



Minutes of the Board of Health Regular Meeting
 Thursday, January 24, 2019
 Videoconference
 Board Room/Room C
 458 Laurier Blvd., Brockville/25 Johnston Street, Smiths Falls
 4:00 p.m. – 6:15 p.m.

Present:

Doug Malanka, Chair	Doug Struthers
Bill Dobson	Toni Surko
Jeff Earle	Regrets: Candace Kaine, Ray Young
William Fayle	Paula Stewart
Peter McKenna	
Sherryl Smith	Heather Bruce, Executive Assistant

Claire Farella, Manager - CHP	Elaine Murkin, Manager - HLD
Shani Gates, Director - QCIS	Cathy Del Mei, Manager - HLD
Jane Hess, Director - HLD	Paul Armstrong, IT Supervisor
Jane Lyster, Director - CHP	Michelle Foote

1. Call to Order

Doug Malanka called the meeting to order at 4:00 p.m. and welcomed everyone.

2. Welcome and Introduction of New Board Members

Doug Malanka welcomed new members and asked that a roundtable be done so members and management staff could introduce themselves. New members to the Board are Bill Dobson, Jeff Earle, Peter McKenna, Doug Struthers and Ray Young.

3. Traditional Land Acknowledgement Statement

Doug Malanka read the Traditional Land Acknowledgement Statement.

4. Approval of the Agenda

The agenda items were reviewed.

Motion: That the agenda of the January 24, 2019 Regular Meeting be approved as circulated.

Motion Carried.

5. Conflict of Interest Declaration

None declared.

5.1. The Conflict of Interest Form was circulated to members for signature.

6. Consent Agenda

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

6.1. Approval of the Minutes from the Board of Health Regular Meeting held on November 15, 2018

6.2. General Correspondence

6.3. MOH CEO Duty of Care Report

6.4. Governance and Quality Assurance Committee Duty of Care Report

6.5. 2019 Board of Health Workplan

6.6. Designation of Deputy CBO's

Motion Carried.

7. Annual Meeting Requirements:

7.1. Chair's Report

Doug Malanka read the report prepared by Anne Warren. (Appended)

7.2. Nomination Report from the Governance Committee

The Governance and Quality Assurance Committee met and reviewed the applicants.

Sherryl Smith read the slate of nominees for the positions of Chair and Vice Chair.

Chair: Doug Malanka

Vice Chair: Candace Kaine

The question was raised if there were any nominations from the floor for the position of Board Chair. Seeing none, Doug Malanka is proclaimed Board Chair.

The question was raised if there were any nominations from the floor for the position of Vice Chair. Seeing none, Candace Kaine is proclaimed Vice Chair.

This ends the election of officers.

Members congratulated Doug Malanka and Candace Kaine. Improving partnerships between the health unit and municipalities will be a priority for the Board Chair.

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 2019 are as follows:

Medical Officer of Health – Dr. Paula Stewart

Business Manager – Jackie Empey

Chair – Doug Malanka

Vice Chair – Candace Kaine

Director – Shani Gates

Motion Carried.

7.4. Borrowing Limited

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 2019.

Motion Carried.

7.6. Annual Report (Presentation)

A power point presentation on the 2018 year in review and 2019 priorities was presented. (Appended)

Questions:

More information on restaurant inspections regarding repeat visits in high risk areas was requested. Animal bites were discussed and the health unit's role regarding legislation. Public Health Inspectors are required to follow up with the animal owner and there is a risk assessment done to identify whether medication is needed and then a discussion takes place with the family doctor. The animal is also confined. There is no duplication of service – the bylaw officers works closely with the public health inspector. If someone is bitten the hospital reports it to the health unit.

The question was raised if the health unit gets reports from the Ministry of Environment (MOE) as to the results of their ongoing testing of land contaminants so that nearby residents would be warned of the problem. The health unit works hand in hand with the MOE. The MOE is the primary regulatory body but our role is to do the health impact assessment.

The effectiveness of this year's flu shot was discussed and the fact that it is a very good match this year. There is not the number of institutional outbreaks but children and seniors are the most impacted. There has been a large increase in the number of people being immunized.

ACTION: How to identify when services are needed will be a future Board presentation done by Pre-school Speech and Language.

Shani Gates presented on the health unit's internal strategic direction.

The question was raised as to what programs the health unit excels at – what are you good at? Public health has minimum standards that must be met. There are things that we do get provincial recognition for and are recognized as leaders in the province for such things as opioid response and RNAO Best Practice Spotlight Organization.

