

Minutes of the Board of Health Regular Meeting

Thursday, May 15, 2008
Room A&B, Smiths Falls Office
52 Abbott St. N.
Smiths Falls
4:00 p.m. – 6:40 p.m.

Present: J. Butt, Chair
B. Fletcher, Vice Chair
M. Campbell
D. Gordon
K. Graham
F. Kinsella
A. Carter, Medical Officer of Health
J. Pearce, Treasurer
H. Bruce, Recording Secretary

Absent: J. Beckstead
A. Warren

Regrets: J. Fullarton
A. Van Schie

Invitee: Christine Prins – Auditor – Brent J. Burns Chartered Accountants

B. Dalglish – Director – Health Promotion Department
J. Fitcher – Director – Department of Clinical Services
S. Gates – Director – QI Department
J. Hess – Director – Family Health Department
A. Howarth – Supervisor – Health Protection Department
R. Kavanagh – Supervisor – Department of Clinical Services
J. Lyster – Director – Health Protection Department

L. Cleverdon, K. Higham, E. McLean, D. Shewfelt

1. Call to Order:

J. Butt called the meeting to order at 4:15 p.m. He hoped that everyone enjoyed the tour of the facility. It puts a face on some of the discussions J. Pearce has had with us regarding the need for extra space and refurbishing. Regrets were received from A. Van Schie and J. Fullarton. K. Graham will be late. A. Warren may be tied up and we think J. Beckstead is on her way.

2. Approval of the Agenda:

F. Kinsella circulated a proposed resolution from the United Counties that he would like to talk about. This will be added to the agenda as item 6.8.

It was moved by: D. Gordon

Seconded by: F. Kinsella

That: The agenda of the May 15, 2008 Regular Meeting be approved as revised.

Motion Carried.

3. Approval of Minutes:

3.1 Approval of the Minutes from the Regular Board of Health Meeting held on April 17, 2008:

It was moved by: F. Kinsella

Seconded by: D. Gordon

That: The minutes from the Regular Board of Health Meeting held on April 17, 2008 be approved as circulated.

Motion Carried.

J. Butt asked Dr. Carter to introduce Rebecca Kavanagh and Andy Howarth. Dr. Carter stated that Rebecca and Andy are 2 new members of the management team and thanked the Board for approving these positions in the 2007 budget. Their offices are in Smiths Falls and they don't often get to the board meetings in Brockville. They have been a wonderful addition to the management team. Board members welcomed them.

4. Business Arising:

4.1 Board Governance:

J. Butt stated that a couple of board members have responded to the questions raised at the last board meeting. If there are any further comments please forward them to him. He would like to take some time at the June meeting and review them together as a Board. F. Kinsella stated that they are good questions, and we should take some time to review them properly. He recommended that we start the meeting earlier, possibly 1:00 p.m.

ACTION: The June 19th meeting will commence at 1:00 p.m.

4.2 Almonte Public Meeting:

Dr. Carter reminded the Board that when they made the decision to consider moving the office from Almonte to Carleton Place they asked the staff to hold a public meeting. Staff held that meeting last summer and it was quite a raucous event.

We promised the residents at the time when we made the final decision we would go back and have a final meeting.

Because Ray Timmons wanted to come and address the Board we were waiting to hear from him, but he has declined. People from Almonte are getting a little annoyed waiting for the meeting to be held.

The purpose of the meeting would be to explain to them that we have made our decision and to advise the implications on the services we provide. It will have no effect on the services. We want to reassure them of that and give them input into the services we offer. There was a commitment made so we need to go back. She is looking to the Board for direction as to who will go and when. The Chair will attend. Dr. Carter feels that we should have this meeting before the end of June.

ACTION: The meeting will be held on Thursday, June 26th at 7:00 p.m.

B. Fletcher will attend as well. Other board members are also welcome to attend. F. Kinsella stated that he thinks the whole Board should be present.

ACTION: H. Bruce will send a notice out to board members.

Please let Heather know if you will be attending. The staff will be there as well.

5. Presentation:

5.1 Family Health Department:

J. Hess presented on Baby Talk. The presentation is attached to the minutes as Appendix #1. This is one of our cost shared programs funded through the Ministry of Health.

