

ALGOMA PUBLIC HEALTH BOARD MEETING
JANUARY 15, 2014
PRINCE ROOM, 3RD FLOOR, APH SAULT STE. MARIE
MINUTES

PRESENT:	Robert Ambeault Marchy Bruni Tom Farquhar Gordon Post	Janet Blake John Currie Debbie Kirby Ron Rody	Carmen Bondy Brenda Davies Karen Marinich
REGRETS:	None		
OFFICIALS PRESENT:	Medical Officer of Health Chief Financial Officer (Interim) Board Secretary	Dr. Kimberley Barker Shaun Rothberg Trina Mount	

- 1) CALL TO ORDER:** Dr. Kimberley Barker called the meeting to order at 6:04 p.m. She introduced and welcomed Justin Pino, who would be starting as the Chief Financial Officer for Algoma Public Health as of January 27, 2014. Mr. Pino thanked Dr. Barker and provided a brief outline of his work, education and personal history. Dr. Barker went on to welcome Alex Lambert, Chief Financial Officer with the Group Health Centre and attending guest to the evening's meeting.
- 2) ELECTION OF OFFICERS TO THE BOARD OF HEALTH FOR THE ALGOMA HEALTH UNIT FOR THE YEAR 2014:**

Dr. Barker outlined the voting process for the positions of Chair and Vice-chair to the APH Board.

Election of Chair

Dr. Barker asked for nominations for the position of Board Chair.

Ms. Blake nominated Mr. Bruni; Mr. Post seconded the motion.

Mr. Ambeault nominated Ms. Marinich; Ms. Davies seconded the motion.

Dr. Barker asked if there were any further nominations for the position; no further nominations came forward and the Board was in favour of closing nominations for Board Chair.

Both Mr. Bruni and Ms. Marinich accepted the nominations for the position of Board Chair for 2014 and each provided an outline as to how their skills/history would benefit the Board should they be the successful candidate.

Voting took place by secret ballot and Mr. Bruni was elected Board Chair to the Board of Health for the Algoma Health Unit for the 2014 term.

Election of Vice-chair

Dr. Barker asked for nominations for the position of Board Vice-chair.

Mr. Currie nominated Ms. Blake; Mr. Rody seconded the motion.

Ms. Marinich nominated Mr. Ambeault; Ms. Kirby seconded the motion.

Both candidates accepted the nominations.

Ms. Bondy moved to close the nominations for the position of Board Vice-chair. Mr. Rody seconded the motion. The Board was in favour of closing the nominations for Board Chair.

The Board voted by secret ballot and Ms. Blake was elected to the position of Vice-chair to the Board of Health for the Algoma Health Unit for the 2014 term.

- 3) **DECLARATION OF CONFLICT OF INTEREST:** Mr. Currie declared a conflict of interest to agenda item 6a) *Signage* and announced he would remove himself from the evening's meeting while discussions covering that piece took place.

- 4) **ADOPTION OF AGENDA** dated January 15, 2014.

2014-01 Moved: Post
 Seconded: Farquhar
 THAT the agenda items dated January 15, 2014, be adopted as circulated.
CARRIED.

- 5) **APPROVAL OF THE MINUTES** dated December 19, 2013:

2014-02 Moved: Blake
 Seconded: Rody
 THAT the minutes of the meeting dated December 19, 2013, be adopted as circulated.
CARRIED.

- 6) **BUSINESS ARISING FROM MINUTES:**

a) Signage

Mr. Currie spoke to his conflict of interest and vacated the room while this agenda item was covered.

Mr. Bruni initiated discussions around *signage relating to individuals* (an item covered In-Committee at the last Board meeting and resulting in Resolution 2013-122 where the Board approved "the removal of all signage relating to individuals both within and outside of the facility located at 294 Willow Avenue") He identified a concern over the removal of one particular sign as was recently communicated to the Board by email. Extensive discussion took place and the Board directed as follows:

- 1) Signage for the room named after former Mayor Rowswell to remain.
- 2) Plaques acknowledging individuals for their contributions to the realization of the new SSM APH building to be displayed in the front lobby.

b) Whistleblowing Policy

Dr. Barker introduced *Policy 01-04-155 Whistleblowing*, recently generated at the request of the Board (this policy was included in the Board package for review prior to the evening's meeting). Discussions took place and amendments were recommended – a revised version to be brought forth to the February 2014 Board meeting for further review/approval. Dr. Barker agreed this policy could be uploaded to the APH intranet once finalized.

