

**Renfrew County and District Board of Health**

**Regular Board Meeting**

**Tuesday, June 27, 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:**

Ms. Carolyn Watt	Vice-Chair
Mayor Michael Donohue	Member
Mayor Jane Dumas	Member
Mr. J. Michael du Manoir	Member
Reeve Peter Emon	Member
Mr. Daniel Janke	Member
Mr. Wilmer Matthews	Member
Councillor Christine Reavie	Member
Mayor John Reinwald	Member

**Staff:**

Ms. Vicki Benoit	Acting Manager, Clinical Services
Ms. Heather Daly	Acting Chief Executive Officer/Director, Corporate Services
Mr. Mike Grace	Acting Manager, Environmental Health
Ms. Marilyn Halko	Executive Assistant
Ms. Carla Walters	Manager, Health Promotion/Family Health

**Regrets:**

Dr. Robert Cushman	Acting Medical Officer of Health
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**1. a. Call to Order**

In the absence of the Board Chair, C. Watt called the meeting to order at 10:00 a.m.

**b. Agenda Approval**

A motion by J. Dumas; seconded by D. Janke; to approve the agenda as amended.

Carried

**c. Declaration of Conflict of Interest (COI)**

No COIs were declared.

C. Watt stepped down as Chair of the meeting when Janice Visneskie Moore joined the meeting at 10:05 a.m. and assumed the role of Chair.

**d. Delegations**

**i) 2016 Public Health Accountability Indicators**

Vicki Benoit, Acting Manager, Clinical Services, reported 2016 indicators

for the following programs:

- Gonorrhoea
- iGAS confirmed cases where initiation of follow-up occurred on the same day as receipt of lab confirmation of a positive case
- Gonorrhoea treated
- HPV vaccine wastage statistics
- Influenza vaccine wastage statistics
- Cold chain
- Hepatitis B immunizations
- HPV immunizations
- Meningococcus immunizations
- MMR vaccine wastage statistics
- ISPA compliance with 7 or 8 year olds
- ISPA compliance with 16 or 17 year olds.

V. Benoit reviewed the indicators, line-by-line, and answered questions as they arose.

Mike Grace, Acting Manager, Environmental Health presented two spreadsheets of 2016 indicators for the Tobacco Control Program and Food Premises that included:

- Tobacco vendor compliance with youth access legislation
- Secondary school compliance Section 10 Smoke-Free Ontario Act (SFOA)
- Tobacco retailers compliance Section 3 SFOA
- Non-seasonal
- Seasonal
- Tobacco retailers compliance with display, handling and promotion sections of SFOA
- High-risk food premises inspected every four months
- Moderate-risk food premises inspected every six months
- Class A pools inspected while in operation
- High-risk Small Drinking Water Systems (SDWS) due for re-inspection
- Public spas inspected while in operation
- Restaurants with a Certified Food Handler (CFH) on-site at time of routine inspection
- Personal services settings inspected annually
- Suspected rabies exposures followed up within one day of notice
- Salmonellosis cases with one or more risk factors entered in iPHIS.

M. Grace answered the Board's questions as he moved through his presentation.

Carla Walters, Manager of Family Health and Health Promotion, outlined the indicators for the programs in Family Health and Health Promotion.

There were no Ministry targets set for performance evaluation related to:

- Low-Risk Alcohol Drinking Guidelines
- Fall-related emergency visits – for older adults aged 65 years +

- Youth 12-18 years who have never smoked a whole cigarette.

Data was generated for:

- Oral Health Assessment and Surveillance
- Schools screened
- JK, SK, and Grade 2 students screened
- NutriSTEP® Preschool Screen
- Baby-Friendly Initiative (BFI) Status.

C. Walters responded to questions from the Board.

**ii) 2017 Public Health Accountability Indicators**

The **2017 Public Health Funding and Accountability Agreement Indicators** memorandum was distributed to the Board, outlining the reduced set of essential indicators for the following programs:

- Chronic Diseases
- Food Safety
- Safe Water
- Infectious Diseases
- Vaccine Preventable Diseases.

**Appendix A – 2017 Accountability Indicators** was attached to the memo.

<b>Fiduciary</b>
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**2. Minutes of Previous Meeting (Approval)**

- a. Regular Board meeting, Tuesday, May 30, 2017

**Resolution: # 1 BoH 2017-Jun-27**

A motion by M. Donohue; seconded by W. Matthews; be it resolved that Board approve the minutes of May 30 as amended.

Carried

**3. Correspondence**

Correspondence was referred to the Strategic Planning and Stakeholder Communication Committee for dissemination.

