

Renfrew County and District Board of Health

Regular Board Meeting

Tuesday, May 29, 2018

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:

Carolyn Watt	Acting Chair (Vice-Chair)
Janice Visneskie Moore	Chair (<i>joined the meeting at 11:05 a.m.</i>)
M. Ann Aikens	Member
Michael Donohue	Member
J. Michael du Manoir	Member
Jane Dumas	Member
Peter Emon	Member
Daniel Janke	Member
Christine Reavie	Member
John Reinwald	Member

Staff:

Dr. Robert Cushman	Acting Medical Officer of Health
Heather Daly	Acting Chief Executive Officer/Director, Corporate Services
Juliana Dow	Public Health Nurse, Health Promotion
Vicki Benoit	Acting Manager, Clinical Services
Marilyn Halko	Executive Assistant (Secretary)
Liz McLaren	Coordinator, Health Promotion and Family Health
Peggy Patterson	Coordinator, Program Planning and Evaluation
David Tantalo	Manager, Environmental Health
Courtney Trombley	Coordinator, Communications and Emergency Preparedness
Carla Walters	Manager, Health Promotion and Family Health Programs
Dr. Rim Zayed	Public Health Consultant

Regrets:

Wilmer Matthews	Member
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01. a. Call to Order

C. Watt, Acting Chair, called the meeting to order at 10:00 a.m.

b. Agenda Approval

The agenda was amended to include the following items:

- Business Arising - 08. b. Letter Received from J. M. du Manoir for Leave of Absence
- Strategic - 11. aPHa 2018 AGM Draft Resolutions.

Resolution: # 1 BoH 2018-May-29

A motion by D. Janke; seconded by C. Reavie; be it resolved that Board approve the agenda, as amended.

Carried

c. Declaration of Conflict of Interest

No conflicts of interest were declared.

Generative

d. Delegations

- Optimal Health for All – Health Equity Report

Dr. R. Zayed and P. Patterson gave an overview of the Renfrew County and District Health Unit (RCDHU) ***Optimal Health For All – Health Equity Report***, using a PowerPoint presentation.

The purpose of the RCDHU Health Equity Report, 2018 is to “support RCDHU with integrating a health equity approach into program planning and service delivery.” The Report will “help identify priority populations” and “help focus efforts by RCDHU and community partners to reduce health inequities.”

After the completion of the slideshow, Dr. Zayed and P. Patterson fielded questions from Board Members, regarding their presentation.

- Social Media @rcdhu.com

C. Trombley connected to Facebook and Twitter, via WiFi, to familiarize the Board Members with the sites currently used by Social Media @rcdhu.com.

Social media is used by all 35 health units in Ontario to:

- improve reach and user engagement by accessing difficult to reach populations
- tailor messages to reach audiences when they are looking for information
- improve trust by reaching audiences through social networks
- support healthy behaviours
- utilize as a novel surveillance tool.

At the conclusion of the presentation, C. Trombley answered questions from Board Members regarding the Social Media @rcdhu.com.

J. Visneskie Moore joined the meeting at 11:05 a.m.

C. Watt stepped down as Acting Chair of the meeting, at 11:10 a.m., and J. Visneskie Moore assumed the role of Chair, at that time.

Fiduciary

02. Minutes of Previous Regular Board of Health and Committee Meetings (Approval/Acceptance)

- a. i) Regular Board Meeting, Tuesday, March 27, 2018

Resolution: # 2 BoH 2018-May-29

A motion by P. Emon; seconded by J. Dumas; be it resolved that Board approve the meeting minutes of the Tuesday, March 27, 2018 Board meeting.

Carried

- ii) Special Board Meeting, Friday, April 20, 2018

Resolution: # 3 BoH 2018-May-29

A motion by P. Emon; seconded by J. Dumas; be it resolved that Board approve the meeting minutes of the Friday, April 20, 2018 Special Board meeting.

Carried

- b. i) Governance Committee Meeting, March 05, 2018

Resolution: # 4 BoH 2018-May-29

A motion by J. Reinwald; seconded by C. Reavie; be it resolved that Board accept the Governance Committee meeting minutes of Monday, March 05, 2018.

