

RENFREW COUNTY AND DISTRICT BOARD OF HEALTH

Regular Board Meeting

Tuesday, April 26, 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:

Ms. Carolyn Watt	Vice-Chair
Mayor Jane Dumas	Member
Mr. Wilmer Matthews	Member
Councillor Christine Reavie	Member
Mayor John Reinwald	Member
Ms. Marcia Timm	Member
Mr. J. Michael du Manoir	Member

Regrets:

Mayor Janice Visneskie Moore	Chair
Mayor Michael Donohue	Member
Warden Peter Emon	Member

Staff:

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

1. Call to Order

The Board Vice-Chair, Ms. Carolyn Watt called the meeting to order at 10:00 a.m.

2. Agenda Approval

A motion by Mr. Wilmer Matthews, seconded by Councillor Christine Reavie,

To approve the agenda.

Carried

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Reports

i) Report from MOH

Provincial Audit Follow-up – March 14 to 16, 2016

Dr. Kathryn Reducka reported that the Health Audit Service Team (HAST) sent their follow-up draft observations. The original audit began in 2012. The March 2016 audit reviewed the period from January 2015 to December 2015. As the

Audit period was prior to Dr. Reducka's starting at the Health Unit she informed the auditors that she was not comfortable replying to the draft observations. She said she would bring the draft observations to the Governance Committee at its next meeting on May 9, 2016. Therefore the April 22, 2016 deadline to respond would not be met.

The Governance Committee will assess and comment on the following RCDHU Audit Follow-Up Draft Observations:

- MOH Selection, Performance Review and Remuneration
- Conflict of Interest
- Procurement of External Advisors to the Board
- Board Evaluations
- Operational Plan
- Risk Management
- Delegation of Authority
- Human Resources Policies and Procedures
- Board of Health Stewardship Responsibilities
- Non-Competitive Procurements
- Contract Ceiling Prices

Dr. Reducka reported that Health Unit staff are being moved across programs to address areas of need. More specifically to meet current high demands regarding immunization updates to minimize the number of students who may be suspended from school according to *ISPA* rules.

The Board of Health is appreciative of the efforts of staff during this time of transition. Dr. Reducka will communicate this to staff.

5. **Committee Reports**

Governance Committee

Committee Chair Mr. Wilmer Matthews presented the revised Procedural By-Law 2016-02 Regulate the Proceedings of the Board of Health. The Board of Health proposed additional revisions as follows: article 9 xii) change "Closed Meetings" to "Committee of the Whole"; article 57 i) add "The Board of Health Terms of Reference are attached as Appendix B."; will add a page for Appendix B; attached 3 TORs.

A motion by Mr. J. Michael du Manoir, seconded by Mayor John Reinwald,

To approve, with amendments, By-Law 2016-02.

Carried

Shawna Babcock, RCHCP and Jennifer Kennedy, RCHL, will each give 10-minute presentations at the next regular Board of Health meeting, on May 31, 2016. A 10-minute Q & A will follow.

The Public Appointments Secretariat will need to assign a Board of Health member to fill a vacancy, effective October 2016. The RCDHU Board of Health is entitled to 5 publically appointed members. There are 4 publically appointed members, at this time.

MOH Recruitment

Four Corners is generating competition by finding other candidates. One interview is scheduled for May 9, 2016.

New MOH and DCS will need to review acting positions.

An electronic version of **Compensation Package - Amending Agreement** for Dr. Maureen Carew was reviewed. The Board Chair will sign hard copy, upon delivery.

Resources Committee

Mayor John Reinwald gave an update regarding the hiring of a new Director, Corporate Services:

- March 14 to April 1, 2016 – TCGI ran ads in local newspapers and on area job websites
- April 12, 2016 – 12 applications were reviewed with 6 candidates interviewed by Terry Whyte
- April 13 -14, 2016 – From those 6 candidates 3 were recommended for interviews with Ad-hoc Hiring Committee
- May 11, 2016 – interviews with committee members

A Special Board meeting will be scheduled when a final candidate is chosen.

Meanwhile, accounting help may be needed from outside the Health Unit, until DCS hired and in-house.

Ad hoc Hiring Committee

Members of the committee include: Dr. Kathryn Reducka, Mayor Janice Visneskie Moore, and Mayor John Reinwald. Mr. Terry Whyte will attend interviews.

The candidate needs strong skills in leadership, finance, IT, and human resources.

A job description was created for Director, Corporate Services and will be circulated to the Board for approval before hiring.

Other

Strategic Planning and Stakeholders Communication Committee

The next meeting of the Strategic Planning and Stakeholders Communication Committee is scheduled for Tuesday, May 31, 2016, following the regular Board of Health meeting

6. Delegations

- i) None

7. Correspondence

- i) aIPHa Resolutions for Consideration at June 2016 Annual General Meeting
The MOH and Board Chair are attending this meeting in Toronto. RCDHU is allowed 4 votes at the meeting. There is one proxy vote per voting member.
- ii) Ministry of Health and Long-Term Care Public Health Funding and Accountability Agreement with the Board of Health for the Renfrew County and District Health

Unit (the "Board of Health") as amended, dated January 1, 2015 (the "Accountability Agreement") was reviewed and will be signed by the Board Chair and Vice-Chair.

8. **Minutes**

- i) Minutes of Regular Board Meeting March 29, 2016

A motion by Mayor Jane Dumas, seconded by Ms. Marcia Timm,

That the minutes of the Regular Board meeting held March 29, 2016 be approved as amended.

Carried

9. **Business Arising**

- i) Pembroke Office Lease Renewal

A letter was hand-delivered to the County of Renfrew. To date there has been no reply.

10. **New Business**

- i) Accounts Payable

A motion by Mr. J. Michael du Manoir, seconded by Mayor John Reinwald,

That the schedule of accounts payable for Renfrew County and District Health Unit operations for the period March 31, 2016 – April 15, 2016 be approved for payment in the amount \$ 927,000.27.

Carried

11. **Date of Next Meeting**

The next regular Board of Health meeting is scheduled for Tuesday, May 31, 2016 at 10:00 a.m.

12. **Adjournment**

A motion by Mr. J. Michael du Manoir, seconded by Councillor Christine Reavie,

That the meeting be adjourned.

Carried


Acting, MEDICAL OFFICER OF HEALTH


CHAIR

2016-06-15