

**ALGOMA PUBLIC HEALTH - BOARD OF HEALTH MEETING
MINUTES
JUNE 22, 2016 @ 5:00 pm
SAULT STE MARIE ROOM A&B 1ST FLOOR, APH SSM**

PRESENT:

Board Members

Dr. Lucas Castellani
Ian Frazier
Sue Jensen
Candace Martin
Lee Mason
Dr. Heather O'Brien
Dennis Thompson

APH Executives

Dr. Tony Hanlon, Ph.D. Chief Executive Officer
Justin Pino Chief Financial Officer
Antoniette Tomie Director of HR and Corporate Services
Laurie Zeppa Director of Community Services
Sherri Cleaves Director of Clinical Services
Christina Luukkonen Board Secretary

TELECONFERENCE:

Dr. Alex Hukowich Associate Medical Officer of Health

1.0 Meeting Called to Order

Mr. Mason called the meeting to order at 5:02pm and welcomed Dr. O'Brien and Dr. Castellani to their first in-person meeting.

a) Declaration of Conflict of Interest

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

2.0 Adoption of Agenda Items

2016-57 Moved: S. Jensen
Seconded: I. Frazier

THAT the Agenda items dated June 22, 2016, be adopted as circulated.

CARRIED

3.0 Adoption of Minutes

2016-58 Moved: D. Thompson
Seconded: C. Martin

THAT the Board of Health minutes for the meetings dated May 25, 2016 be adopted as circulated.

CARRIED

4.0 Delegations/Presentations

a. Mental Health & Addiction Housing Programs: An integral Part of Community Mental Health Support Services

Program manager Ms. Jan Metheany presented to the Board on Mental Health and Addictions Housing programs offered at APH. Copies of her presentation were included in the Board package. APH is only one of two health units that deliver Mental Health and Addictions program in Ontario and out of 16 MH&A agencies in the Algoma District, is the second largest, in terms of funding mass that offers MH&A programming. We are the only agency that is required to provide both mental health and addiction adult services throughout the district as part of our core services mandate. The MOHLTC has recognized us a best practice site for several of our Mental Health Programs. Ms. Metheany answered various questions from the Board on programming in the district.

5.0 Business Arising from Minutes

No business arising from previous minutes.

6.0 Reports to the Board

a. Medical Officer of Health and Chief Executive Officer Report

Dr. Hanlon provided a brief summary of the MOH/CEO report that was provided in the Board package and provided answers to various questions from Board members.

The next phase of the 5 % in 5 year initiative to reduce smoking rates in the District of Algoma consists of a media campaign. Dr. Hanlon offered to have staff do a full presentation in the fall to the Board on this initiative.

In addition to the statistics provided on the number of inspections of food premises across the district Board members inquired on numbers specifically for the district. Dr. Hanlon provided the following information:

- High Risk Premises – 125
- Medium Risk Premises – 210
- Low Risk Premises – 29
- Seasonal High Risk – 28
- Seasonal Medium Risk – 47
- Seasonal Low Risk - 31

Also asked was how many food handlers are certified in the District. Dr. Hanlon informed the Board that this question is hard to answer as food service workers are very transient. We do not know where the certified handlers end up working or how many are trained outside of the Algoma district. Additional information was provided that only 8.1% of inspections conducted had a certified food handler on-site at the time of the inspection even though over 2500 people have been certified since 2010. Certifications expire every 5 years. Some municipalities have passed municipal by-laws requiring a certified food handler to be on-site at all times. Currently none of the municipalities in the Algoma district have such a by-law. Health Units have been pushing for this to be included as a legislative requirement in the Food Premised Reg (HPPA) for years but no success yet. The Board inquired if there was any opportunity for collaboration with Sault College's Culinary students to offer food handling training. Dr. Hanlon advised they would look into this.

The Board inquired about our current wait list for the Infant Child Development Program. Currently we have 50 children on our wait list.

2016-59 Moved: H. O'Brien

Seconded: L. Castellani

THAT the report of the Medical Officer of Health and Chief Executive Officer for the month of June 2016 be adopted as presented.

CARRIED

b. Finance and Audit Committee Report

i. Committee Chair Report for June 2016

Mr. Frazier provided a summary of the Finance and Audit committee report that was included in the Board package.

