

Minutes of the Board of Health Regular Meeting

Thursday, January 25, 2018

Board Room

458 Laurier Blvd., Brockville

4:00 p.m. – 5:45 p.m.

Present:

Anne Warren, Chair
Doug Malanka, Vice Chair
Aubrey Churchill
Teresa Jansman
Candace Kaine

David LeSueur

S. Gates - Director, QCIS
J. Hess - Director, HLD
J. Lyster – Director, CHP

Harsh Patel
Cheryl Russell-Julien
Sherryl Smith

Regrets: J. Gallipeau, I. Hargreaves, D. Nash, P.
Stewart, T. Surko
H. Bruce, Executive Assistant

J. Mays – Manager, CHP
C. Farella – Manager, CHP
T. Anderson – Manager, QCIS
P. Deery, W. Fayle, C. Culhane

1. Call to Order

A. Warren called the meeting to order at 4:00 p.m.

2. Certificate of Appreciation

A. Warren presented P. Deery a certificate of appreciation acknowledging his time on the Board and extending best wishes to him for the future.

3. Welcome and Introduction of New Board Member

A. Warren introduced W. Fayle as a new provincial representative, advising that his appointment is effective January 28, 2018. She welcomed him to the Board. A roundtable of introductions was made.

4. Approval of the Agenda

The agenda items were reviewed.

*Motion: That the agenda of the January 25, 2018 Regular Meeting be approved as circulated.
Motion Carried.*

5. Conflict of Interest Declaration

None declared.

6. Consent Agenda:

Motion: The following items on the consent agenda be approved as circulated:

6.1. Governance and Quality Assurance Committee Report

6.2. Finance, Audit, Property and Risk Management Committee Report

6.3. *Approval of the Minutes from the Board of Health Regular Meeting held on November 23, 2017*

6.4. *General Correspondence*

6.4.1. *Letter to Minister Hoskins regarding Municipal Levy Apportionment*

6.4.2. *Letter to Minister Hoskins regarding Smoke-Free Ontario Strategy*

6.4.3. *Advocacy for Nutritious Food Basket*

6.5. *Duty of Care Report*

Motion Carried.

7. Annual Meeting Requirements:

7.1. Chair's Report

A. Warren gave a report on the year in review. (See Appendix #1)

7.2. Report of the Governance and Quality Assurance Committee and the Election of Officers:

7.2.1. Nominations for Chair and Vice Chair

Election of Officers 2018:

C. Russell-Julien read the slate of nominees for the positions for Chair and Vice Chair:
Chair – Anne Warren, Vice Chair – Doug Malanka.

Board Chair:

Are there any nominations from the floor for Board Chair? No nominations were made from the floor. C. Russell-Julien stated that nominations are closed. Anne Warren is proclaimed, Chair, Board of Directors. A. Warren thanked everyone for their vote of confidence.

Vice Chair:

Are there any nominations from the floor for Vice Chair? No nominations were made from the floor. C. Russell-Julien stated that nominations are closed.

Doug Malanka is proclaimed Vice Chair, Board of Directors.

This ends the election of officers.

7.3. Appointment of Signing Officers

Motion: The signing officers for the Corporation of the Leeds, Grenville and Lanark District Health Unit for the year 2018 are as follows:

Medical Officer of Health – Dr. Paula Stewart

Business Manager – Jackie Empey

Chair – Anne Warren

Vice Chair – Doug Malanka

Director – Shani Gates

Motion Carried.

I certify this to be a true copy of the Resolution passed by the Board of Health of the Leeds, Grenville and Lanark District Health Unit at a meeting duly called and regularly held on the 25th day of January, 2018.

Date this 25th day of January, 2018

Heather Bruce

Executive Assistant of the Board of Health

7.4. Borrowing Authorization

Motion: The Medical Officer of Health or Business Manager together with any one of the Chair or Vice Chair are hereby authorized and empowered to borrow from RBC Royal Bank on behalf of the Corporation of the Leeds, Grenville and Lanark District Health Unit from

time to time as may be required by way of overdraft not exceeding in all at any one time the sum of three hundred and fifty thousand dollars (\$350,000).
Motion Carried.

7.5. Appointment of Auditor

Motion: Allan and Partners LLP be appointed auditor for the Corporation of the Leeds, Grenville and Lanark District Health Unit for the year 2018.
Motion Carried.

7.6. MOH Report (Presentation)

Each director presented highlights from their department. (See Appendix #2) A report card from RNAO was distributed to members which identifies leadership in implementing the RNAO Best Practice Spotlight Organization. A ceremony will take place during Nurses Week in May.

The Health Unit is aligning structures and systems with the OPHS requirements. The 2018 priorities were reviewed. A. Warren thanked everyone for their presentation.

The new website was discussed. Board of Health information is in the About Us section. If Board members have any comments on the site please send them to webmaster@healthunit.org or H. Bruce.

ACTION: S. Gates will post the new standards on the website.

8. New Business:

8.1. Governance and Quality Assurance Committee Report

The briefing note and recommendations were reviewed.

