



*Algoma*  
**PUBLIC HEALTH**  
Santé publique Algoma

## BOARD OF HEALTH

### GOVERNANCE STANDING COMMITTEE

NOVEMBER 9, 2016

Prince Meeting Room, 3rd Floor

294 Willow Ave., Sault Ste. Marie, ON

[www.algomapublichealth.com](http://www.algomapublichealth.com)



## Meeting Book - Governance Standing Committee - November 9, 2016

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**ALGOMA PUBLIC HEALTH  
BOARD OF HEALTH GOVERNANCE STANDING COMMITTEE  
NOVEMBER 9, 2016 @ 6:00-7:00 P.M.  
PRINCE MEETING ROOM, 3<sup>RD</sup> FLOOR  
A\*G\*E\*N\*D\*A**

- |  |                                   |
|--|-----------------------------------|
| <b>1) Meeting Called to Order</b>  | Mr. Ian Frazier, Chair            |
| <b>2) Declaration of Conflict of Interest</b>  | Mr. Ian Frazier, Chair            |
| <b>3) Adoption of Agenda Items</b>   | Mr. Ian Frazier, Chair            |
| <i><b>RESOLUTION:</b><br/>THAT the agenda items for the Governance Standing Committee meeting dated November 3, 2016 be adopted as circulated.</i>   |                                   |
| <b>4) Adoption of Minutes</b>  | Mr. Ian Frazier, Chair            |
| <i><b>RESOLUTION:</b><br/>THAT the minutes for the Governance Standing Committee meeting dated September 14, 2016 be adopted as circulated.</i>  |                                   |
| <b>5) Business Arising from Minutes</b>  |                                   |
| a. Communication with Municipalities   | Mr. Justin Pino, CFO              |
| b. Bylaw 95-1  | Ms. Candace Martin,<br>Vice-Chair |
| <b>6) New Business/General Business</b>  |                                   |
| a. Qualitative Performance Report  | Dr. Tony Hanlon, CEO              |
| b. Goals for MOH/CEO   | Mr. Ian Frazier, Chair            |
| c. Sudbury and District Health Unit Appreciation Letter  | Mr. Ian Frazier, Chair            |
| <b>7) Addendum</b>   |                                   |
| <b>8) In-Committee</b>   | Mr. Ian Frazier, Chair            |
| <i><b>RESOLUTION:</b><br/>THAT the Governance Standing Committee goes in-committee.<br/>a. Adoption of In-Committee Minutes dated September 14, 2016<br/>b. Labour Relations and Employee Negotiations</i> |                                   |
| <b>9) Open Meeting</b>   | Mr. Ian Frazier, Chair            |
| <i><b>RESOLUTION:</b><br/>THAT the Governance Standing Committee goes into open meeting.</i>   |                                   |
| <b>10) Items Identified to be brought forth to the Board</b>   | Mr. Ian Frazier, Chair            |
| <b>11) Next Meeting:</b> Wednesday, February 8, 2016   | Mr. Ian Frazier, Chair            |

**12) That The Meeting Adjourn**

Mr. Ian Frazier, Chair

**RESOLUTION:**

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

**STRATEGIC DIRECTIONS – QUALITATIVE REPORT TO THE BOARD OF HEALTH**  
**NOVEMBER 2016**

**IMPROVE HEALTH EQUITY**

**Executive Lead: Laurie Zeppa**

To advance the Health Equity strategic direction, the organization continues to work with employees to advance health equity skills and work with clients and partners to improve health, economic and social conditions.

**Develop and implement a client engagement framework:**

Awareness and understanding are keys to developing a successful agency client engagement strategy. The two-day session organized in partnership with the Sudbury and District Health Unit, Health Canada and the First Nations communities along the North Shore moved the organization one step closer to First Nations client engagement. The goal of the two-days was to increase participants' understanding of the role public health and to explore common areas for future collaborative engagement. In addition, a broader organizational client engagement framework is being explored. A task group is reviewing strategies-frameworks that focus on a "measurable" health equity approach.

**Enhance employee skills and competencies:**

Health equity 101 training sessions was provided to 164 staff. These sessions provided staff with an understanding of the impact of social and economic circumstances on health outcomes, the role of public health in creating better health for all, and strategies for advancing health equity with clients and the community at large. Evaluations from these sessions indicated that almost 100% of respondents strongly agree or agree that it is important to integrate health equity into public health work and that having local data about their community helps them to provide better service.

**Engage community partners in a health equity strategy:**

Mobilizing and supporting poverty reduction networks continued and resulted in two networks moving forward. The Sault Ste. Marie Poverty Round Table has received endorsements from the City of Sault Ste. Marie Council and the Algoma Leadership Table. The network will work on five identified streams: food security, essential service, engagement/communication, housing and workforce entry. The North Channel Poverty Network has identified food security as a priority. A collaborative stream of this network entitled "Central Algoma Food for Everyone" has been established. A \$75 000 Trillium Seed grant was recently awarded to this collaborative to do an environmental scan, and increase food security, availability, and agri-food economic development. To further support networks across the district, poverty awareness sessions are planned for Elliot Lake, Blind River and Wawa.

Additional support related to poverty will be offered to the communities in spring 2017. APH will be hosting a cultural competency awareness education session. Elaine Weir, Trainer and Facilitator of "Bridges out of Poverty" has been secured for May 17-18th, 2017. This session will provide insight into the realities of poverty and in turn influence practice and organization service delivery.

