



## Board of Health

### Regular Board of Health Meeting

Tuesday, September 25, 2018

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

#### Present:

|                        |            |
|------------------------|------------|
| Janice Visneskie Moore | Chair      |
| Carolyn Watt           | Vice-Chair |
| M. Ann Aikens          | Member     |
| Michael Donohue        | Member     |
| J. Michael du Manoir   | Member     |
| Jane Dumas             | Member     |
| Peter Emon             | Member     |
| Daniel Janke           | Member     |
| Wilmer Matthews        | Member     |
| Christine Reavie       | Member     |
| John (Jed) Reinwald    | Member     |

#### Staff:

|                   |  |
|-------------------|--|
| Heather Daly      | Acting Chief Executive Officer/ Director, Corporate Services                 |
| Vicki Benoit      | Director, Health Protection  |
| Marilyn Halko     | Executive Assistant (Secretary)  |
| Colleen Musclow   | Coordinator, Quality Improvement ( <i>joined the meeting at 10:50 a.m.</i> ) |
| David Tantalo     | Manager, Healthy Environments  |
| Courtney Trombley | Manager, Infectious Diseases   |
| Carla Walters     | Director, Health Promotion/Chief Nursing Officer                             |

At 10:00 a.m., Dr. Robert Cushman, Acting Medical Officer of Health (MOH(A)) for Renfrew County and District Health Unit (RCDHU), joined the meeting via teleconference.

#### 01. a. Call to Order

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

**b. Agenda Approval**

The Acting Medical Officer of Health—Board Report was moved up on the agenda to item 01. c., immediately following the Agenda Approval.

**Resolution: # 1 BoH 2018-Sep-25**

A motion by J. Dumas; seconded by J. M. du Manoir; be it resolved that the agenda be approved, as amended.

Carried

**c. Staff Report—Acting Medical Officer of Health—Board Report**

Dr. Cushman delivered the following Report to the Board:

**[MOH\(A\) Report](#)**

Dr. Cushman answered questions and addressed comments from the Board Members, regarding his open session Board Report.

At 10:10 a.m., RCDHU staff members, C. Walters, V. Benoit, C. Trombley and D. Tantalò vacated the open meeting, in advance of the Board going in to the closed session.

**d. Closed Meeting A**

At 10:10 a.m. the open session of the regular Board meeting moved into closed meeting A to discuss matters pertaining to identifiable individuals.

**Resolution: # 2 BoH 2018-Sep-25**

A motion by J. Reinwald; seconded by C. Reavie; be it resolved that Board move in to a closed meeting to discuss matters pertaining to identifiable individuals at 10:10 a.m.

Carried

At 10:25 a.m. the Board came out of the closed into the open meeting.

The Chair rose to report that the Board met in Closed Meeting A to discuss matters pertaining to identifiable individuals.

At 10:26 a.m. RCDHU staff members, C. Walters, V. Benoit, C. Trombley and D. Tantalò rejoined the open meeting.

**Resolution: # 3 BoH 2018-Sep-25**

A motion by C. Watt; seconded by J. Reinwald; be it resolved that Board accept Dr. Robert Cushman’s Board Report.

Carried

**e. Declarations of Conflict of Interest**

No conflicts of interest were declared.

**Generative**

**f. Delegations**

There were no delegations.

**Business Arising/Updates**

**02. Minutes of Previous Meeting (Approval)**

- a. i) Minutes of Regular Board Meeting, Tuesday, June 26, 2018.

**Resolution: # 4 BoH 2018-Sep-25**

A motion by P. Emon; seconded M. A. Aikens; be it resolved that the Board approve the Regular Board meeting minutes of Tuesday, June 26, 2018, as amended.

Carried

Amendments included:

- remove “vacated the meeting” for J. M. du Manoir in two item areas
- in item 2. (a) of the Governance Committee Report change May 27<sup>th</sup> to May 29<sup>th</sup>
- add “that the Committee recommend to the Board the acceptance” to Resolution # 4 RC 2018-Jun-15 to the Resources Committee Meeting Board Report

- ii) Minutes of Special Board Meeting, Friday, August 31, 2018.

**Resolution: # 5 BoH 2018-Sep-25**

A motion by M. Donohue; seconded W. Matthews; be it resolved that the Board approve the Special Board meeting minutes of Friday, August 31, 2018, as amended.

Carried

Amend as follows:

- add the recorded vote for Resolution: # 3 SBoH 2018-Aug-31, per the motion form template.

