

**ALGOMA PUBLIC HEALTH
GOVERNANCE STANDING COMMITTEE MEETING
MARCH 1, 2017 @ 5:30 PM
PRINCE MEETINGROOM, 3RD FLOOR, SSM
MINUTES**

COMMITTEE MEMBERS PRESENT: Ian Frazier Deborah Graystone
Lee Mason

APH STAFF PRESENT: Marlene Spruyt MOH/CEO
Christina Luukkonen Recording Secretary

REGRETS: Heather O'Brien

1) CALL TO ORDER:

Ms. Graystone called the meeting to order at 5:31pm

2) DECLARATION OF CONFLICT OF INTEREST

Ms. Graystone called for any conflict of interests; none were reported.

3) ADOPTION OF AGENDA ITEMS

GC2017-01 Moved: L. Mason
Seconded: I. Frazier

THAT the agenda items for the Governance Standing Committee March 1, 2017 be adopted as circulated.

CARRIED.

4) ADOPTION OF MINUTES

GC2017-02 Moved: I. Frazier
Seconded: L. Mason

THAT the minutes for the Governance Standing Committee dated November 9, 2016 be adopted as circulated.

CARRIED.

5) BUSINESS ARISING FROM MINUTES

6) NEW BUSINESS/GENERAL BUSINESS

a. Bylaw and Policy Review Schedule

The committee discussed the review schedule for all Board bylaws and policies. Policies 02-05-005 Reports to the Board and 02-05-055 Board of Health Self-Evaluation were discussed for updating.

Policy 02-005 – Reports to the Board was deferred until after a review of the current MOH/CEO reporting format is completed.

Bylaws will be reviewed every two years. Committee members were directed to review all the current bylaws and at the next meeting the committee will set a schedule for reviewing and revising.

- b. Board of Health Evaluations
 - i. Annual Self-Evaluation Template
 - ii. Monthly Board Meeting Evaluation Template

Policy 02-05-055 Board of Health Self-Evaluation was discussed and suggestions made. Will continue with a monthly Board meeting evaluation and an annual self-evaluation. Ms. Luukkonen will make the requested changes to the monthly board meeting evaluation template and bring back to the next meeting on April 12, 2017. Results of the monthly meetings will be presented to the committee at the next committee meeting with a correlated report for the year to the Board. Committee members are to review the annual self-evaluation template and bring feedback to the next meeting on April 12, 2017 for finalizing.

- c. MOH Report Template

The committee discussed enhancements they would like to see made to the current MOH/CEO report. They would like to see a combination of statistical and in-depth reports from managers resulting in more programs reporting each month.

Committee members requested copies of other health units reports to compare. Ms. Luukkonen will provide a copy from North Bay, Timiskaming and Sudbury.

Committee members also suggested special initiatives that the Board could support.

Committee members were directed to provide feedback at the next meeting on April 12, 2017.

- d. Development of a Dashboard related to KPI's and Strategic Plan

The development of a dashboard is an idea that can be incorporated in the MOH/CEO report and can be used for more than just reporting on program. It can also be used to report on corporate goals for the agency.

- e. Elections and Selection Process for Board Appointments and Committee/Executive Elections

Mr. Mason has drafted a policy on the process for elections and board appointments that he will share with the committee. Committee will review the draft policy at the next meeting on April 12, 2017.

- f. Development of Schedule (Table) of Board Members

Ms. Graystone requested a one-page document listing all board members and their appointment term.

- g. Board Manual

The new BoardEffect platform is the board manual. All items previously found in the paper manual is now stored electronically.

- h. Archiving BoardEffect Meeting Books

The committee recommends a two-year retention of board packages to be kept on the BoardEffect platform. Board members wishing to retain their annotations will need to download a pdf copy to their laptop and save to their personal folder. Ms. Luukkonen will provide the necessary training and information for downloading books.

7) ADDENDUM

8) IN COMMITTEE

GC2017-03 Moved: I. Frazier

Seconded: L. Mason

THAT the Governance Standing Committee goes in-committee at 7:05pm.

Agenda items:

- a. Adoption of Minutes dated September 14, 2016

CARRIED.

9) OPEN MEETING

GC2017-05 Moved: I. Frazier

Seconded: L. Mason

THAT the Governance Standing Committee goes into open meeting at 7:15pm.

CARRIED.

10) NEXT MEETING: Wednesday, April 12, 2017 at 5:00 pm

11) THAT THE MEETING ADJOURN:

GC2017-06 Moved: L. Mason

Seconded: I. Frazier

THAT the Governance Standing Committee meeting adjourns at 7:23pm.

CARRIED.