Questions were asked regarding the draft Financial Statements and answered to the satisfaction of the Board.

ii. Draft Financial Statements for the period ending April 30, 2016

2016-60 Moved: C. Martin

Seconded: S. Jensen

THAT the Finance and Audit Committee report for the month of June 2016 be adopted as presented; and

THAT the draft Financial Statements for the Period Ending April 30, 2016 be approved as presented.

CARRIED

iii. Long-Term Debt Renewal

A briefing note was provided in the addendum in regards to the long-term debt renewal. Mr. Pino provided a summary of the briefing provided to the Board. The Finance and Audit Committee had questions for staff to follow up with TD prior to awarding the RFQ. Mr. Pino provided answers to these questions in the briefing note.

2016-61 Moved: C. Martin

Seconded: I. Frazier

WHEREAS the Board of Health issued a Request for Quotation in regards to the refinancing of Algoma Public Health's long-term debt; and

WHEREAS TD Bank's proposal offered the most value to APH in terms of price and services;

THEREFORE BE IT RESOLVED that the Board of Health awards the refinancing of its long-term debt to TD Bank for the next 5 year term upon the upcoming maturity of the current term.

CARRIED

iv. Approved minutes – for information only

The approved minutes from the Finance and Audit Committee meeting dated May 11, 2016 was provided to the Board members for information.

c. Governance Standing Committee Report

i. Committee Chair Report for June 2016

Mr. Frazier provided a brief summary of his report that was provided in the Board package. Clarity on the municipality presentations in the fall was asked. APH staff will present to the municipalities. Each board municipality representative will be invited to attend along with the APH staff.

- 2016-62 Moved: D. Thompson
 Seconded: S. Jensen
 THAT the Governance Standing Committee report for the month of June 2016 be adopted as presented.

CARRIED

- ii. Bylaw 95-1: To Regulate the Proceeding of the Board of Health
 Dr. Hanlon spoke to the proposed changes to Bylaw 95-1. The Bylaw was identified at the June 8th Governance Standing Committee as needing revisions prior to the proposed changes to the committee's terms of references being approved.

A motion to table the proposed changes and refer Bylaw 95-1 to the Governance Standing Committee meeting in September was presented. The Board approved this motion and also referred the terms of reference for each committee back to the Governance Standing Committee to be presented with the revised bylaw.

- 2016-63 Moved: I. Frazier
 Seconded: C. Martin
 THAT the Board of Health refer Bylaw 95-1: To Regulate the Proceeding of the Board of Health and the Governance Standing Committee and the Finance & Audit Committee Terms of Reference to the September 2016 Governance Standing Committee meeting for updating.

CARRIED

- iii. Terms of Reference – Referred to Governance Standing Committee
iv. 2016-2017 APH Board Annual Activity Plan – Draft
 The plan defined major activities of the Board and Committees for the year. The Board committees will have scheduled meetings bi-monthly but meetings can still be called as needed. This is not an all-encompassing plan and items can still be brought forth for consideration.

- 2016-64 Moved: I. Frazier
 Seconded: D. Thompson
 THAT the Board of Health approves the draft 2016-2017 APH Board Annual Activity Plan as presented.

CARRIED

- v. APH Performance Monitoring Plan – Revised
 Changes to the reporting dates were made to make them more manageable for staff and to reduce redundancy of reporting. At each Board meeting the Board receives program updates so it was decided that only one qualitative report was needed. The quantitative report in June coincides with other reports to the ministry and the APH annual report that information can be pulled from.

- 2016-65 Moved: C. Martin
 Seconded: S. Jensen
 THAT the Board of Health approves the proposed changes to the APH Performance Monitoring Plan as presented.

CARRIED

vi. 02-05-055 Board of Health Monthly Meeting and Self-Evaluation Policy

The proposed changes to policy 02-05-055 reflect the new evaluation process now that the Board is using electronic management software BoardEffect. Evaluations are completed through BoardEffect and will be embedded in the agenda so all Board members complete prior to leaving the Board meeting.

2016-66 Moved: I. Frazier

Seconded: H. O'Brien

THAT the Board of Health approves the proposed changes to policy 02-05-055 Board of Health Monthly Meeting and Self-Evaluation as presented.

CARRIED

vii. Approved minutes – for information only

The approved minutes from the Governance Standing Committee meeting dated May 11, 2016 was provided Board members information.

