



Minutes of the Board of Health Regular Meeting

Thursday, January 15, 2009
Board Room, Brockville Office
458 Laurier Boulevard
4:26 p.m. – 6:12 p.m.

Present: J. Butt, Chair
B. Fletcher, Vice Chair
S. Dodge
J. Earle
D. Gordon
K. Graham
R. Haley
F. Kinsella
A. Van Schie
A. Warren
A. Carter, Medical Officer of Health
J. Pearce, Treasurer
H. Bruce, Recording Secretary

B. Dalgleish, Director, Health Promotion
J. Futch, Director, Clinical Services
S. Gates, Director, Quality Improvement
J. Hess, Director, Family Health
J. Lyster, Director, Health Protection
J. Mays, Manager, Health Protection

R. Zajac – Recorder and Times

T. Boileau, H. Dopson, C. Hutchinson, G. MacKenzie

Invitee: Danielle Shewfelt, Public Health Nurse (regrets)

1. Call to Order:

J. Butt thanked everyone for staying for the regular meeting.

2. Approval of the Agenda:

J. Pearce added item 6.1.1. Consideration of Transferring of Funds to the Capital Reserve.
J. Butt added item 6.5 which is a brief report from our meeting with the Assistant Deputy Minister yesterday. Dr. Carter advised that D. Shewfelt is unwell and unable to attend the meeting tonight. This presentation will be added to the February meeting.

It was moved by: S. Dodge
Seconded by: J. Earle
That: The agenda of the January 15, 2009 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 December 4, 2008:

The minutes were reviewed. R. Haley noted that on page 17 at the top the date should read 2008.

It was moved by: J. Earle

Seconded by: S. Dodge

That: The minutes of the December 4, 2008 Board of Health Meeting be approved as amended.

Motion Carried.

J. Butt referred to B. Fletcher and stated given your timeframe you were going to ask the Board for permission to have the incamera session first.

4. Business Arising:

4.1. V-155-1 – Public Appointments to Boards of Health:

J. Butt advised that at the last meeting the Board wanted to revisit the Board selection process. In the cover sheet he tried to sketch out for the Board his interpretation of how we got to the acceptance of this procedure. J. Butt reviewed the information given with board members.

B. Fletcher asked is there any criteria of a person's employment that would eliminate them from being a public appointee? J. Butt advised that we ask a question about conflict of interest and we talk about the role of the Board and its responsibilities. We ask them in the course of their public or private avocation do they think they would have a conflict. The Board approves the list of people and we send that information to the Public Appointments Secretariat. The applicant has to apply to the Public Appointments Secretariat as well. These folks then take the list to the minister's office and advise if they are deemed suitable for the Board of Health. Applicants have to agree to a police check. Once an applicant is approved the ministry writes a letter advising of the appointment. This has to go to cabinet as well.

A. Warren asked would it serve any useful purpose if we put in some mention on question 2 of the public health standards and if they have some knowledge of them?

F. Kinsella stated that we have 2 processes. Why would we go through this process if public appointees on the Board are going to reapply? F. Kinsella stated that we are unique because we want to add a couple more members from Lanark. Regarding the 6 year term he asked about this and was advised that it is a general principle but it is not generally used. Why would we create all that work for ourselves? J. Butt advised that we don't worry about incumbents, but we have been trying for a long time to get the representation on the Board up to 6 unsuccessfully because they did not have a pool. The ministry indicated to him that they are pleased if we would do the preliminary work and they say that they are trying to speed up the process.

K. Graham stated that we can go through this process and an applicant can be rejected by the Board and then be appointed by the minister. A. Van Schie advised that we have had that happen in the past. J. Butt commented that it is a good process and allows the Board to sort of be in charge of their succession. We know best what our demographics are. J. Butt asked the Board what their direction is regarding this process?

F. Kinsella stated that he would like to see some modifications. Where we have existing appointees we should ask them if they are going to reapply and if yes, why would we direct this effort? K. Graham stated that it is always nice to have a slate of other people. J. Butt advised that we will incorporate A. Warren's suggestions into the questionnaire.

4.2. Almonte Public Meeting:

B. Fletcher stated that the Mayor of Mississippi Mills is in attendance tonight and he has brought us some dates of council meetings which are the first and third Monday of each month. February 2 and February 17 are available. After that the meetings would be the first and third Monday of any month at 7:00 p.m. The date chosen was February 2nd. A. Lunney will confirm the location with the Board. B. Fletcher, Dr. Carter, J. Butt and K. Graham will attend the meeting.

J. Butt advised so that B. Fletcher can participate in the incamera session we need to go incamera now. There are also 3 board members that have to leave by 6:00 p.m.

Incamera Meeting:

It was moved by: J. Earle

Seconded by: S. Dodge

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;
- x (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.

The rise and report was read at 5:39 p.m.

B. Fletcher left the meeting.

Report from Incamera:

It was moved by: K. Graham
Seconded by: F. Kinsella
That: This closed session rise and report.

Motion Carried.

