

**ALGOMA PUBLIC HEALTH - BOARD OF HEALTH MEETING
MINUTES
APRIL 25, 2018 @ 5:00 pm
SAULT STE MARIE ROOM A 1ST FLOOR, APH SSM**

PRESENT:	Board Members	APH Executives	
	Dr. Lucas Castellani	Dr. Marlene Spruyt	Medical Officer of Health/CEO
	Ian Frazier	Dr. Jennifer Loo	Associate Medical Officer of Health
	Debra Graystone	Justin Pino	Chief Financial Officer
	Sue Jensen	Antionette Tomie	Director of HR and Corporate Services
	Lee Mason	Laurie Zeppa	Director of Health Promotion & Prevention
	Dr. Heather O'Brien	Sherri Cleaves	Director of Health Protection & Prevention
	Sergio Saccucci	Tania Caputo	Board Secretary
	Dennis Thompson		
	Adrienne Kappes		
	Dr. Patricia Avery		

REGRETS: Karen Raybould

1.0 Meeting Called to Order

Mr. Frazier called the meeting to order at 5:01 pm

a. Declaration of Conflict of Interest

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

2.0 Adoption of Agenda Items

2018-34 Moved: P. Avery

Seconded: L. Mason

THAT the Agenda items dated April 25, 2018, be adopted as amended;

CARRIED

3.0 Adoption of Minutes

2018-35 Moved: H. O'Brien

Seconded: D. Graystone

THAT the Board of Health minutes for the meeting dated March 28, 2018 be adopted as amended.

CARRIED

4.0 Delegations/Presentations

a. Communications

Mr. Leo Vecchio, Manager of Communications presented on the role of the department at Algoma Public Health. Discussion followed regarding the nature of the interactions with the public on the information we provide on forums. 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. April 25, 2018

Dr. Spruyt spoke to her reports in the agenda package and provided an overview on the 2017 Sheela Basur Centre Don Low Communication Fellowship, National Volunteer Week initiatives at APH and ongoing activities related to the 50th Anniversary Celebration. Also included were reports on Reducing Health Hazards and Optimizing the Health of Families in Sault Ste. Marie and a Human Resources and Corporate Services. Topics in the report are chosen based on feedback from Board members as well as items coming up in Public Health.

2018-36 Moved: L. Mason

Seconded: P. Avery

THAT the report of the Medical Officer of Health and CEO for the month of April 2018 be adopted as presented.

CARRIED

ii. Public Health Champion Award

Dr Spruyt recommended implementation of an award in honour of Algoma Public Health's 50 year milestone. The award would publicly recognize an individual or organization that has made an outstanding contribution to public health in the Algoma District

2018-37 Moved: H. O'Brien

Seconded: L. Castellani

THAT the Board of Health approves the creation of a Public Health Champion Award as a legacy initiative commemorating the 50th anniversary of Algoma Public Health.

CARRIED

b. Finance and Audit Committee Report

i. Committee Chair Report for April 2018

ii. Draft Audited Financial Statements for the Period ending December 31, 2017

Upon presentation of the Draft Audited Financial Statements clarification was sought regarding the term loan interest calculation. Discussion took place and the Board was satisfied with the response in order to proceed with the resolution. Further assurance / clarification regarding the term loan Interest calculation to be provided at the May BoH meeting.

iii. Draft Financial Statements for the period ending February 28, 2018

2018-38 Moved: L. Mason

Seconded: P. Avery

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

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

THAT the Financial Statements for the Period Ending February 28, 2018 be approved as presented.