- b.
  - i) Minutes of Governance Committee Meeting, Tuesday, June 04, 2018
  - ii) Minutes of Governance Committee Meeting, Tuesday, July 16, 2018
  - iii) Minutes of Governance Committee Meeting, Monday, July 30, 2018
  - iv) Minutes of Governance Committee Meeting, Monday, August 13, 2018
  - v) Minutes of Governance Committee Meeting, Monday, August 27, 2018

**Resolution: # 6 BoH 2018-Sep-25**

A motion by J. Dumas; seconded P. Emon; be it resolved that the Board accept the Governance Committee meeting minutes from June 04, July 16, July 30, August 13 and August 27, 2018.

Carried

- vi) Minutes of Strategic Planning and Stakeholder Communication Committee Meeting, Wednesday, June 20, 2018

**Resolution: # 7 BoH 2018-Sep-25**

A motion by C. Reavie; seconded C. Watt; be it resolved that Board accept the Strategic Planning and Stakeholder Communication Committee meeting minutes of June 20, 2018.

Carried

At 10:50 a.m. C. Musclow joined the meeting.

**03. Board Work Plan 2018**

The Board Work Plan 2018, embedded below, was an information item.

[Board Work Plan 2018](#)

**04. Correspondence**

The following correspondence was referred to the Board by the Strategic Planning and Stakeholder Communication Committee (SP&SCC), as information items:

[Correspondence](#)

## 05. Staff Reports

### a. • **Q2 Corporate Operational Plan**

2018 Corporate Operational Plan—Quarterly Report to the Board  
Q2 Report (April 1, 2018-01--June 30, 2018)

C. Musclow, Coordinator, Quality Improvement and C. Trombley, Manager, Infectious Diseases, presented the quarterly report to the Board of Health regarding the 2018 Corporate Operational Plan.

There was a question and answer period, following the presentation.

### • **Q2 Enterprise Risk Management Plan**

2018 Risk Management Report--Quarterly Report to Board of Health  
Q2 Report (April 1, 2018- June 30, 2018)

C. Musclow, Coordinator, Quality Improvement, presented the quarterly report to the Board, regarding the 2018 Risk Management Report.

There was a question and answer period, following the presentation.

As a result of the discussions following the presentations these resolutions were put forth to the Board:

#### **Resolution: # 8 BOH 2018-Sep-25**

A motion by C. Reavie; seconded by C. Watt; be it resolved that the Board directs the Governance Committee with exploring a Continuity of Operations Plan in the event of an emergency, as part of a Risk Management Plan.

Carried

#### **Resolution: # 9 BOH 2018-Sep-25**

A motion by J. Dumas; seconded by J. M. du Manoir; be it resolved that the Board accepts the Q2 reports regarding the Corporate Operational Plan and Enterprise Risk Management Plan, as presented by staff.

Carried

At 11:40 a.m. the Board recessed for lunch.

At 12:12 p.m. the Board meeting resumed.

**06. Committee Board Reports**

**a. Executive Committee**

No report was presented.

**b. Governance Committee**

The following Governance Committee Board Report was presented by Acting Committee Chair, P. Emon. During the following Report, Emon gave an update for meetings that were held on June 04, July 16, July 30, August 13, August 27 and September 10, 2018:

**[Governance Committee Report](#)**

**Resolution: # 10 BoH 2018-Sep-25**

A motion by J. Dumas; seconded by J. M. du Manoir; be it resolved that the Board accept the Governance Committee Board Report.

Carried

**c. Resources Committee**

The following Resources Committee Board Report, embedded below, was delivered by Committee Chair, D. Janke. During the Report, the Chair highlighted items discussed at the Resources Committee meeting held on Friday, September 21, 2018:

**[Resources Committee Report](#)**

The Briefing Note and FP03 Financial Updates documents will be included with meeting materials and revisited under Business Arising for the 2018-Oct-30 Regular Board of Health Meeting.

As noted during the meeting, the resolutions in the Resources Committee Board Report shall be amended to read RC 2018-Sep-21, rather than RC 2018-Jun-21.

The following resolutions resulted after the delivery of Resources Committee Board Report:

**Resolution: # 11 BoH 2018-Sep-25**

A motion by J. Reinwald; seconded by C. Reavie; be it resolved that Board recommends severing the Q2 Financial Update and Financial Polices FP03 from the September 21, 2018 Resources Committee Report.