K. Graham joined the meeting at 4:30 p.m.

The world wide average for cessation of breastfeeding is 4 years old J. Hess advised. There are variables among different cultures and families. \$1 in prevention saves \$7 in cure. If we just do targeted programming we miss 75% of the population. We support parents using this population approach.

Questions:

We now have both young girls and older women having babies, how do you deal with that? J. Hess advised that with Baby Talk we get a lot of people with more education and a higher income level. We have Good Food for a Healthy Baby that works more with the teens. 54.1% of mothers are from 30-39 years of age.

Do we keep track of the demographics for live births? J. Hess advised yes we do, that is something that our epidemiologist does. We have not seen a huge shift in the 10 years we have been doing HB/HC.

A board member stated that this is great work. Healthy Babies and Baby Talk are one of the best investments that the health unit can make. Healthy babies grow up to be healthy adults. J. Hess stated that there is much evidence to support that. J. Butt thanked J. Hess for her presentation.

6. New Business:

6.1 Accounts Payable for February:

J. Pearce advised that this is just our normal accounts payable for February. She did not put the budget report on the agenda this month. We just managed within the last few days to get our figures into the accounting system and they still need to be verified. Much of our expenditures within the first few months relate to year-end expenditures.

It was moved by: D. Gordon

Seconded by: F. Kinsella

That: The Board of Health approve Health Unit Accounts Payables for the month of February 2008 in the amount of \$1,040,696.71.

Motion Carried.

A question was raised about the Gananoque operating costs on the second page. J. Pearce stated that we have a base rent in Gananoque and an estimate of what our rent would be in that year. The rent in 2007 was under assessed but the extra costs from United Counties were accrued. This is normal procedure followed every year.

6.2 Audited Financial Statements for the Year Ending Dec.31, 2007:

J. Pearce introduced Christine Prins. She is here representing Brent J. Burns. Christine referred to the financial statements. She referred board members to a draft copy in their package.

C. Prins advised that we were onsite on January 24 and came back on March 3 and 4. We will be on site again at the beginning of June to do Focus and PSL programs.

Our role is to come in and audit the figures that J. Pearce has prepared. We ensure that the transactions that are reported actually exist and are complete and that the presentation is correct. That is our role as auditors. We have looked at all of the figures and effectively everything looks correct. This is the same report that the health unit has had for several years and it is considered a clean opinion.

When we audit we test effectively 100% of material transactions. For non-material transactions we do a random sampling. That would apply to general expenses and payroll. We look at 100% of legal invoices, rents and insurance to ensure it is adequate. We do cut off testing, ensuring that expenses incurred but not paid are in the financial statements. We are auditing to ensure transactions are complete and presented accurately.

Page 2 is a balance sheet and a snapshot of where the health unit is as of December 31, 2007. Page 3 is the one that the Board and municipalities are most concerned with. This is what happens in the public health programs and shows the public health surplus for the year. It is smaller than previous years. From a big picture perspective, the overall funding is up for various reasons. The funding complement has changed in 2007; we are at a 75/25 split. The biggest impact is salary, wages and benefits.

You will notice a large difference in the nonrecurring expenses due to Gananoque renovations in 2006. The question was raised in non-recurring expenses we had \$240,000 that we could then move to other sections of the budget? C. Prins advised that those items are budgeted for individually. J. Pearce stated that in 2006 we did do the renovations in Gananoque. The question was raised could we use this money to enhance other programs? J. Pearce stated that envelope was requested for specific uses and did not get added to the base this year.

Page 4 is the operations of land control. We had a deficit at the end of the year. The service is based on demand and that is in a deficit once again in 2007.

Page 5 is the Healthy Babies program. From pages 5 to 8 are effectively the individual programs that are set out. They are all in a surplus position for 2007. The question was raised, any of the surplus money, do we send it back at a 75/25 split? J. Pearce advised that we send it back at 100%. These programs are 100% funded by the province with the exception of land control. We will be increasing land control fees in 2009 to help with the deficit and have reduced the staff complement for this year.