Carried

- ii) Resources Committee Meeting Minutes, Friday, February 16, 2018

Resolution: # 5 BoH 2018-May-29

A motion by J. Dumas; seconded by D. Janke; be it resolved that Board accept the meeting minutes of the Friday, February 16, 2018 Resources Committee meeting.

Carried

- iii) Resources Committee Meeting Minutes, Friday, March 23, 2018

Resolution: # 6 BoH 2018-May-29

A motion by J. Reinwald; seconded by C. Watt; be it resolved that Board accept the Resources Committee meeting minutes of Friday, March 23, 2018.

Carried

- iv) Resources Committee Meeting Minutes, Tuesday, March 27, 2018

Resolution: # 7 BoH 2018-May-29

A motion by M. A. Aikens; seconded by J. M. du Manoir; be it resolved that Board accept the Resources Committee meeting minutes of Tuesday, March 27, 2018.

Carried

- v) Strategic Planning and Stakeholder Communication Committee Meeting Minutes, Monday, March 05, 2018

Resolution: # 8 BoH 2018-May-29

A motion by D. Janke; seconded by M. A. Aikens; be it resolved that Board accept the Strategic Planning and Stakeholder Communication Committee meeting minutes of Monday, March 05, 2018.

Carried

03. Board Work Plan 2018

As per the Board Retreat 2017, the Board Work Plan 2018 ([BoH Appendix 1](#)) will be a standing item on all Regular Board Meeting agendas, as an information item.

04. Correspondence

The Strategic Planning and Stakeholder Communication Committee forwarded the following correspondence to the Board as information items, only:

- a. Southwestern Public Health Unit Update
- b. Huron, Perth Health Units to Proceed with Amalgamation

05. Staff Reports

- a. Acting MOH Report

Dr. Robert Cushman presented an overview of the Acting Medical Officer of Health Board Report.

Dr. Cushman answered questions from the Board Members regarding the **Report to Board: May 2018** attached here ([BoH Appendix 2](#)).

Resolution: # 9 BoH 2018-May-29

A motion by D. Janke; seconded by C. Watt; be it resolved that Board accept Dr. R. Cushman's Board Report.

Carried

06. Board Committee Reports

- a. Executive
No report was available.
- b. Governance
No report was available.
- c. Resources Committee

D. Janke presented the attached Resources Committee Report to the Board, from the Friday, May 11, 2018 meeting ([BoH Appendix 3](#)).

Resolution: # 10 BoH 2018-May-29

A motion by C. Watt; seconded by D. Janke; to allow Janice to attend the alPHA conference in June 2018.

Carried

Resolution: # 11 BoH 2018-May-29

A motion by M. A. Aikens; seconded by J. M. du Manoir; be it resolved that Board accept the Resources Committee Report of Friday, May 11, 2018.

Carried

- d. Strategic Planning and Stakeholder Communication Committee

No written report was available. C. Reavie, Committee Chair, gave a brief verbal report.

J. Visneskie Moore stepped down from the role as meeting Chair and vacated the meeting at 12:24 p.m.

C. Watt resumed the role as Acting Chair for the remainder of the meeting.

07. By-Laws

- a. By-law Number 2018-02 – A By-law to Amend By-law Number 2017-01

In the absence of a Governance Committee Board Report changes to By-law Number 2017-01 could not be adopted at this meeting. This item could be considered as a Report and the by-law adopted with amendments at the Regular Board Meeting scheduled for June 26, 2018.

- b. Schedule A to By-law 2017-01

Items 7, 17 and 57 were revised and amended and were attached in Schedule A for reference.

Following further discussion by the Board, M. Donohue will make the recommended changes regarding proposed amendments to the by-law.

Resolution: # 12 BoH 2018-May-29

A motion by M. Donohue; seconded by C. Reavie; be it resolved that Board adopt a by-law to amend By-law 2017-01 at the June 26 Board meeting.

Carried

The Board Attendance Log can be used as an audit tool.

08. Business Arising

- a. Extension of Dr. Robert Cushman’s Contract

It was noted that there were no additional terms to the extension of Dr. Robert Cushman’s contract.

Resolution: # 13 BoH 2018-May-29

A motion by C. Reavie; seconded by M. Donohue; be it resolved that the Board approve the appointment of Dr. Robert Cushman as Acting Medical Officer of Health for Renfrew County and District Health Unit until October 24, 2018.

