

RENFREW COUNTY AND DISTRICT BOARD OF HEALTH

Regular Board Meeting

Tuesday, September 27, 2016

The regular Board meeting of the Renfrew County and District Board of Health was held in Pembroke at 10:00 a.m. with the following members present.

Present:

Mayor Janice Visneskie Moore	Chair
Ms. Carolyn Watt	Vice-Chair
Mayor Michael Donohue	Member
Mayor Jane Dumas	Member
Warden Peter Emon	Member (joined the meeting at 10:50 a.m.)
Mr. Wilmer Matthews	Member
Councillor Christine Reavie	Member
Mayor John Reinwald	Member
Ms. Marcia Timm	Member

Staff:

Dr. Kathryn Reducka	Acting Medical Officer of Health/Chief Executive Officer
Ms. Heather Daly	Director of Corporate Services
Ms. Marilyn Halko	Executive Assistant

Regrets:

Mr. J. Michael du Manoir	Member
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1. Call to Order

The meeting was called to order by Mayor Visneskie Moore at 10:03 a.m.

2. Agenda Approval

A motion by Mr. Matthews; seconded by Councillor Reavie; to approve the agenda.

Carried

3. Declarations of Conflict of Interest

No conflicts of interest were declared.

4. Minutes of Previous Meeting (Approval)

i) Regular Board meeting, June 28, 2016

A motion by Mayor Donohue; seconded by Ms. Timm; that the minutes of the Regular Board of Health meeting of June 28, 2016 be approved as circulated.

Carried

A motion by Councillor Reavie; seconded by Ms. Watt; to appoint Dr. Kathryn Reducka as Acting Medical Officer of Health/Chief Executive Officer (MOH/CEO) for 6 months less a day, retro-active and effective September 1, 2016 until February 27, 2017.

Carried

5. Staff Reports

- i) Report from Acting Medical Officer of Health/Chief Executive Officer (A/MOH/CEO)

Dr. Reducka reported that September was a whirlwind of medical activity.

- There was a demonstration of good connection within Public Health during a recent outbreak of measles in Ottawa and Lanark, earlier this month. Public health tracking and controls provided information regarding possible exposure sites. The initial source of the measles was contracted through international travel.
- During September, a RCDHU immunization team was mobilized to an area school that had a Chickenpox outbreak. A clinic was held at the school to administer the second booster dose of the Chickenpox (Varicella) Vaccine. The school's clinic had originally been scheduled for November but was moved forward to September to meet the needs of the current situation.
- HAST auditors requested a written formal report from management regarding replies to the audit. A discussion regarding changing requirements from the Health Audit Service Team (HAST), Ontario Internal Audit division (OIAD) regarding their findings on follow-up of the recommendations of HAST's March 2014 Audit. The details are outlined in their 'Final Report' issued October 17, 2016. It was discussed if they are seeking full Hansard type minutes around budget and finance. Although fulsome discussion regarding the budget and variances has occurred minutes were not detailed enough according to the report. The reporting is now done through the Resources Committee Reports.
- Risk Management – Applying the Framework Workshop to be attended by senior management on 2016-Oct-07, in Perth. At the workshop the management team will work on a human resources project.
- The Governance as Leadership Retreat held 2016-Sep-23 in Renfrew was a success, but not all members were in attendance.
- Ontario Public Health Standards' modernization process information will come directly to BOH members and may change the way that things are done in Public Health

A motion by Mr. W. Matthews; seconded by Mayor J. Dumas; to accept Dr. Reducka's verbal Medical Officer of Health's Report.

Carried

A motion by Mayor Donohue; seconded by Mayor Emon; directing staff to create a media release, in recognition of Ms. Marcia Timm's years' of service as a RCDHU Board of Health member.

Carried

6. Delegations

None

7. Correspondence

- i) OIC for reappointment of Ms. Carolyn Watt
Congratulations extended to Ms. Watt on her reappointment to the Board.
- ii) Lyme Disease letter from the County of Renfrew
The letter from the County was distributed to agencies and organizations throughout the County.
- iii) A letter received from public – Elizabeth Guimond
Mayor Visneskie Moore recommended, per the Board, sharing the letter with RCDHU staff.

8. Board Committee Reports

i) **Governance Committee**

Mr. W. Matthews presented the Governance Committee Board Report. The written report is appended to the minutes.

Key action items included:

- Patients First – Dr. Reducka will meet with Mr. Cal Martell, Senior Director, Health Integration System (HIS), Local Health Integration Network (LHIN)

At a later date, the LHIN will meet with the Chair Visneskie Moore and Vice-Chair Watt. During the Board discussion, Mayor Dumas indicated that it is important to share with the LHIN that South Algonquin needs to remain in this subsection of the LHIN.