- 7) **DELEGATIONS/PRESENTATIONS:** None
- 8) **REPORTS OF COMMITTEES:** None
- 9) **REPORTS OF OFFICERS/PROGRAM MANAGERS:**

Medical Officer of Health: Dr. Kimberley Barker

A draft agency organizational chart proposing changes to the Management structure was presented to the Board for review. Dr. Barker went on to identify recent changes related to human resources. Discussion took place with Dr. Barker and Shaun Rothberg answering questions to the Board's satisfaction around costing and potential operational implications resulting from this initiative to restructure. The Board supported the plan and Resolution 2014-03 was passed.

Dr. Barker invited the Board to present questions related to her written report included in the Board package. Further to the queries, Dr. Barker provided an update on influenza in Algoma and relayed that APH expects to have enough vaccine to meet the demand for flu shots. One Board member raised that APH provides a card identifying when a flu shot is received but that pharmacies don't follow this practice. Discussion took place and through Resolution 2014-04 the Board requested action be taken to initiate a program that would require pharmacies to provide documentation on the issuing of flu vaccine.

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| 2014-03 | Moved: Farquhar
Seconded: Ambeault
THAT the Board approve the new organizational chart presented on January 15, 2014, by the Medical Officer of Health.
CARRIED. |
| 2014-04 | Moved: Currie
Seconded: Post
THAT the Chief Medical Officer of Health for the Province of Ontario be formally requested to initiate a program to require pharmacists provide documentation on the issuing of flu vaccine.
CARRIED. |
| 2014-05 | Moved: Bondy
Seconded: Post
THAT the report of the Medical Officer of Health for the month of January 2014 be adopted as presented.
CARRIED. |

Chief Financial Officer Reports: Shaun Rothberg (Interim)

i) Memo re December 2013 Financial Reports

Shaun Rothberg referenced the memo to the Board dated January 9, 2014 (included in the Board package) explaining the absence of December financial reports are due to preparations for the year-end audit. He invited the Board to review the budgets before submission in 12 days.

Further to a Board query, Shaun Rothberg provided a detailed outline of his history, experience and education.

10) CORRESPONDENCE/ITEMS FOR INFORMATION: None

11) ADDENDUM: None

12) ANNOUNCEMENTS:

- a) Invitation from the Group Health Centre:
GHC Board/APH Board Meet and Greet Reception
January 22, 2014
5:30-7:30 p.m.
Water Tower Inn
- b) Next Board Meeting:
February 19, 2013
6 p.m.
Prince Room, 3rd Floor, SSM APH
- c) alPHA's 2014 Winter Symposium
Public Health Challenges and the Science of Persuasion
Thursday, February 20 and Friday, February 21
Toronto

13) NEW BUSINESS/GENERAL BUSINESS:

- a) The Board requested that signed (not verbal) consent be secured in advance of posting documents with personal information to the confidential BOH website.
- b) The Board requested that budget information be itemized for the Board's review; Shaun Rothberg agreed to provide.
- c) The Board recommended expanding the scope of future audits and the tendering process.
- d) Dr. Barker informed that a draft report was received from the Ministry of Finance and that representatives would be at the health unit tomorrow to review. Further to the Board's request, copies of the draft report were prepared, distributed to the Board for a brief review, and retrieved during the meeting. Dr. Barker relayed that the Ministry of Finance is targeting the February Board meeting for presentation on the final report.

- e) The Board recommended guidelines be established to determine topics suitable for In-Committee discussion. Mr. Bruni acknowledged this and a brief discussion took place. It was suggested In-Committee agenda items be clearly identified on the open meeting agenda.

14) THAT THE BOARD GO INTO COMMITTEE:

2014-06 Moved: Marinich
 Seconded: Davies
 THAT the Board go into committee.
 CARRIED.

15) THAT THE BOARD GO INTO OPEN MEETING:

2014-07 Moved: Kirby
 Seconded: Currie
 THAT the Board go into open meeting.
 CARRIED.

16) THAT THE MEETING ADJOURN:

2014-08 Moved: Bondy
 Seconded: Marinich
 THAT the meeting adjourn.
 CARRIED.

Meeting adjourned at 8:32 p.m.