

ALGOMA PUBLIC HEALTH BOARD MEETING

March 18, 2015

PRINCE ROOM, 3RD FLOOR, APH SAULT STE. MARIE

MINUTES

PRESENT:	Janet Blake	Marchy Bruni	Ian Frazier	Sue Jensen
	Candace Martin	Lee Mason	Dennis Thompson	
REGRETS:	Debbie Kirby	Ron Rody		
OFFICIALS PRESENT:	Acting Medical Officer of Health			Dr. Penny Sutcliffe
	Acting Chief Executive Officer			Connie Free/ Sandra Laclé
	Chief Financial Officer			Justin Pino
	Director of Human Resources and Corporate Services			Antoniette Tomie
	Director of Community Services			Laurie Zeppa
	Acting Director of Clinical Services			Jonathon Bouma
	Board Secretary			Christina Luukkonen

1) CALL TO ORDER:

Mr. M. Bruni called the meeting to order at 6:02 pm.

Mr. M. Bruni welcomed Board members, staff and media to the meeting.

2) DECLARATION OF CONFLICT OF INTEREST:

Mr. M. Bruni called for conflicts of interest; none were presented.

3) ADOPTION OF AGENDA dated March 18, 2015.

2015-39

Moved: J. Blake

Seconded: C. Martin

THAT the agenda items dated March 18, 2015 be adopted as circulated.

CARRIED.

4) APPROVAL OF THE MINUTES dated February 18, 2015

2015-40

Moved: I. Frazier

Seconded: L. Mason

THAT the minutes of the meeting dated February 18, 2015, be adopted as circulated.

CARRIED.

5) APPROVAL OF THE MINUTES dated March 5, 2015

2015-41

Moved: I. Frazier

Seconded: C. Martin

THAT the minutes of the meeting dated March 5, 2015, be adopted as circulated.

CARRIED.

6) DELEGATIONS/PRESENTATIONS

- a) Ontario Public Health Standards: Water Safety Protocol – Sherri Cleaves, Program Manager**
Ms. S. Cleaves spoke to her presentation included in the Board package. Ms. Cleaves highlighted the Ontario Public Health Program Standard titled Water Safety Protocols. She informed the Board that Algoma Public Health has a public health inspector on-call after hours and on weekends, 24/7, to respond to water advisories that may arise.

Areas highlighted included:

- beach surveillance and posting of advisories on Algoma Public Health's website for community access
- the lead program, in conjunction with the Sault Ste. Marie Innovation Centre, to assist with the identification of higher risk areas for lead.
- a pilot project with the Public Health Laboratory to provide courier services to the laboratory in Sudbury for small drinking water testing. This pilot will begin in May.

Ms. S. Cleaves responded to questions from the Board members on Ward 1 brown water issues, the frequency of beach advisories and confirmation of lab reports.

7) BUSINESS ARISING FROM MINUTES

- a) 02-04-030 – Procurement Policy**

Mr. J. Pino reviewed the areas of change including telecommunications and any expenditure greater than \$50,000 requires Board of Health approval. The organizational chart was included. Mr. M. Bruni asked for clarification on request for quotes (RFQ).

2015-42

Moved: L. Mason

Seconded: I. Frazier

THAT the Board approves policy 02-04-030 – Procurement Policy as presented.
CARRIED.

- b) Policy and Procedure Expressions of Concerns Policy**

Ms. A. Tomie indicated that the Expressions of Concerns policy will come forward to the June Board of Health meeting. The Complaint Concern Form has been implemented and is working successfully. A Code of Conduct policy is also being developed and will be aligned with the Expressions of Concerns policy.

The Employee Engagement Survey, request for proposals was issued last Thursday. It is anticipated that a provider will be selected and the BOH will be provided with an update in May.

- c) KPMG Audit and Ministry of Health and Long-Term Care (MOHLTC) Financial Audit and Assessment Process Update**

Mr. M. Bruni updated the Board on the MOHLTC financial audit and assessment process. Mr. Graham Scott will be back next week for 2 days to conduct interviews and follow up. Mr. Allan Tait and his group were in last week for the MOHLTC Financial Audit and have left the return date open. KPMG have one more interview to complete.

8) Reports of Committees

a) Finance Committee

Ian Frazier newly elected Chair of the Finance Sub-committee gave a verbal update to the Board from the March 12, 2015 meeting. This was the first meeting of the newly formed committee. In attendance were Connie Free, Justin Pino, Rhonda Cronin, Janet Blake, Candace Martin, Lee Mason, Dennis Thompson and Ian Frazier.

The committee reviewed the previous Finance Committee Minutes of June 18th, October 15th and November 19th, all of 2014 with limited discussion.

The committee reviewed Best Practice information provided to them to assist in developing Terms of Reference (TOR) for the Committee. The previous draft TORs were reviewed and a detailed discussion on modifications to this document occurred. The Committee hopes to have a revised TOR to the Board for the next meeting for approval and adoption.

The committee had a brief discussion on the February 2015 Financial Statements being presented to the Board of Health (BoH) but as it was their first meeting the Committee was not in a position to review the financials in detail. Thus the Committee is not in a position at this meeting to provide a recommendation to approve the February 2015 Financial Statements but nothing was brought to the attention of the committee or noted in the statements as being adverse.

As Chair of the Finance and Audit Committee Mr. Frazier requested a meeting with CEO, CFO and Manager of Payroll, Accounting and Budgets to become more familiar with APH's financial setting. This meeting occurred on Tuesday, March 17, 2015 and was very informative and helpful. Mr. Frazier recognized the cooperation and openness of Ms. Free, Mr. Pino and Ms. Cronin to assist him in gathering information to help the Committee get off to a great start in 2015.