Carried

**Resolution: # 12 BoH 2018-Sep-25**

A motion by M. Donohue; seconded by W. Matthews; be it resolved that Board table the resolutions from Resources Committee regarding the Q2 financial update and financial policies FP03 to the October Board meeting.

Carried

**Resolution: # 13 BoH 2018-Sep-25**

A motion by D. Janke; seconded by J. Reinwald; be it resolved that Board accept the Resources Committee Board Report as amended and dated September 21, 2018.

Carried

**d. Strategic Planning and Stakeholder Communication (SP&SC)**

C. Reavie, SP&SC Committee Chair, presented the SP&SC Board Report to the Board.

**[SPCS Committee Report](#)**

The Report will be amended to read "staff agreed" rather than "staff was directed".

Committee Chair, C. Reavie, gave recommendations to the Board regarding the actions to be taken for the previously posted correspondence in item 04.

Discussion ensued with the resulting resolutions:

**Resolution: # 14 2018-Sep-25**

A motion by Ann Aikens; seconded by P. Emon; be it resolved that Resolution: #3 SPCC 2018-Sep-05 from the September 5 Strategic Planning and Stakeholder Communication Board Report be severed.

Carried

At 1:03 p.m. J. Reinwald vacated the meeting.

**Resolution: # 15 2018-Sep-25**

A motion by D. Janke; seconded by C. Watt; be it resolved that Board sever Resolution: #4 SP&CC 2018-Sep-05 from the report dated Sept 5, 2018 and be voted separately and recorded.

Carried

**Recorded Vote**

| Yes<br>✓ | Name of Member     | No<br>✓  |
|----------|--------------------|----------|
|          | D. Janke           | ✓        |
| ✓        | M. Donohue         |          |
| ✓        | W. Matthews        |          |
| ✓        | M. A. Aikens       |          |
| ✓        | P. Emon            |          |
|          | J. M. du Manoir    | ✓        |
| ✓        | J. Dumas           |          |
| ✓        | C. Reavie          |          |
|          | C. Watt            | ✓        |
| ✓        | J. Visneskie Moore |          |
| <b>7</b> | <b>Totals</b>      | <b>3</b> |

|                          |
|--------------------------|
| <b>Carried by: 7—3 ✓</b> |
| <b>Lost by:</b>          |

**Resolution: # 16 2018-Sep-25**

A motion by P. Emon; seconded by M. A. Aikens; be it resolved that the Board approve SP&SCC 2018-Sep-05 and it be amended to revoke the names of RCDHU staff from posting on website with organizational chart as per the spirit of the motion as recommended by committee.

Carried



**Resolution: # 17 2018-Sep-25**

A motion by C. Reavie; seconded by M. Donohue; be it resolved that the Board accept the Strategic Planning and Stakeholder Communication Board Report as amended.

Carried

**07. By-laws**

There were no by-laws.

**08. Business Arising**

No business arising.

**09. New Business**

a. Accounts Payable

**Accounts Payable**

**10. Closed Meeting B**

At 12:45 p.m. the Board moved in to closed meeting B.

**Resolution: # 18 BoH 2018-Sep-25**

A motion by J. Dumas; seconded by J. M. du Manoir; be it resolved that Board move in to a closed meeting to discuss matters pertaining to identifiable individuals at 12:45 p.m.

Carried

At 1:49 p.m. the Board moved out the closed meeting in to the open session.

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

**Resolution: # 19 BoH 2018-Sep-25**

A motion by ; seconded by; be it resolved that the Governance committee recommends that the Board approve the amended contract for Dr. R. Cushman, Acting Medical Officer of Health for RCDHU effective October 25, 2018.

Carried

**Strategic/Generative**

11. **Date of Next Meeting**

The next Regular Board of Health meeting will be held on Tuesday, October 30, 2018, at 10:00 a.m. in the RCDHU Classroom.

A Special Board meeting was called by the Chair to discuss the Municipal Levy and to present long services awards to eligible RCDHU staff. The meeting is scheduled for Friday, December 07, 2018, at 10:30 a.m. in the RCDHU Classroom.

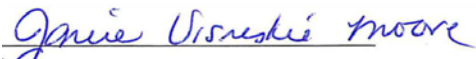
12. **Adjournment**

**Resolution: # 20 BoH 2018-Sep-25**

A motion by J. M. du Manoir; seconded by C. Watt; be it resolved that the meeting be adjourned at 1:53 p.m.

Carried

The Regular Board of Health meeting adjourned at 1:53 p.m.

  
Chair