Carried

- b. Letter Received from J. M. du Manoir for Leave of Absence

Resolution: # 14 BoH 2018-May-29

A motion by M. Donohue; seconded by P. Emon; be it resolved that Board recognize J. M. du Manoir had requested and received Board approval to be absent for February and March 2018 meetings.

Carried

09. New Business

- a. Accounts Payable

A motion by P. Emon; seconded by J. Reinwald; that the schedules of accounts paid in the amount of **\$160,140.08**, for Renfrew County and District

Health Unit operations, for April 04, 2018 and April 19, 2018 be accepted as presented.

Carried

10. Closed Meeting

At 1:50 p.m. the Board moved into a closed meeting.

Resolution: # 15 BoH 2018-May-29

A motion by M. Donohue; seconded by P. Emon; be it resolved that Board move into a Closed Meeting to discuss matters pertaining to identifiable individuals.

Carried

The Board moved from the closed to the open meeting at 2:08 p.m.

The Chair rose to report that the Board met in a closed meeting regarding matters pertaining to identifiable individuals.

Strategic

11. alPHa 2018 Annual General Meeting (AGM) Draft Resolutions

Eligible voters at the AGM will consider the draft documents at a Resolutions Session on Monday, June 11, 2018.

The Board reviewed the following draft ***Resolutions for Consideration for the 2018 alPHa Annual General Meeting*** (AGM) as a guide for J. Visneskie Moore who is representing Renfrew County and District Board of Health at the conference:

DRAFT alPHa Resolution A18-1

Sustainable Funding for Local Public Health in Ontario

Renfrew County and District Board of Health was in support of this alPHa resolution.

DRAFT alPHa Resolution A18-2

Public Health Support for a Minimum Wage that is a Living Wage

Renfrew County and District Board of Health was did not support this alPHa resolution.

DRAFT alPHa Resolution A18-3

Public Health's Role in Food Affordability Surveillance

Renfrew County and District Board of Health was in support of this alPHa resolution.

DRAFT alPHa Resolution A18-4

Extending the Ontario Pregnancy Nutritional Allowance to 24 months

Renfrew County and District Board of Health was in support of this alPHa resolution.

DRAFT alPHa Resolution A18-5

A Comprehensive Approach to Infection Prevention and Control (IPAC) in Regulated Health Professional Settings

Renfrew County and District Board of Health was in support of this alPHa resolution.

Resolution: # 16 2018-May-29

A motion by J. Dumas; seconded by J. Reinwald; that the Board endorses resolutions

A18-1, A18-3, A18-4, A18-5 at the June 2018 alPHa Annual General Meeting.

Carried

12. Date of Next Meeting

The next Regular Meeting of the Board of Health will be held on Tuesday, June 26, 2018, at 10:00 a.m., in the Classroom, at 7 International Drive, Pembroke.

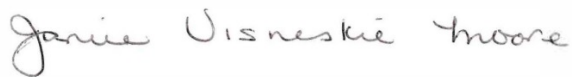
13. Adjournment

Resolution: # 17 BoH 2018-May-29

A motion by M. Donohue; seconded by C. Reavie; be it resolved that the Board meeting be adjourned at 2:09 p.m.

Carried

The meeting adjourned at 2:09 p.m.



Chair

BoH Appendix 1



Renfrew County and District Health Unit Board Work Plan 2018

Revised: 2018-May-29

Priority	Task	Responsibility	Time Frame
Fiduciary			
1.	Quality Performance & Annual QIP (S15)	Executive Committee	May 2018
2.	High Performing Board Culture (S30)	Executive Committee	2018 and on-going
3.	Renfrew County and District Liaison with Ministry of Health & Long-Term Care	Executive Committee	On-going
4.	Senior Management Performance (S16)	Governance – Acting MOH	2018
5.	Senior Management Performance (S16)	Resources – Acting CEO/Director, Corporate Services	2018
6.	Fiduciary Roles (S20)	Resources	2018 and on-going
7.	Accountabilities (S12)	Strategic Planning and Stakeholder Communication	2018
Strategic			
8.	Research and Academic	Executive Committee	2018 and on-going
9.	Board to Board Engagement (Retreat 2017)	Strategic Planning and Stakeholder Communication	2018 and on-going
10.	Health Equity - Tracking/Reporting – Board Education/RCDHU Staff Presentations (Retreat 2017)	Executive Committee/Strategic Planning and Stakeholder Communication	2018 and on-going
Generative			
11.	Innovative and Generative Thinking (S37 - S43)	Governance	2018 – 2019 ongoing
Other Priorities			
12.	Board Support for Decisions - Decision Making Framework (Item 17) (S20)	Governance	June 2018

