

Renfrew County and District Board of Health

Regular Board Meeting

Tuesday, September 26, 2017

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

Present:

Mayor Janice Visneskie Moore	Chair
Ms. Carolyn Watt	Vice-Chair
Mayor Michael Donohue	Member
Mr. J. Michael du Manoir	Member
Reeve Peter Emon	Member
Mr. Daniel Janke	Member
Mayor John Reinwald	Member

Staff:

Ms. Vicki Benoit	Acting Manager, Clinical Services
Ms. Carolyn Comerford	Health Promoter, Health Promotion/Family Health
Ms. Heather Daly	Acting Chief Executive Officer/Director, Corporate Services
Ms. Marilyn Halko	Executive Assistant
Mr. Mike Grace	Acting Manager, Environmental Health
Ms. Liz McLaren	Coordinator, Health Promotion/Family Health
Ms. Colleen Musclow	Coordinator, Quality Improvement
Ms. Carla Walters	Manager, Health Promotion/Family Health

Regrets:

Dr. Robert Cushman	Acting Medical Officer of Health
Ms. Ann Aikens	Member
Mayor Jane Dumas	Member
Mr. Wilmer Matthews	Member
Councillor Christine Reavie	Member

Guest:

Ms. Rachel Enright	Renfrew County Youth Network Youth Member/Opeongo High School Student Amplify Representative Project Lead
--------------------	---

01. a. Call to Order

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

b. Agenda Approval

A motion by J. Reinwald; seconded by C. Watt; to approve the agenda.

Carried

c. Declaration of Conflict of Interest (COI)

No COIs were declared.

d. Delegations

i) Renfrew County Youth Network (RCYN)

(Appendix 1)

L. McLaren, Coordinator, Health Promotion and Family Health began the Renfrew County Youth Network PowerPoint presentation explaining how the Network aligns with the Ontario Public Health Standards and Initiatives.

C. Comerford continued the PowerPoint presentation outlining the activities of RCYN. Student representative, Rachel Enright shared her personal involvement and experiences with RCYN.

Board members were encouraged to support the Network by:

- continuing to provide Health Unit leadership and resources for the development of a Youth Strategy
- advocating to local municipalities and the County of Renfrew that youth engagement be included in Strategic Plans
- promoting RCYN initiatives
- inviting the RCYN to their community tables.

RCDHU provides leadership and staff resources to RCYN. Phoenix Centre acts as the host for the 52 agencies involved with the Network.

The Board Chair suggested that a sustainability plan be prepared by RCDHU for a Youth Strategy for the Renfrew County and presented once again to the Board for approval in the future.

Fiduciary

02. Minutes of Previous Meeting (Approval)

- a. i) Regular Board meeting, Tuesday, June 27, 2017

Resolution: # 1 BoH 2017-Sep-26

A motion by M. Donohue; seconded by J. M. du Manoir; be it resolved that approval of the minutes of June 27 Board meeting be tabled to the October Board meeting and that these and all future Board minutes incorporate the full reports from the MOH and each committee.

Carried

- ii) Special Board meeting, Wednesday, July 26, 2017

A motion by C. Watt; seconded by D. Janke; to approve the minutes of the Special Board meeting held July 26, 2017.

Carried

- iii) Special Board meeting, Thursday, August 3, 2017

A motion by D. Janke; seconded by J. Reinwald; to approve the minutes of the Special Board meeting held August 3, 2017.

Carried

- iv) Special Board meeting, Friday, September 1, 2017

A motion by M. Donohue; seconded by C. Watt; to approve the minutes of the Special Board meeting held September 1, 2017.

Carried

- b. Board of Health Committee Meeting Minutes

- i) Minutes of the Governance Committee meeting, Monday, June 5, 2017
- ii) Minutes of the Resources Committee meeting, Thursday, May 25, 2017
- iii) Minutes of the Strategic Planning and Stakeholder Communication Committee meeting, Monday, June 5, 2017

A motion by C. Watt; seconded by M. Donohue; to receive the committee minutes as presented.

Carried

03. Correspondence

No correspondence was reviewed.

