

ALGOMA PUBLIC HEALTH - BOARD OF HEALTH MEETING
MINUTES
MARCH 28, 2018 @ 5:00 pm
SAULT STE MARIE ROOM A 1ST FLOOR, APH SSM

PRESENT:

Board Members

Dr. Lucas Castellani
Ian Frazier
Debra Graystone
Sue Jensen
Lee Mason
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
Tania Caputo Board Secretary

REGRETS:

Adrienne Kappes

Dr. Patricia Avery

1.0 Meeting Called to Order

Mr. Frazier called the meeting to order at 4:59 pm

a. Declaration of Conflict of Interest

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

2.0 Adoption of Agenda Items

2018-17 Moved: L. Mason
 Seconded: D. Graystone

THAT the Agenda items dated March 28, 2018, be adopted as circulated;

CARRIED

3.0 Adoption of Minutes

2018-18 Moved: S. Saccucci
 Seconded: D Thompson

THAT the Board of Health minutes for the meetings dated February 28, 2018 and January 24, 2018 be adopted as amended.

CARRIED

4.0 Delegations/Presentations

a. Population Health Assessment & Effective Public Health Practice

Dr. Jennifer Loo presented to the Board on Population Health Assessment & Effective Public Health Practice. A copy of the presentation was provided in the Board agenda package.

5.0 Business Arising from Minutes

a. No business arising from previous minutes

6.0 Reports to the Board

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

- i. February 2018
- ii. March 2018

Dr. Spruyt spoke to her reports 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.

2018-19 Moved: L. Mason

Seconded: S. Jensen

THAT the report of the Medical Officer of Health and CEO for the months of February and March 2018 be adopted as presented.

CARRIED

b. Finance and Audit Committee Report

- i. Committee Chair Report for February 2018
- ii. Draft Financial Statements for the Periods Ending
 - December 31, 2017
 - January 31, 2018

2018-20 Moved: S. Saccucci

Seconded: L. Mason

THAT the Finance and Audit Committee report for the month of February 2018 be adopted as presented; and

THAT the Financial Statements for the Period Ending December 31, 2017 be approved as presented; and

THAT the Financial Statements for the Period Ending January 31, 2018 be approved as presented.

CARRIED

iii. Housing Budgets

- Mental Health & Addictions Rent Supplement Housing Budget
- Transformation Supportive Housing Program Budget

2018-21 Moved: H. O'Brien

Seconded: L. Mason

THAT the Board of Health approves the Mental Health and Addictions Rent Supplement Housing Budget and the Transformation Supportive Housing Program Budget as presented.

CARRIED

iv. Insurance Policy Update

- v. Approved Minutes November 8, 2017 – *for information only*

c. Governance Standing Committee Report

i. Committee Chair Report for February 2018

2018-22 Moved: L. Mason
Seconded: L. Castellani
THAT the Governance Standing Committee report for the month of February 2018 be adopted as presented.
CARRIED

ii. 02-05-030 – Code of Conduct Policy

2018-23 Moved: L. Mason
Seconded: H. O'Brien
THAT the Board of Health approve the changes to policy 02-05-030 Code of Conduct as presented
CARRIED

iii. Performance Evaluation for MOH CEO

- 02-05-080 – Performance Evaluation for MOH CEO Policy
- MOH/CEO Performance Appraisal Evaluation Form

2018-24 Moved: D. Thompson
Seconded: L. Mason
THAT the Board of Health approves the new policy 02-05-080 Performance Evaluation for MOH CEO as presented.
CARRIED

iv. 02-05-010 – Board Minutes/Packages – Posting/Circulation/Retention

- 02-05-010 – Board Minutes/Packages – Proposed Combined Revisions
- 02-05-010 – Board Minutes / Posting – Original Policy
- 02-05-070 – In-Committee Material – Original Policy

2018-25 Moved: H. O'Brien
Seconded: L. Mason
THAT the Board of Health approves the combining of policy 02-05-010 Board Minutes/Packages Posting/Circulation/Retention with 02-05-070 In-Committee Material Posting – Circulating Retention as presented and archiving policy 02-05-070.
CARRIED

v. 02-05-060 – Meetings and Access to Information

2018-26 Moved: K. Raybould
Seconded: L. Mason
THAT the Board of Health approves the changes to policy 02-05-060 Meetings and Access to Information as presented.

