



BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT

MINUTES of the Regular Board of Health Meeting
October 10, 2014 8:30 a.m.
Red Lake NWHU office boardroom

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**PRESENT:** Julie Roy, Chair

John Albanese, Carol Baron, Jim Belluz, Paul Ryan, Sharon Smith, Doug Squires

**IN ATTENDANCE:**

Mark Perrault, CEO

Shannon Robinson, Acting Manager, CDP program (*via GoToMeeting format*)

Dorothy Strain, Secretary to BOH/MOH (Recorder)

**REGRETS:** Dennis Brown, Shayne MacKinnon, Trudy Sachowski, Bill Thompson

### 1. CALL TO ORDER

Meeting Chair Julie Roy called the meeting to order at 8:30 a.m.

### 2. APPROVAL OF AGENDA

| Motion / Resolution: 104-2014                                                        | APPROVED |                        |
|--------------------------------------------------------------------------------------|----------|------------------------|
| THAT the Agenda for the Board of Health meeting dated October 10, 2014, be approved. |          | D. Squires<br>C. Baron |

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

None was declared.

### 4. IN CAMERA (CLOSED MEETING) SESSION:

At 8:40 a.m. Board of Health members moved to an in camera (closed meeting) session.

| Motion / Resolution: 105-2014                                                                                                                                                                            | APPROVED |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------|
| THAT the Board of Health moves to an in camera session to discuss:<br>4.1 Personal matters: Report of Executive Committee Meeting, August 21, 2014<br>4.2 Education / Orientation: HE / PA Public Policy |          | C. Baron<br>D. Squires |

Mark Perrault and Dorothy Strain left the meeting at 8:40 a.m.

Mark Perrault rejoined the meeting at 8:55 a.m.

Dorothy Strain rejoined the meeting at 9:15 a.m.

At 10:30 a.m. Board of Health members moved out of the in camera session to resume regular business.

| Motion / Resolution: 106-2014                                                           | APPROVED |                     |
|-----------------------------------------------------------------------------------------|----------|---------------------|
| THAT the Board of Health moves out of the in camera session to resume regular business. |          | P. Ryan<br>S. Smith |

The following Motion arising from the in camera session was considered:

|                                                                                                                                         |                 |                     |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| <b>Motion / Resolution: 107-2014</b>                                                                                                    | <b>APPROVED</b> |                     |
| THAT By-Law #1, Constitution of the Board of Health, article 4.0, Responsibilities of Board of Health Members, be revised as presented. |                 | P. Ryan<br>S. Smith |

The meeting recessed at 10:35 a.m.

Board members visited with recess guest, Mayor Phil Vinet (Red Lake).

The Chair called the meeting to order at 11:10 a.m.

## 5. MINUTES OF BOARD OF HEALTH MEETING, JULY 25, 2014

|                                                                                             |                 |                         |
|---------------------------------------------------------------------------------------------|-----------------|-------------------------|
| <b>Motion / Resolution:108-2014</b>                                                         | <b>APPROVED</b> |                         |
| THAT the Minutes of the Board of Health meeting held July 25, 2014, be approved as written. |                 | J. Albanese<br>S. Smith |

## 6. PUBLIC HEALTH PROGRAMS

### 6.1 Report: Foundations Team, Epidemiologist Report

*Reference #2014-10-10-6.1 The report will be retained on file.*

Effective Communication: Mark Perrault provided an update on social media that the Health Unit is utilizing for its messaging, to connect with different demographics.

### 6.2 Report: NWHU Balanced Scorecard, January-June 2014

*Reference #2014-10-10-6.2 The report will be retained on file.*

|                                                                                                                                                            |                 |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| <b>Motion / Resolution: 109-2014</b>                                                                                                                       | <b>APPROVED</b> |                       |
| THAT the following program reports be received:<br>2014-10-10-6.1 Foundations Team: Epidemiologist<br>2014-10-10-6.2 Balanced Scorecard, January-June 2014 |                 | C. Baron<br>J. Belluz |

## 7. CORPORATE ADMINISTRATION

### 7.1 Chief Executive Officer Report - Mark Perrault, CEO

*Reference #2014-10-10-7.1*

#### Purpose

To inform the Board of Health of issues that have developed since the last Board of Health meeting that may have an impact on the operations of the Health Unit, but do not warrant as separate report, and of the activities of the Chief Executive Officer. This report will complement the separate finance report.

#### Medical Officer of Health Coverage

We have applied to have Dr. Hukowich formally appointed an Acting Medical Officer of Health. The Ministry of Health and Long-term Care had requested we apply if there was any possibility that Dr. Young Hoon's leave would extend past six months.