04. Staff Reports

- a. Report from Acting Medical Officer of Health

A written report, submitted by Dr. Robert Cushman, Acting Medical Officer of Health, was distributed to the Board for their review. Dr. Cushman joined the meeting via teleconference at 11:15 a.m. and answered questions raised by the Board regarding the Report.

Acting Medical Officer of Health – Dr. R. Cushman

Report to the Board: September 2017

I am not able to attend this meeting due to a conflict with the Heart Institute, however, I hope to phone in for this part of the agenda.

Summer has flown by and there is not too much to report with all the holidays including my own.

My efforts since early July include:

1. Recruitment efforts for a potential new MOH: a report was provided for deliberation and decision at the ad hoc September 1 Board meeting.
2. Communicable disease management: overseeing staff work in this area. While it was not a particularly busy summer, there were a few challenging cases. I was impressed by the quality work done by the front line staff and only made the odd suggestion beyond confirming their decisions and actions.
3. Health Equity: I worked on this file in preparation for the staff committee and the upcoming Board retreat in late October. I had meetings with Jim Nininger, the

Board consultant/facilitator, and was in frequent consultation with Wilmer Matthews for planning the retreat.

4. Performance Appraisals: This issue was brought to my attention early on when I arrived, and I am pleased to say that the process should be complete very soon. At our senior management meeting on September 6th, only a few outstanding ones were identified and they should be complete by this September Board meeting.
5. The expert panel report on the future of public health organization in Ontario: I have spent a good bit of time reading and analysing the report as well as talking with colleagues. I did touch on this topic lightly at the ad hoc September Board meeting and can provide further updates after the consultation period.
6. Public Health Standards: I have been following the development of the new standards and this is also an ongoing topic for senior management. Many of the standards are pretty much the same but easier to understand, the single big exceptions to date being the new emphasis on Mental Health and Addictions plus the rolling of a number of existing programs for children into the School Health Program. No doubt this has been done to provide more emphasis on this target population.

- b. Report from Coordinator, Quality Improvement
Colleen Musclow, Coordinator, Quality Improvement, delivered the following two reports to the Board:

- i) Q2 Corporate Operational Plan ([Appendix 2](#))
- ii) Q2 Enterprise Risk Management Plan ([Appendix 3](#))

C. Musclow answered questions from the Board regarding the two Plans. After the Q2 Corporate Operational Plan presentation, it was noted that epidemiology services purchased from Kingston, Frontenac, Lennox and Addington Public Health are necessary in order to implement the SDOH/Health Equity Report.

There is an anticipated variance in Q4 for the SDOH/Health Equity Report. All other objectives are on target or have been completed.

Also shared was the hiring of the new Coordinator of Communications and Emergency Preparedness who will support the implementation of the Communication Strategy.

05. Board Committee Reports

- a. Governance Committee

The following Governance Committee Board Report was presented by J. Visneskie Moore, in the absence of the Committee's Chair, W. Matthews:

**Governance Committee Board Report
Monday, September 11, 2017**

Information

Fiduciary

1. **Medical Officer of Health/Chief Executive Officer Recruitment**
 - (a) Current status - no change

2. **Board Work Plan** ([Appendix 4](#))
 - (a) **Governance Committee - Track - OE 2** – Renfrew County and District Health Unit Quality Performance Plan - due in Q 4 (Colleen Musclow, Coordinator, Quality Improvement)
 - (b) **Resources Committee** - address items 7 (Financial Performance) and 8 (Fiduciary Roles) - slides S14 and S20 from J. Nininger's slide deck – ***Becoming a High Performance Board***

3. **Committee Work Plan** ([Appendix 5](#))
 - (a) **Board Governance Manual** - electronic Draft on Board Portal
Action: Electronic version of complete Manual is on the Board portal. **Suggested revisions should be sent to M. Halko for review by the end of November.** A final edition will be reviewed and revised at the Governance Committee Meeting December 4, 2017, and presented for adoption at the December Regular Board Meeting.

