

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT

MINUTES of the Regular Board of Health Meeting
October 25, 2013
Fort Frances NWHU office boardroom

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**PRESENT:** Julie Roy, Chair  
John Albanese, Carol Baron, Jim Belluz, Dennis Brown, Shayne MacKinnon, Paul Ryan,  
Sharon Smith, Doug Squires, Bill Thompson

**IN ATTENDANCE:**  
Mark Perrault, CEO  
Dawn Sauvé, Manager, Dental Health  
Dorothy Strain, Secretary to MOH/BOH (Recorder)

**REGRETS**  
Dr. Jim Arthurs, Medical Officer of Health

## 1. CALL TO ORDER

The Chair called the meeting to order at 8:30 a.m.

## 2. APPROVAL OF AGENDA

Add: Agenda #7.2, Finance Report:  
7.2.1 Diabetes Prevention Project Funding, 2013-2016  
7.2.2 New Position, Student Nutrition Program  
Agenda #9, Non Agenda Items:  
9.1. Board of Health Focus Group Teleconference Update  
9.2 Ontario Children's Outdoor Charter

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| <b>Motion / Resolution: 124-2013</b>                                                            |                         |
| THAT the Agenda for the Board of Health meeting dated October 25, 2013, be approved as amended. | B. Thompson<br>D. Brown |

## 3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None was declared.

## 4. IN CAMERA SESSION

At 8:45 a.m. Board of Health members moved to an in camera session.

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| <b>Motion / Resolution: 125-2013</b>                                                                                                                                                                                                       |                         |
| THAT the Board of Health moves to an in camera session to discuss:<br><i>Education/orientation- Dental Health program;</i><br><i>All Staff Conference education planning</i><br><i>Personal matters... MOH position recruitment update</i> | D. Brown<br>B. Thompson |

At 11:50 am. Board of Health members moved out of the in camera session to resume regular business.

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| <b>Motion / Resolution: 126-2013</b>                                                    |                     |
| THAT the Board of Health moves out of the in camera session to resume regular business. | P. Ryan<br>D. Brown |

## 5. MINUTES OF BOARD OF HEALTH MEETING, September 20, 2013

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| <b>Motion / Resolution: 127-2013</b>                                                             |                           |
| THAT the Minutes of the Board of Health meeting held September 20, 2013, be approved as written. | D. Squires<br>J. Albanese |

Board of Health members recessed at 12:00 noon.  
The Chair called the meeting to order at 12:20 pm

## 6. PUBLIC HEALTH PROGRAMS

### 6.1 Medical Officer of Health Report – *Interim Report provided by Mark Perrault, CEO*

As Dr. Arthurs was unable to attend the meeting, Mark Perrault provided a verbal overview report on ongoing program services.

TB cases - There has been an increase in confirmed TB cases in northwestern Ontario in 2013. Program staff and the Epidemiologist are investigating to determine if the increase is an actual increase in rates or related to more efficient case reporting and follow-up.

### 6.2 Sexual Health & Harm Reduction Programs Report

*Reference #2013-10-25-6.2 The report will be retained on file.*

Appreciation was expressed for staff's efforts and commitment to deliver services associated with the sexual health and harm reduction programs.

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| <b>Motion / Resolution: 128-2013</b>                                   |                        |
| THAT the Sexual Health and Harm Reduction programs report be received. | C. Baron<br>D. Squires |

### 6.3 Speech, Hearing and Vision Program Report

*Reference #2013-10-25-6.3 The report will be retained on file.*

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| <b>Motion / Resolution: 129-2013</b>                            |                         |
| THAT the Speech, Hearing and Vision program report be received. | J. Albanese<br>S. Smith |

**6.4 Quality Improvement (QI) Report**

*Reference #2013-10-25-6.4 The report will be retained on file.*

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| <b>Resolution: 130-2013</b>      |                        |
| THAT the CQI Report be received. | C. Baron<br>D. Squires |

**7. CORPORATE ADMINISTRATION****7.1 Chief Executive Officer Report -Mark Perrault, CEO**

A verbal report was provided to the meeting.

Benefits Provision: Mark Perrault is researching different processes with consultants regarding benefits provision, to provide the most cost-effective benefits program. He will bring his findings to the Executive Committee meeting for initial review.