Almonte Office Closure:

It was moved by: A. Van Schie
Seconded by: R. Haley
That: The Board of Health approve the closure of the Almonte Office and the transfer of staff from that facility to the Smiths Falls Office.

Motion Carried.

Smiths Falls Office:

It was moved by: A. Warren
Seconded by: A. Van Schie
That: The Board of Health approve Schedule 1 – Smiths Falls New Building Cost-Share Agreement as attached to the letter received from Allison Stuart, Assistant Deputy Minister (A) dated January 5, 2009 which stipulates that the ministry will cost share at the ratio of 75%:25%.

Motion Carried.

5. Presentation:

5.1. Get W.I.T.H. It! Program:

This was deferred until the February meeting.

6. New Business:

6.1. Accounts Payable for November:

It was moved by: K. Graham

Seconded by: D. Gordon

That: The Board of Health approve Health Unit Accounts Payables for the month of November 2008 in the amount of \$933,766.49.

Motion Carried.

6.1.1. Consideration of Transferring of Funds to the Capital Reserve:

You will recall that the Ministry of Health approved on a 75% basis the leasehold improvement costs for the Brockville office. 25% of this would be the municipal share which would be \$19,000 and she would recommend that the Board approve the transfer of this from capital reserve.

It was moved by: F. Kinsella

Seconded by: J. Earle

That: The Board of Health approve the transfer of up to \$19,000 from capital reserve to cover the municipal share of the 2008 leasehold improvements to the Brockville Office.

Motion Carried.

6.2. V-495-0 – Electronic Media & Services:

J. Pearce advised that this is just a small change. With regard to access to an individual's password when they are unavailable it was desired that the MOH is also able to authorize this action.

Dr. Carter advised that the word *or* should be taken out.

It was moved by: D. Gordon

Seconded by: K. Graham

That: The Board of Health approve HUAM policy V-495-0 Electronic Media & Services as amended.

Motion Carried.

6.3. V-235-0 – Volunteer Policy:

J. Pearce advised that this is part of our policy update. We now require a criminal record check for all employees and volunteers as well. F. Kinsella asked who pays for the police check. J. Pearce advised that for a volunteer we would pay, but employees would pay their own.

It was moved by: K. Graham

Seconded by: D. Gordon

That: The Board of Health approve HUAM policy V-235-0 Volunteer Policy as circulated.

Motion Carried.

6.4. Electronic Delivery of Board Packages:

J. Butt advised board members that every month you receive a lot of paper sent to you in the courier. The question was posed if some form of electronic transfer to you would be more efficient? Dr. Carter advised that we can't do both electronic and paper. It would be too time consuming. Discussion ensued. The Board decided to continue with the paper copies for now.

6.5 Meeting with Assistant Deputy Minister:

J. Butt gave an update on the meeting he and Dr. Carter had with Allison Stuart, David Williams and Monika Turner. J. Butt referred to the letters the Board received in the past from the Chief MOH and the minister that said that the Board ultimately decides what to do and what the priorities are. He asked for clarification of these letters. The response he received was that they meant anything over and above the mandatory programs you do to benefit your community.

J. Butt stated that we don't have any new and special programs so what does that mean? Does that mean we can look at the old list of mandatory programs and new standards and protocols and discriminate? Does that mean that the Board could decide that some inspections would not be done? The ministry advised that we cannot knowingly tell you to break the law. They told us that it is the staffs' job and the Medical Officer of Health to advise the Board what resources (financial and human) that they need to deliver the list of programs. As a Board if you choose to prioritize and not do things, you do it at your own peril. They also said they were coming forward with accountability and performance contracts for Boards.

J. Butt advised that they thanked Dr. Carter and I for being there and for being open and transparent. They asked for time to digest some of the information given and advised that they would get back to us within a short time. Dr. Carter stated that the Board must do the Ontario Public Health Standards. R. Haley stated that if they give us the money we will do it. Dr. Carter advised that we need another \$700,000 annualized. The Ministry asked if they gave us that money would the Board support 25% of that. Dr. Carter asked the Board if it would? There was general agreement that it would.

K. Graham and S. Dodge left the meeting at 6:00 p.m.

7. Advocacy:

There was no report.

8. Verbal Report of the Medical Officer of Health:

General

As was announced at the Orientation session, Health Unit staff have begun a review of all of our programs. This process will accomplish several objectives: the service review requested of us by the board; a review of the implications of all of the new OPHS requirements and how they mesh with our current programs; and prioritization of these requirements using the 4 pillars of the new OPHS (need, impact, capacity and partnership) so that, if we do not have the resources to do all of the requirements, we will have a logical way to decide to which we will give a low emphasis or, possibly, not do at all.

Clinical Services

Influenza

We reduced the number of flu clinics to 18 this year, compared to 24 last year, and started clinics 2 weeks later than usual because of vaccine availability. Not surprisingly, we immunized fewer residents but community partners went into some communities we did not serve this year so the total number vaccinated may stay the same. We immunized 9,790 adults and children down from 12,970 last year down 3,192.