7.0 New Business/General Business

a. Preparation for Fall Board Orientation

Mr. Mason discussed a fall orientation for Board members. Dr. Hanlon informed the Board that he is working a new format for the Board orientation and hoping to make it more interactive. A full day session in late August or early September then a half-day session 3 months later is being planned. An evaluation of the full day session will assist in setting the agenda for the half day session to see what information is still needed. Dr. Hanlon provided a summary of topics that will be discussed:

- What is public Health?
- Legislation governing Boards of Health
- Roles and responsibilities
- Overview of policies and bylaws
- Relationship between the Board and the MOH/CEO
- Strategic Plan – possibly a retreat
- Patient First Discussion Paper and Bill 210 Patients First Act
- Overview organization structure, map of the district, offices and staffing compliment
- Who we are accountable to?
- alPHa and PHO
- Rules of Order for Board meetings
- Budgets and funding sources

Board members are encouraged to submit questions or topics to Dr. Hanlon they would like to see included. All Board members will participate.

Mrs. Luukkonen will send out possible date selections for September to poll the Board members for the best date. Saturday would be the preference.

8.0 Correspondence Items

All correspondence items were previously emailed to Board members. Copies were also included in their Board packages.

- a. **Baby-Friendly Initiative** - Letter to Algoma Public Health from Unicef Canada dated May 26, 2016
- b. **Basic Income Guarantee** - Letter to Prime Minister Trudeau from Durham Region dated May 24, 2016
- c. **Healthy Babies Healthy Children** - Letter to Algoma Public Health from Minister MacCharles dated May 13, 2016
- d. **International Code of Marketing of Breastmilk Substitute** - Letter to Minister Philpott from Grey Bruce Health Unit dated June 7, 2016
- e. **Lyme Disease** - Letter to Ministers Hoskins and Philpotts from Grey Bruce Health Unit dated June 7, 2016
- f. **Rising Cost of Healthy Food as Determined by the 2015 Nutritious Food Basket Cost Data** - Letter to Ministers Matthews and Jaczek from County of Lambton dated May 9, 2016
- g. **2016 Heather Crowe Award – Smoke-Free Ontario Act** - Letter to the Ontario Finnish Resthome from Algoma Public Health dated June 3, 2016

9.0 Items for Information

- a. **Bill 210 – Patients First Act**
- b. **Disposition of alPHa Resolutions**
- c. **Algoma Public Health 2015 Annual Report**

A new format for the annual report that illustrates the diversity of APH programming and activities completed in 2015 was presented to the Board.

10.0 Addendum

- a. **Long-Term Debt Renewal** – attachment for 6.0 b iii.
- b. **Algoma Public Health 2015 Annual Report** – attachment for 9.0 c.
for information only
- c. **Marketing to Children – for information only**
 - i. Letter to Minister Hoskins from Algoma Public Health dated June 17, 2016
 - ii. Letter to Minister Philpott from Algoma Public Health dated June 17, 2016
- d. **Food Security – for information only**
 - i. Letter and Report to Thunder Bay DSSAB from Thunder Bay District Health Unit dated May 19, 2016
- e. **Community Water Fluoridation – for information only**
 - i. Letter to Minister Hoskins from Peterborough Public Health dated June 21, 2016

11.0 That the Board Go Into Committee 6:54 pm

2016-67 Moved: I. Frazier

Seconded: L. Castellani

THAT the Board of Health goes into committee.

Agenda Items:

- a. Adoption of previous in-committee minutes dated May 25, 2016
- b. Litigation or Potential Litigation
- c. Labour Relations and Employee Negotiations

CARRIED

12.0 That the Board Go Into Open Meeting – 7:39

2016-69 Moved: H. O'Brien

Seconded: S. Jensen

THAT the Board of Health goes into open meeting.

CARRIED

13.0 Resolution(s) Resulting from In-Committee Session

2016-70 Moved: L. Castellani

Seconded: I. Frazier

THAT the Board of Health extends the contract of Dr. Tony Hanlon as CEO of APH until January 2017 pending the successful negotiation of additional terms and condition.

CARRIED

14.0 Announcements

Next Committee Meetings:

September 14, 2016 @ 4:30pm

Finance and Audit Committee Meeting

Prince Meeting Room

September 14, 2016 @ 5:30pm

Governance Standing Committee

Prince Meeting Room

Next Board Meeting:

September 28, 2016 at 5 pm

Sault Ste. Marie Room A&B

15.0 THAT the Meeting Adjourn 7:42 pm

2016-71 Moved: I. Frazier

Seconded: D. thompson

THAT the Board of Health meeting adjourns at pm.

CARRIED

Lee Mason, Chair

Christina Luukkonen, Secretary

Date

Date