



## BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT

MINUTES of the Regular Board of Health Meeting  
May 29, 2014 1:30 p.m.  
Kenora NWHU City View Office Boardroom

~~~~~

**PRESENT:** Julie Roy, Chair  
Carol Baron, Jim Belluz, Dennis Brown, Paul Ryan, Trudy Sachowski, Sharon Smith,  
Doug Squires, Bill Thompson

**IN ATTENDANCE:**  
Dr. Kit Young Hoon, Medical Officer of Health  
Mark Perrault, CEO  
Marilyn Herbacz, Acting Manager, Human and Financial Resources  
Cindy Crandall, Executive Assistant (Recorder)  
MNP: Marty Nelson, Cathy Nelson, NWHU External Auditors

**REGRETS:** John Albanese, Shayne MacKinnon

### 1. CALL TO ORDER

Meeting Chair Julie Roy called the meeting to order at 1:30 p.m.  
Cathy Nelson and Marty Nelson, External Auditors; and Cindy Crandall, Executive Assistant, meeting recorder for the current meeting were introduced.

### 2. APPROVAL OF AGENDA

#### 2.1 Addition:

4.1 Introduction of Acting Manager, Human and Financial Resources

|                                                                                             |                         |
|---------------------------------------------------------------------------------------------|-------------------------|
| <b>Motion / Resolution: 73-2014</b>                                                         |                         |
| THAT the Agenda for the Board of Health meeting dated May 29, 2014, be approved as amended. | J. Belluz<br>D. Squires |

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

None was declared.

### 4. MINUTES OF BOARD OF HEALTH MEETING, April 30, 2014

|                                                                                              |                        |
|----------------------------------------------------------------------------------------------|------------------------|
| <b>Motion / Resolution: 74-2014</b>                                                          |                        |
| THAT the Minutes of the Board of Health meeting held April 30, 2014, be approved as written. | S. Smith<br>D. Squires |

#### 4.1 Introduction of Acting Manager, Human and Financial Resources

Mark Perrault, CEO, introduced Marilyn Herbacz, Acting Manager, Human and Financial Resources. Marilyn Herbacz worked with the auditors as lead staff person on the 2013 audit.

Mr. Perrault noted that the Finance and HR department staffs share an office 'pod' and are participating in ongoing cross-training to ensure continuity of finance and HR services and processes.

### 5. PUBLIC HEALTH PROGRAMS

#### 5.1 Medical Officer of Health Report – *Provided by Dr. Kit Young Hoon, MOH* *Reference #2014-05-29-5.1*

##### Purpose:

As the Board of Health meeting is preceded by the Do One Thing Conference, this report from the Medical Officer of Health will only review items that require a timely report. Items that require a larger discussion and can be delayed will be added to the next Board of Health meeting.

##### Update on the Middle Eastern Respiratory Syndrome Coronavirus (MERS-CoV)

MERS-CoV is a virus that can cause severe pneumonia and was first detected in 2012. As of May 16, 2014, there have been 614 lab-confirmed cases of MERS-CoV globally with 181 deaths. The cases have occurred predominantly in the Middle East with some cases seen in United Kingdom, Europe, Philippines and the United States. There have been no cases in the Canada or Ontario. The two cases seen in the United States are associated with travel to Saudi Arabia. The ability of the virus to transmit from person to person is considered limited; clusters of cases have occurred within households and in health care settings.

There has been enhanced public health attention and media coverage of MERS-CoV recently due to an increase in global cases. The Emergency Committee of the World Health Organization has assessed the situation and determined that the increase is not due to an enhanced ability of the virus to transmit from person to person. The Emergency Committee was more concerned about systemic breaches of infection and control activities within health care facilities and gaps in critical information.

The role of the Northwestern Health Unit (NWHU) is to continue to monitor for cases of MERS-CoV, to assist local health providers with the testing and management of cases, to investigate for a source, to follow up on contacts of a case, to work with the other levels of government, to communicate to the public and health care providers as required, and to assist in outbreak management locally.