**COLLABORATE EFFECTIVELY**

**Executive Lead: Sherri Cleaves**

**Partnership analysis**

In collaboration with the leadership team and the partnership strategic task group a comprehensive list of all the partnerships that APH has fostered and is currently working with was drafted. The first step involved the leadership team working together to update and create a table listing direct partnerships with agencies. The second step of the process is defining the type and intensity of the relationship in order to provide a baseline for future evaluations. This definition of type of relationship involves characteristics such as data sharing, funding, MOU, in kind contributions and defines the frequency of formal interaction including scheduled meetings. The goal of this table is to define our interactions with agencies with similar goals and clients and enable the identification of population health to help guide services and practices.

In addition with the implementation of the Patient's first and the LHIN's new roles a similar table was used to highlight the current APH partnerships defined as LHIN and non LHIN agencies.

In 2017 this baseline assessment will be used to draft a survey document that we can send to some of our key and instrumental partners. We will be evaluating the effectiveness of the partnerships and hope to build a stronger relationship.

**Program service outline document**

In 2016 we are completing a document for internal use that highlights each of the services that we offer district wide at APH. This document will outline the key parameters of our service including how to access the service, if referrals are required and the basic type of service provided. APH wants to foster internal collaboration and help our clients access all services needed in our agency knowing that there is 'no wrong door'. By enhancing employees' knowledge of APH programs and services we are helping our staff to assist our clients to improve health outcomes and provide more comprehensive client services.

On a similar note the agency also completed a Key Messages brochure for the BOH to highlight some key factors for APH from program services to economic impact in Algoma and included statistics on how public health works for all communities.

In 2017 we will take the lessons learned, comments and ideas generated from the internal service document and expand into an external website and external printed document that we can share with our partners the general public and use when we are in our communities. Our goal for this document will be to ensure our key partners, clients and agencies district wide know what public health does for them and how to access our services. This will assist in our ability to effectively market and promote our programs and services.

## **BE ACCOUNTABLE**

**Executive Lead: Justin Pino**

Algoma Public Health's Strategic Plan 2015-2020 set the "road map" for the organization over the next 5 years. 2016 has been a very successful year for the Be Accountable Strategic Direction. Year 2 of the Be Accountable Strategic Direction focused on improving operational efficiencies and identifying cost savings opportunities.

### **Improve Operational Efficiencies (2016)**

A task group was formed to develop a framework to capture staff "good ideas". Items being evaluated by the task group include but are not limited to:

- Forum for staff to submit their good ideas
- How will submitted ideas be evaluated
- Who will evaluate the submitted ideas
- Follow-up to those employees whose ideas will move forward
- Follow-up to those employees whose ideas will not be going any further
- Reward system for all employees who participate in submitting ideas

A Year 2 summary of other items related to the Be Accountable Strategic Direction is noted below:

### **Develop and Implement consistent Program Plans**

- ✓ 2016 Program plans designed to include a measurement component to monitor performance outcomes

### **Develop & Publish Stakeholder Reports**

- ✓ 2015 Annual Report published
- ✓ Annual financial statements available on APH website

### **Enhance Board Accountability**

- ✓ Revised Agency By-laws and continuous review and updating of Board Policies
- ✓ All day board orientation
- ✓ Training Opportunities provided to board members (alPHa Conference, Community Board Governance Workshop hosted by Children's Rehabilitation Center)
- ✓ Board Finance Committee and Board Governance Committee well established

### **Enhance Employee Accountability**

- ✓ Employee Code of Conduct established

## **ENHANCE EMPLOYEE ENGAGEMENT**

**Executive Lead: Antoniette Tomie**

A number of key initiatives were implemented in 2016 to have employees involved, committed and proud to work at Algoma Public Health.

### **Improve internal communications**

The Algoma Public Health Code of Conduct policy was developed and implemented in 2016. All employees received a Code of Conduct booklet and signed a code of conduct compliance form. Information sessions on the Code of Conduct were presented in each office. On an annual basis the policy will be reviewed and amended if necessary, and all employees will be required to sign the code of conduct compliance form.

### **Establish an employee wellness committee**

An employee wellness committee was formed in January 2016. The committee developed and conducted an employee wellness survey and topics of interest from the survey results include: emotional health, physical activity and healthy eating. The committee will be developing a plan for 2017 and beyond to address the above mentioned topics. The committee also organized "Employee Wellness Week" during the week of October 24-28, 2016 and some of the activities included a health fair, pedometer challenge, walking tours, and pot lucks.

### **Develop a comprehensive orientation program**

A detailed Orientation Checklist was developed and implemented. The Orientation Checklist highlights different documents/activities/training required and timelines to be completed during the first six months of employment.

A comprehensive Agency Orientation session was also developed and implemented in 2016. Agency programs and services as well as corporate structure, strategic planning, and some employee policies are highlighted throughout the day long event. Three sessions were presented in 2016 and a total of thirty (30) new employees hired in 2015 and 2016 attended.

### **Continue to address the results of the 2015 employee engagement survey**

A task group was formed in 2016 to continue to review the 2015 employee engagement survey. The task group will be identifying goals to achieve in a number of the factors identified in the survey. Some of the factors include: clear leadership and expectations, organizational culture and recognition and reward.

### **Develop a comprehensive mentorship program**

A task group was formed in 2016 to develop an Agency wide mentorship program. The task group is in the process of developing materials for a mentorship information package.