

**ALGOMA PUBLIC HEALTH - BOARD OF HEALTH MEETING
MINUTES
NOVEMBER 23, 2016 @ 5:00 pm
SAULT STE MARIE ROOM A&B 1ST FLOOR, APH SSM**

PRESENT:

Board Members

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

APH Executives

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 5:01 pm.

a) Declaration of Conflict of Interest

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

2.0 Adoption of Agenda Items

The date on the agenda resolution should read November 23, 2016.

2016-100 Moved: H. O'Brien
 Seconded: D. Graystone

THAT the Agenda items dated November 23, 2016, be adopted as circulated; and
THAT the Addendum be accepted as presented.

CARRIED

3.0 Adoption of Minutes

2016-101 Moved: H. O'Brien
 Seconded: D. Thompson

THAT the Board of Health minutes for the meetings dated October 26, 2016 be adopted as circulated.

CARRIED

4.0 Delegations/Presentations

a. Health Equity and Public Health

Ms. Antonella spoke to her presentation on Health Equity and Public Health. Copies of the presentation were included in the Board agenda package.

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

Correction to Mr. Frazier's title in the MOH/CEO report should be Vice Chair of the Board and Chair of the Committees.

Board members enquired about flu vaccine stats from the pharmacies. Currently APH does not have access to the number of vaccines provided to the pharmacies or how many flu shots have been administered by the pharmacies. The pharmacies are directly ordering from the ministry this year. Ms. Cleaves to follow-up to see if we can access this information.

Dr. Hanlon suggested to the board a resolution to encourage the ministry to mandate pharmacies to provide vaccination information to health units. Resolution to be presented at the January meeting.

2016-102 Moved: P. Avery
 Seconded: I. Frazier

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

CARRIED

b. Finance and Audit Committee Report

i. Chair's Report for 2016

Mr. Frazier spoke to his report that was provided in the Board agenda package. A year in review report was included in the addendum package outlining the activities of the Finance & Audit Committee

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

Mr. Pino provided a summary of the financial statements that were provided in the Board agenda package.

2016-103 Moved: C. Martin
 Seconded: S. Jensen

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

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

CARRIED

iii. APH 2017 Public Health Operating & Capital Budget

Mr. Pino spoke to the draft 2017 Public Health Operating and Capital Budget that was provided in the Board agenda package. The Finance and Audit Committee reviewed the proposed budget at its meeting on November 9, 2016. This budget will ensure no decrease in services to the communities of Algoma. A 2.5% municipal levy increase is being recommended in light of the 0% increase from the province that is expected to continue for the next few years. APH is one of 26 health units that have received notification of 0% funding increase.

Base funding is heavily based on population. Mr. Pino to follow-up on specific criteria of the new funding model and provide the information to the Board.

2016-104 Moved: P. Avery
Seconded: I. Frazier

THAT the Board of Health approves the draft APH 2017 Public Health Operating & Capital Budget as presented.

CARRIED

iv. Replacement of APH Network Servers

A briefing note was provided in the Board agenda package regarding the replacement of servers using surplus funds from the 2016 Operating Budget.

2016-105 Moved: L. Castellani
Seconded: D. Graystone

THAT the Board of Health approves:

1. The tendering of quotes related to network IT servers; and
 2. The quotes will require Board approval based on APH's procurement Policy.
- Management requests the Board of Health to instruct it to purchase network IT servers with the condition that APH's 2016 Operating Budget can support the purchase.

CARRIED

v. Telephone Integrated Solution Upgrade

Mr. Pino spoke to the briefing note that was provided in the Board agenda package for their consideration regarding the agencies telephone systems.

2016-106 Moved: P. Avery
Seconded: H. O'Brien

THAT the Board of Health approves:

1. A new 5-year contract with Bell Canada Ltd. to continue to provide and upgrade APH's IPVPN; and
2. Sole source procurement for the Telephony and Data Infrastructure as well as the change management of the phone system of all PAH offices with Bell Canada Ltd.

CARRIED

vi. Approved minutes – for information only

The approved minutes from the Finance and Audit Committee meeting dated September 14, 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 his report that was provided in the board package. Mr. Frazier highlighted the presentation APH provided to the City of SSM Council. APH will continue to present to municipalities as requested. Board orientation was reorganized and a fall session was attended on October 15, 2016 by all board members. A letter to the municipalities in regards to presentation to council will go out later this week/early next week.

2016-107 Moved: H. O'Brien
Seconded: S. Jensen

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

CARRIED

ii. Strategic Directions

A Qualitative Report outlining strategic direction activities was presented to the Board. Questions regarding the report were answered to the satisfaction of the Board

2016-108 Moved: D. Thompson
Seconded: H. O'Brien

THAT the Board of Health accepts the Qualitative Report November 2016 as presented.