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| <b>Motion / Resolution: 131-2013</b>                                     |                         |
| THAT the Report of the Chief Executive Officer be accepted as presented. | S. Smith<br>J. Albanese |

**7.1.1 NWHU 2014 All Staff Conference**

This agenda item was discussed during the in camera session, Agenda #4.1.2

**7.2 Finance Report – provided by Mark Perrault, CEO**

*Reference #2013-10-25-7.2 The report will be retained on file.*

Questions, Discussion

Building Costs Expenditure line, report attachment 1: A property tax increase for the Kenora City View building is expected following MPAC reassessment in fall 2013. The Health Unit will make provision for the anticipated increase in its 2014 budget.

2014 Budget: Budget submissions are due to the Ministry of Health and Long-Term Care on March 1, 2014. A preliminary budget will be brought to the November 8, 2013, Executive Committee meeting. A final draft will be submitted to the Board of Health in January 2014.

Vehicle Fleet – The prospect of a fleet of Health Unit vehicles was identified. This was referred to the Executive Committee meeting, November 8, 2013.

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| <b>Motion / Resolution: 132-2013</b>              |                         |
| THAT the Finance Report be accepted as presented. | P. Ryan<br>S. MacKinnon |

**7.2.1 Diabetes Prevention Project Funding**

Funding for the Diabetes Prevention Project was recently confirmed for three consecutive budget years commencing April 1, 2013, and ending March 31, 2016.

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| <b>Motion / Resolution: 133-2013</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |
| <p>THAT the Board of Health for the Northwestern Health Unit approves the funding allocation for the Diabetes Prevention Project for the budget years:</p> <p>April 1, 2013 – March 31, 2014: \$218,000<br/> April 1, 2014 – March 31, 2015: \$218,000<br/> April 1, 2015 – March 31, 2016: \$218,000</p> <p>Full (100%) funding is provided by the Ministry of Health and Long-Term Care, Health Promotion and Implementation Branch. Program activities and services provided by the Northwestern Health Unit for years subsequent to 2013-2014 remain contingent upon ongoing funding allocations received from the Ministry.</p> | <p>S. MacKinnon<br/>P. Ryan</p> |

### 7.2.2 New Position, Student Nutrition Program

Mark Perrault provided background for the Ministry of Children and Youth Services' recently-announced full funding for a new Food and Logistics Coordinator position.

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| <b>Motion / Resolution: 134-2013</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |
| <p>WHEREAS the Ministry of Children &amp; Youth Services has provided annualized funding of \$71,400 commencing November 1, 2013, for the creation of a Food and Logistics Coordinator position to work with the Student Nutrition Program; and</p> <p>WHEREAS the funding is permanent, and the position falls under the Canadian Office and Professional Employees Union (COPE); and</p> <p>WHEREAS the position is equivalent to the Operations and Property Agent position;</p> <p>THEREFORE BE IT RESOLVED THAT the position be placed on the COPE group 'C' salary grid, with a starting salary of \$25.48 per hour.</p> | <p>J. Belluz<br/>B. Thompson</p> |

## 8. ASSOCIATION OF LOCAL PUBLIC HEALTH AGENCIES (alPHA) APPOINTMENT

Chair Julie Roy notified the Board of Health of her appointment to alPHA's Board of Directors as the North West Region representative for the remainder of the term that was vacated by former Board of Health member Russ Fortier in February. The term ends June 2014.

## 9. NON AGENDA ITEMS

### 9.1 Board of Health Focus Group Teleconference Update

Chair Julie Roy reported on her participation on an Association of Local Public Health Agencies (alPHA) teleconference held October 17 for boards of health to provide input on alPHA's strategic planning process. Unfortunately, representation from health units at the teleconference was small. The consultation process is continuing.

**9.2 Ontario Children's Outdoor Charter**

Shayne MacKinnon drew attention to the Ontario Children's Outdoor Charter and suggested the Board of Health review the Charter for consideration to endorse. The matter was referred to the Executive Committee meeting, November 8, 2013, for consideration.

**12. NEXT MEETING DATE**

**Regular Meeting**

Date: Friday, November 29, 2013      Start time: 8:30 a.m.

Location: Dryden Best Western Meeting Room

**13. ADJOURNMENT**

The Chair adjourned the meeting at 1:20 p.m.

**BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:**

**CONFIRMED AS WRITTEN**

THIS ..... DAY OF .....2013

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CHAIR, BOARD OF HEALTH

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RECORDING SECRETARY