

Renfrew County and District Board of Health

Regular Board of Health Meeting

Tuesday, March 28, 2017

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

Present:

Mayor Janice Visneskie Moore	Chair
Mayor Michael Donohue	Member
Mayor Jane Dumas	Member
Reeve Peter Emon	Member
Mr. Wilmer Matthews	Member
Councillor Christine Reavie	Member
Mayor John Reinwald	Member

Staff:

Ms. Heather Daly	Director, Corporate Services
Mr. Mike Grace	Acting Manager, Environmental Health
Ms. Marilyn Halko	Executive Assistant
Ms. Colleen Musclow	Temporary Coordinator, Quality Improvement
Ms. Carla Walters	Manager, Health Promotion and Family Health

Regrets:

Ms. Carolyn Watt	Vice-Chair
Mr. J. Michael du Manoir	Member

Guests:

Ms. Liz Bowden	Elizabeth Bowden & Associates Inc.
Ms. Susan Haywood	HR Blueprint Ltd.

1. a. Call to Order

J. Visneskie Moore called the meeting to order at 10:00 a.m.

2. Agenda Approval

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

Carried

3. Declaration of Conflict of Interest (COI)/Annual Declaration

No COI's were declared.

Revised COI's completed by some Board members.

4. Delegations

Four delegations presented to the Board at this meeting.

- i) **RCDHU Enterprise Risk Management Plan
Liz Bowden, Elizabeth Bowden & Associates Inc.**

Liz Bowden, Elizabeth Bowden & Associates Inc., presented the following documents to the Board:

- Risk Management Strategy PowerPoint slide show
- Enterprise Risk Management Plan
- Enterprise Risk Management Action Plan
- 2017 Risk Register – Appendix 1.

L. Bowden opened the floor for discussion and answered questions from Board members. The Enterprise Risk Management Plan is a requirement for the HAST audit, that will be submitted to the Ministry on March 31, 2017. L. Bowden assured the Board that the work completed in cooperation with the RCDHU Senior Management and Staff would meet the requirements of HAST.

A motion by W. Matthews; seconded by P. Emon; that the Board of Health receives this report for information;

And further; that the Board of Health endorse the treatment and implementation plan for the identified risk, “2c - Labour Disruption outdated policies and procedures risk.”;

And further; that the Board of Health endorse the treatment and implementation plan for the identified risk, “3a - Outdated Policies and Procedures.”;

And further; that the Board of Health endorse the treatment and implementation plan for the identified risk, “4a - Inadequate Number of Staff to Support Required Services Provision.”

Carried

The Chair expressed the importance of “knowing the risks and dealing with them.”

Ms. Karen Black, Scott Rosien Black & Locke, joined the meeting at 10:30 a.m.

ii) **2016 RCDHU Audited Financial Statements Presentation**
Karen Black, Scott Rosien Black & Locke

Karen Black, Scott Rosien Black & Locke, presented the 2016 RCDHU Audited Financial Statements to the Board. She stepped through the hard copy of the Audit that she distributed to the Board, page by page, and fielded questions and discussion from the Board members.

Resolution: BoH # 1 2017-Mar-28

A motion by M. Donohue; seconded by J. Dumas; be it resolved that Board approve the Financial Statements for the year-ended December 31, 2016, and further that the Chair and Vice-Chair sign page 3 of the Statements.

Carried

iii) **Revised People Management Manual: Overview**
Susan Haywood, HR Blueprints Ltd.

Susan Haywood, HR Blueprints Ltd., gave an overview of the revised People Management Manual to the Board. Prior to this presentation, she met with the RCDHU Senior Management Team and the Resources Committee, revising the manual as recommended.

iv) **2016 Corporate Operational Plan, Summary of Achievements
Colleen Musclow, Temporary Coordinator, Quality Improvement**

Colleen Musclow, Temporary Coordinator, Quality Improvement, presented the 2016 Corporate Operational Plan, Summary of Achievements to the Board. The Plan is a collaborative effort with managers, and coordinators, pulling together components for HAST audit.

Going forward, reports will be presented to the Board, on a quarterly basis.

The final draft of the 2017 Corporate Operational Plan will be submitted to the HAST audit, by the end of April 2017.