C. Prins advised that on page 10 are accounting policies. She drew attention to note 2 on page 11 – the calculation of the municipal surplus. The whole public health surplus is allocated to municipalities. Dr. Carter stated that we said, when we started the year 2007, we were a health unit that was under funded and not meeting mandatory programs. Our goal was to send no money back to the province and try to deliver more services, and she complemented J. Pearce on achieving this. Zero dollars went back to the province. Dr. Carter thanked the Board for giving us permission to dip into reserves. This gave us the courage to go that close to the line. We were able to do this because of J. Pearce's very close monitoring of the budget.

C. Prins referred to the balance sheet and signature page from the management letter stating that we can get the Board to sign for the final copies. J. Pearce advised that the municipalities funded this budget at 25.53%. There was only a small amount they were required to top up and we did not have to dip into reserves to do that.

C. Prins circulated the management letter and stated that this letter provides us an opportunity to let the Board know if there are any other issues we noted on site.

She advised that the Public Sector Accounting Standards are being changed affecting the way municipalities and government funded organizations are required to report. This is not effective until December 2009 and we will work with J. Pearce on this.

There is a potential issue that the lease not be filled at the 458 Laurier building. C. Prins thanked J. Pearce and all of the administration staff for the organized information provided and for being so accommodating. She told the Board that they should feel good that they are in such good hands on the financial and administrative side.

The question was asked regarding how long Brent J. Burns has been the health unit's auditor? J. Pearce replied probably close to 15 years. The auditor of the largest contributing municipality must be the auditor of the health unit.

Do you do a forensic audit from time to time? C. Prins advised that we go to more of the payroll testing side. In payroll testing our focus is more on the financial statements. We will sample a selection from personnel files to the general ledger and from the general ledger back to the personnel files. In terms of the amount individuals are being paid we rely on union grids.

J. Pearce advised that as far as the changes coming forward for capital assets she has received a disk from Nigel White from the United Counties, which will be a big help. We had a brief discussion at the Business Administrator's Annual Conference last year and this year there will be a lot of discussion around how other health units are doing it. M. Campbell stated that the county treasurer would be free to help J. Pearce if she required it. There could be meetings she could attend as well. C. Prins advised that it is a large undertaking to make public organizations in line with private industry.

It was moved by: M. Campbell

Seconded by: B. Fletcher

That: The Board of Health approve the Draft 2007 Audited Financial Statements of the Leeds, Grenville and Lanark District Health Unit for programs with a December 31st financial yearend.

Motion Carried.

6.2.1. 2007 Public Health Settlement:

J. Pearce advised that there are 4 settlements for programs funded through the ministry. These are ministry documents in a format that will help them do their job quickly. Any questions? The question was raised how close are you monitored to stay within the budget? Can you combine all 4? Are you measured on each one or does it all balance out? J. Pearce advised that they all have a surplus except public health, which is zero. They are all stand-alone; you can't mix and match them.

It was moved by: M. Campbell

Seconded by: F. Kinsella

That: The Board of Health approve the 2007 Settlement for Local Public Health Agencies.

Motion Carried.

6.2.2. 2007 Smoke Free Ontario Settlement:

It was moved by: B. Fletcher

Seconded by: M. Campbell

That: The Board of Health approve the Smoke Free Ontario Strategy Program 2007 Settlement.

Motion Carried.

6.2.3. 2007 Healthy Babies Settlement:

It was moved by: B. Fletcher

Seconded by: M. Campbell

That: The Board of Health approve the 2007 Year End Settlement for Healthy Babies Healthy Children.

Motion Carried.

6.2.4. 2007 Heart Health Settlement:

It was moved by: M. Campbell

Seconded by: F. Kinsella

That: The Board of Health approve the 2007 Ontario Heart Health Program Settlement.

Motion Carried.

6.3 Healthy Babies 2008 Budget:

It was moved by: M. Campbell

Seconded by: B. Fletcher

That: The Board of Health approve the 2008 Healthy Babies/Healthy Children base budget submission in the amount of \$1,010,740.

Motion Carried.

6.4 Board Appointees Provincial Representation:

J. Butt advised that the province of Ontario, according to the HPPA, allows the appointment of up to 6 provincial appointees. Currently we have 3 and they all live in the United Counties of Leeds and Grenville.

