

**ALGOMA PUBLIC HEALTH - BOARD OF HEALTH MEETING
MINUTES
JANUARY 24, 2018 @ 5:00 pm
SAULT STE MARIE ROOM A&B 1ST FLOOR, APH SSM**

PRESENT:

Board Members

Dr. Patricia Avery
Dr. Lucas Castellani
Ian Frazier
Debra Graystone
Adrienne Kappes
Lee Mason
Connie Nykyforak
Dr. Heather O'Brien
Karen Raybould
Sergio Saccucci
Dennis Thompson

APH Executives

Dr. Marlene Spruyt Medical Officer of Health/CEO
Dr. Jennifer Loo Associate Medical Officer of Health
Justin Pino Chief Financial Officer
Antoniette Tomie Director of HR and Corporate Services
Laurie Zeppa Director of Health Promotion & Prevention
Sherri Cleaves Director of Health Protection & Prevention
Christina Luukkonen Board Secretary

TELECONFERENCE: Sue Jensen

1.0 Meeting Called to Order

Dr. Spruyt called the meeting to order at 5:00pm

- a. Declaration of Conflict of Interest

Dr. Spruyt called for conflicts of interest; none were declared.

2.0 Election of Officers

- a. Appointment of Board of Health Chair

Dr. Spruyt called for nominations for the position of Board Chair.

Dr. Avery nominated Mr. Frazier.

Mr. Frazier accepted the nomination.

Dr. Spruyt called for any other nominations.

There being no further nominations, the nominations for the Algoma Public Health Board of Health chair position for 2018 was closed.

Mr. Frazier was acclaimed Board Chair for the year 2018.

2018-01 Moved: P. Avery

Seconded: L. Mason

THAT the Algoma Public Health Board of Health appoints Ian Frazier as Chair for the Board of Health for the year 2018

CARRIED

b. Appointment of the Board of Health First Vice-Chair

Mr. Frazier called for nominations for the position of Board First Vice-Chair.

Mr. Mason nominated Mr. Saccucci.

Mr. Saccucci accepted the nomination.

Mr. Frazier called for any other nominations.

There being no further nominations, the nominations for the Algoma Public Health Board of Health first vice-chair position for 2018 was closed.

Mr. Saccucci was acclaimed Board Chair for the year 2018.

2018-02A Moved: L. Mason

Seconded: D. Thompson

THAT the Algoma Public Health Board of Health appoints Sergio Saccucci as First Vice-Chair and the Chair of the Finance and Audit Committee for the year 2018.

CARRIED

c. Appointment of the Board of Health Second Vice-Chair

Mr. Frazier called for nominations for the position of Board Second Vice-Chair.

Ms. Graystone let her name stand.

Mr. Frazier called for any other nominations.

Ms. Kappes nominated Mr. Mason.

Mr. Mason accepted the nomination.

Mr. Frazier called for any other nominations.

There being no further nominations, the nominations for the Algoma Public Health Board of Health second vice-chair position for 2018 was closed.

Both nominees were given the opportunity to address the board members prior to voting. Ms. Luukkonen distributed out ballots and collected. Ms. Jensen did not participate in the vote as she was on teleconference for the meeting. Ms. Luukkonen and Mr. Pino counted and confirmed the votes.

Mr. Mason was elected Board Second Vice-Chair for the year 2018

2018-02B Moved: A. Kappes

Seconded: D. Thompson

THAT the Algoma Public Health Board of Health appoints Lee Mason as Second Vice-Chair and the Chair of the Governance Standing Committee for the year 2018.

CARRIED

3.0 Adoption of Agenda Items

2018-03 Moved: H. O'Brien

Seconded: P. Avery

THAT the Agenda items dated January 24, 2018, be adopted as circulated; and

THAT the Board accepts the item on the addendum.

CARRIED

4.0 Adoption of Minutes

2018-04 Moved: S. Saccucci

Seconded: L. Mason

THAT the Board of Health minutes for the meetings dated November 22, 2017 be adopted as circulated.

CARRIED

5.0 Delegations/Presentations

a. Safe Water and Septic Systems

Mr. Bouma presented to the Board on Safe Water and Septic Systems. A copy of the presentation was provided in the Board agenda package.

Mr. Bouma answered questions around well water inspections in unorganized areas. Questions were asked around workload of inspectors and work distribution during peak and slow times. Algoma is split into different areas and each inspector is assigned an area.

6.0 Business Arising from Minutes

a. 02-05-015 – Conflict of Interest Policy

Policy has been vetted through legal and approved.

2018-05 Moved: L. Mason

Seconded: A. Kappes

THAT the Board of Health approves the proposed changes to policy 02-05-015 – Conflict of Interest as presented.

CARRIED

7.0 Reports to the Board

a. Medical Officer of Health and Acting Chief Executive Officer Report

i. January 2018 Report

Dr. Spruyt spoke to her report that was provided in the agenda package. Topics in the report are chosen based on feedback from Board members as well as items coming up in Public Health.