The public should be aware of the importance of good hand hygiene, and respiratory etiquette (coughing or sneezing into your sleeve or a tissue that is then discarded) in protecting themselves and others from any respiratory infectious disease including MERS-CoV.

### Other Activities of the Medical Officer of Health

- Participation in a workshop for health care providers and allied health care professionals on prescribing exercise.
- Media interviews related to Skin Cancer Prevention (Tanning Bed) legislation
- Case consults for infectious disease and environmental health
- Addressing concerns from community partners and members of the public
- Review of medical directives
- Providing direction on public health programming
- Participation in provincial teleconferences
- Participating in the organization of a webinar on Lyme Disease targeting health care providers
- Participating in the selection process for Carl Lindstrom Bursary
- Participate in external partnership evaluations
- Supervision of a Masters of Public Health student practicum
- Assisting Public Health and Preventive Medicine medical residents in preparation for Royal College examinations.

### Comments, Discussion

Blastomycosis: Board of Health members discussed the incidence of blastomycosis in northwestern Ontario. Dr. Young Hoon noted that blastomycosis is currently not a reportable disease in the province. Data for confirmed cases cannot be finalized. There are no requirements for public health activity specific to blastomycosis in the Ontario Public Health Standards and Protocols. The Northwestern Health Unit provides information known about the disease and references for further research and information sources. In past years the Health Unit has participated in third party research.

Board members discussed a more visible role for the Health Unit in advocating for comprehensive data collection and for information dissemination. This was referred to management to prepare an appropriate strategy, for future follow-up with the Board.

|                                                                            |                       |
|----------------------------------------------------------------------------|-----------------------|
| <b>Motion / Resolution: 75-2014</b>                                        |                       |
| THAT the Report of the Medical Officer of Health be accepted as presented. | J. Belluz<br>S. Smith |

Board of Health members agreed to receive the Auditors Report of the audited 2013 financial statements at this time.

### 8. PRESENTATION OF AUDITED 2013 FINANCIAL STATEMENTS

Marty Nelson and Cathy Nelson, external auditors (MNP), distributed the independent auditors report: "Northwestern Health Unit Audit Findings Report" for the year ending December 31, 2013, and the draft financial statements and accompanying documentation.

At 2:05 p.m. Dr. Young Hoon, Mark Perrault, Marilyn Herbacz, and Cindy Crandall left the meeting. The auditors reviewed the management letter with Board members. At 2:15 p.m. Dr. Young Hoon, Mark Perrault, Marilyn Herbacz, and Cindy Crandall rejoined the meeting.

The auditors reviewed the draft financial statements package and the independent auditors report. Appendix A to the report, 'Draft Independent Auditors' Report' expresses the auditors' opinion that "...the financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2013...".

The auditors expressed their appreciation for the Finance department staff's assistance during the audit process. Marilyn Herbacz, Acting Manager, Human and Financial Resources, was commended for her work in assuming the senior financial staff duties.

|                                                                                                                                                                                                                                             |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Motion / Resolution: 76-2014</b>                                                                                                                                                                                                         |                       |
| THAT the Board of Health for the Northwestern Health Unit approves the Northwestern Health Unit Financial Statements for the year ended December 31, 2013, and accepts the Independent Auditor's Report prepared by MNP dated May 29, 2014. | J. Belluz<br>C. Baron |

|                                                                                                                 |                         |
|-----------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Motion / Resolution: 77-2014</b>                                                                             |                         |
| THAT MNP be appointed as the Northwestern Health Unit's external auditor for the year ending December 31, 2014. | S. Smith<br>B. Thompson |

Marty Nelson and Cathy Nelson left the meeting at 2:45 p.m.

## 6. CORPORATE ADMINISTRATION

### 6.1 Chief Executive Officer Report - Mark Perrault, CEO Reference #2014-05-29-6.1

#### 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.

#### *Do One Thing Conference*

Conference passes have been on sale since March 28 and are close to our goal of 300. Municipal participation is lower than hoped, but virtually all of our major partners are represented. The announcement of the Ontario provincial election triggered the withdrawal of some participants who initially committed to attending.