CARRIED

iii. Anti-contraband Tobacco campaign

2016-109 Moved: H. O'Brien
Seconded: L. Castellani

WHEREAS information referenced from a 2012 slide deck by Imperial Tobacco Canada Ltd. (ITCL) demonstrates that the National Coalition Against Contraband Tobacco (NCACT) and the Ontario Convenience Store Association (OCSA) have worked on behalf of ITCL to convince Ontario municipalities of the importance of the contraband tobacco problem; and

WHEREAS this referenced information makes clear that the anti-contraband campaign pursued by the NCACT and the OCSA in Ontario is designed in part to block tobacco excise tax increases and regulation of tobacco products generally; and

WHEREAS contrary to tobacco industry messaging, impartial research by the Ontario Tobacco Research Unit at the University of Toronto has shown that tobacco excise tax increases do not lead to large increases in contraband; and

WHEREAS municipalities within the District of Algoma have previously passed smoke-free bylaws and support protection of the public from second-hand tobacco smoke.

THEREFORE BE IT RESOLVED THAT Algoma Public Health requests all municipalities within the District of Algoma to explicitly reject motions from tobacco industry and/or its front groups and to call on the Ontario Ministry of Finance to; (a) raise tobacco excise taxes and (b) enhance enforcement activities designed to reduce the presence of contraband tobacco in Ontario communities.

FURTHERMORE THAT this resolution be shared with the Ministry of Finance, Federal Members of Parliament, the Association of Local Public Health Units, Ontario Public Health Units, the Federal Minister of Health and the Ontario Campaign for Action on Tobacco.

CARRIED

iv. Approved minutes – for information only

The approved minutes from the Governance Standing Committee meeting dated September 14, 2016 was provided to Board members for information.

7.0 New Business/General Business: None

8.0 Correspondence Items

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

a. HPV/Immunization Program Funding

- i. Letter to Minister Hoskins from Grey Bruce Health Unit dated November 8, 2016 - **Support for APH resolution 2016-50**

b. Nutritious Food Basket

- i. Letter to Honourable Ministers from Peterborough Public Health dated November 4, 2016

9.0 Items for Information: None

10.0 Addendum

a. Year End Committee Reports

Mr. Mason expressed appreciation for the work Mr. Frazier has done as the Chair of both committees. The reports throughout the year were very informative.

2016-110 Moved: D. Graystone

Seconded: P. Avery

THAT the Board of Health accepts the 2016 Year End Reports for the Finance and Audit Committee and the Governance Standing Committee as presented.

CARRIED

b. Snow Removal and Yard Maintenance

A Board member requested a briefing note accompany all resolutions brought forward to the Board for consideration in the future.

2016-111 Moved: H. O'Brien

Seconded: D. Thompson

WHEREAS Algoma Public Health issued a request for proposal for Snow Plowing from Parking Lots/Sidewalks and Landscaping at its main office 294 Willow Ave, Sault Ste. Marie (P2016-10-01); and

WHEREAS Wright Time Contracting was the successful proponent in the request for proposal.

THEREFORE BE IT RESOLVED that the Board of Health for Algoma Public Health award the three-year contract (with a 4th year option by APH) for snow plowing and yard maintenance to Wright Time Contracting.

CARRIED

11.0 That the Board Go Into Committee - 6:15pm

2016-112 Moved: P. Avery

Seconded: S. Jensen

THAT the Board of Health goes into committee at 6:15pm.

Agenda Items:

- a. Adoption of previous in-committee minutes dated October 26, 2016

b. Labour Relations and Employee Negotiations
CARRIED

12.0 That the Board Go Into Open Meeting – 7:17

2016-114 Moved: H. O'Brien

Seconded: S. Jensen

THAT the Board of Health goes into open meeting at 7:17pm.

CARRIED

13.0 Resolution(s) Resulting from In-Committee Session

No resolutions.

14.0 Board Meeting Monthly Evaluations

15.0 Announcements

Next Board Meeting:

January 25, 2016 at pm

Sault Ste. Marie Room A&B

Mr. Mason informed the Board members of a routine follow-up audit that the Ministry has scheduled in December. Ms. Luukkonen to send out the notice and terms of reference of the audit.

Mr. Mason spoke of the meeting next Tuesday, November 29, 2016 between the North East Board Chairs and MOH/CEO and the NE LHINs in Sudbury. If Board members have any questions that would like to pose please forward to Mr. Mason.

Today is Dr. Hukowich last Board meeting. Dr. Hukowich thanked the Board for their support. Mr. Mason expressed gratitude to Dr. Hukowich for his support of the agency. The Executive Team also expressed their appreciation for Dr. Hukowich.

Mr. Mason reminded the Board that the board chair/vice chair elections and committee selections will take place at the first meeting in January.

16.0 THAT the Meeting Adjourn

2016-115 Moved: P. Avery

Seconded: C. Martin

THAT the Board of Health meeting adjourns at 7:36pm.

CARRIED

Lee Mason, Chair

Christina Luukkonen, Secretary

Date

Date