**4. Staff Reports**

- a. Report from Acting Medical Officer of Health

In his absence, the Board reviewed the written report submitted earlier by Dr. Robert Cushman, Acting Medical Officer of Health.

**Board Report #2 from the Acting MOH**

Dates: May 24, 2017 to June 20, 2017

**Activities:**

1. Weekly meetings with senior staff
2. May Board meeting

3. Meeting with Chair and Co-chair and Director of Corporate Services about MOH/CEO functions
4. Conference calls with MOHLTC, monthly plus special meetings on opioids and standards
5. Frequent meetings with communicable disease team about cases
6. Meetings with individuals re specific programming
7. Meeting with Dr. Stewart, MOH Lanark, Leeds and Grenville

**Concentration:**

1. Working with line staff on specific issues, mostly communicable disease
2. Senior staff: building a team, understanding challenges and developing solutions
3. Organizational Structure Review
4. Review of and familiarization with new standards
5. Strategic plan review

**Priorities:**

1. Division of responsibilities between CEO and MOH
2. Senior staff workload and an improved organizational structure
3. Performance appraisals and work plans
4. Communication/planning/emergency planning functions and future structure
5. Revised Ministry standards and current programming
6. Overall environmental scan and needs assessment of Health Unit.

**Some sound bites:**

1. Performance appraisals are nearing completion for front line staff and I have asked them to give you an update at the Board meeting because a week or more has passed from the time of writing. The single exception is for senior staff, my reports, and in Heather's area as she has been too busy. And mine would be premature after such a short time working together.
2. The Ministry has decided to fund a minimum of 1 new FTE per health unit to address the opioid crisis. At the time of writing, no further news is available but should it be forthcoming prior to the Board meeting, Carla and/or Vicki will provide updates.
3. Performance Indicators: I have attached the final 2016-2017 score sheet for our reportable indicators so you can see how we stand. Certainly no concerns, and lots of pride on a job well done. Also attached is the change in reportable indicators for 2017-18 which I am told has been reduced on account of all the forthcoming changes in order to balance our workload.

Submitted by:

Dr. Robert Cushman, MD FRCP(C)  
Acting Medical Officer of Health  
Renfrew County and District Health Unit

**Resolution: # 2 BoH 2017-Jun-27**

A motion by P. Emon; seconded by C. Reavie; that the board accept the Board Report # 2 from the Acting Medical Officer of Health's Report

presented today.

Carried

**5. Board Committee Reports**

a. Governance Committee

W. Matthews presented the Governance Committee Report.

**Governance Committee Board Report  
June 5, 2017**

**Information**

**Fiduciary**

**1. MOH/CEO Recruitment**

(a) Current status - 4 Corners Group unavailable for an update.

**2. Board Work Plan**

OE 2 - RCDHU Quality Performance Plan - Due Q 4 (Colleen Musclow)

**3. Board Governance Manual**

(a) Section 2 (Operational Expectations)  
OE 4, 7, 8 and 9 ([Appendix 1](#))

**Action:** Electronic version of complete Manual will be reviewed at the September Governance Committee meeting.

**4. Board Meeting**

**Action:** Q 2 Board Meeting Evaluation to be completed June 27, 2017

**5. GC Meeting**

- (a) Q 2 meeting evaluation completed on June 5, 2017
- (b) RCDHU 2018 Calendar of Events - Draft ([Appendix 2](#))
- (c) Attendance Log ([Appendix 3](#)) – information only
- (d) Board Work Plan 2017 ([Appendix 4](#)) Progress:
  - (i) 6 month Quality Improvement Plan – on track for completion in December
  - (ii) Other tasks – completed or in progress
- (e) Governance Committee Work Plan 2017 ([Appendix 5](#))

**6. Executive Committee**

(a) Terms of Reference - Draft ([Appendix 6](#))

**7. Committee Chairs Meeting**

**Action:** These will be incorporated in the Executive Committee meetings.

**8. Board Member Recruitment**

Update - on-going

**Strategic**

**1. Board Portal** - Marilyn provided an update on the Board Portal.

**Action:** Marilyn to provide the same at the June Board meeting.

2. **Ontario Public Health Standards (OPHS)**  
**Action:** AMOH to review with Board at September 26, 2017 Board meeting.
3. **Ontario Basic Income Pilot**  
**Action:** To be included in Health Equity discussion at Board/Senior Management Retreat - October 27, 2017.