When we looked at population and demographics we noted that there are 81,550 people in Leeds and Grenville and 59,274 people in the Lanark area including separated municipalities. When we look at the current Board complement all of our current provincial appointees are male and we have 3 females sitting on the Board. We need to balance the Board's composition in terms of background and experience. In that regard, we have written the minister with a request that he consider appointing to our Board representatives who have a background in social sciences and health from the Lanark area.

The question was raised under what pretext was this submission made? J. Butt replied that he did not think it needed the Board's approval to proceed.

How did we arrive at the numbers on the Board? The United Counties pays the lion's share. This should be a discussion around the board table as to the proper allocation. J. Butt stated that at the end of the day the provincial appointment is done at the pleasure of the Lieutenant Governor. He decides whom he wishes to appoint. He can appoint up to 1 less than the number of municipal representatives. The Act also defines where the municipal representatives come from and the number. Dr. Carter stated that is in the regulation. The municipal representatives number 7 with 2 from Lanark County and 5 from Leeds and Grenville County despite the fact that the population of Lanark County is slightly less. The 3 current provincial representatives all come from Leeds and Grenville.

In 2009 the terms of all provincial representatives are up. For continuity we would like to bring on some new provincial representatives in 2008, as they will have a learning curve to replace the 3 that are currently on the Board. At least 1 member will not be reappointed, because he has served his maximum time. K. Graham stated that it is lopsided in terms of representation. We don't have fair representation on the Board. I thought we had discussed this potentially happening in the past. He supports the notion that we seek authorization for an appointment within the County of Lanark. What is the relevance of gender?

J. Butt stated that our sense is that when you look at the table, there are more males. You don't believe that there should be a balance between males and females? K. Graham stated that he doesn't think that gender should be criteria for appointment to the Board.

F. Kinsella agreed that if we have 5 members, 3 should come from Leeds and Grenville and 2 should come from Lanark. Board composition was discussed. B. Fletcher stated that except for provincial appointee composition we are right on. J. Pearce advised that the Board chose to let each of the separated towns appoint their own representative. Dr. Carter advised that the number of provincial appointees must always be one less than the municipal appointees – up to 6 provincial appointees.

J. Butt advised that this is an information item brought forward to Board. The question was raised should this not be a motion? J. Butt stated that the letter has already been written.

A board member stated that this should have been brought before the Board. Dr. Carter advised that the minister's office have asked us to recommend some people so we are about to put an advertisement in the Lanark newspaper to ask citizens who are interested to send us their cv's. We will be prepared to interview them and if we find suitable candidates we will send their names to the minister. In the past the minister has been very slow to make appointments. If we manage to get anyone appointed before our current appointees terms are up we will be lucky.

K. Graham asked how often does the province ask us for input in terms of whom they appoint? I don't believe they do? We would be spending money with no guarantee of results. Dr. Carter stated that is why we didn't advertise until we were told by the minister's office that they wanted us to do this.

F. Kinsella asked we have 3 provincial appointees, you are asking for 5 provincial appointees and 2 of them to come from Lanark? Dr. Carter advised that we can have up to 3 more, but we are asking the minister to consider appointing more. J. Butt asked B. Fletcher and K. Graham if they would offer their assistance to help with this process? They agreed to help. J. Pearce advised that A. Van Schie had served his maximum term and then was appointed for another 2 year term. Despite that, it is unlikely he will be reappointed. Our previous practice was to recruit through the newspaper, which we did, and the minister's office appointed others.

6.5 Draft alpha Resolution A08-1, Constitutional Change to Article 14.6 "General Meetings" for Direction to Delegates:

B. Fletcher will be at this meeting. alpha asked us to circulate information on a constitutional change moving from one set of parliamentary procedures to Roberts Rules.

Do you support this motion and direct Mr. Fletcher accordingly? There was a show of hands and the Board supported the motion.

6.6 Board of Health Manual – Staffing Standard V-85-0/V-85-1:

Dr. Carter advised that as you recall in the November, December and January board meetings we struggled with setting salaries for the non-union staff. We looked up the previous board policy on setting non-union staff salaries and made some changes and are bringing it back to you for approval. By this fall it will have been 4 years since a proper assessment was done including finding comparators for non-union staff. It should be done this coming fall. The Board would then have the proper guidance to set salaries for 2009.

