

ALGOMA PUBLIC HEALTH - BOARD OF HEALTH MEETING
MINUTES
SEPTEMBER 28, 2016 @ 5:00 pm
SAULT STE MARIE ROOM A&B 1ST FLOOR, APH SSM

PRESENT:

Board Members

Dr. Patricia Avery
Ian Frazier
Deborah Graystone
Sue Jensen
Lee Mason
Dr. Heather O'Brien
Dennis Thompson

APH Executives

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. Lucas Castellani

Dr. Penny Sutcliffe, Acting Medical Officer of Health

REGRETS:

Candace Martin

Tony Hanlon, Ph.D., Chief Executive Officer

1.0 Meeting Called to Order

Mr. Mason called the meeting to order at 5:01pm. Mr. Mason welcomed and introduced our two new Provincial representatives to the Board; Dr. Patricia Avery and Deborah Graystone.

a) Declaration of Conflict of Interest

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

2.0 Adoption of Agenda Items

2016-78 Moved: H. O'Brien

Seconded: S. Jensen

THAT the Agenda items dated September 25, 2016, be adopted as circulated; and
THAT the Board accepts the items on the addendum.

CARRIED

3.0 Adoption of Minutes

2016-79 Moved: D. Thompson

Seconded: P. Avery

THAT the Board of Health minutes for the meetings dated June 22, 2016 and
August 9, 2016 be adopted as circulated.

CARRIED

4.0 Delegations/Presentations

a. Infectious Diseases

Mr. Jonathon Bouma presented to the Board on Infectious Diseases. Copy of the presentation was included in the Board's agenda package. At the end of the presentation Mr. Bouma answered questions from the Board.

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

Mr. Pino spoke to the MOH/CEO report that was included in the Board's agenda package. In addition Mr. Pino provided an update on additional base funding and one-time funding requests that was submitted to the Ministry early this year. APH received approval on 8 out of 10 requests. Additional base funding received includes the introduction of the Diabetes program.

Board members requested additional information regarding the waitlist for our Infant Child Development Program and Preschool Speech and Language. How long is the wait time between referral and initial assessment? Ms. Zeppa to provide an update for the Board. A request was also made to include the information on these programs in our communication with municipalities as they may not be aware of these programs. Ms. Zeppa clarified for the Board that APH provides ICDP and PSLs in partnership with THRIVE (formerly Children's Rehabilitation Centre) APH only offers programming for single-need clients in SSM and THRIVE offers program for district clients and multi-need clients.

Dr. O'Brien provided clarification on the Syrian refugee update. The SAH staff are psychiatrists not psychologists.

Mr. Pino provided background on the Ministry's notification of 0% funding increase for the new Board members. APH was notified last year that there would be no increase for APH based on a new funding model.

2016-80 Moved: H. O'Brien
 Seconded: P. Avery

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

CARRIED

b. Finance and Audit Committee Report

i. Chair's Report for 2016

Mr. Frazier provided a summary of the Finance and Audit Committee Report that was included in the Board's agenda package.

Mr. Pino provided an update on the 294 Willow Ave building assessment that was scheduled for September 15, 2016. The assessment needed to be rescheduled. Mr. Pino will follow-up in October to secure a date.

ii. Draft Financial Statements for the period ending July 31, 2016

iii. New Financial Statement Template

Copies of the draft Financial Statements for the period ending July 31, 2016 was included in the Board's agenda package along with a new financial statement template. The Finance and Audit Committee collaborated with the finance department to provide a more robust and easier to use statement template based on recommendation and feedback received from Board members.

Some additional minor formatting changes were suggested. Mr. Pino to make the suggested changes.

Board members requested a session on financial statements be included in the upcoming Board Orientation on October 15, 2016. Mr. Pino to forward request to Dr. Hanlon.

2016-81 Moved: D. Graystone

Seconded: I. Frazier

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

THAT the draft Financial Statements for the Period Ending July31 , 2016 be approved as presented; and

THAT the Board of Health approves the new financial statement template as presented.

CARRIED

iv. Infant Development Program Reconciliation

2016-82 Moved: I. Frazier

Seconded: P. Avery

THAT the Board of Health approves the Infant Development Program reconciliation as presented.

CARRIED

v. Renewal of Building Automation and Security Services Contract

2016-83 Moved: H. O'Brien

Seconded: S. Jensen

THAT the Board of Health approves:

1. Sole source procurement of HVAC control services and security services related to building card access system for its 294 Willow Ave location; and
2. The execution of the building automation and security services contract/lease with Siemens Canada Ltd.

CARRIED

vi. Approved minutes – for information only

The approved minutes from the Finance and Audit Committee meeting dated June 8, 2016 was provided to the Board members for information.

c. Governance Standing Committee Report

i. Chair's Report for 2016

Mr. Frazier provided a summary of Governance Standing Committee report that was included in the Board's agenda package. Communications with municipalities have been a key concern of the committee. APH Executive has been working on a pamphlet that would be available for board members when communicating to municipalities the services provided to the municipalities. A final copy of the pamphlet will be presented at the Board Orientation session on October 15, 2016. Second stage is to present at various municipalities as requested.

