



Board of Health Briefing Note
January 25, 2018
Governance and Quality Assurance Committee Report

1. Board Committee Membership

The Governance Committee has reviewed the membership of each Committee. All current members have indicated their interest in continuing to be members of their respective committees. Given the small size of the Board, it is not practical to limit the number of terms or to limit the number of people who can participate on a Committee.

Recommendation:

- That the Terms of Reference for each Committee be revised as follows:

Terms of Membership: Members may be appointed for a two year term renewable once; however this term can be extended depending on the interest of other Board members to participate on the Committee.

Composition: At least three Board members with one being the Board Chair, and at least one being a municipal appointee, and at least one being a provincial appointee.

2. Annual Service Plan and Reporting

The new Ontario Public Health Standards: Requirements for Programs, Services and Accountability require the Board of Health to submit an Annual Service Plan outlining the Programs, Intervention, Objectives and Indicators for each of the ten Standards. The proposed plans will be presented at the January and February meetings for the Board's review. The quarterly reports required by the ministry will also be shared with the Board.

3. Board of Health Orientation Manual

The Governance and Quality Assurance Committee has completed a Board of Health Orientation Manual that contains the following sections:

- Administration
- Board of Health
- Funding
- Programs and Services

The Medical Officer of Health/CEO reviews the orientation manual with each new member before their first Board meeting.

4. Board Code of Conduct Policy

Based on the audit, members of the Governance and Quality Assurance Committee recommend that Board members annually declare their understanding of conflict of interest.

Recommendation:

- That the Board Code of Conduct Policy be revised as follows:
At the Annual Meeting Board members will be asked to sign the conflict of interest statement, which indicates their awareness and understanding of conflict of interest.

5. Health Unit Reorganization

The Health Unit has new 2018 Ontario Standards for Public Health Programs and Services that have significant changes in the grouping of public health services and requirements. In addition, all Health Units are now required to submit a detailed Annual Service Plan and Budget, and report on the progress toward achieving the plan on a quarterly basis, along with the staffing and other resources used for each Standard and associated program.

The Management Team has carefully reviewed the 2018 Ontario Public Health Standards: Requirements for Programs, Services, and Accountability and has collectively identified a new organizational structure which will enhance program planning and reporting, and, most importantly, enhance client service. It builds on the current collaborative work of teams and is based on the following principles:

- ▶ Alignment of Public Health Standards to Manager(s) to support planning, reporting and client service;
- ▶ Minimal disruption to staff and client services by keeping teams together as much as possible;
- ▶ Continuation of service provision across programs/departments for some client populations (examples - health equity, Triple P, school immunizations, Smart Works, NRT, prenatal classes);
- ▶ Situating similar work together - like intervention approaches, target population/s, partners/stakeholders; and alignment with legislative and disclosure requirements;
- ▶ Reasonable workloads among managers and directors with respect to number of reports and complexity of programs; and
- ▶ Support for continuity of operations and emergency response.

The new structure will have one less Manager on the Management Team. The retirement of Marg Hendriks, provides an opportunity to explore whether we can support public health staff and programs and services effectively and efficiently with one less Manager. This will also support management of the 2018 budget shortfall. We will evaluate whether this is working in collaboration with staff and make adjustments as needed. One Manager from Health Living and Development, Claire Farella, will be moved to Community Health Protection.

Organizational Vision: *Working together to promote healthy people in healthy communities in Leeds, Grenville and Lanark through effective and efficient planning, implementation, evaluation, and reporting of the programs and services required to meet the 2018 Ontario Public Health Standards.*

