

RENFREW COUNTY AND DISTRICT BOARD OF HEALTH

Regular Board of Health Meeting

Tuesday, October 25, 2016

The meeting of the Regular Board of Health of 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. Michael du Manoir	Member
Warden Peter Emon	Member
Mr. Wilmer Matthews	Member
Mayor John Reinwald	Member
Councillor Christine Reavie	Member (joined the meeting at 10:45 a.m.)

Regrets:

Mayor Jane Dumas	Member
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Staff:

Dr. Kathryn Reducka	Acting Medical Officer of Health/Chief Executive Officer
Ms. Heather Daly	Director of 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 W. Matthews, to review issue under Committee of the Whole.

Carried

The Committee of the Whole is currently a standing item.

A motion by J. Reinwald, seconded by M. Donohue, to approve the agenda as circulated.

Carried

3. Declarations of Conflict of Interest

M. du Manoir declared Conflict of Interest for Item 7 ii) – Order in Council for reappointment of Mr. Michael du Manoir.

4. Minutes of Previous Meetings

i) Minutes of the September 27, 2016 meeting

A motion by M. Donohue, seconded by P. Emon, to approve the minutes for the meeting held September 27, 2016 with the following amendments:

- page 1 February 27, 2017;
- page 2 Staff Reports: A discussion regarding changing requirements from the Health Audit Service Team (HAST), Ontario Internal Audit division (OIAD) regarding their findings on follow-up of the recommendations of HAST's March 2014 Audit. The details are outlined in their 'Final Report' issued October 17, 2016. It was discussed if they are seeking full Hansard type minutes around budget and finance. Although fulsome discussion regarding the budget and variances has occurred minutes were not detailed enough according to the report. The reporting is now done through the Resources Committee Reports;
- Q2 Financial Report is attached and variances were discussed.

Carried

A motion by M. Donohue, seconded W. Matthews, to remove the second bullet and change the fourth bullet to a separate item under 8 ii) Resources Committee.

Carried

- ii) A notice of motion for reconsideration by M. Donohue, seconded by W. Matthews, to reconsider the May 31, 2016 Regular Board of Health Meeting Minutes for discussion at the October 25 Regular Board of Health meeting.

Carried

A motion by M. Donohue, seconded by J. Reinwald, that the Resources Committee Report on page 3 of Board of Health Meeting Minutes of May 31, 2016 be removed in its entirety.

Carried

A motion by C. Watt seconded by J. Reinwald to approve the May 31, 2016 Regular Board of Health Meeting Minutes as amended.

Carried

5. Staff Reports

i) Report from Medical Officer of Health (MOH)

The HAST Follow-up final report will be reviewed at the November 7, 2016 Governance Committee meeting. The requirements outlined in the report have deadlines, many by the end of the year. Timelines can be met, if reviewed by the end of the month.

Going forward, information will also be sent to the C. Watt, Vice Chair, so that she is kept informed and can cover for the Chair, in her absence.

Baby Friendly Initiative (BFI) – Renfrew County and District Health Unit (RCDHU) received BFI designation for five years. It served as an excellent team building exercise and as well as a performance indicator. The Chair and Vice Chair will participate in an event with staff to acknowledge the achievement, with a media release to follow.

Local Health Integration Network (LHIN) – Dr. Reducka met with Cal Martell, Senior Director, Health System Integration at Champlain LHIN. At his request,

data collected by the RCDHU was shared with him by means of the 2015 Community Health Profile - Renfrew County and District.

Dr. Reducka suggested eliminating the use of the Board members' municipal titles at the Board of Health meetings.

A motion by P. Emon, seconded by C. Reavie, to eliminate the use of municipal titles for Board members during Board of Health meetings.

Carried

The RCDHU Head Office Lease will be discussed later in the meeting during the Resources Committee Report.

The Board agreed to send J. Visneskie Moore and Dr. Reducka to the alPha 2016 Fall Symposium on November 17-18, 2016, in Toronto.

Dr. Reducka connected with a candidate for the MOH position, via telephone.

A motion by C. Reavie, seconded by C. Watt, to accept the MOH Report from Dr. Reducka.

Carried

6. Delegations

No delegations

7. Correspondence

- i) A letter from John Yakabuski re: one-time funding

A letter of congratulations was circulated regarding one-time funding for Panorama data software for immunization.

- ii) OIC for reappointment of Mr. Michael du Manoir

To be discussed in-camera.

8. Board Committee Reports

- i) **Governance Committee**

W. Matthews presented the Governance Committee Board Report. The written report is appended to the minutes.

It was recommended that Board members complete the Board of Health Evaluation before the end of the meeting and submit to staff for collation. The results will be shared at the November 7, 2016 Governance Committee meeting.

Following the 2nd Risk Management Workshop – Applying the Framework held in Perth on October 7, 2016, Dr. Reducka was contacted by Dr. Mercer, London-Middlesex MOH, who offered to share their risk management resources with RCDHU.

