

Renfrew County and District Board of Health

Regular Board of Health Meeting

Tuesday, February 28, 2017

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

Present:

Ms. Carolyn Watt	Acting Chair (Vice-Chair)
Mayor Michael Donohue	Member
Mr. J. Michael du Manoir	Member
Reeve Peter Emon	Member
Mr. Wilmer Matthews	Member
Councillor Christine Reavie	Member
Mayor John Reinwald	Member

Staff:

Dr. Kathryn Reducka	Acting Medical Officer of Health/Chief Executive Officer
Ms. Marilyn Halko	Executive Assistant to MOH

Regrets:

Mayor Jane Dumas	Member
Mayor Janice Visneskie Moore	Chair

1. **Call to Order**

The meeting was called to order by C. Watt, at 9:55 a.m.

2. **Agenda Approval**

A motion by P. Emon; seconded by W. Matthews; to approve the agenda as circulated.

Carried

There was a discussion regarding the large volume of materials sent to Board members in the meeting agendas. Dr. Reducka explained that some items were background information, only, and that the amount of material sent may decrease after the HAST audit.

It was recommended that large files, e.g. such as Procedural By-Laws, could be attached as appendices, rather than contained in the meeting material pdf document.

W. Matthews shared that the Governance Committee's agenda identifies items as information, discussion, or action items, and could be used for Regular Board meetings.

3. **Declarations of Conflict of Interest (COI) – signing of annual declaration**

P. Emon signed the inaugural **Board Member Acknowledgment of Conflict of Interest Policy** form, as a requirement and follow-up to the Regular Board meeting held on January 31, 2017.

Following the approval of Procedural By-Law 2017-01, the revised inaugural COI form, contained within it, will be signed by all Board members, at the next scheduled Regular Board meeting.

4. **Minutes of Previous Meetings**

i) Regular Board meeting, November 29, 2016

A motion by P. Emon; seconded by W. Matthews; to approve the minutes of November 29, 2016, as amended.

Carried

ii) Regular Board meeting, January 31, 2017

A motion by W. Matthews; seconded by C. Reavie; to approve the minutes of January 31, 2017 as amended.

Carried

5. **Staff Reports**

i) **Report from Acting Medical Officer of Health (AMOH)**

K. Reducka presented the AMOH Report.

- Enterprise Risk Management Plan
 - Liz Bowden, E. Bowden & Associates Inc. was hired by the Board to develop a RCDHU Enterprise Risk Management Plan. The Plan will meet the March 31, 2017, HAST audit deadline, but the implementation of the Plan will go forward with a scheduled timeline for completion, in the coming months.
 - The 50 organizational risks identified by the RCDHU staff/management team were distilled to a manageable number of four.
 - L. Bowden will present a summary of the Plan to the Resources Committee and then bring forward to the Regular Board meeting, on March 28, 2017.
 - Colleen Musclow, Temporary Coordinator, Quality Assurance, is preparing the RCDHU 2016 Operational Plan, which includes the RCDHU Strategic Plan, followed by a draft 2017 Operational Plan. A Senior Management Team meeting, including managers, acting managers, temporary coordinators and coordinators, is scheduled for March 8, 2017. The team will reflect back on what was done in 2016, document activities and move forward using the Op Plan as a draft template for the 2017 Plan.
 - 2017 Operational Plan updates will be reported to Board on a quarterly basis.
 - Need to appoint auditors by a Board motion for current year
 - Naloxone nasal spray kits can be obtained by the public at RCDHU, for those 16 years of age and older. The kits will also be available at pharmacies and the methadone clinic.
 - After the nasal spray has been administered to persons presenting with opioid overdose symptoms, they need to seek immediate medical treatment at a hospital.

- RCDHU has formed an in-house task force to address opioid overdoses.
- With opioid overdoses deemed a public health emergency, in Ontario, by Dr. David Williams, Board directed the Acting MOH, K. Reducka and Chair, J. Visneskie Moore to present, as a delegation, to school board meetings, regarding this public health issue.

Resolution: BoH # 1 2017-Feb-28

A motion by M. Donohue; seconded by C. Reavie; that staff be directed to prepare a presentation for the Chair and Acting MOH/CEO to deliver as delegation to school boards.

Carried

- Human Resources Policy Manual
 - Susan Haywood, HR Blueprints Ltd., forwarded the first draft of the Human Resources Manual for review and changes.
- Attended a Continuing Medical Education (CME) Workshop, in San Antonio, Texas, Communities Joined in Action, on February 15 & 16, 2017
 - Building partnerships with schools and groups
 - Nutritious Food Basket dieticians
 - Renfrew County Poverty Reduction Committee – couch surf – housing groups, The Grind, safe places you can stay, hidden poverty, food banks
- Attending a workshop on March 1 and 2, 2017, from 11:00-1:00 p.m., at Algonquin College, addressing opioid use in Renfrew County.
- Cyber security
 - priority and component of our risk matrix
- Privacy Information
 - In 2016, RCDHU received 140 requests for client information e.g. immunization records. The records are searched for in paper copy files and sent to agencies or individuals within 30 days of the request.

