

Renfrew County and District Board of Health

Regular Board of Health Meeting

Tuesday, January 31, 2017

The regular Board meeting of the Renfrew County and District Board of Health was held in the Classroom, at 7 International Drive, Pembroke, ON.

Present:

Mayor Janice Visneskie Moore	Chair
Ms. Carolyn Watt	Vice-Chair
Mayor Michael Donohue	Member
Mr. J. Michael du Manoir	Member
Mr. Wilmer Matthews	Member
Mayor John Reinwald	Member
Councillor Christine Reavie	Member

Regrets:

Mayor Jane Dumas	Member
Reeve Peter Emon	Member

Staff:

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

1. Call to Order

The meeting was called to order by J. Visneskie Moore at 10:00 a.m.

2. Agenda Approval

A motion by C. Watt; seconded by C. Reavie; to approve the agenda as circulated.

Carried

3. Delegations

None

4. Declarations of Conflict of Interest – signing of annual declaration

All members, present, signed **Board Member Acknowledgment of Conflict of Interest Policy** forms and returned to recording secretary to keep on file. J. Dumas and P. Emon will sign COI forms at February Regular Board meeting.

5. Board Elections

A motion by Chair J. Visneskie Moore; seconded by C. Reavie; that Dr. Reducka be appointed as the presiding officer to conduct the election for the position of Chair of the Board of Health.

Carried

Chair

Dr. Reducka presided over the election of the Chair and called for nominations for the position.

A motion by J. Reinwald; seconded by M. Donohue; that J. Visneskie Moore be nominated for election to the position of Chair of the Board of Health.

Carried

Mayor Visneskie Moore confirmed her interest in being nominated.

Dr. Reducka called for further nominations. No additional names were put forward.

A motion by M. Donohue; seconded by J. Reinwald; that nominations for the position of Chair of the Board of Health be closed.

Carried

Dr. Reducka declared nominations closed and J. Visneskie Moore was elected by acclamation to the position of Chair of the Board of Health.

Vice-Chair

Chair J. Visneskie Moore presided over the election of Vice-Chair of the Board of Health and called for nominations for the position.

A motion by C. Reavie; seconded by J. Reinwald; that C. Watt be nominated for election to the position of Vice-Chair of the Board of Health.

Carried

C. Watt confirmed her interest in being nominated.

J. Visneskie Moore called for further nominations. No additional names were put forward.

A motion by J. Reinwald; seconded by C. Reavie; that nominations for the position of Vice-Chair of the Board of Health be closed.

Carried

Chair J. Visneskie Moore declared the nominations closed and C. Watt was elected by acclamation to the position of Vice-Chair of the Board of Health.

6. Appointment of Striking Committee

C. Watt reported that the Striking Committee is recommending the following members be appointed to the respective Board of Health committees:

Governance Committee: W. Matthews (Chair), C. Watt, and P. Emon.

Resources Committee: M. J. du Manoir (Chair), J. Reinwald, M. Donohue.

Strategic Planning and Stakeholder Communications Committee: C. Reavie (Chair), J. Dumas, and C. Watt.

Striking Committee: C. Watt (Chair), J. Visneskie Moore and C. Reavie.

The Acting Medical Officer of Health/Chief Executive Officer will be ex-officio, non-voting member of all committees.

A motion by C. Watt; seconded by C. Reavie; that the Board accept the recommended appointments of the Striking Committee.

Carried

7. Minutes of Previous Meetings

i) Regular Board meeting, November 29, 2016

It was recommended that the minutes be tabled to the February meeting pending legal advice from the solicitor.

Resolution: BoH – 2017-Jan-31 #1

A motion by M. Donohue; seconded by W. Matthews; that the minutes of the Regular Board meeting of November 29, 2016, be tabled to the February Board meeting pending consultation with Board solicitor on items that may be confidential.

Carried

ii) Special Board meeting, December 9, 2016

A motion by W. Matthews; seconded C. Watt; to accept the minutes of Special Board meeting, December 9, 2016.

Carried

iii) Special Board meeting, December 30, 2016

A motion by W. Matthews; seconded by J. Reinwald; to accept the minutes of Special Board meeting, December 30, 2016.