9) REPORTS OF OFFICERS/PROGRAM MANAGERS:

Medical Officer of Health/Chief Executive Officer:

Ms. Free spoke to her report that was included in the Board package. She reported to the Board the recruitment for the permanent MOH/CEO is ongoing. The acting manager of VPD/IC/Genetics has been filled and that staff position has been posted internally. Ms. Free identified a correction to the report on page 6: 80% should read 86% and should read not achieved.

Dr. Sutcliffe highlighted the measles report. Dr. Sutcliffe spoke to the professionalism of all staff involved and the team cooperation.

A question was asked clarifying the funding for Preschool Speech and Language Services. This was additional funding received.

2015-43

Moved: D. Thompson

Seconded: C. Martin

THAT the report of the Acting Medical Officer of Health and Acting CEO for the month of March 2015 be adopted as presented.

CARRIED.

Chief Financial Officer/Director of Operations: Justin Pino

i) Financial Statements for the Period Ending: February 28, 2015

Mr. J. Pino summarized the Chief Financial Report that was included in the Board package. MOHLTC budget approval is not expected until late summer as in previous years. The cash flow is stable and the bank statements have been reconciled up to January 2015.

Questions were asked regarding the levy letter to municipalities. Mr. Pino confirmed that the levy letters went out to the municipalities this month and the expectations are that they are paid on a quarterly basis and are consistently paid on time.

2015-44 Moved: L. Mason
 Seconded: J. Blake
 THAT the financial reporting for the period ending February 28, 2015 be adopted as presented.
 CARRIED.

2015-45 Moved: J. Blake
 Seconded: D. Thompson
 THAT the Board accepts the Algoma Public Health Financial Statements for the period ending February 28, 2015, 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)
 Miscellaneous Calendar
 Healthy Community Partnership
 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
 Miscellaneous Fiscal
 CARRIED.

10) New Business/General Business

a) 02-05-000 – Board of Directors

Mr. J. Pino informed the Board two policies: 02-05-000 – Board of Directors and 02-05-005 – Reports to Board – Submissions/Presentations, form part of the annual review of Board policies and that no changes have been made to these policies. This policy was changed last year at the

request of the Ministry and a copy has been provided to the MOHLTC in response to their request. Minor spelling and correction to the ministry name will be made to the policy.

The City of Sault Ste. Marie will be posting the vacant Board seat in the near future.

2015-46 Moved: S. Jensen
 Seconded: I. Frazier
 THAT the Board approves policy 02-05-000 - Board of Directors as presented.
CARRIED.

b) 02-05-005 – Reports to Board – Submissions/Presentations

2015-47 Moved: C. Martin
 Seconded: D. Thompson
 THAT the Board of Health approves policy 02-05-005 – Reports to Board –
 Submissions/Presentations as presented.
CARRIED.

11) CORRESPONDENCE/ITEMS FOR INFORMATION:

a) Possible site visit with PHO President June 11, 2015
The new President of Public Health Ontario's site visit is planned for June 11, 2015. Dr. Peter Donnelly is planning to visit all public health units. The Executive Team is looking forward to his visit.

12) ITEMS FOR INFORMATION

a) Proceedings from February 5, 2015 alPHa Board of Health (BoH) Orientation Session
Proceedings from BoH Section Orientation Session from February 5, 2015 were included in the Board package for information. There was no discussion.

13) ADDENDUM:

a) Signing Authority

At the January Board meeting Mr. J. Pino, Chief Financial Officer (CFO) was granted signing authority on an interim bases to be reviewed in two months at the March Board meeting.

Recommendation was made that the CEO, CFO and the Board Chair has signing authority.

2015-48 Moved: J. Blake
 Seconded: L. Mason
 THAT the Board of Health approves the CEO, CFO and Board Chair to have
 signing authority.
CARRIED.

Mr. Bruni thanked staff and media for attending tonight's meeting. On behalf of the Board Mr. M. Bruni thanked Ms. C. Free for her dedication and work to APH and welcomed Ms. S. Laclé into the Acting Chief Executive Officer Position effective March 23, 2015.

14) THAT THE BOARD GO INTO COMMITTEE: 7:11 pm

2015-49 Moved: J. Blake
 Seconded: D. Thompson
 THAT the Board goes into committee.
CARRIED.

Attending staff, executive members and media left the meeting for the In-committee meeting.

15) THAT THE BOARD GO INTO OPEN MEETING: 8:01

2015-50

Moved: C. Martin

Seconded: I. Frazier

THAT the Board goes into open meeting.

CARRIED.

16) Resolution Resulting From In-Committee Session

There were two resolutions resulting from In-committee

2015-51

Moved: S. Jensen

Seconded: D. Thompson

THAT the Board approves the In-Committee minutes dated February 18, 2015 as presented and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED.

2015-52

Moved: J. Blake

Seconded: S. Jensen

THAT the Board approves the In-Committee minutes dated March 5, 2015 as presented and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED.

17) ANNOUNCEMENTS:

Next Board Meeting:

Wednesday, May 20, 2015

Prince Room, 3rd Floor, APH SSM

alPHa Annual Conference and AGM

June 7-9, 2015

Ottawa, ON

18) THAT THE MEETING ADJOURN: 8:15 pm

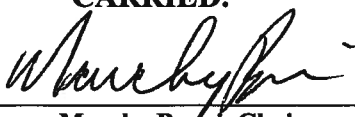
2015-53

Moved: L. Mason

Seconded: D. Thompson

THAT the meeting adjourns.

CARRIED.



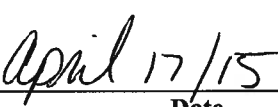
Marchy Bruni, Chair



Date



Christina Luukkonen, Secretary



Date