### Generative

1. **Board/Senior Management Education Retreat - October 27, 2017**  
(Appendix 7)
  - (a) Strategic/Generative Discussion – **Topic: Health Equity in Renfrew County and District**
  - (b) Assessment of progress on 6 month priorities identified in Board Work Plan 2017, and next steps for drafting Board Work Plan 2018 – to include Health Equity.
  - (c) Cost of Facilitator (Appendix 8)  
**Action:**
    - (a) Planning Meeting with Jim Nininger – Date: Thursday, June 22, 2017 from 9:30 a.m. to noon.
    - (b) Acting Medical Officer of Health to meet with Jim Nininger on June 19, 2017

### Resolutions

1. **Topic - Governance Committee Meeting**  
**Resolution: GC 2017-16**  
Moved by: Chair  
Seconded by: Committee  
  
That the Board approve the draft RCDHU 2018 Annual Calendar of Events as presented, with a final version ready for December Board meeting.  
**Background**  
This supports the continued development and implementation of Governance “best practices”.
2. **Topic - Board Governance Manual**  
**Resolution: GC 2017-17**  
Moved by: Chair  
Seconded by: Committee  
  
That the Board approve OE 4, 7, 8 and 9 as presented.  
**Background**  
This supports the continued development and implementation of Governance “best practices”.
3. **Topic - Executive Committee**  
**Resolution: GC 2017-18**  
Moved by: Chair  
Seconded by: Committee

- (a) That the Board approve the Terms of Reference for the Executive Committee as presented, and that By-Law 2017-01 be amended (57 (i) and Appendix B) as needed.
- (b) That the Board approve the recommendation that the Executive Committee meet in September 2017, and then as per Committee Terms of Reference.

**Background**

This supports the continued development and implementation of Governance “best practices”.

**Resolution: # 3 BoH 2017-Jun-27**

A motion by M. Donohue; seconded by D. Janke; be it resolved that all resolutions of Governance Report be severed and dealt with separately.

Carried

**Resolution: # 4 BoH 2017-Jun-27**

A motion by M Donohue; seconded by D. Janke; be it resolved that Resolution GC 2017-17 regarding the Calendar of Events be referred to both Resources and SP&SC September meetings to provide comment to October Governance meeting.

Carried

**Resolution: # 5 BoH 2017-Jun-27**

A motion by W. Matthews; seconded by J. M. du Manoir; that the Board approve Resolution GC 2017-18 as a draft and reviewed as part of the whole Governance Manual in September.

Carried

**Resolution: # 6 BoH 2017-Jun-27**

A motion by M. Donohue; seconded by D. Janke; be it resolved that Board table Resolution 2017-19 regarding Terms of Reference for Executive Committee the September Board meeting.

Carried

A motion by W. Matthews; seconded by C. Watt; that the Board accept the Governance Committee Report as revised.

Carried

b. Resources Committee

J. M. du Manoir presented the Resources Committee Report as follows.

**Resources Committee Meeting**

The Resource Committee met on 2017 June 8.  
The Committee reports as follows ([Appendix 9](#)):

**Summary of Recommendations:**

**Resolution: # 2 RC 2017-Jun-08**

Moved by: by M. Donohue

Seconded by J. Visneskie Moore

The Resources Committee recommends to the Board of Health that staff be directed to revise PM 22 – Board of Health Service Awards to: (1) revise award levels at 5 yr. thresholds per attached: and (2) remove references to luncheon and press release.

<b>Years of Service</b>	<b>Service Award Amount</b>
5	\$100.00
10	\$200.00
15	\$300.00
20	\$400.00
25	\$500.00
Every 5 years after	Max at \$500.00

**Resolution: # 3 RC 2017-Jun-08**

Moved by J. Visneskie Moore

Seconded by M. Donohue

The Resource Committee recommends to the Board that, at the time of retirement, staff be awarded a plaque to acknowledge their retirement and that staff revise People Management Policy PM 23 entitled Retirement Policy to reflect this award.

**Resolution: # 4 RC 2017-Jun-08**

Moved by J. Visneskie Moore

Seconded by J. Reinwald

The Resource Committee recommends to Board that staff be requested to engage a caterer to cater a staff appreciation barbeque luncheon to be held on the same day as the September 2017 Board meeting.