Discussion took place regarding the opioids and the fruit and veggie program.

2018-06 Moved: L. Castellani

Seconded: H. O'Brien

THAT the report of the Medical Officer of Health and Chief Executive Officer for the month of January 2018 be adopted as presented.

CARRIED

ii. Organizational Requirements

Dr. Spruyt spoke of the new organizational requirements to be implemented in 2018. The Board requirements will go to the Governance Committee for review.

b. Financial Reports

i. Draft Financial Statements for the Period Ending November 30, 2017

Mr. Pino highlighted the statements that were provided in the agenda package.

2018-07

Moved: L. Mason

Seconded: D. Thompson

THAT the Draft Financial Statements for the Period Ending November 30, 2017 be accepted as presented.

CARRIED

ii. 2017 Financial Controls Checklist

Finance and Audit Committee to discuss testing of controls currently in place.

2018-08

Moved: L. Mason

Seconded: S. Saccucci

THAT the Board of Health received the 2017 Financial Controls Checklist submission.

CARRIED

iii. 2018-19 CAPS Budget

2018-09

Moved: L. Mason

Seconded: P. Avery

THAT the Board of Health reviewed and accepts the Community Accountability Planning Submission (CAPS) report as presented.

CARRIED

iv. 2018 Insurance Renewal

Request to insurer to push our renewal back to give the Board more time to review after the new year. Small increase due.... Additional coverage for cyber insurance is recommended. The F&A Committee is exploring a 3-5 year tender for the 2019 renewal.

2018-10

Moved: L. Mason

Seconded: L. Castellani

THAT the Board of Health approves the renewal of the 2018 insurance coverage for APH; and

THAT the Board of Health provides the authority to the Finance & Audit Committee to commit to any incremental changes with respect to insurance coverage. The Finance & Audit Committee would provide and update to the Board of Health of the Changes at the February Board meeting and highlight any costs associated with the changes.

CARRIED

c. Committee Reports

2018-11 Moved: H. O'Brien

Seconded: L. Mason
THAT the Board of Health accepts the Finance and Audit Committee and Governance Standing Committee year-end report for 2017 as amended.

CARRIED

8.0 New Business/General Business

9.0 Correspondence Items

All correspondence items were emailed to Board members previously, as well as, copies were included in their Board packages.

- a. Cannabis
 - i. Letter to APH from Minister of Justice and Attorney General of Canada dated December 8, 2017
- b. Expert Panel
 - i. Letter to Minister Hoskins from the Town of Spanish dated December 11, 2017
 - ii. Resolution from Township of Dubreuilville dated December 1, 2017
- c. Food Insecurity/Nutritious Food Basket Costing
 - i. Letter to Premier Wynne from Sudbury & District Health Unit dated December 5, 2017
- d. Income Security
 - i. Letter to Minister Jaczek from Ontario Public Health Association and the Association of Local Public Health Agencies dated January 5, 2018
- e. Smoke-Free Ontario Strategy Modernization
 - i. Letter to Minister Hoskins from Peterborough Public Health dated November 23, 2017

10.0 Items for Information

a.

11.0 Addendum

Representatives from the City of Sault Ste. Marie attended the Board Education Day on January 20, 2018 to present their community development initiative. A copy of the presentation was included in the addendum package.

2018-12 Moved: H. O'Brien
Seconded: P. Avery

THAT the Board of Health for Algoma Public Health directs the Medical Officer of Health to provide a letter of support to the City of Sault Ste. Marie with respect to their community development initiative.

CARRIED

12.0 That the Board Go Into Committee @ 6:49

2018-13 Moved: L. Mason
Seconded: P. Avery

THAT the Board of Health goes into committee at 6:49pm.

Agenda Items:

- a. Adoption of previous in-committee minutes dated October 25, 2017
- b. Litigation or Potential Litigation
- c. Labour Relations and Employee Negotiations

CARRIED

13.0 That the Board Go Into Open Meeting @ 7:06pm

2018-15 Moved: K. Raybould

Seconded: A. Kappes

THAT the Board of Health goes into open meeting at 7:06pm.

CARRIED

14.0 Resolution(s) Resulting from In-Committee Session - None

15.0 Announcements

alPHa Conference

February 23, 2018

Toronto, ON

Agenda was sent previously to board members. Any members interested in attending are to let Mr. Frazier know.

Next Board Meeting:

February 28, 2018 at 5:00pm

Sault Ste. Marie, Room A&B, Sault Ste. Marie

16.0 THAT the Meeting Adjourn 7:16 pm

2018-16 Moved: C. Nykyforak

Seconded: K. Raybould

THAT the Board of Health meeting adjourns at 7:16.

CARRIED

Ian Frazier, Chair

Christina Luukkonen, Secretary

Date

Date