### **Employee Death**

The sudden death of Lenore Plett, Program Assistant for the Environmental Health program in Dryden office, has shocked and saddened staff. This is the second death within the Dryden Environmental Health team in less than two years (Tom Bilous, Public Health Inspector, passed away October 2012). We are looking at placing a bench at the Dryden Community Garden in memory of our two employees, who coincidentally were judges of the garden in the year in which they died.

### **Changes in Financial Processes**

In September our finance team spent a week with a support representative from Callow and Associates, reviewing our current systems and setting up a plan for future developments. Key next steps will be updating our chart of accounts; implementing online requisitions and purchase orders; electronic pay stubs and T4s. These changes will provide more efficiency through less duplication of data entry; more timely information for managers as they will now be able to track their commitments; and better accountability as more information regarding transactions will be captured and retrievable.

We have also implemented Point of Sales devices in our largest offices, which can now accept major credit cards and debit payments. In conjunction with this new ability we will also be selling travel vaccines at these offices, which will greatly improve client service. Currently a client will meet with our nurse, go to a pharmacist to purchase their prescription, and then have to return to our office to receive their immunization. This service will be provided on a cost recovery basis.

### **Public Health on First Nations**

I am actively involved with Sioux Lookout First Nation Health Authority's Public Health Pilot (which involves Ontario First Nations communities from Treaty 9, and a few from Treaty 5 and Treaty 3), and we are making progress. A model has been developed and we are meeting in November to hopefully finalize the framework with a commitment by the federal government to start transferring programs to Sioux Lookout First Nation Health Authority's oversight. The Northwestern Health Unit's and Thunder Bay District Health Unit's role is to ensure that the framework links with the provincial system.

We have a number of links with First Nations communities within Treaty 3 area, and were recently invited by the Ministry of Health and Long-Term Care to a meeting at Grassy Narrows. It is clear that local public health units do have a role in supporting the development of a public health system on First Nations communities. It is also clear there is no one model of service provision. Some health units have entered into an agreement with individual First Nations to provide services, as outlined by Section 50 of the HPPA. This would be impossible for the Northwestern Health Unit, with 39 First Nations in our region. After discussions about the issue with Elizabeth Walker (Director, Planning & Liaison Branch, Public Health Division, Ministry of Health and Long-Term Care), I am bringing to the Board a resolution that the Medical Officer of Health and the Chief Executive Officer be directed to engage in dialogue with area First Nations leaders and representatives of Health Canada and the Ministry of Health and Long-Term Care to explore the potential for partnerships and strategies for the establishment of service agreements for strengthening provision of public health programs and services for area First Nations communities.

This resolution will assure the parties involved in the discussions that the Northwestern Health Unit is willing to engage in the discussion process.

### **Pay Equity**

We have had preliminary meetings with Ontario Nurses' Association (ONA) regarding the development of a Pay Equity plan for our nurses. Since 1995 we have had a negotiated settlement for maintaining pay equity. At the last round of bargaining four years ago, ONA provided notice that they want to exercise their right to have a formal plan put in place that involves doing job evaluations and comparisons. The Health Unit has done much of the work already and has a plan for non-union staff, so we are hopeful this will be a straightforward process and will not impact the Health Unit financially.

### **Healthy Kids Community Challenge (HKCC)**

The City of Kenora was one of 45 communities across Ontario whose proposal was approved to participate in The Healthy Kids Community Challenge. The challenge delivers local programs and activities that will support children and youth to be more active and healthy. This new program is part of [Ontario's Healthy Kids Strategy](#).

The Northwestern Health Unit is a key partner in the HKCC local initiative. As a key partner we have committed to host the project manager for the 4-year duration of the project. A portion of the wage for this position is included in the funding that will be provided and the rest are an in-kind contribution of the health unit. We are excited to support this project because of the direct connection to the objectives in our strategic plan and the anticipated impact that a long-term, well-resourced project such as this can have on the health of children in our communities.

Though the project is a partnership with the City of Kenora, the geographic scope of the project includes the entire NWHU catchment area. Additional information about this initiative is attached (Appendix A, Backgrounder).

### **Other Activities**

I along with management staff attended an Excellence Canada workshop in mid-September. The session was useful as it confirmed that going the Excellence Canada route as a replacement for OCCHA accreditation is going to be a good fit with our continuous quality improvement practices. A more detailed report will be coming to the November Board of Health meeting.

I have had meetings with investment advisors to review available options for the Health Unit for our Reserves funds, and have further meetings planned in the coming days. I will be bringing a report of my findings to the Executive Committee.

### **Recommendation**

- That the CEO Report be accepted as presented.