- Note:
1. Refer to “Becoming a High Performance Board” slide deck 2016 & 2017 (s + # = slide # in deck).
 2. Other priorities - refer to Board Evaluation Results 2016 (items).
 3. High Performing Board Culture - Openness, candor, trust, constructive thinking & challenging questioning.
 4. Mission statement: “To become a high performing board, who in partnership with management will lead the RCDHU to be recognized for its excellence in Public Health.”
 5. Values: To be transparent, accountable, collaborative, and committed to continuous learning.
 6. Guiding Principle: To ensure Public health services reflect community needs by engaging stakeholders as valued partners.

BoH Appendix 2

Acting Medical Officer of Health

Report to the Board: May 2018

My efforts and attention since the meeting in April have been as follows:

1. Communicable disease management: ongoing oversight of staff work in this area. Flu season is slowly winding down.
2. A daylong meeting in Toronto for all MOHs with the MOHLTC about implementing the new standards.
3. Hosting the Eastern Ontario Medical Officer of Health meeting.
4. Two meetings for the Arnprior hub, one of which included the LHIN chair and a VP.
5. Multiple meetings and discussions about imminent plans for the reorganization.
6. Discussions with Dr. Zayed about specific epidemiological issues and presentations.
7. Opioid Situation: OPP meeting along with 3 health unit staff; webinar on epidemiological data from Coroner of Ontario.
8. SMT meetings: working with the team on important administrative issues.
9. Discussions with other health units about potential forms of collaboration.
10. LHIN meeting with Public Health and Primary Care re sub-region planning.

Submitted by:

Dr. Robert Cushman
Acting Medical Officer of Health
Renfrew County and District Health Unit

BoH Appendix 3

06. c.

Renfrew County and District Board of Health

Resources Committee Meeting Report

Date of Meeting: May 11, 2018 (9:30 AM)

Present: Janice Visneskie Moore, Jed Reinwald, Danny Janke, Carolyn Watt, Michael du Manoir, Heather Daly, Marilyn Halko

Agenda Items

Resources Committee Work Plan 2018

- The Committee reviewed the 2018 Resources Committee Work Plan.

Community Infrastructure Renewal Funding 2018

- The Ministry has approved the capital funding (approx. \$145,000) for the 3 different proposals submitted. The proposals include carpeting for the Pembroke office, modifications for more security at Pembroke's reception area and clinic end, updates to Pembroke's public bathroom, and panic button installations at the Pembroke and Renfrew office.

Renfrew Office Lease

- The County is offering a 2% annual increase over the next 5 years instead of the 2.5%. The prior lease was 3% annually for 5 years. After discussing the offer, the Committee passed a motion recommending that the Board accept the terms of the new 5 year lease, as amended.

Policy Updates

- FPO6 Tangible Capital Assets – Heather presented an updated policy and the Committee passed a motion recommending the board approve it.
- FPO5 Expense Reimbursement-Travel, Meals and Accommodations – Heather provided an overview of the updated policy and after a discussion the Committee passed a motion recommending that the board approve the policy, as amended. The Committee also then passed a motion as follows:

Moved by: J.M. du Manoir

Seconded by: Jed Reinwald

Be it resolved that the Resources Committee recommend the reimbursement rate for the use of a motor vehicle be established at \$.54 per kilometer.

Carried

Other Items

- Selection/Hiring - The Committee discussed the HR policies in place relative to selection and hiring of new staff and felt they were adequate and no changes needed.
- Restricted Fund-Old Home Care Program- Heather will do some research on this old agreement to see if we can free up the money that we hold in a restricted account for the Ministry.
- Budget Surplus- Heather will follow up to see what the Board's responsibility is as far as keeping a Contingency Reserve for an unexpected negative event (i.e. Windup Costs -payroll).

Closed Meeting

- The Committee moved into a closed session regarding an identifiable individual.

Respectfully submitted,

Danny Janke

On behalf of the Resources Committee