J. Butt pointed out the changes made to this document.

J. Pearce advised that this information comes from the consultants report. M. Campbell stated that in view of the fact that we have 2 experts on our Board, he would ask that either or both of them have reviewed this proposal and if they agree with this or have amendments or need longer to decipher it, he would like to hear their response. F. Kinsella asked this is a budgeted item; do we have money for this? J. Pearce advised that we would put this in as a one-time cost.

The cost of the consultants work in 2004 was about \$7200. F. Kinsella asked how big a group is this? J. Pearce stated about 1 million dollars for about 25-30 people. This includes all management staff, plus consultants, nutritionists, administrative assistants and speech language staff. Discussion ensued.

It was moved by: K. Graham

Seconded by: F. Kinsella

That: The Board of Health approve HUAM documents V-85-0 and V-85-1 Staffing Standard as revised.

Motion Carried.

3 board members were in favour with 2 opposed.

6.7 Shared Leadership Discussion Paper:

Dr. Carter advised that this is an item for information. One of our drivers in the Strategic Plan is the leadership driver and one of the activities under the driver was to develop a model for leadership for the health unit. We have been working on this for about a year and a half. J. Fullarton is on our committee. We are now in the process of trying to implement shared leadership within the health unit.

F. Kinsella agrees with most of the paper, but has a problem with the ladder and the last 3 rungs. He stated that there is a difference between what and how. How we do it is negotiable and it should always be open. What are we sharing? Some of the things we just can't share. Dr. Carter suggested that maybe the word should be how instead of what.

6.8 Proposed Resolution from United Counties:

J. Butt referred to the correspondence circulated advising that more people support our position with regard to the equity argument. Also many of you have seen the discussion in the Brockville paper at United Counties with the support of our 2 board members. F. Kinsella circulated a resolution looking for input from the members. He read the resolution. (See Appendix #2) Does this meet with the Boards approval? The Board supported this motion. J. Butt thanked F. Kinsella.

7. Advocacy:

Nothing to report.

8. Verbal Report of the Medical Officer of Health:

Responses to the Board resolution to support full 75% funding from MOHLTC have been distributed. If the community you represent has not responded, please encourage a response soon. We believe that Minister Smitherman will be making final decisions about health unit funding in the very near future.

Clinical Services:

We have finished our second round of school immunization clinics for grade 8 girls for HPV and we have about 62.5% coverage. This is high compared to other jurisdictions. There is one more round to go before the students are fully immunized. Students who miss any of their doses can come to our regular health unit immunization clinics to get it and it will be covered by the province as long as it is received before they enter grade 9.

As outlined in the Ontario Plan for an Influenza Pandemic 2007 we have begun discussions with community partners within Leeds, Grenville and Lanark Counties to establish Pandemic Flu Assessment, Treatment and Referral Centres. Led by Michele de Jonge, PHN from the Clinical Services Dept., advisory groups have been established and meetings are underway in Carleton Place, Kemptville and Brockville. Advisory groups are also forming in the Almonte and Smiths Falls/Perth areas. Meetings are to begin in both these communities in June.

Standard terms of reference, logic models, work plans and criteria will be used to provide consistency and common language within the Tri County area but each community will be free to develop a unique plan that best suits its circumstances.

Institutions and individuals have been very eager to begin this work and become involved at the local level. It has been a benefit to the health unit to form stronger relationships with those involved in emergency and pandemic planning at the local level and I look forward to our continued progress with establishing these Flu Centres.

Land Control:

At the last council meeting of the Township of Leeds and the 1000 Islands, planner Julie Salter-Keane made her presentation to council on the proposal to do at least 50 septic system re-inspections this coming summer. When she got to the issue of cost recovery for the program, a councillor objected to the idea of charging the individual property owner affected with the full amount. Mayor Kinsella decided to put it to a vote and the program was turned down. If there is no septic re-inspection program in the Township this summer we will receive \$12500.00 less revenue in Land Control. Fortunately, at the same time, we have heard that the MOHLTC has additional funds for Small Drinking Water Systems if the health unit can complete an inventory of such systems and show that the original inventory was deficient. We know that the inventory was deficient but part of the problem is that the definition of SDWS is still being ironed out. Once that is settled, we can redirect the workload of the Land Control staff to more accurately identifying the number of SDWS in our jurisdiction, if it appears that the revenue for the routine Land Control work is not sufficient to fully support the program.