**Fiduciary:**

- 1) **Service and Retirement Awards:** Following from the review of the People Management Manual, survey information gathered from other Health Units (attached) was reviewed resulting with the above recommendations (Resolution: # 2 RC 2017-Jun-08 and Resolution: # 3 RC 2017-Jun-08). Discussion and considerations regarding appreciation of all staff, led to an additional recommendation (Resolution: # 4 RC 2017-Jun-08).
- 2) **Board Member Honoraria:** Two resolutions by the Resource Committee related to Board Member Honoraria presented at the 2017 January 31 Board meeting were referred back to the Committee with a verbal request for further information. Information has now been gathered and is attached for consideration. The resolutions are now brought forward for consideration by the Board.
- 3) **2016 Program-Based Grants Annual Reconciliation Report:** The 2016 Program-Based Grants Annual Reconciliation Report was presented to and reviewed by the Resources Committee. It is noted that 2016 pending Ministry



recoveries for RCDHU are \$231,350 and additionally noted that plans are in place to fully utilize funds as budgeted.

- 4) **Renfrew Office Lease:** The current lease expires on June 30, 2018. The RCDHU must inform the County of its intention to renew before the end of September. Proposed renewal terms are being requested from the County. Additional information regarding market rates will be gathered.
- 5) **Closed Session:** Items regarding issues about identifiable individuals and labour negotiations will be discussed in closed session.

**Strategic:**

No items

**Generative:**

No items

Respectfully submitted,

J. Michael du Manoir  
On behalf of the Resources Committee

As directed by the Board, the Committee brought back the following two resolutions from the January 31, 2017 Resources Committee Board Report, for reconsideration, without comment:

- 1. **Board Chair and Vice Chair Remuneration # RES 17-01-01**  
That effective January 1, 2017, a set fixed annual amount of \$5,000 be paid to the Board of Health Chair and \$3,000 to the Board of Health Vice- Chair and that these amounts be revised to 50% in 2019 unless otherwise directed by the Board.  
Defeated
  
- 2. **Committee Chair Remuneration # RES 17-01-02**  
That effective January 1, 2017, a set fixed annual amount of \$2,000 be paid to the Board of Health Committee Chairs and that this amount be revised to 50% in 2019 unless otherwise directed by the Board.  
Defeated

**Action:** Follow-up at September Resources Committee meeting regarding consistency of wording regarding Board member per diem policy.

**Resolution: # 7 BoH 2017-Jun-27**

A motion by J. M. du Manoir; seconded by M. Donohue; the Board of Health accept the report of the Resources Committee for the meeting of 2017 June 8 and approve the recommendations therein.

Carried

c. Strategic Planning and Stakeholder Communication Committee

J. Visneskie Moore presented the Strategic Planning and Stakeholder Communication Committee Report.

The Committee forwarded ***Energy Drinks and Their Availability to Children and Youth*** to Dr. Cushman for his opinion and distribution.

A motion by J. Visneskie Moore; seconded by C. Reavie; that the report of the Strategic Planning and Stakeholder Engagement Committee meeting of June 5, 2017 be accepted as presented.

Carried

**Action:** Board needs to review ***2016 Annual Report*** before it is distributed to community partners.

**Action:** The acceptance of committee meeting minutes will be added to future agendas, as Item 02. b. on the Regular Board of Health Meeting Agenda.

6. **By-Laws**

None

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

7. **Business Arising**

J. Visneskie Moore reported on the alPHa Annual Conference that she attended in Chatham, from June 11 to June 13, 2017.

At the conference, there was discussion surrounding the legality of electronic votes. This method is legal however it is at the discretion of the individual Boards of Health to decide whether or not to utilize it. Other rules for practice were discussed. Members are excluded from and cannot vote during a closed meeting session. A member who attends a meeting remotely cannot be included in the count towards quorum.

**Action:** send to Governance Committee for consideration.

**Action:** add to Calendar of Events the deadline for Board to vote on resolutions before annual alPHa conference.

8. **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 June 8, 2017 to be approved for payment in the amount of \$349,207.31.

Carried

**9. Closed Meeting**

**Resolution: # 8 BoH 2017-Jun-27**

A motion by J. M. du Manoir; seconded by J. Reinwald; that the Board of Health move to closed session for litigation and identifiable individual.

Carried

The Board rose to report that they met in closed session regarding the matters of litigation and an identifiable individual.

**Strategic**

10. None

**Generative**

11. None

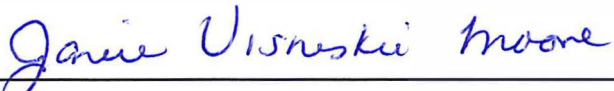
**12. Date of Next Meeting**

The next Regular meeting of the Board of Health will be held on Tuesday, September 26, 2017, at 10:00 a.m., in the RCDHU Classroom, at 7 International Drive, Pembroke.

**13. Adjournment**

A motion by C. Reavie; seconded by C. Watt; to adjourn the meeting.

The meeting adjourned at 3:00 p.m.

  
Chair