A motion by W. Matthews; seconded by C. Reavie; to approve Acting MOH Report.
Carried

6. Delegations

None

7. Correspondence

- i) Canadian Beverage Association
- ii) Marijuana controls under Bill 178, Smoke-Free Ontario Amendment Act, 2016
- iii) Opioid Addiction and Overdose
- iv) Standards for Public Health Programs and Services (OPHS) Consultation

The OPHS Consultation document was received on February 17, 2017. The deadline for the consultation response is April 3, 2017. The Board is unable to respond by the deadline. The question was asked, "What do the changes to the OPHS mean to the organization?" The Board is suggesting that a response to the

question come from the Senior Management Team, through the MOH report.

Resolution: BoH # 2 2017-Feb-28

A motion by M. Donohue; seconded by W. Matthews; that the proposed revision to the Ontario Public Health Standards (OPHS) documents be referred to the Senior Management Team for a report by Acting MOH to future Board meeting.

Carried

- v) Establishing Age-Friendly Environments - IFA
- vi) Re-appointment of Mr. J. Michael du Manoir to Board of Health
- vii) Champlain LHIN – public quarterly report

8. Board Committee Reports

i) Governance Committee

W. Matthews presented the Governance Committee Board Report.

Revisions from January meeting included:

- Board Member Acknowledgment of Conflict of Interest form
- Board Governance Manual
 - MOH Remuneration is tied to Ministry of Health fee schedule

Support revisions and accept as presented.

- Terms of Reference (TOR) applies to all Committees.
- Revisions for Section 2 - Operational Expectations, for the Board Governance Manual, were sent, via email, to the Resources Committee, and Strategic Planning and Stakeholder Communication Committee members for review. W. Matthews requested that revisions be returned to him by March 30, 2017.
- MOH Recruitment will be addressed in Committee of the Whole.
- The Enterprise Risk Management Plan was referred to the Resources Committee.

Resolution: BoH # 3 2017-Feb-28

A motion by C. Reavie; seconded by J. Reinwald; to adopt the Governance report as a whole.

Carried

Heather Daly, Director, Corporate Services, joined the meeting at noon.

ii) Resources Committee

J. M. du Manoir presented the Resources Committee Board Report.

- The Committee will look at completing items needed for the HAST audit attestation report, at the Resources Committee meeting on March 16, 2017.
- Additions to the budget included:
 - \$2,000 more for audit fees
 - \$40,000 for a new server
 - \$150,000 blanket coverage for Risk Management spanning several areas, as recommended by L. Bowden

- 2 vaccine refrigerators were purchased with one-time funding at 100%
- Direct deposit for honorariums and travel expenses for Board members
- Improved utilization of funding

Resolution: BoH # 4 2017-Feb-28

A motion by M. Donohue; seconded by W. Matthews; that Board waive the requirement for the draft audit to come to the Resources Committee for 2016 year end, and instead come directly to Board on March 28th.

Carried

Resolution: BoH # 5 2017-Feb-28

A motion by J. M. du Manoir; seconded by J. Reinwald; that the Board accept the Resources Committee meeting report for the meeting of 2017 February 23.

Carried

J. Reinwald will be Acting Chair, Resources Committee, for 6 weeks, until J. M. Manoir's return, after Easter.

H. Daly vacated the meeting at 1:00 p.m.

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

C. Reavie presented a verbal report for the Strategic Planning and Stakeholder Communication Committee. She stated that the Committee greatly expanded the working list of stakeholders, during the meeting.

A motion by W. Matthews; seconded by P. Emon; to accept the verbal Strategic Planning and Stakeholder Communication Committee Report.

Carried

It was recommended that Strategic Planning and Stakeholder Communication Committee Chair, C. Reavie, submit a written paragraph for the minutes.

11. **By-Laws**

None

12. **Business Arising**

2017 alPHa Annual Conference, Chatham, Ontario – June 11-13, 2017

Chair J. Visneskie Moore and Acting MOH/CEO, Dr. K. Reducka, made a request to Board, to attend the 2017 alPHa Annual Conference, in Chatham, Ontario, from June 11 to June 13, 2017. This is a change, as Board authorized the attendance of Chair J. Visneskie Moore to the alPHa Winter Symposium, in Toronto, scheduled for February 23 and 24, 2017, and the Chair chose to attend the annual general meeting, instead.

Resolution: BoH # 6 2017-Feb-28

A motion by P. Emon; seconded by C. Reavie; that the Board authorizes Chair Visneskie Moore and Acting MOH Reducka will attend the alPHa Conference representing RCDHU June 11-13.

Carried

13. **New Business**

i) **Accounts Payable**

A motion by J. M. du Manoir; seconded by J. Reinwald; that the schedule of accounts payable for Renfrew County and District Health Unit operations for the period of February 9, 2017 – February 22, 2017 be approved for payment in the amount of **\$614,909.36**.

Carried

14. **Committee of the Whole**

A motion by J. M. du Manoir; seconded by W. Matthews; that Board move into committee of the whole to discuss matters regarding an identifiable individual.

Carried

C. Watt rose to report regarding the matter of an identifiable individual.

Resolution: BoH # 7 2017-Feb-28

A motion by W. Matthews; seconded by P. Emon; that Dr. Paul Roumeliotis be appointed as MOH in the absence of an Acting MOH.

15. **Dates of Meetings**

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

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

16. **Adjournment**

A motion by C. Reavie; seconded by P. Emon; that the meeting be adjourned.

Carried

The meeting adjourned at 2:30 p.m.

Acting Medical Officer of Health

Janie Wisniewski Moore
Chair