CARRIED

- vi. **02-05-085 – Orientation – Board Members**
2018-27 Moved: K. Raybould
Seconded: L. Mason
THAT the Board of Health approves the new policy 02-05-085 Orientation – Board Members as presented.

CARRIED

- vii. **02-04-030 – Procurement Policy**
2018-28 Moved: L. Mason
Seconded: S. Saccucci
THAT the Board of Health approves the changes to policy 02-04-030 with the understanding that the chairs would meet with the MOH/CEO and CFO to define exemptions.

CARRIED

7.0 New Business/General Business

a. **Signing Authority**

- 2018-29 Moved: L. Mason
Seconded: K. Raybould
WHEREAS By-Law 95-2 identifies that signing authorities for all accounts shall be restricted to:
i) the Chair of the Board of Health
ii) one other Board member, designated by Resolution
iii) the Medical Officer of Health/Chief Executive Officer
iv) the Chief Financial Officer; and

SO BE IT RESOLVED that signing authority is provided to Sergio Saccucci as the one other Board member, designated by Resolution until the next election of Officers.

CARRIED

8.0 Correspondence

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

a. **Alcohol Retail Sales**

Letter to Minister Hoskins from Grey Bruce Health Unit dated February 15, 2018

b. **Annual Service Plan**

Letter to Minister Jaczek from Haliburton, Kawartha, Pine Ridge District Health Unit dated March 13, 2018

c. **Community Development Initiative**

Letter of Support to Mayor Provenzano from Algoma Public Health dated February 15, 2018

d. Expert Panel

Letter to Algoma Public Health from Town of Blind River dated January 18 2018

e. Food Costing / Food Insecurity

i. Letter to Minister Hoskins from Middlesex-London Health Unit dated February 1, 2018

ii. Letter to Premier Wynne from Grey Bruce Health Unit dated February 15, 2018

Food Security Press Release from United Way dated March 8, 2018

f. Income Security

Letter to Minister Jaczek from Northwestern Health Unit dated January 5, 2018

g. Repeal of Section 43 of the Criminal Code

Resolution from Haliburton, Kawartha, Pine Ridge District Health Unit dated December 7, 2017

h. Smoke-Free Modernization

Letter to Minister Hoskins from Grey Bruce Health Unit dated February 15, 2018

i. Tobacco and Smoke-Free Campuses

Letter to Post-Secondary Presidents from Public Health Sudbury & Districts dated February 27, 2018

j. Vaccine Recommendations for Childcare Workers

Letter to Premier Wynne from Grey Bruce Health Unit dated February 15, 2018

9.0 Items for Information

- a. 2016 Annual Report of the Chief Medical Officer of Health of Ontario to the Legislative Assembly of Ontario – **Improving the Odds Championing Health Equity in Ontario**

10.0 Addendum

11.0 That the Board Go Into Committee

2018-30 Moved: L. Mason

Seconded: K. Raybould

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

Agenda Items:

- a. Adoption of previous in-committee minutes dated January 24, 2018
- b. Litigation or Potential Litigation
- c. Labour Relations and Employee Negotiations

CARRIED

12.0 That the Board Go Into Open Meeting

2018-32 Moved: L. Mason

Seconded: K. Raybould

THAT the Board of Health goes into open meeting at 6:33 pm

CARRIED

13.0 Resolution(s) Resulting from In-Committee Session

14.0 Announcements:

Next Committee Meetings:

Finance and Audit Committee
April 11, 2018 @ 4:30 pm
Prince Meeting Room, 3rd Floor

Governance Standing Committee
April 12, 2018 @ 4:30 pm
Prince Meeting Room, 3rd Floor

Next Board Meeting:

April 25, 2018 @ 5:00pm
Sault Ste. Marie, Room A

15.0 THAT the Meeting Adjourn

2018-33 Moved: D. Thompson

Seconded: S. Jenson

THAT the Board of Health meeting adjourns at 6:40 pm

CARRIED

Ian Frazier, Chair

Tania Caputo, Secretary

Date

Date