4. **Board Meeting**
 - (a) June Board Meeting Evaluation Results ([Appendix 6](#)) **Action:** (i) Allow members to speak without interruption.
(ii) **Resources Committee** to address costs of Board Governance in 2016-2017, and make a recommendation for 2018 budget.
 - (b) BoH Attendance Log ([Appendix 7](#)) and Procedural By-Laws Section 7 (vi-ix) ([Appendix 8](#))
Action: Board will review, discuss and decide whether revision to the By-Laws Section 7 is necessary.

5. **Governance Committee Meeting**
 - (a) June Meeting Evaluation - Results Reviewed
Action: None required. Next evaluation will be at December meeting.
 - (b) **2018 Calendar of Events** - Revised Draft ([Appendix 9](#)) **Action:** Further revisions will be made and brought forward for adoption at the December Board meeting.
 - (c) Survey of some Board practices of neighbouring health units (Leeds, Grenville and Lanark District Health Unit and Eastern Ontario Health Unit) was reviewed for information only.

6. Executive Committee

- (a) Terms of Reference - distributed at last Board meeting.
Action: Board to discuss, and make a decision.

7. Board Member Recruitment

- (a) Skills/Knowledge Matrix reviewed and gaps identified:
(i) Legal
(ii) Public Health
(iii) IT
- (b) Ann Aikens - confirmed as member by Public Appointments Secretariat August 17, 2017 - Board now has a full complement of Public Appointees (5 members).
- (c) Recruiting process in future:
(i) Advertise vacancies based on gaps in skills/knowledge matrix.

Strategic

1. **Board Portal** – M. Halko will provide an update to the Board at the September Board Meeting.

Generative

1. **Board/Senior Management Education Retreat – October 27, 2017** ([Appendix 10](#))

Resolutions

1. **Topic - An Information Session on the Report of the Minister's Expert Panel on Public Health for Board of Health Chairs and CEOs**

Resolution: GC #1 2017-Sep-11

Moved by: Chair

Seconded by: Committee

That the Board approve the recommendation that the Board Chair attend this consultation on September 29, 2017 in Toronto.

Background

Engagement in Ministry consultation will assist in planning a response.

Action: J. Visneskie Moore to correspond with Ann Aikens re: meeting attendance.

Board approved, by a show of hands, for the Chair Visneskie Moore to attend the Information Session on the Report of the Minister's Expert Panel on Public Health for Board of Health Chairs and CEOs, in Toronto, on September 29, 2017.

A motion by J. Visneskie Moore; seconded by C. Watt; that the Board accept the Governance Committee Report.

Carried

b. Resources Committee

J. M. du Manoir presented the Resources Committee Report ([Appendix 11](#)).

**Renfrew County and District Board of Health
Resources Committee Meeting**

The Resource Committee met on 2017 September 21.

The Committee reports as follows:

Summary of Recommendations:

Resolution: # 1 RC 2017-Sep-21

Moved by: M. Donohue

Seconded by: J. Reinwald

Be it resolved that Resources Committee recommend the Board of Health accept that Q2 Program Based Grants and Healthy Babies/Healthy Children financial reports.

Resolution: # 3 RC 2017-Sep-21

Moved by: J. Reinwald

Seconded by: M. Donohue

The Resources Committee recommends that the Board of Health decline any interest in the purchasing of the property know as Whitney Public School.

Fiduciary:

- 1) **Briefing Note – Director, Corporate Services:** The report of the Director, Corporate Services was received and reviewed. Since the same individual is Acting CEO, the items reported are not repeated here and will be reported directly to the Board.
- 2) **Q2 Financials:** The summary report was reviewed. The current situation regarding variance to budget was noted and the need to document the analysis is acknowledged by the Committee. Resolution: # 1 RC 2017-Sep-21 is brought forward for consideration by the Board.
- 3) **Renfrew Office Lease:** The current lease expires on June 30, 2018. The Resources Committee directed staff to write a letter to the County of Renfrew to exercise our right for renewal.
- 4) **Property for Sale:** The Resources Committee reviewed correspondence from the Renfrew County District School Board (RCDSB) regarding the availability of Whitney Public School which is no longer required for the purposes of RCDSB. Resolution: # 3 RC 2017-Sep-21 brought forward for consideration by the Board.
- 5) **Committee Work Plan:** A draft “Work Plan” was presented for discussion and further development.