Carried

8. Staff Reports

i) Report from Medical Officer of Health (MOH)

- The remaining items outlined in the November 4, 2016 final HAST report are being prepared by the Committees for the March 31, 2017 deadline.
 - The Annual Conflict of Interest form will be signed today
 - The Governance Committee is developing a MOH/CEO Recruitment and Remuneration piece
 - On Thursday, January 23 & Friday, January 24, 2017, Liz Bowden of Elizabeth Bowden and Associates, was at the health unit working with management staff on the RCDHU Enterprise Risk Management Plan.
 - The draft 2016 Operational Plan is being prepared by Colleen Musclow, in consultation with Senior Management staff, and will be presented at the February Resources Committee meeting.
 - Accountability indicators are being identified by SPSC Committee.
- An extension was granted for the Q4 2016 Financial Report, until February 14, 2017
- The Provincial Budget Request is due for submission on March 1, 2017
- Priorities in Corporate Services currently are:
 - # 1 reporting
 - # 2 program funding for 2017
 - # 3 on-site visit by auditors
- The new Administrative Assistant hired in Corporate Services left after only 9 days. The hiring process will begin again, but will take at least 6 weeks to fill.
- Enterprise Risk Management will identify the appropriate staffing required for the whole organization.

- Long-Term Care facilities ended outbreak situations identified earlier in the month.
- Patients First has formed an expert panel that includes Nicola Mercer, MOH of Wellington-Dufferin-Guelph Public Health, and Valerie Jaeger, MOH of Niagara Regions. An update from Minister Eric Hoskins confirmed that health units will receive separate funding, not funding through the LHIN. The SPSC Committee will liaise with the Champlain LHIN at an operational level, through Jean-Pierre Boisclair. When Dr. Reducka met with Cal Martell, Senior Director of Champlain LHIN, Health System Integration, on October 18, 2016, in Ottawa, he was interested in the data that the health unit could provide to his organization. Mr. Martell will meet with the Chair and Vice-Chair of the Board in the future.
- Bill 41, Patients First Act, 2016 has been officially passed.
- Discussion ensued restating the need for a written report from the MOH/CEO(A) as per resolution passed at the October 2016 Board Meeting.

9. Correspondence

- i) Letter from Executive Council of Ontario regarding Order in Council appointment for Mr. J. Michael du Manoir
 - Congratulations extended to M. J. du Manoir on reappointment to Board
- ii) Marketing of Food and Beverages to Children
- iii) Nutritious Food Basket
- iv) Student Nutrition Programs
 - Letters addressed to the Board are included in the agenda as information items. They are meeting indicators and obligations.
 - Refer items 9 iv, v and vi under Correspondence to Strategic Planning and Stakeholder Communication Committee and bring back to Board for their consideration.

Resolution: BoH 2017-Jan-31 #2

A motion by M. Donohue; seconded by W. Matthews; that Board refer agenda issues numbered 9 ii, iii and iv to the SPSC Committee for discussion and recommendation to Board.

Carried

10. Board Committee Reports

i) Governance Committee

W. Matthews presented the Governance Committee Board Report.

- If the introduction of a Consent Agenda is adopted it would be shared in advance of each meeting for the Board's consideration.
- The MOH/CEO Recruitment and Remuneration, and the MOH/CEO Appraisal will need approval from Board before the HAST March 31, 2107 deadline. Both documents will be attached to the Attestation Report.
- The draft Board Governance Manual is being presented a section at a time and should be completed and approved by March or April.

- There are two names put forward at the Minister's office for PAS appointments. PAS re-appointees are now required to complete an on-line module on Governance.
- Numbering resolutions and file put in order for reference
- Bring pay scale to Governance Meeting on Monday
- A recommendation from the Nininger workshop was that quarterly informal brainstorming sessions take place with Chair, Vice-Chair and Senior Management, with no minute taking. Out of the Algoma report, Graham Scott strongly recommended this type of interaction to create a better working relationship, encouraging fulsome discussion with no decisions, no minutes, and no resolutions. Give it a year on a trial basis.
- Each Committee needs to develop a work plan for 2017.

Resolution: BoH 2017-Jan-31 # 3

A motion by W. Matthews; seconded by M. J. du Manoir; to accept the Governance Committee Report and discuss each resolution individually.

Carried

A motion by W. Matthews; seconded by Michael Donohue; to accept the minutes of the Governance Committee meeting, December 9, 2016.