CARRIED

- iv. **Building Conditions Assessment for Capital Asset Plan and Reserve Fund Planning**
2018-39 Moved: H. O'Brien
 Seconded: D. Graystone
 THAT the Board of Health approves the 20 year Capital Reserve Expenditure schedule noted in the Building Conditions Assessment to be:
 Adopted as a part of APH's Capital Asset Plan related to the 294 Willow Avenue Facility located in Sault Ste. Marie; and
 Used as a tool to assist the Board of Health with contributions decisions related to the Reserve Fund and By-Law 15-01 - To Provide the Management of Property of the Board of Health be amended accordingly to reflect this.
 CARRIED

- v. **Updates to HR software**
 Questions were asked and answered regarding the functionality, time efficiency and cost savings of implementation to the satisfaction of the Board
2018-40 Moved: L. Castellani
 Seconded: L. Mason
 THAT the Board of Health approves the sole source procurement of Sage People HRMS upgrade.
 CARRIED

- vi. **Approved Minutes February 13, 2018 – *for information only***

- c. **Governance Standing Committee Report**
 - i. **Committee Chair Report for April 2018**
2018-41 Moved: H. O'Brien
 Seconded: S. Saccucci
 THAT the Governance Standing Committee report for the month of April 2018 be adopted as presented.
 CARRIED

 - ii. **02-05-000– Board of Directors**
 - iii. **02-05-045 - Attendance at Meetings Using Electronic Means**
2018-42 Moved: L. Mason
 Seconded: A.Kappes
 THAT the Board of Health approve the proposed changes to policies;
 02-05-000 – Board of Directors
 02-05-045 – Attendance at Meetings Using Electronic Means as amended
 CARRIED

 - iv. **02-05-005 – Reports to the Board**
2018-43 Moved: H. O'Brien

Seconded: L. Mason

THAT the Board of Health approves the proposal to archive policy

02-05-005 – Reports to the Board

CARRIED

v. Approved Minute for February 15, 2018 – for information only

7.0 New Business / General Business

a. Meeting Dates for Committees

2018-44 Moved: L. Mason

Seconded: L. Castellani

THAT the board approve the amended annual schedule as presented

CARRIED

8.0 Correspondence

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

a. Repeal of Section 43 of the Criminal Code

Letter to the Federal Minister of Justice from Grey Bruce Health Unit dated April 19, 2018

b. Tobacco and Smoke-Free Campuses

Letter to the CEO and President, Georgian College from Grey Bruce Health Unit dated April 19, 2018

c. Annual Service Plan and 2018 Budget

Letter to Provincial Minister of Health from Grey Bruce Health Unit dated April 19, 2018

d. Ontario Budget 2018

Letter to the Provincial Minister of Finance from the Association of Local Public Health Agencies dated April 3, 2018

e. Public Health Funding

Letter to all Ontario Public Health Units from the Provincial Minister Health

f. Cannabis Sales Revenue

Letter to the Premier of Ontario from the Hastings Prince Edward Public Health Unit dated March 28, 2018

9.0 Items for Information

a. News release announcing the merger of Oxford County and Elgin St. Thomas health unit – Southwestern Public Health

b. Northern Ontario Health Equity Strategy

c. aPHa Annual General Meeting & Conference – June 2018

10.0 Addendum

a. MOH Report with Health Indicators report included

11.0 That the Board Go Into Committee

2018-45 Moved: S. Jensen

Seconded: S. Saccucci

THAT the Board of Health goes into committee at 7:10 pm.

Agenda Items:

- a. Litigation or Potential Litigation
- b. Labour Relations and Employee Negotiations

CARRIED

12.0 That the Board Go Into Open Meeting

2018-46 Moved: L. Mason

Seconded: L. Castellani

THAT the Board of Health goes into open meeting at 7:26 pm

CARRIED

13.0 Resolution(s) Resulting from In-Committee Session

2018-47 Moved: L. Mason

Seconded: L. Castellani

THAT the Board of Health ratifies the memorandum of settlement between ONA and the Board of Health of the district of Algoma Health Unit as presented

CARRIED

14.0 Announcements:

Next Board Meeting:

May 23, 2018 @ 5:00pm

Sault Ste. Marie, Room A

15.0 THAT the Meeting Adjourn

2018-48 Moved: S. Saccucci

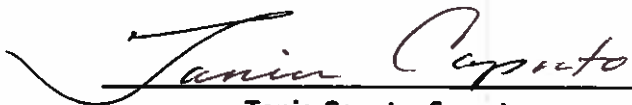
Seconded: L. Castellani

THAT the Board of Health meeting adjourns at 7:29 pm

CARRIED



Ian Frazier, Chair



Tania Caputo, Secretary

7/11/18

Date

July 11, 2018

Date