Dr. James Nininger will facilitate the follow-up to the Governance as Leadership Workshop on Friday, December 2, 2016, from 9:00 a.m. until noon, in the RCDHU Classroom.

An electronic draft of RCDHU Board Orientation was prepared by staff, using the Simcoe/Muskoka Health Unit as a model. It will be reviewed at the November 7, 2016 Governance Committee meeting.

A Conflict of Interest (COI) policy as well as forms will be amended, removing the MOH's and Board Chair's signatures lines.

A motion by W. Matthews, seconded C. Watt, to accept Conflict of Interest Policy and forms as amended.

Carried

There was a discussion regarding the need for a Confirmatory By-law and how it fits with operations in the Board's regulatory environment. The Board will seek advice from legal counsel, regarding the by-law.

A revision under Convening Meetings – 7.6 Status of Meetings per advice from legal counsel (McNab, Stewart & Price).

A motion by W. Matthews, seconded by M. Donohue, was brought forward to accept the proposed resolution under Convening Meetings – 7.6 Status of Meetings as follows: vi) All Board meetings requiring decisions must be attended in person.; vii) All Committee meetings can be held through teleconferencing.; viii) In-camera meetings require in person attendance—no teleconferencing.; ix) email can only be used to share info.

Carried

A motion by W. Matthews, seconded by J. Reinwald, that all reports to the Board be written and submitted for distribution with Board meeting materials.

Carried

And further that these changes be incorporated in the procedural by-laws.

Carried

The Governance Committee will create a master tracking list of procedural by-laws changes at the November 7, 2016 meeting.

A motion by W. Matthews, seconded by C. Watt, that a request be submitted for consideration to the Resources Committee for a \$20,000 budget (\$10,000 for meetings and \$10,000 for workshops) for the Governance Committee in 2017.

Carried

A motion by W. Matthews, seconded by C. Reavie, to accept the Governance Committee Report.

Carried

ii) **Resources Committee**

M. Donohue presented the Resources Committee Board Report. The written report is appended to the minutes.

A draft budget (Estimated Funding Requirement) will be reviewed at the November 16, 2016 Resources Committee meeting. The EFR will be brought

forward to a Special Board of Health budget meeting on December 9, 2016. The RCDHU insurance renewal date is December 21, 2016. Will go to tender in 2017. Renewal of insurance will be an agenda item at November 29, 2016 Regular Board of Health meeting.

A request for proposal (RFP) for hiring a Human Resources Consultant was issued on October 21, 2016. The RFP was sent to a mix of consulting firms and individual contractors located in Ottawa, Pembroke and Kingston. The closing date for responses is November 9, 2016.

4. RCDHU Head Office Lease Resolution # RES-16-10-01

A motion by P. Emon, seconded by C. Reavie to remove Item 4 from the Resources Committee Report and deal with it separately.

Carried

The main purpose of this Cash Disbursements resolution is to specify the dollar amounts for cash disbursement transactions. It will enable the Health Unit to streamline the payments process through electronic payments. This will avoid delays and late payment fees and interest.

A motion by M. Donohue, seconded by P. Emon, that disbursements are made in accordance with approved expenditures.

And further, that appropriate spending authority is predicated upon the Budget and that an authorized individual must work within the Budget.

Carried

Using corporate credit cards will allow online booking for conference registrations, conference hotel bookings and online purchases.

Discussion: one document could replace minutes and committee reports. A summary of action items could be listed at the end of reports. No change at this time.

A motion by M. Donohue, seconded by C. Reavie, to accept the Resources Committee Report with the following amendment: remove item 4 and deal with it separately.

Carried

The RCDHU Head Office Lease will be sent to all Board members for their information.

A motion by M. Donohue, seconded by M. du Manoir, to table item 4 - RCDHU Head Office Lease Resolution # RES-16-10-01 in the Resources Committee Report, until the November 29, 2016 Regular Board of Health Meeting.

Carried

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

No report available.

9. By-Laws

None

10. Business Arising

None

11. New Business

i) Accounts Payable

A motion by C. Watt, seconded by M. Donohue, that the schedule of accounts payable for Renfrew County and District Health Unit operations for the period September 29, 2016 – October 13, 2016 be approved for payment in the amount of \$711,042.12.

Carried

12. Committee of the Whole

A motion by M. Donohue, seconded by W. Matthews, to move to Committee of the Whole.

Carried

A motion by C. Reavie, seconded by J. Reinwald, to move to in-camera session regarding the matter of an identifiable individual.

Carried

The Committee of the Whole rose to report.

13. Date of Next Meeting

The next meeting Regular Meeting of the Board of Health will be held on Tuesday, November 29, 2016, at 10:00 a.m., RCDHU Classroom, at 7 International Drive, Pembroke.

Future meeting:

A budget meeting will be held on Friday, December 9, 2016 at 10:00 a.m.

14. Confirmatory By-Law

None

15. Adjournment

A motion by C. Reavie, seconded by J. Reinwald, to adjourn the meeting at 2:20 p.m.

Carried



Acting MEDICAL OFFICER OF HEALTH



CHAIR