ACTION: Chair of the Strategic Planning Steering Committee will be discussed at the February 7, 2018 Governance and Quality Assurance Committee meeting.

Motion: The Board of Health approve the following recommendations from the Governance and Quality Assurance Report:

- *That the Board of Health approve the 2018 Board Workplan;*
- *That each member of the Board of Health sign the Conflict of Interest Statement at the Annual Meeting;*
- *That the Board of Health approve the Terms of Reference for the Strategic Planning Steering Committee*
 - *And that Board of Health members indicate their interest in being appointed to the Strategic Planning Steering Committee to the Executive Assistant of the Board*
 - *And that the Governance and Quality Assurance Committee recommend to the Board of Health in February their recommendations for Board membership and Chair on the Strategic Planning Steering Committee*

Motion Carried.

8.2. Finance, Audit, Property and Risk Management Committee Report

8.2.1. 2018 General Public Health Program and Healthy Babies/Healthy Children Budget

A brief overview of the Electronic Medical Record was given. This system will enable the Health Unit to improve patient and client care, along with ensuring record security, confidentiality and privacy for our customers. It will be an efficiency for staff as well.

The question was raised about the inter-operability of these systems. Currently there are other health units looking at IntraHealth. This is the cutting edge system for public health and we are hopeful that the province will see one system for public health as an advantage. This will help with inter-operability with ministry platforms.

Motion: The Board of Health approve the 2018 General Public Health Programs Budget of \$12,862,239:

- \$12,031,433 for Ontario Public Health Standards;
- \$830,806 for Other Programs and Services; and
- Use of the Municipal Working Reserve to purchase the IntraHealth Electronic Medical Record (up to \$156,725), to complete the Board approved 2016 reserve funded projects (up to \$33,789), and to offset the budget shortfall for salaries and benefits (up to \$138,169)

And that: The Board of Health approve the 2018 Healthy Babies Healthy Children Budget in the amount of \$1,060,739.

Motion Carried.

8.2.2. 2018 Land Control Budget

There has been a significant surplus from last year. This is a self-funded program that has a 5 year plan.

Motion: The Board of Health approve the 2018 Land Control Budget of \$481,827 with no increase in fees for 2018.

Motion Carried.

8.3. Annual Service Plan Submission

The 2018 Annual Service Plans for the Food Safety, Safe Water, Communicable and Infectious Disease Prevention and Control, Healthy Environments and Emergency Management were presented by the Department of Community Health Protection (CHP). CHP consists of 41 staff that provides a variety of client centered services out of a variety of service sites across the three counties.

8.3.1. Food Safety

Legalization of marijuana falls under the Substance Use Standard not the Food Safety Standard. Members were advised that a presentation on marijuana at the Rural Ontario Municipal Association (ROMA) was given that staff might be interested in.

ACTION: T. Jansman will send the ROMA presentation on marijuana to staff for information.

Food handler training was discussed and the fact that it can be done on line, in person, or through self-study. The Health Unit certifies close to 500 food handlers a year. It is a standardized course prepared by the ministry and certification is good for five years across the province. A question was raised about offering the course in conjunction with the Chamber of Commerce or schools and libraries. This is possible, and in the past courses have been offered throughout the tri-county area in collaboration with a variety of partners.

8.3.2. Safe Water

Safe water encompasses small drinking water systems, public pools, spas, private drinking water, beaches, and support for our municipal systems. Inspection work is performed along with education.

8.3.3. Healthy Environments

Under this standard is health hazard investigation work and climate change mitigation. Inspection of recreational camps and arenas is also included along with public education about the risk of health hazards. More work will be done with municipalities and others to promote a healthy natural and built environment.

8.3.4. Infectious Disease Control

Needle syringe, sexual health and infectious disease are all under the same standard which enables full utilization of staff.

The health unit has trained community partners in the dispensing of naloxone kits and they now train their clients at risk for opioid overdose to use naloxone. The health unit will provide naloxone to police and fire departments and will provide training if the municipality decides to include naloxone in their work.

Data about the change in communicable diseases as a result, in part, of programs is tracked by the epidemiologist. We have adopted the Results Based Accountability framework that asks the program related questions - how much did we do, how did we do it, and are we better off. Teams have been working to identify indicators in all three categories. We want to be able to move toward measuring more of our objectives and outcomes.

8.3.5. Emergency Management

A brief overview was given. The Health Unit needs to provide a response within 24 hours and management is on call 24/7.

8.3.6. Community Assessment

ACTION: Discuss at February meeting when P. Stewart is present.

9. In-camera Items

There were no in-camera items.

10. Report from In-camera (if necessary)

Not applicable.

11. Time, Date and Location of Next Meeting

- 4:00 p.m. on Thursday, February 15, 2018

12. Adjournment

Motion: The meeting adjourn at 5:45 p.m.

Motion Carried.

A. Warren, Chair

Date

H. Bruce, Executive Assistant

Date

c: Board members
Shared Drive