How the health unit focuses on minimum standards is based on the need identified by the Board and community partners. The health unit shows leadership in environmental health

and infection control. Even though we are a small health unit others are looking to us for guidance. The suggestion was made that the health unit identify where they excel. This will be revenue and staff dependent – it is the role of the Board to look at things broadly.

Concern was expressed about the provincial government considering eliminating the current LHINS system. What changes will take place with the structure and how are health units impacted? The health unit works with the LHINs, but is not part of them. We will move forward with business as usual for now. The suggestion was made that once more information on the LHINs is readily available; it would be a good topic for a generative discussion at a future Board meeting.

Members discussed IT security and recovery. The health unit's current backup system is to a drive mechanism that is replaced every evening between two locations. Our restore ability is tested on a weekly basis.

8. New Business:

8.1. 2019 Annual Service Plan Submission – Foundational Standard

The annual service plan and budget is due to the ministry on March 1, 2019. Program plans for all of the standards need to be done and reported to the Board and this is the first of those. At the next Board meeting members will receive the emergency management and program standards.

In the document presented the list that describes the engagement with the LHIN only includes the SELHIN. The suggestion was made that an explanation be attached advising the ministry that attempts have been made to work with the Champlain LHIN as well.

ACTION: S. Gates will review and add an explanation.

Helping communities with cannabis was discussed. This fall the health unit did 16 presentations about the change in legislation regarding cannabis and we are continually providing information to the schools. An information sheet has also been sent to municipalities and information is provided on our website. What the health unit is doing in our program standards regarding substance abuse will be outlined at the February Board of Health meeting.

8.2. Investment Policy

An RFQ for investment management services was completed and the successful firm was the Graham-Dixon Group. Paula Stewart, Bill Fayle and Derrick Dixon from the Graham-Dixon Group met and reviewed the investment policy. The agreement for investment services will be reviewed every 2 years and if the Finance, Audit, Property and Risk Management Committee is not satisfied they will go out for submissions again.

Banking services were discussed. We do not have a timeline for going to tender for our banking services in policy. S. Gates advised that the health unit did change banks about 5 years ago and we sit down every year with our account manager to review things. There is no standard RFQ timeline but it could be built in.

Motion: The Board of Health Investment Policy V-165-0 be approved as circulated.

Motion Carried.

8.3. Report from the Governance and Quality Assurance Committee

Sherryl Smith gave an overview to the Board.

8.3.1. Municipal Member Appointment

The Governance and Quality Assurance Committee reviewed By-Law #1 which states that municipal representatives need to be elected. Research was done with other Boards and lawyers were consulted and the reason for having elected municipal representation was discussed. Based on the research a motion was prepared.

8.3.1.1. By-Law #1

Motion: That By-Law #1 be revised to read:

- *A municipal appointee may be an elected or a non-elected member of a municipality;*
- *A municipality must apply to the Board to have a non-elected municipal appointee.*

Motion Carried.

8.3.1.2. V-235-0 – Officers of the Board

Motion: The Officers of the Board Policy V-235-0 be approved as circulated.

Motion Carried.

8.3.1.3. V-95-0 – Communications

This policy outlines the reporting structure back to council. Minimally the board summary should be used.

Motion: The Communications Policy V-95-0 be approved as circulated.

Motion Carried.

8.3.2. Committee Membership

The chart showing membership on committees was reviewed.

Motion:

- *Peter McKenna be appointed to the Governance and Quality Assurance Committee;*
- *Bill Dobson, Ray Young, and Doug Struthers be appointed to the Finance, Audit, Property and Risk Management Committee*
- *William Fayle be appointed Chair of the Finance, Audit, Property and Risk Management Committee*

Motion Carried.

8.3.3. Board Member Skills Inventory

The skills inventory has been updated and will be sent out to all members using fluid survey. Members can submit their CV as well.

8.3.4. Board Orientation Session

The Governance and Quality Assurance Committee discussed having a more detailed Board orientation in March that would include presentations by directors.

9. Time, Date and Location of Next Meeting:

Given some members would like to attend the alPHa conference on February 21, 2019 the next meeting date will be Thursday, February 28, 2019.

10. Adjournment

Motion: That the meeting adjourn at 6:15 p.m.

Motion Carried.

Doug Malanka, Chair

Date

Heather Bruce, Executive Assistant

Date

c: Board members