6) **2018 Calendar of Events:** The 2018 calendar of events prepared by the Governance Committee was received for information. It is noted that municipal elections occur in October 2018 and these elections may impact Board of Health membership.

7) **Closed Session:** Discussions regarding items about identifiable individuals and labour negotiations will be held in closed session.

Strategic:

No items

Generative:

No items

Next meeting is currently scheduled for 2017 October 12 at 1pm in the Health Unit Classroom.

Respectfully submitted,
J. Michael du Manoir
on behalf of the Resources Committee

Resolution: # 2 BoH 2017-Sep-26

A motion by J. M. du Manoir; seconded by J. Reinwald; that the Board of Health accept the report of the Resources Committee Report for the meeting of 2017 September 21 and approve the recommendations.

Carried

c. Strategic Planning and Stakeholder Communication Committee

The Strategic Planning and Stakeholder Communication Committee Board Report was tabled to the October Board meeting, in the absence of the Committee's Chair, C. Reavie.

06. By-Laws

None

07. Business Arising

08. New Business

a. 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 from June 22, 2017 to September 15, 2017 be approved for payment in the amount of **\$2,046,621.73**.

Carried

Expert Panel Report ([Appendix 12](#))

A draft copy of M. Donohue's response to the **Expert Panel Report** was

distributed to the Board members.

In order to submit a response to the Ministry by the deadline date of Tuesday, October 31, 2017, an ad-hoc committee will be struck. It will include the MOH(A), CEO(A), Board Chair and Vice-Chair, and Committee Chairs or a representative (with the exception of the Striking Committee).

A meeting has been scheduled for Friday, October 13, 2017 at 1:00 p.m. If this date is not suitable the back-up date is Monday, October 16, 2017 at 9:30 a.m.

Resolution: # 3 BoH 2017-Sep-26

A motion by P. Emon; seconded by C. Watt; an Ad-hoc Committee will be struck comprised of Acting CEO, Acting MOH, the RCDHU Chair, RCDHU Vice Chair, representatives, one each of the RCDHU standing committees, except the Striking Committee, to fashion a response to the Expert Panel Report for the October 31 Board meeting.

Carried

Action: M. Halko will send M. Donohue's response to the Expert Panel Report to Board members via email, as well as posting the document to the Board Portal.

The response, once approved by the Board at the Regular Board meeting on Tuesday, October 31, 2017, will be forwarded to the Ministry.

09. Closed Meeting

11:10 a.m.:

A motion by M. Donohue; seconded by P. Emon; that the Board move to a closed meeting regarding an identifiable individual.

Carried

11:10 a.m.: Dr. Cushman joined the Closed Meeting via teleconference

P. Emon vacated the meeting at 1:25 p.m.

1:25 p.m.:

A motion by J. M. du Manoir; seconded by M. Donohue; that the Board move to a closed meeting regarding an identifiable individual and labour negotiations.

Closed

J. Visneskie Moore rose to report that the Board met in two closed sessions regarding identifiable individuals and labour negotiations.

Strategic

10. None

Generative

11. None

12. Date of Next Meeting

An Ad-hoc Committee meeting to formulate a response to the Expert Panel Report was tentatively set for Friday, October 13, 2017 at 1:00 p.m.

A back-up date of Monday, October 16, 2017 at 9:30 a.m. was also proposed.

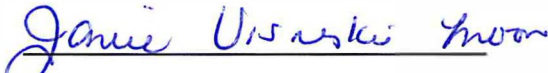
The next Regular meeting of the Board of Health will be held on Tuesday, October 31, 2017, at 10:00 a.m., in the RCDHU Classroom, at 7 International Drive, Pembroke.

13. Adjournment

A motion by J. Reinwald; seconded by M. Donohue; to adjourn the meeting.

Carried

The meeting adjourned at 1:55 p.m.


Chair