Ticket sales for the Rick Mercer evening, Tuesday, May 27, went on sale to the public on April 15. With one week to go, we have 600 in attendance. With warmer weather now in the forecast we are hopeful that sales at the door will get us to 800. Conference attendees can secure additional tickets if they so wish when they purchase their conference pass.

We have partnered with the local Safe Grad Committee, who will be selling refreshments at the Rick Mercer event as a fundraiser.

On the second night of the Conference, Wednesday, May 28, we will be hosting a public Recognition of Service reception for Dr. Arthurs, our retired Medical Officer of Health, at the Whitecap pavilion from 5-6 p.m. Entertainment and refreshments will be provided.

### Financial Reporting

I prepare the finance report before this report, so I do want to attach to this report our Cash and Temporary Investments Report that includes an analysis of our General Bank Account Monthly Net Position. You can see that our main account for the first four full months of 2014 dips as low as \$200,000 when payroll is processed. The timing of the Ministry of Health and Long-Term Care's funding transfers at the 15<sup>th</sup> and last day of the month do not neatly coincide with payroll, which is every two weeks. The concern is that we could eventually either need to cash in a short-term investment, or use our \$500,000 line of credit. I will continue to provide these two charts as an attachment to all subsequent finance reports.

### Other Activities

The remainder of my time was spent on a human resource issue and taking some personal leave.

### Comments, Discussion

Cash and Temporary Investments Report (Attachment): Adjustments to the format for this new report were identified. The process for obtaining investment options was discussed and direction was provided to management.

|                                                                          |                     |
|--------------------------------------------------------------------------|---------------------|
| <b>Motion / Resolution: 78-2014</b>                                      |                     |
| THAT the Report of the Chief Executive Officer be accepted as presented. | C. Baron<br>P. Ryan |

**6.2 Finance Report – provided by Mark Perrault, CEO**  
*Reference #2014-05-29-6.2 The report will be retained on file.*

Attachment #1, Cost Shared Mandatory & Unorganized Report to March 31, 2014, was reviewed. It was noted that revenue for the Part 8 (Sewage) program is up from the same period in 2013.

Finance department staff will receive further training in June for utilizing the accounting software and for report generation, to realize further operational efficiencies. Phase-in of the on-line purchasing process has begun, with the aim of being fully operational by year-end.

|                                                   |                        |
|---------------------------------------------------|------------------------|
| <b>Motion / Resolution: 79-2014</b>               |                        |
| THAT the Finance Report be accepted as presented. | D. Squires<br>C. Baron |

## **7. ASSOCIATION OF LOCAL PUBLIC HEALTH AGENCIES (alPHa) 2014 DISTINGUISHED SERVICE AWARD**

Chair Julie Roy informed that Board of Health member John Albanese is a recipient of alPHa's 2014 Distinguished Service Award (DSA). The Award is presented annually to individuals in recognition of their outstanding contributions made to public health in Ontario. This year, 2014, marks Mr. Albanese's 25<sup>th</sup> year of membership and participation on the Northwestern Health Unit Board of Health.

The Awards will be presented in Toronto on June 4, 2014, during alPHa's AGM and Joint Conference, June 3-5. As Mr. Albanese is unable to attend the Awards presentation, Julie Roy will accept on his behalf.

Board members' expressed congratulations will be conveyed to Mr. Albanese.

## **8. PRESENTATION OF AUDITED FINANCIAL STATEMENTS**

This agenda item was considered following agenda #5, Public Health Programs.

## **9. NON AGENDA ITEMS**

Agenda item 4.1: Introduction of Acting Manager, Human and Financial Resources was considered during agenda #4, Minutes of Board of Health Meeting, April 30, 2014.

## **10. NEXT MEETING DATE**

### **Next Regular Meeting**

Date: Friday, June 27, 2014 Start time: 8:30 a.m.

Location: Fort Frances NWHU Office Boardroom

## **11. ADJOURNMENT**

The Chair adjourned the meeting at 3:35 p.m.

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

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

---

MEETING CHAIR, BOARD OF HEALTH

---

RECORDING SECRETARY