



Minutes of the Board of Health Regular Meeting
 Thursday, September 20, 2018
 Videoconference
 458 Laurier Blvd., Brockville/25 Johnston Street, Smiths Falls
 4:26 p.m. – 5:17 p.m.

Present:

Anne Warren, Chair	David Nash
Doug Malanka, Vice Chair	Harsh Patel
Aubrey Churchill	Sherryl Smith
William Fayle	Regrets: David LeSueur, Joe Gallipeau, Toni Surko
Teresa Jansman	Paula Stewart, Medical Officer of Health
Candace Kaine	Heather Bruce, Executive Assistant

Tammy Anderson, HR Manager - QCIS	Jane Hess, Director - HLD
Claire Farella, Manager - CHP	Paul Armstrong, IT Supervisor - QCIS
Shani Gates, Director - QCIS	

1. Call to Order

Anne Warren called the meeting to order at 4:00 p.m. and welcomed everyone.

2. In-camera Item:

2.1. Human Resources

Motion: That this Board move into a closed session of the Board of Health due to the following: personal matters about an identifiable individual including municipal or local board employees; Motion Carried.

3. Adjournment of In-camera Meeting:

Motion: That this closed session rise and report and that the in-camera meeting adjourn. Motion Carried.

4. Regular Meeting

The regular meeting commenced at 4:26 p.m.

5. Report from In-camera (if necessary)

There was no report from in-camera.

6. Traditional Land Acknowledgement Statement

Anne Warren read the Traditional Land Acknowledgement Statement.

7. Approval of the Agenda

The agenda items were reviewed.

*Motion: That the agenda of the September 20, 2018 Regular Meeting be approved as revised.
Motion Carried.*

8. Conflict of Interest Declaration

None declared.

9. Presentation – Information Technology Update

P. Armstrong gave a power point presentation advising that we are in the process of implementing FileHold to store documents electronically in an efficient manner. Every time a document is opened or edited there is a log that shows who accessed or changed a document from an audit standpoint. Related documents can be linked and it is integrated with Microsoft Office.

Virtual Servers – We have invested in two virtual server platforms – firstly for servers and secondly for user desktops. Desktops connect to servers virtually. We have saved staff time in maintaining and keeping our computers up to date. Staff can work from home virtually as well which is very efficient.

Security Assessment – A security assessment was completed in the spring of 2018 and we have implemented the recommendations in the report. Phase two is another test that will take place on site and will look at policies and procedures.

Anne Warren thanked Paul Armstrong for his presentation.

10. Consent Agenda

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

10.1. Approval of the Minutes from the Board of Health Regular Meeting held on June 21, 2018

10.2. General Correspondence

10.3. MOH CEO Duty of Care Report

10.4. Governance and Quality Assurance Committee Duty of Care Report

10.5. Governance and Quality Assurance Committee Report

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

Motion Carried.

11. New Business:

11.1. Finance, Audit, Property and Risk Management Committee

11.1.1. Health Unit HR and Payroll Information System

Shani Gates advised that our current HR/Payroll system (Ceridian) will not be available beyond December 31, 2019 so we met with representatives and they recommended that we migrate to their new product Dayforce, with biannual updates. We took this opportunity to look at whether we wanted to move to an ERP (Enterprise Resource Planning) system which a number of health units are doing with Sparkrock which uses reporting requirements from the ministry of health. We looked into both systems and decided to go with Dayforce because we felt it was a more affordable product in terms of one-time costs and recurring costs. Going with an ERP system was not affordable for us at this time.

Dayforce does have an activity tracking component where staff can enter their time spent and link it to the program they are working in which will help us meet ministry requirements to allocate staff time. An implementation plan will be put in place with a launch for 2019. Anne Warren thanked Shani Gates for her report.

11.2. Governance and Quality Assurance Committee

11.2.1. Board of Health Self-Evaluation Results and Recommendations

Doug Malanka is now chairing the Governance and Quality Assurance Committee and he advised that based on the evaluation completed by Board members overall the Board understands its roles and responsibilities and new members are recruited effectively. The Governance and Quality Assurance Committee will work with members on ongoing professional development, improvement of meetings and review of staff presentations on programs. Anne Warren advised that overall it was a good report and that should members have any questions she is always available to discuss.

11.2.2. October Generative Discussion: Strategic Plan

A meeting has been scheduled on October 25, 2018 to update the Board on work being done on the Strategic Plan. A generative discussion will take place on the mission, vision values and Health Goals, and an update will be given on the Organizational Goals. The meeting will be held in Brockville.

11.3. MOH Verbal Report

Paula Stewart gave her verbal report.

12. Advocacy:

12.1. Basic Income Pilot

Anne Warren sent a letter to the Honourable Doug Ford expressing disappointment about the discontinuation of the Basic Income Pilot Project. He responded advising that an accelerated 100 day deadline has been set to develop and announce a sustainable social assistance program that focuses on helping people lift themselves out of poverty.

Action: Heather Bruce will send members a link to the article written in the Recorder and Times.

13. Time, Date and Location of Next Meeting:

The next meeting will be held on Thursday, October 25, 2018.

14. Adjournment

Motion: That the meeting adjourn at 5:17 p.m.

Motion Carried.

Anne Warren, Chair

Date

Heather Bruce, Executive Assistant

Date

c: Board members