

ALGOMA PUBLIC HEALTH BOARD MEETING
APRIL 16, 2014
PRINCE ROOM, 3RD FLOOR, APH SAULT STE. MARIE
MINUTES

PRESENT:	Robert Ambeault Brenda Davies Gordon Post	Janet Blake Debbie Kirby Ron Rody	Marchy Bruni Karen Marinich
REGRETS:	Carmen Bondy	John Currie	Tom Farquhar
OFFICIALS PRESENT:	Medical Officer of Health Chief Financial Officer/Director of Operations Financial Consultant Director of Community Services Chief Nursing Officer/Director of Clinical Services Director of Human Resources and Corporate Services Board Secretary		Dr. Kimberley Barker Justin Pino Shaun Rothberg Laurie Boston Connie Free Antoniette Tomie Christina Luukkonen (Trina Mount)

1) CALL TO ORDER:

Mr. Bruni called the meeting to order at 6:01 p.m. He introduced Christina Luukkonen who will be replacing Trina Mount as Board secretary, announcing that Trina had accepted a lateral position within the agency. Christina Luukkonen was welcomed and acknowledged for her strong capabilities at a time when one of the Board members, being a former employee of APH, had had the opportunity to work with her. Trina Mount thanked the Board for all their help over the past four years, saying how she has enjoyed working with them.

2) DECLARATION OF CONFLICT OF INTEREST:

Mr. Bruni called for conflicts of interest; none were reported.

3) ADOPTION OF AGENDA dated April 16, 2014.

2014-35 Moved: Blake
 Seconded: Post
 THAT the agenda items dated April 16, 2014, be adopted as circulated.
 CARRIED.

4) **APPROVAL OF THE MINUTES** dated March 19, 2014:

2014-36 Moved: Rody
 Seconded: Kirby
 THAT the minutes of the meeting dated March 19, 2014, be adopted as circulated.
CARRIED.

5) **BUSINESS ARISING FROM MINUTES:**

a) **Enhanced Teleconferencing Technology (for Board meetings) Costing**

The Board was informed that APH currently has suitable equipment that could be installed in the Prince Room to facilitate adequate teleconferencing at Board meetings, so no costing for new technology was provided. The system is targeted for activation by the May 21, 2014 meeting.

b) **BOH Finance Sub-committee**

Mr. Bruni announced that the following Board members volunteered to participate on the BOH Finance Sub-committee, which in the process of being established.

*Robert Ambeault

*Karen Marinich

*Tom Farquhar

Justin Pino relayed that representatives of KPMG will attend the first meeting of the sub-committee to provide knowledge and a framework.

c) **BOH Internet and Technology Provision**

As promised, Justin Pino contacted other Northern health units to determine their practice related to the provision of technology and compensation for internet services to their Board members. He reported on his findings and was asked to deliver the information in spreadsheet format. Discussion took place and it was decided that the Board would be provided with technology (laptop/IPAD) to access Board packages and/or be provided with a hardcopy of Board packages (per their preference). It was raised that although the original intent of technology provision was to reduce the use of paper for environmental reasons, the ability to take notes during meetings is valuable and the current electronic system does not have that capability. It was stressed that all technology provided to Board members would be returned to APH once an individual no longer sits in the capacity of a Board member and each time upgraded technology is provided. Further to compensation for internet expenses, the Board agreed that this would not be provided. The Board requested that a policy related to internet and technology provision be generated and agreed that timelines to cease internet funding would be addressed following its adoption.

6) **DELEGATIONS/PRESENTATIONS:** None

7) **REPORTS OF COMMITTEES:** None

8) **REPORTS OF OFFICERS/PROGRAM MANAGERS:**

Medical Officer of Health: Dr. Kimberley Barker

Dr. Barker spoke to her written report included in the Board package. She noted that the report highlighted areas that may have components of risk, as a means of bringing them to the Board's attention, and went on to outline that new initiatives, accomplishments, partnerships and next steps were also typical elements. Dr. Barker welcomed questions and comments from the Board. Following discussions the actions listed below were decided.

Rabies:

The Board expressed concerns over the new process for dealing with rabies (and potential implications) as a result of the discontinuation of services by the Canadian Food Inspection Agency for rabies specimen testing; it was decided that a letter addressing the issues be sent.

Volunteers:

As a result of recent changes to staffing for volunteer coordination, it was suggested that APH provide volunteers with an opportunity to provide feedback through a satisfaction survey. The Board agreed that this item could be revisited at the June 2014 meeting, thereby providing the new staff member who assumed the role of coordination (as a piece to her other duties) with an opportunity to work with and develop relationships with the volunteers.

Dr. Barker informed the board of the upcoming ALPHa Conference in June. Christina Luukkonen was asked to send out the conference information to the board members and inquire if anyone was interested in attending.

Presentation: Organizational Standard Number Five (PowerPoint Presentation attached)

Dr. Barker presented on Community Engagement and Responsiveness stating the goal and objective. The Board's responsibilities to the Standards listed below were reviewed, and Dr. Barker described where APH was meeting the requirements and indicating where increased efforts were being directed.

- *5.1 Community Engagement
- *5.2 Stakeholder Engagement
- *5.3 Contribute to Policy Development
- *5.4 Public Reporting
- *5.5 Client Service Standards

Dr. Barker highlighted the following:

- *APH has hired an expert to develop a new website; the Board was asked for feedback on ease of use once implemented.
- *Approximately 35 external stakeholders have expressed interest in participating in APH strategic planning to contribute input on meeting the needs of the communities of Algoma.
- *APH has recently met with the School Boards and other stakeholders to identify means that APH can enhance support.
- *The APH public report this year will have a focus to health equity.