- Need for risk management training
 1. Recommend that everyone view the slide deck of the webinar
 2. Retreat follow-up session to analyze results and create an action plan. A Doodle poll will be sent to Board members to determine the date for the follow-up. A suggested date of October 21, 2016 was put forward.
- Board recruitment – no action

A motion by Mayor Donohue; seconded by Ms. Timm; to refer formal written reports and approval of reports to the Governance Committee, for inclusion in Board of Health package.

Carried

A motion by Ms. Watt; seconded by Warden Emon; giving direction to enable committees to purchase food for a light meal when they hold evening meetings.

Carried

A motion by Councillor Reavie; seconded by Ms. Watt; to accept the Governance Committee Board Report.

Carried

ii) **Resources Committee**

Mayor Donohue presented the Board of Health Resources Committee Report. The Report with appendices is appended to these minutes.

Regarding the RCDHU Head Office Lease:

- Why did the square footage increase? In 2012, the standards of measurement changed (e.g. included shared common areas).
- The lease will be brought forward to the October Board meeting.

The Q2 Financial Statement was discussed with variances.

A motion by Mayor Donohue; seconded by Mr. Matthews; to accept the Board Report from the Resources Committee.

Carried

iii) **Strategic Planning and Stakeholder Communications Committee**

Mayor Jane Dumas, Chair of the Strategic Planning and Stakeholder Communications Committee reported that the committee is working on internal and external communication plans, using Appendix B – RCDHU Communication Strategy Plan 2015-2019 as their guideline.

A new appointee to the Board will replace Ms. Timm on this committee. Full attendance by this committee's members will constitute a quorum. The next meeting of the committee will be held in 2017.

Website changes are being initiated, with RFPs sent to website designers. Priorities are being addressed as it is a large undertaking. The changes will be rolled out in stages.

Direction is given to committees to project their costs for 2017 and forward to the Resources Committee before October meeting.

A motion by Mr. Matthews; seconded by Councillor Reavie; to accept the verbal report by Mayor Dumas for the Strategic Planning and Stakeholder Communications Committee.

Carried

iv) **Ad-Hoc Hiring Committee**

A motion by Mayor Donohue; seconded by Mayor Reinwald; to dismiss the Ad-Hoc Hiring Committee, as the position has been filled.

Carried

9. **By-Laws**

- i) None

10. **Business Arising**

- i) HAST Audit Follow-up

- ii) purchase two books **Governance as Leadership** – Richard P. Chait

Direction given to staff to purchase two copies of the book, **Governance as Leadership**, per Dr. James Nininger's recommendation.

New Business

i) **Accounts Payable**

A motion by Mr. Matthews; seconded by Ms. Watt;

That the schedule of accounts payable for Renfrew County and District Health Unit operations for the period June 27, 2016 – September 15, 2016 be approved for payment in the amount of \$1,685,568.45.

Carried

ii) **Reconsideration Notice for October meeting – that the May 31, 2016 Regular Board Meeting Minutes do not reflect the same information as the minutes of the Resources Committee Meeting, held May 11, 2016.**

Committee of the Whole

A motion by Warden Emon; seconded by Councillor Reavie; to move the meeting to Committee of the Whole.

Carried

A motion by Warden Emon; seconded by Councillor Reavie; that the meeting move in-camera regarding a labour relations matter.

Carried

The following Board members excused themselves from the meeting for the part of the in-camera session: Dr. Reducka, Ms. Daly, Warden Emon, Councillor Reavie, and Mayor Reinwald.

A motion by Mayor Donohue; seconded by Warden Emon; to direct Dr. Reducka to engage legal counsel for a briefing on a human relations issue.

Carried

13. Dates of Next Meetings

The next regular Board of Health meeting is scheduled for Tuesday, October 25, 2016 at 10:00 a.m.

The following future meetings have been scheduled as listed below:

- Tuesday, November 29, 2016 at 10:00 a.m.
- Friday, December 9, 2016 at 10:00 a.m.

14. Confirmatory By-Law

A motion by Mayor Donohue; seconded by Councillor Reavie; to accept the confirmatory by-law.

Carried

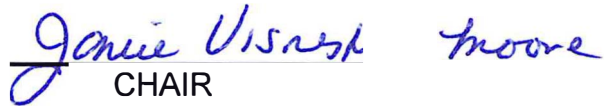
15. Adjournment

A motion by Councillor Reavie; seconded by Mayor Reinwald; that the meeting be adjourned.

Carried

The meeting adjourned at 2:00 p.m.


Acting, MEDICAL OFFICER OF HEALTH


CHAIR