Carried

ii) **Resources Committee**

M. Donohue presented the Resources Committee Board Report attached.

- Remove item # 7 from the Resources Committee Report. Refer back to Committee re: Stipends for Chair and Vice-Chair, and Committee Chairs.

Resolution: BoH 2017-Jan-31 # 4

A motion by W. Matthews; seconded by M. Donohue; that item 7 of the Resources Committee Report be referred back to the Resources Committee.

Carried

- J. Visneskie Moore left the meeting at 1:30 p.m., whereupon C. Watt assumed the Chair.

Resolution: BoH 2017-Jan-31 # 5

A motion by W. Matthews, seconded by J. Reinwald; that the Board accepts the Resources Committee Report as presented.

Carried

Resolution: BoH 2017-Jan-31 # 6

A motion by M. Donohue, seconded by J. Reinwald; that Chair Janice Visneskie Moore be authorized to sign the response letter to Scott Rosien Black & Locke on behalf of the Board, and further that a copy be attached to the Resources Committee Report as Appendix RC II(b).

Carried

Resolution: BoH 2017-Jan-31 # 7

A motion by M. Donohue, seconded by C. Reavie; that the Board accept the Financial Controls Checklist Report attached to the Resources Committee Report as Appendix RC III.

Carried

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

- reported on newly launched website
- staff resources needed to create communication position
- report on LHIN
- list of partners and collaboration
- work that we need to do
- focus on people knowing what RCDHU does
- Come through MOH to committees
- creating an integrated plan for human resources through Enterprise Risk Management with Liz Bowden
- the back filling of staff positions is a decision at departmental level
- to create a new position for a communication person, a business case can be prepared and presented to the Resources Committee
- recommend sharing the link to the RCDHU website with the municipalities for their inclusion on their websites
- the updated website is accessibility compliant

A motion by W. Matthews; seconded by M. Donohue; to accept the Strategic Planning and Stakeholder Communication Committee Report.

Carried

11. **By-Laws**

None

12. **Business Arising**

None

13. **New Business**

i) Accounts Payable

A motion by W. Matthews; seconded by M. Donohue; that the schedule of accounts payable for Renfrew County and District Health Unit operations for the period December 8, 2016 – January 19, 2017 be approved for payment in the amount of **\$1,245,224.54**.

Carried

ii) Signing Authority

- the **Appointment of Signing Officers** form is signed at inaugural meeting

A motion by M. Donohue; seconded by J. Reinwald; that Board appoint Chair Janice Visneskie Moore, Vice-Chair Carolyn Watt, MOH/CEO(A) Kathryn Reducka and Director, Corporate Services Heather Daly as Signing Officers.

Carried

- iii) alPHa Conference – February 23 – 24, 2017
- J. Visneskie Moore is requesting to attend alPHa Winter Symposium Conference and will report back to Board

Resolution: BoH 2017-Jan-31 # 8

A motion by C. Reavie; seconded by W. Matthews; that the Chair, Janice Visneskie Moore, be authorized to attend the alPHa Conference, February 23-24, 2017, as a representative of the RCDHU Board of Directors.

Carried

- iv) RCDHU proposal for an alPHa resolution on timing of report submissions to the Annual General Meeting.

14. **Committee of the Whole**

Resolution: BoH 2017-Jan-31 # 9

A motion by M. J. du Manoir; seconded by W. Matthews; that Board move into closed session to discuss matters about:

1. An identifiable individual, and
2. A labour relations issue.

Carried

C. Watt rose to report regarding the matter of an identifiable individual and a labour relations issue.

15. **Dates of Meetings**

The next Regular Meeting of the Board of Health will be held on Tuesday, February 28, 2017, at 10:00 a.m., RCDHU Classroom, at 7 International Drive, Pembroke.

The Regular Board meetings will be held on the last Tuesday of the month.

16. **Adjournment**

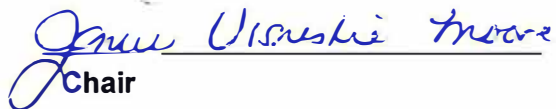
Resolution: BoH 2017-Jan-31 # 11

A motion by C. Reavie; seconded by J. Reinwald; that the meeting of January 31, 2017, be adjourned.

Carried

The meeting adjourned at 2:50 p.m.

Acting Medical Officer of Health


Chair