

**ALGOMA PUBLIC HEALTH
GOVERNANCE STANDING COMMITTEE MEETING
JUNE 8, 2016 @ 5:30 PM
PRINCE MEETINGROOM, 3RD FLOOR, SSM
MINUTES**

COMMITTEE MEMBERS PRESENT: Ian Frazier Candace Martin Lee Mason

TELECONFERENCE: Sue Jensen

APH STAFF PRESENT:

Tony Hanlon, Ph.D.	Chief Executive Officer
Antioniette Tomie	Director of HR and Corporate Services
Laurie Zeppa	Director of Community Services
Sherri Cleaves	Director of Clinical Services
Christina Luukkonen	Recording Secretary

1) CALL TO ORDER:

Mr. Frazier called the meeting to order at 5:58pm

2) DECLARATION OF CONFLICT OF INTEREST

Mr. Frazier called for any conflict of interests; none were reported.

3) ADOPTION OF AGENDA ITEMS

GC2016-34 Moved: C. Martin
 Seconded: L. Mason

THAT the agenda items for the Governance Standing Committee dated June 8, 2016 be adopted as amended.

CARRIED.

4) ADOPTION OF MINUTES

GC2016-35 Moved: L. Mason
 Seconded: S. Jensen

THAT the minutes for the Governance Standing Committee dated May 11, 2016 be adopted as amended.

CARRIED.

5) BUSINESS ARISING FROM MINUTES

a. Communication with Municipalities

The committee has requested this become a standing item for the fall. Dr. Hanlon informed the committee that the CAO for City of Sault Ste. Marie has invited APH to present on our budget in the fall to city council. APH will present to city council on APH programs and services date to still to be decided.

Key messages for municipalities will be completed by the fall.

b. Revised Performance Monitoring Plan

Dr. Hanlon presented a revised performance monitoring plan. Copies were provided in the committee's package. Currently the Board is already receiving program updates as part of the MOH/CEO monthly board report so this would be a duplication of information. Dr. Hanlon is proposing moving to one qualitative report and one quantitative report.

GC2016-36 Moved: L. Mason

Seconded: C. Martin

THAT the Governance Standing Committee recommends the draft changes to the APH Performance Monitoring Plan as amended and put forth to the Board for approval.

CARRIED.

6) NEW BUSINESS/GENERAL BUSINESS

a. Terms of Reference Review

Revised copies of the Governance Standing Committee and Finance and Audit Committee were provided as part of the meeting packages. Changes were made to the template and format so both Terms Of Reference (TOR) match. Other proposed changes are on the process for appointing the chairs of the committees. The new TOR would see two vice-chairs being elected at the beginning of the year and the vice-chairs would then each be a chair on a committee. Bylaw 95-1 would need to be revised prior to approval of the new TOR. Dr. Hanlon to revise Bylaw 95-1 and put forth to the Board for approval on June 22, 2016.

Dr. Hanlon to make the requested changes to the TOR in the amendment section and adding back in language on the working with communities and the province on appointing new Board members.

GC2016-37 Moved: L. Mason

Seconded: S. Jensen

THAT the Governance Standing Committee recommends the draft changes to the Terms of Reference for the Finance and Audit Committee and the Governance Standing Committee as amended and put forth to the Board for approval.

CARRIED.

b. 2016-2017 APH Board Annual Work Plan – Draft

Dr. Hanlon presented a draft APH Board work plan for 2016-2017. Only major items are identified for board and committee meetings. Other items can be added as they come up. The committee decided to change the name to APH Board Annual Activity Plan. Also a schedule of program budgets to be added to the activity plan.

GC2016-38 Moved: L. Mason

Seconded: C. Martin

THAT the Governance Standing Committee recommends the 2016-2017 APH Board Annual Activity Plan as presented as put forth to the Board for approval.

CARRIED.

c. Board of Health Evaluations

Dr. Hanlon presented revised policy 02-05-055 – Board of Health Monthly Meeting and Self-Evaluation. The changes reflect the new process for evaluations with the use of the BoardEffect survey tool. Monthly board evaluations will become a standing item on the board agenda. Board

members will be required to complete the evaluation before the meeting adjourns. The monthly evaluations for April and May were provided for information.

GC2016-39 Moved: L. Mason

Seconded: C. Martin

THAT the Governance Standing Committee recommends the draft changes to 02-05-055 Board of Health Monthly Meeting and Self-Evaluation policy as presented and put forth to the Board for approval.

CARRIED.

7) ADDENDUM – N/A

8) IN COMMITTEE

GC2016-40 Moved: L. Mason

Seconded: S. Jensen

THAT the Governance Standing Committee goes in-committee at 6:59pm.

Agenda items:

- a. Adoption of Minutes dated May 11, 2016
- b. Labour Relations or Employee Negotiations
- c. Litigation or Potential Litigation

CARRIED.

9) OPEN MEETING

GC2016-42 Moved: L. Mason

Seconded: C. Martin

THAT the Governance Standing Committee goes into open meeting at 7:51pm.

CARRIED.

10) NEXT MEETING: Wednesday, September 14, 2016

11) THAT THE MEETING ADJOURN:

GC2016-43 Moved: L. Mason

Seconded: S. Jensen

THAT the Governance Standing Committee meeting adjourns at 7:53pm.

CARRIED.