Health Protection:

Mosquito sampling for WNV begins next Tuesday. We are utilizing staff residences to sample in residential areas and we may consider an industrial site sampling project if time allows.

The number of ticks submitted for Lyme Disease testing (over 240) are exceeding last year's at this time. In consultation with MOHLTC, we will soon decide whether ticks retrieved from animal sources will continue to be submitted from known endemic areas.

PHI's have received TrainCan safe food training program exam results and are now qualified instructors. Implementation of that training program for food handlers will occur over the next few months. This represents a significant change (and improvement) from the existing training and examination program for food handlers.

The last rabies clinics are being held next Wednesday at 6:00 p.m. Locations are listed on our website and there are links to municipal websites for further information.

Two PHI Trainees have commenced employment - one in Smiths Falls, Sarah Craig and one in Brockville, Lall Singh. This is an opportunity to contribute to the development of newcomers to the profession and possibly attract them back once they are fully qualified.

Tobacco:

A total of 82 educational visits were done in the month of April, including investigating 16 complaints. One (1) ticket was issued for holding lighted tobacco in a prohibited place and 10 warnings were issued.

The retail display ban is coming on May 31st and, in preparation, educational visits are occurring for all retailers.

A regional event for the Eastern Ontario Youth Action Alliances will be held at Sandbanks Provincial Park on May 31st entitled: "A Global Stand for Smoke-Free Sands" which is advocating for smoke-free parks and beaches.

The appeal of the lower court decision to uphold our fines for the smokers club in Smiths Falls will be heard at the Supreme Court of Ontario on June 17th. Our lawyer, Mr. O'Shaughnessy, has decided that the case should be referred at this point to a lawyer more experienced in handling Supreme Court cases. As a result, the Ministry of Health Promotion legal advisors have decided that the best course of action is to ask Crown Prosecutors in the Attorney General's office to take the case. This relieves this agency from the responsibility of pursuing this case further. I would like to personally thank Mr. O'Shaughnessy and the inspector involved in the case, Piotr Oglaza, for their excellent work on this case. Results so far have been very successful.

Congratulations were expressed to Martina Flanagan for her success in achieving her Infection Control Certification.

K. Graham noted that the municipality in the handout should read Mississippi Mills not Almonte.

F. Kinsella noted that with reinspection the problem we are facing is the cost of \$250 to the individual landowners. It is an evolving process that we will eventually resolve.

F. Kinsella left the meeting at 6:13 p.m. J. Butt thanked Dr. Carter for her report.

9. Correspondence:

Nothing to report.

10. Incamera Meeting:

It was moved by: K. Graham

Seconded by: D. Gordon

That: This Board move into a closed session of the Board of Health as per the requirements of section 239 (2) of the Municipal Act due to the following:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

- X (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another act. 2001, c. 25, s. 239 (2).

Motion Carried.

A 5-minute break was taken.

11. Report from Incamera (if necessary):

It was moved by: M. Campbell

Seconded by: B. Fletcher

That: This closed session rise and report.

Motion Carried.

Ratification of the Memorandum of Settlement between The Leeds, Grenville and Lanark District Health Unit and the Canadian Union of Public Employees and its Local 1559:

It was moved by: K. Graham

Seconded by: D. Gordon

That: The Board of Health approve the Memorandum of Settlement between the Leeds, Grenville and Lanark District Health Unit and the Canadian Union of Public Employees and its Local 1559 for the period of April 1, 2008 to March 31, 2010.

Motion Carried.

12. Time, Date and Location of the Next Meeting:

The next Board of Health Meeting will be held in Brockville on Thursday, June 19, 2008 at 1:00 p.m. in the Board Room.

13. Adjournment:

It was moved by: K. Graham
Seconded by: D. Gordon
That: The meeting adjourn at 6:40 p.m.

Motion Carried.

J. Butt, Chair

Date

H. Bruce, Recording Secretary

Date

c: Board members
HU offices
Municipalities
Shared Drive