2014-37 Moved: Post
 Seconded: Davies

THAT the report of the Medical Officer of Health for the month of April 2014 be

adopted as presented.
CARRIED.

Program Directors Reports:

Director of Human Resources and Corporate Services: Antoniette Tomie

Antoniette Tomie presented on the *Accessibility for Ontarians with Disabilities Act (AODA)*, a Provincial Act which came into effect in 2005. As outlined in the attached presentation she described the Act and explained how APH is continuing to work towards meeting the various requirements. She explained the deadline process and clarified that specific elements need to be met 'over time' until the final completion deadline of 2025. Antoniette Tomie apprised that funding was not made available to comply with this Act. Further to a Board query around the APH SSM site, she informed that the 1st floor meets the building compliance but that the 2nd and 3rd floors do not.

2014-38 Moved: Ambeault
 Seconded: Rody
 THAT the reporting of the Directors listed below for the month of April 2014 be adopted as presented:

Director of Human Resources and Corporate Services

Antoniette Tomie

CARRIED.

Chief Financial Officer/Director of Operations: Justin Pino

i) Financial Statements – March 2014

Justin Pino reviewed the *Notes to Financial Statements – March 2014* included in the Board package saying that APH continues to be in a stable position. He responded to questions from the Board to their satisfaction.

ii) Community Program Budget: Draft Infant and Child Development Program 2014/15

Justin Pino spoke to the 2014/15 Infant and Child Development operating budget projections, included in the Board package, recommending approval. The Board concurred and resolution 2014-41 was passed.

iii) Community Program Budget: Draft Preschool Speech and Language Services 2014/15

The 2014/15 Preschool Speech and Language Services operating budget projections, included in the Board package, were brought forth. Justin Pino apprised that APH is striving to attain increased funding from the Ministry of Children and Youth Services. Laurie Boston interjected that the service delivery model and enhanced community collaboration are being examined. Justin Pino respectfully recommended deferral of approval pending outcomes. Discussion took place, the Board was in agreement and resolution 2014-42 was passed.

2014-39 Moved: Kirby
 Seconded: Blake

THAT the financial reporting for the month of April 2014 be adopted as presented.
CARRIED.

2014-40 Moved: Ambeault
 Seconded: Rody
THAT the Board accepts the Algoma Public Health Financial Statements for the period ending March 31, 2014, for the following programs:

Public Health Programs

Public Health
Public Health (Capital)

Community Health Programs

Healthy Babies Healthy Children
HBHC Screening Liaisons
Child Benefits Ontario Works
Dental Benefits Ontario Works
Early Years Development (NP Clinic11)
Healthy Community Partnership
Miscellaneous Calendar
Northern Ontario Fruit and Vegetable Program
Brighter Futures for Children
Infant and Child Development
Preschool Speech and Language
Nurse Practitioner
Genetics Counselling
Community Mental Health
Community Alcohol and Drug Assessment
Remedial Measures
Diabetes

CARRIED.

2014-41 Moved: Marinich
 Seconded: Blake
Whereas, Algoma Public Health is committed to prevent disease and to protect and promote the health of individuals and communities in the Algoma District;
THAT the Board of Health approve the 2014/15 Operating Budget for the Infant and Child Development Program.

CARRIED.

2014-42 Moved: Marinich
 Seconded: Davies
Whereas, Algoma Public Health is committed to prevent disease and to protect and promote the health of individuals and communities in the Algoma District;
THAT the Board of Health defer the 2014/15 Operating Budget for the Preschool Speech and Language Program until next Board Meeting May 21, 2014.

CARRIED.

9) **CORRESPONDENCE/ITEMS FOR INFORMATION:** None

10) ADDENDUM: None

11) ANNOUNCEMENTS:

Interim Financial Consultant - Adieu

Shaun Rothberg announced that his contract with Algoma Public Health would be completed as of April 17, 2014. He said his farewells and expressed appreciation for the opportunity to work with APH during the transitional phase to the new Chief Financial Officer. Mr. Bruni acknowledged Shaun for his strong efforts and gave accolades for a job well done — “You were a major asset to APH.” Mr. Bruni also thanked Dr. Barker for bringing Shaun on board to both assist with finances and operations at APH and to facilitate a smooth transition.

Next Board Meeting:

May 21, 2014
Prince Room, 3rd Floor, APH SSM

12) NEW BUSINESS/GENERAL BUSINESS: None

13) THAT THE BOARD GO INTO COMMITTEE:

2014-43 Moved: Ambeault
 Seconded: Post
 THAT the Board goes into committee.
CARRIED.

14) THAT THE BOARD GO INTO OPEN MEETING:

2014-44 Moved: Blake
 Seconded: Post
 THAT the Board goes into open meeting.
CARRIED.

Resolutions Resulting from In-Committee Discussions:

2014-45 Moved: Davies
 Seconded: Rody
 Whereas, Algoma Public Health is committed to prevent disease and to protect and promote the health of individuals and communities in the Algoma District;
 THAT the Board of Health approve the Sale and Leaseback of all information technology assets.
CARRIED.

2014-46 Moved: Post
 Seconded: Rody
 Whereas, Algoma Public Health is committed to prevent disease and to protect and promote the health of individuals and communities in the Algoma District;
 THAT the Board of Health approve the MicroAge Service Level Agreement (SLA) for provision of Information Technology services as presented to the Board.
CARRIED.

15) THAT THE MEETING ADJOURN:

2014-47 Moved: Post
 Seconded: Rody
 THAT the meeting adjourn.
 CARRIED.

Meeting adjourned at 8:02 p.m.