Fiduciary

5. Minutes of Previous Meeting

Regular Board meeting, Tuesday, February 28, 2017

Resolution: BoH # 2 2017-Mar-28

A motion by W. Matthews; seconded by M. Donohue; that the minutes of February 28, 2017, be accepted as revised.

Carried

6. Correspondence

- Regional Consultation Meeting Agenda
- Expert Panel on Public Health and the Healthy Menu Choices Act – Leeds Grenville & Lanark District Health Unit
- Finding a Better Way: A Basic Income Pilot Project in Ontario – Huron County
- Public Health Programs and Services Consultation – alPHa
 - Chair Visneskie Moore, and RCDHU Staff, C. Walters and V. Benoit, attended the East Region Consultation Meeting on Modernized Standards for Public Health Programs and Services. A report is recommended for the Regular Board Meeting in April.
 - Input for the Standards has been extended to April 20, 2017
 - The Board will send concerns in letter prepared by the Governance Committee.

Resolution: BoH # 3 2017-Mar-28

A motion by P. Emon; seconded by C. Reavie; the RCDHU is a smaller rural provider of services and we endorse the letter dated March 17/17 submitted by alPHa Vice President McGregor as representative of our reservations about the process and the Standards for Public Health Programs and Services Consultation, with special note we are concerned about the tight timeline for comment.

Carried

Resolution: BoH # 4 2017-Mar-28

A motion by P. Emon; seconded by M. Donohue; the Board of RCDHU is concerned the Province of Ontario is resorting to an Expert Panel to develop recommendations on Public Health and Healthy Menu Choices Act instead of relying on local information which would tailor the policy development and program development more accurately to meet the needs of our communities.

Carried

7. Staff Reports

A report from the MOH is not available.

8. Board Committee Reports

i) Governance Committee

W. Matthews presented the Governance Committee Board Report.

A motion by W. Matthews; seconded by C. Reavie; to adopt the Governance Committee Report as amended.

Carried

ii) Resources Committee

J. Reinwald presented the Resources Committee Board Report.

A motion by J. Reinwald; seconded by M. Donohue; to adopt the Resources Committee Report, as a whole.

Carried

iii) Strategic Planning and Stakeholder Communication Committee

C. Reavie presented the Strategic Planning and Stakeholder Communication Committee Report.

A motion by C. Reavie; seconded by W. Matthews; to adopt the Strategic Planning and Stakeholder Communication Committee Report, as a whole.

Carried

9. By-Laws

None

3. Business Arising

- i) Motion to appoint Dr. Kathryn Reducka as Acting Medical Officer of Health (AMOH)/Chief Executive Officer (CEO)

Resolution: BoH # 5 2017-Mar-28

A motion by W. Matthews; seconded by J. Dumas; that the Board appoint Dr. Kathryn Reducka as the Acting Medical Officer of Health for the term up to a maximum of 6 months less one day subject to the approval of the Ministry of Health and Long-Term Care, effective on or after March 20, 2017.

Carried

- ii) Motion to appoint Heather Daly, Director, Corporate Services, as Acting CEO.

Resolution: BoH # 6 2017-Mar-28

A motion by W. Matthews; seconded by M. Donohue; that the DCS be appointed as Acting CEO until Dr. Reducka returns.

And further; that Dr. P. Roumeliotis be appointed Acting MOH until Dr. Reducka's return.

Carried

4. New Business

i) **Accounts Payable**

A motion by M. Donohue; seconded by J. Reinwald; that the schedule of accounts payable for Renfrew County and District Health Unit operations for the period of March 15, 2017 to be approved for payment in the amount of **\$597,130.47**.

Carried

5. Closed Meeting

A motion by M. Donohue; seconded by W. Matthews; be it resolved that Board go into closed session for both:

1. Litigation or potential litigation, and
2. Matters about an identifiable individual.

Carried

J. Visneskie Moore rose to report regarding the matter of litigation or potential litigation and a matter about an identifiable individual.

Strategic

6. None

Generative

7. None

M. Donohue left the meeting at 3:40 p.m.

8. Date of Next Meeting

The next Regular Meeting of the Board of Health will be held on Tuesday, April 25, 2017, at 10:00 a.m., in the RCDHU Classroom, at 7 International Drive, Pembroke.

13. Adjournment

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

Carried

The meeting adjourned at 3:45 p.m.

Janie Visneskie Moore

CHAIR