<p><b>Board of Health By-laws, policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Review on a regular basis, and at a minimum of every two years, and make recommendations to the Board.</li> </ul>	<p>The Committee was established mid-June and completed the review of five (5) policies and one (1) bylaw</p>
<p><b>Evaluation</b></p> <ul style="list-style-type: none"> <li>• Recommend and oversee the implementation of a governance review/ evaluation process regarding the performance of the Board, the Board Chair, committee chairs, committees and individual Directors;</li> <li>• Recommend procedures for the ongoing assessment of Board and Committee meeting effectiveness;</li> <li>• Recommend changes to address effectiveness issues arising out of these evaluations;</li> <li>• Assess the adequacy of the quality and timeliness of information provided to the Board of Directors and its Committees and make recommendations to the Board of Directors for change where appropriate.</li> </ul>	<p>As part of the Performance Monitoring Plan the Board is completing a monthly an annual self-evaluation of the Board meetings and it performance</p> <p>The Committee and reviewed and made recommendations on committee and board meeting procedures to increase the efficiency and effectiveness of meetings.</p>

GOVERNANCE COMMITTEE 2015 YEAR IN REVIEW COMPARED TO TOR

Committee Scope/Duties	Action Identified
<p><b>Performance Accountability</b> Approve and monitor various measures of performance accountability of APH on a regular basis.</p>	<p>The Committee reviewed and recommended a Performance Monitoring Plan whereby three (3) reports from the Executive will be reviewed</p>
<p><b>MOH/CEO Performance review</b></p> <ul style="list-style-type: none"> <li>• Support the Chair of the Board of Health with MOH/CEO performance review as requested;</li> <li>• Oversee succession planning for the MOH/CEO, including development of a clear and transparent process to recruit and select a future MOH/CEO.</li> </ul>	<p>During the half year the Committee reviewed and recommended the hiring of an Acting CEO and the continued search for an MOH/CEO and the continued monitoring of the status of the Acting MOH.</p>
<p><b>Nominations</b></p> <ul style="list-style-type: none"> <li>• Recommend, in consultation with the Board Chair, nominees for all Board Committees including Committee chairs.</li> </ul>	<p>Due to circumstances this was completed on a volunteer basis</p>
<p><b>Orientation and Education</b></p> <ul style="list-style-type: none"> <li>• Ensure that there is an appropriate orientation and education program for new Directors and continuing education for all Directors including making recommendations on methods to improve Directors' knowledge of Algoma Public Health and their responsibilities as Directors;</li> <li>• Oversee the implementation of orientation and education programs for Directors to ensure these are undertaken effectively.</li> </ul>	<p>Board members had the opportunity to attend two training sessions:</p> <p>Children's Rehabilitation Centre Algoma Governance Workshop – Governing in a Shared Service Environment – 4 board members attended</p> <p>aPHa Conference – Managing Uncertainty. Risk Management for Boards of Health – 2 board members attended</p> <p>Provided Acting CEO with list of additional training requests and have plans for a retreat in 2016</p>
<p><b>Other</b> The Committee shall study and make recommendations to the Board on any matter as directed by the Board.</p>	<p>The Committee was tasked with reviewing and making a recommendation for the contracting/hiring of an Acting CEO. At first this was an RFP process and then was adjusted to an interview and hiring process.</p> <p>The Committee was tasked with performing the interview process for an MOH/CEO candidate and made recommendations on hiring/not hiring and further steps to take to safeguard the continuation of an Acting MOH.</p>

## 2015 BOARD ATTENDANCE AT BOARD MEETINGS

NAME	Jan 21	Feb 18	Mar 18	APR 15	MAY 20	JUN 17	SEP 22	OCT 28	NOV 25	DEC 23	Total	Percent
FRAZIER	P	P	P	P	P	P	P	P	P	P	10/10	100 %
JENSEN	P	T	P	P	P	T	T	R	P	T	9/10	90 %
MARTIN	P	P	P	P	R	P	P	P	T	R	8/10	80 %
MASON	P	P	P	P	P	P	P	P	P	P	10/10	100 %
THOMPSON	P	R	P	R	P	P	P	P	T	T	8/10	80 %

Legend: C – Attending a conference P – Present R – Regrets T – Teleconference

**Board of Health Monthly Meeting Evaluation**

**Month:**                      **Year: 2015**

Please select one response for each question in the following grid. If the question is not relevant please select "not	Stongly Agree	Somewhat Agree	Somewhat Disagree	Stongly Disagree	Not Applicable
1 The Board agenda package contained appropriate information to support the Board in carrying out its governance leadership role.	1	1			
2 The delegation/presentation was an opportunity for me to improve my knowledge and understanding of an important public health subject.	1 1				
3 The MOH/CEO report was informative, timely and relevant to my governance role.	1				
4 Overall, the Board meeting was conducted in an active, informative, and responsible manner with decisions made that advance the APH vision and mission.	1 1				
5 There is alignment with items that were included in the Board agenda package and the APH's 2015-2020 Strategic Plan.	1	1			
6 Board members' conduct was professional, cordial and respectful.	1 1				

**Comments:**

**Board of Health Monthly Meeting Evaluation**

**Month: January      Year: 2016**

Please select one response for each question in the following grid. If the question is not relevant please select "not	Stongly Agree	Somewhat Agree	Somewhat Disagree	Stongly Disagree	Not Applicable
1 The Board agenda package contained appropriate information to support the Board in carrying out its governance leadership role.	1 1				
2 The delegation/presentation was an opportunity for me to improve my knowledge and understanding of an important public health subject.	1	1			
3 The MOH/CEO report was informative, timely and relevant to my governance role.	1 1				
4 Overall, the Board meeting was conducted in an active, informative, and responsible manner with decisions made that advance the APH vision and mission.	1 1				
5 There is alignment with items that were included in the Board agenda package and the APH's 2015-2020 Strategic Plan.	1	1			
6 Board members' conduct was professional, cordial and respectful.	1 1				

**Comments:**

I was a little bit our of it! Teleconference is ok however it is a little challenge in hearing some people.