The following Resolution arising from the CEO report was considered:

| Motion / Resolution: 110-2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | APPROVED |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------|
| <p>WHEREAS the Board of Health for the Northwestern Health Unit recognizes that the mandate of boards of health includes working with priority populations to ensure that barriers to accessing public health programs and services are minimized; and</p> <p>WHEREAS the <i>Health Protection and Promotion Act</i> (HPPA), Part VI, sec. 50, "Agreement with council of band", provides for agreements between health units and area First Nations communities ("Reserves") for provision of public health services; and</p> <p>WHEREAS strengthening partnerships and collaborations with communities and partners is a strategic priority of the Northwestern Health Unit;</p> <p>THEREFORE BE IT RESOLVED THAT the Medical Officer of Health and the Chief Executive Officer be authorized to engage in dialogue with area First Nations leaders and representatives of Health Canada and the Ministry of Health and Long-Term Care to explore the potential for partnerships and strategies for the establishment of agreements for strengthening provision of public health programs and services for area First Nations communities.</p> |          | <p>J. Belluz<br/>C. Baron</p> |

## 7.2 Finance Report - Mark Perrault, CEO

*Reference #2014-10-10-7.2 The report will be retained on file.*

Additional Verbal Report: - provided by Mark Perrault, CEO

No word has been received to date of the Ministry of Health and Long-Term Care's response to health units' submitted budgets for 2014.

## 7.3 Do One Thing Conference Evaluation

*Reference #2014-10-10-7.3 The report will be retained on file.*

## 7.4 2014 Risk Management Annual Report

*Reference #2014-10-10-7.4 The report will be retained on file.*

### Comments, Discussion

Provincial Audit of Health Units: Mark Perrault provided information about the Province's announced intention to audit health units.

| Motion / Resolution: 111-2014                                                                                                                                                                                                                                                                                | APPROVED |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------|
| <p>THAT the following reports be accepted as presented:</p> <ul style="list-style-type: none"> <li>- 2014-10-10-7.1 CEO Report</li> <li>- 2014-10-10-7.2 Finance Report</li> <li>- 2014-10-10-7.3 Do One Thing Conference Evaluation</li> <li>- 2014-10-10-7.4 2014 Risk Management Annual Report</li> </ul> |          | <p>J. Belluz<br/>C. Baron</p> |

The meeting recessed at 12:15 p.m.  
The Chair called the meeting to order at 12:45 p.m.

### 7.5 NWHU Policies: New Policy

This agenda item was discussed during the report of the Executive Committee meeting, Agenda #8.

## 8. REPORT OF EXECUTIVE COMMITTEE MEETING, OCTOBER 9, 2014

Committee Chair Doug Squires provided a verbal report of the meeting.

New Policy, Tangible Assets: The Committee Chair conveyed the Committee's recommendation to approve the new policy, which provides for identification processes for capital assets; depreciation /amortization; disposals and / or replacement.

|                                                |                 |                     |
|------------------------------------------------|-----------------|---------------------|
| <b>Motion / Resolution: 112-2014</b>           | <b>APPROVED</b> |                     |
| THAT new Policy, Tangible Assets, be approved. |                 | P. Ryan<br>S. Smith |

Investment Options: The CEO has been meeting with financial investment representatives. The Committee will report to the Board of Health meeting, November 21, 2014.

Northwestern Health Unit 2015 Budget: The Committee will review the 2015 cost shared and mandatory budget prior to management's submission to the Board's meeting, November 21, 2014. The municipal levy for 2015 will be set at this meeting, as a component of the budget approval process.

Travel Vaccines: An update was provided to the Committee regarding the Health Unit's recent initiative to provide travel vaccines for on-site administration to clients.

Municipal Appointments to the Board of Health: Following the October municipal elections, information about membership on the Board of Health will be provided to incoming mayors /reeves and councils.

The draft information document was circulated to the Board of Health meeting. Edit suggestions were provided.

November Board of Health meeting: The Committee's recommendation to relocate the November 21 meeting to Kenora was made in order to facilitate the Acting Medical Officer of Health's attendance, and the 2015 budget presentation.  
Board members agreed to relocate the regular November 21 meeting to Kenora.

|                                                                                                                                  |                 |                         |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------|
| <b>Motion / Resolution: 113-2014</b>                                                                                             | <b>APPROVED</b> |                         |
| THAT the verbal reports of the Executive Committee meetings held August 21, 2014, and October 9, 2014, be accepted as presented. |                 | S. Smith<br>J. Albanese |

## 9. NON AGENDA ITEMS

There were no non agenda items.

## 10. NEXT MEETING DATE

### Next Regular Meeting

Date: Friday, November 21, 2014      Start time: 8:30 a.m.

Location: **Kenora**

### Executive Committee Meeting

Friday Nov. 7 or 14, 2014: to be confirmed

## 11. ADJOURNMENT

The Chair adjourned the meeting at 1:45 p.m.

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS ..... DAY OF .....2014

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MEETING CHAIR, BOARD OF HEALTH

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RECORDING SECRETARY