The Committee has been looking at updates to the Terms of References for each of the committees and Bylaw 95-1 so that they all reflect the same language and reflect recent changes to procedures of the Board. Copies of the Terms of Reference were provided for the Board's review. One copy identifies all changes made and the other is a clean copy.

Board members asked for clarification on meetings with local municipalities. The intent is to attend and present at as many local municipal council meetings as possible on our services provided to each municipality in 2017. The municipal representative would attend the meeting along with member(s) of the Executive Team.

2016-84 Moved: D. Thompson

Seconded: H. O'Brien

THAT the Governance Standing Committee report for the month of September 2016 be adopted as presented.

CARRIED

ii. Bylaw 95-1

Mr. Mason identified the changes to By-law 95-1. One of the key changes to the Terms of Reference and Bylaw 95-1 is the election of two vice-chairs for the Board of Health. The first vice-chair will automatically become the chair of the Finance and Audit Committee and the second vice-chair will automatically become the chair of the Governance Standing Committee.

2016-85 Moved: P. Avery

Seconded: D. Graystone

THAT the Board of Health approves the changes to Bylaw 95-1: To Regulate the Proceedings of the Board of Health as amended.

CARRIED

iii. Terms of Reference – Governance Standing Committee

iv. Terms of Reference – Finance and Audit Committee

A brief history was provided to the new Board members on the development of the committees and their terms of reference.

2016-86 Moved: I. Frazier

Seconded: P. Avery

THAT the Board of Health approves the changes to the Terms of Reference for the Governance Standing Committee and the Finance and Audit Committee as presented.

CARRIED

v. Monthly Meeting Evaluation – June 2016 Evaluations were provided for information only.

vi. Annual Self-Evaluation – June 2016

Evaluations were provided for information only.

vii. Approved minutes – for information only

The approved minutes from the Governance Standing Committee meeting dated June 8, 2016 was provided to the Board members for information.

7.0 New Business/General Business

a. Preparation for Fall Board Orientation

Mr. Mason invited Board members to send an email with any suggestions for agenda items to Mr. Pino, Mrs. Luukkonen or himself.

Dr. O'Brien requested permission to forward information on a fundraiser for ARCH "Moonlight Walk" that is taking place the evening of October 15, 2016. She thought this would be a great opportunity for the Board of Health to participate in a community event. Mrs. Luukkonen will forward the information to Board members.

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

- i. Letter to APH from MOHLTC dated June 22, 2016

b. Basic Income Guarantee

- i. Letter to Minister Dulcos from Haliburton, Kawartha, Pine Ridge District Health Unit dated September 14, 2016

c. Food Insecurity and BIG

- i. Letter to Premier Wynne from Simcoe Muskoka District Health Unit dated June 15, 2016

d. Legalization of Cannabis in Canada

- i. Letter to Prime Minister Trudeau from County of Lambton dated July 14, 2016
- ii. Letter to Prime Minister Trudeau from Wellington-Dufferin-Guelph Public Health dated June 1, 2016

e. Lyme Disease

- i. Letter to Minister Philpott and Hoskins from Peterborough Public Health dated September 20, 2016

f. Patients First

- i. Letter to Minister Hoskins from County of Lambton dated July 14, 2016
- ii. Letter to Linda Steward alPHA from County of Lambton dated July 14, 2016

g. Proposed Domestic and Sexual Violence Workplace Leave, Accommodation and Training Act

- i. Letter to Ms. Sattler from Windsor-Essex County Health Unit dated June 23, 2016

9.0 Items for Information

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

- a. Basic Income Guarantee Position Statement from Haliburton Kawartha Pine Ridge District Health Unit

10.0 Addendum

- a. MOH/CEO Report Attachment – 2016 Ontario Building Code Annual Report - Revised
- b. By-law 95-1: To Regulate the Proceedings of the Board of Health – Clean Revised

11.0 That the Board Go Into Committee - 6:16pm

2016-87 Moved: I. Frazier

Seconded: D. Thompson

THAT the Board of Health goes into committee at 6:16pm.

Agenda Items:

- a. Adoption of previous in-committee minutes dated:
 - i. June 22, 2016
 - ii. August 8, 2016
- b. Litigation or Potential Litigation
- c. Labour Relations and Employee Negotiations

CARRIED

12.0 That the Board Go Into Open Meeting – 6:46pm

2016-89 Moved: D. Graystone

Seconded: H. O'Brien

THAT the Board of Health goes into open meeting at 6:46pm.

CARRIED

13.0 Resolution(s) Resulting from In-Committee Session

No resolutions resulting for in-committee.

14.0 Evaluation

Mrs. Luukkonen will notify Board members once the September evaluation has been posted to the BoardEffect platform.

15.0 Announcements

Board Orientation

October 15, 2016

Sault Ste. Marie Room A&B

Next Board Meeting:

October 26, 2016 at 5:00 pm

Sault Ste. Marie Room A&B

16.0 THAT the Meeting Adjourn 6:48 pm

2016-90 Moved: I. Frazier

Seconded: P. Avery

THAT the Board of Health meeting adjourns at 6:48 pm.

CARRIED

Lee Mason, Chair

Christina Luukkonen, Secretary

Date

Date