MMR

We will be conducting MMR clinics in St. Lawrence College in Brockville, University of Guelph in Kemptville, and Algonquin College in Perth. This is a catch-up for students born before 1992, who didn't receive 2 MMRs to stop the Mumps outbreaks we have seen lately.

Sexual Health

Last year we recognized that we needed to look at how we were delivering sexual health teaching in the schools. We continued to meet less than 50% of the MHPSTG targets in this area. We began a needs assessment in the fall, which continues over the next few months doing surveys and focus groups in the grade 7, 8 and 9 school population. We have also made a parent survey available through the schools and on our website. Several years ago we conducted a survey of the teachers of children in grades 5, 6, 7 and 8 in regards to the sexual health school curriculum. This ties in well our priority setting/service review/examination of the introduction of the new OPHS process which will go on in 2009.

Outbreaks

As most of you know, we had a case of pertussis in one of our elementary schools just before the Christmas break. This required a significant effort to identify students who were inadequately immunized and have them immunized or excluded from school. Two issues compounded our problems: the fact that schools were closed for the holiday and the fact that we do not have the immunization records of many of the children in our schools. In fact, in this instance, the list of children in this school that we had was out of date. We were still successful in handling the event because of the great co-operation we received from school officials and our own staff from all departments who pitched in to help. Again I stress the need for us to have the resources to get the school immunization database up to date and keep it that way.

The annual influenza outbreak has not yet started in our area. There is still time for those who have not been immunized to get their shot. Among our staff, we have not achieved full immunization.

Health Promotion

Dental Program

As of January 1, 2009, The Children in Need of Treatment Program (CINOT) has been expanded to include youth 17 years of age and younger. Where a child or youth up to 17 years of age may require urgent dental care, and finances are a concern, the family can contact the Health Unit for more information.

Dental staff are working with our area Community Health Centres to support their efforts to provide Fluoride Varnish Programs to their clients.

Tobacco

There were 3 charges laid and 1 warning issued for violations of the *Smoke-Free Ontario Act* in December. A total of 36 educational visits were conducted and the TEO's dealt with 4 complaints.

The "Driven to Quit Challenge" 2009 will be launched next week during National Non-Smoking week. Also, effective January 21, 2009 (Weedless Wednesday) will be the implementation of the new Smoke-Free Car Legislation (part of the *Smoke-Free Ontario Act*) where it will be against the law to smoke in a vehicle with a child under the age of 16.

Quality Improvement

During December we negotiated a 2009 contract with Bracken Health Sciences Library at Queen's University. Due to the recent availability of literature searching services through the public health portal and OPHS website, we were able to reduce our services with Bracken, for a total cost savings of \$6,800.

We also have entered into a contract for the Rapid Risk Factor Surveillance Survey for 2009. Due to changes in the data collection procedures and timelines, we will be saving approximately \$7,143.

Health Protection

A survey of private water system users in Lanark and Leeds-Grenville is in process. Private water systems are a vulnerable water source in our area. Sampling is underutilized and therefore, a good assessment of the private water supply quality is not available and opportunities to assist and educate the public are reduced. Therefore we wish to find out how we can improve sampling rates.

Family Health

The Orientation: Transition to Public Health Nursing, a project, for which we received \$10,000 in one time funding, is complete. This interactive manual supported by ANDSOOHA, Algoma Public Health and funded by Health Force Ontario was recently distributed to all Senior Nurse Leaders at the 36 Ontario Health Units for use in orientation of public health nurses whether new graduates or new to public health. This general orientation manual was developed by public health nursing staff, managers and educators currently working in health units in Ontario. Locally the majority of the work was completed by Lucia Taggart and Erin McLean both public health nurses in our Smiths Falls office who have a keen interest in mentoring the public health workforce of tomorrow. Thanks to Lucia and Erin for their hours of hard work.

9. Correspondence:

J. Butt reviewed the correspondence. F. Kinsella requested a copy of item 3. Dr. Carter gave an explanation of item 3 advising that the Ontario College of Physicians and Surgeons has become stricter about scope of practice. When a physician wants to change their scope of practice they can't automatically do it without going through a college process. This affects a general practitioner changing their practice to act as a MOH when there is no MOH available. Boards of Health should be made aware that they can't just go to the physicians in their community and employ an Acting MOH without going through this process. Training for mentorship may be required. J. Butt gave F. Kinsella a copy of this piece of correspondence.

10. Incamera Meeting:

This was discussed previously.

11. Report from Incamera:

This was discussed previously.

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

The next Regular Board of Health Meeting is scheduled for Thursday, February 19th at 4:00 p.m. in Brockville. The next Budget Meeting is scheduled for 9:00 a.m. on Monday, January 26th.

13. Adjournment:

It was moved by: R. Haley
Seconded by: A. Van Schie
That: The meeting adjourn at 6:12 p.m.

Motion Carried.

J. Butt, Chair

Date

H. Bruce, Recording Secretary

Date

c: Board members
HU offices
Municipalities
Shared Drive