



Minutes of the Board of Health Regular Meeting

Thursday, June 17, 2010
Board Room, Brockville Office
458 Laurier Boulevard
4:00 p.m. – 6:46 p.m.

Present: J. Butt, Chair	L. Paine
B. Fletcher, Vice Chair	L. Sowchuk
S. Dodge	P. Stewart, Medical Officer of Health
J. Earle	J. Pearce, Treasurer
K. Giroux	H. Bruce, Recording Secretary
K. Graham	Regrets: R. Haley
G. Grewal	F. Kinsella
J. Lousley	A. Warren

Other Attendees:

R. Kavanagh – Director, Health Promotion Dept.	J. Mays – Manager, Health Protection Dept.
S. Gates – Director, Quality Improvement Dept.	M. Graham – Manager, Corporate Services
J. Futch – Director, Clinical Services Dept.	L. Dewey, T. Boileau Public Health Nurses
J. Hess – Director, Family Health Dept.	R. Gullekson, J. Yee Public Health Inspector Students
J. Lyster – Director, Health Protection Dept.	P. Lavigne, Ottawa Health Department

Invitee: C. Prins, Auditor, Parker Prins Seel Chartered Accountants

Agenda Item	Key Discussion Points	Decision	Action
1. Call to Order	J. Butt called the meeting to order at 4:00 p.m. and welcomed Paul Lavigne from Ottawa Public Health who is a program development officer. They are changing governance from city council to a board of health and he is observing how the Board operates.	n/a	n/a
2. Approval of the Agenda		It was moved by: L. Sowchuk Seconded by: J. Lousley That: The agenda of the June 17, 2010 Regular Meeting be approved as circulated. Motion Carried.	n/a
3. Approval of the Minutes 3.1. Approval of the Minutes from the Special Board of Health Meeting on Program Review held on May 20, 2010		It was moved by: K. Graham Seconded by: B. Fletcher That: The minutes of the May 20, 2010 Special Board of Health Meeting on Program Review be approved as circulated. Motion Carried.	n/a
3.2. Approval of the Minutes from the Board of Health Regular Meeting held on May 20, 2010	Action oriented minutes in addition to the narrative minutes was presented. A business agenda and a consent agenda were discussed. This will be	It was moved by: B. Fletcher Seconded by: K. Graham That: The minutes of the May 20, 2010 Board of Health Regular Meeting be approved as	A business agenda and consent agenda will be brought to the next Board of Health Meeting. Action oriented minutes will be used in future meetings.

Agenda Item	Key Discussion Points	Decision	Action
	looked at over the summer.	circulated. Motion Carried.	
	At the last meeting J. Hess spoke about the roots of empathy program. Board members wanted to know what schools this program is run in.		J. Butt distributed the information to board members.
<p>4. Presentations</p> <p>4.1. Healthy Communities Fund</p>	<p>This is a new initiative from the ministry of health promotion. L. Dewey gave a power point presentation. (see Appendix #1)</p> <p>This is a significant opportunity for the health unit to lead a partnership of stakeholders to set priorities for health promotion grants for Leeds, Grenville and Lanark, and to identify policies that could be put in place by municipalities and others to promote health. We will bring the partners together on October 21 to present the data on the community and identify priorities for action.</p>		
4.2. Accreditation	S. Gates advised that we are due for our reaccreditation survey this year and it has	The value of accreditation will be discussed by the	Board members are asked to complete this questionnaire by the end of August by

Agenda Item	Key Discussion Points	Decision	Action
	<p>been scheduled for Sept 13-15. She spoke about the process and the expectation for board members. (See Appendix #2) Every board member will be asked to complete a confidential questionnaire.</p> <p>Discussion took place around the cost of accreditation and its benefits. The value of accreditation was discussed.</p>	Board at a future meeting.	<p>survey monkey or hard copy and fax back to OCCHA who will compile the results.</p> <p>The value of accreditation will be added to the agenda of the October meeting.</p>
<p>5. New Business 5.1. Accounts Payable for April</p>	<p>J. Pearce introduced M. Graham who is the new finance manager. She will assist with property management and will work out of the Smiths Falls office. J. Pearce reviewed the accounts.</p>	<p>It was moved by: K. Giroux Seconded by: B. Fletcher That: The Board of Health approve Health Unit Accounts Payable for the month of April 2010 in the amount of \$1,302,236.39.</p> <p>Motion Carried.</p>	n/a
<p>5.2. Healthy Babies/Healthy Children Service Agreement</p>	<p>At the May meeting we approved the HB/HC budget. Once we have a budget we need to approve the grant terms and conditions.</p>	<p>It was moved by: K. Giroux Seconded by: G. Grewal That: The Board of Health accept the HB/HC Program Service Agreement for 2010 as circulated.</p> <p>Motion Carried.</p>	n/a
<p>5.3. Auditor Acknowledgement</p>	<p>J. Pearce introduced C. Prins who is the lead auditor.</p>	<p>It was moved by: G. Grewal</p>	n/a

Agenda Item	Key Discussion Points	Decision	Action
<p data-bbox="380 235 457 261">Letter</p>	<p data-bbox="695 235 1079 334">She advised that she is here on behalf of Brent Burns who is the health unit's auditor.</p> <p data-bbox="695 375 1079 829">She referred board members to the draft financial statement. This is a snapshot of what happened during 2009. She reviewed the document stating that the report is considered unqualified. We did not have any issues in terms of the audit itself. It is the same report you will find in the focus and language express program.</p> <p data-bbox="695 870 1079 1146">Capital assets and H1N1 are the 2 big issues this year. With regard to capital assets there has been a huge change to accounting guidelines. All organizations have to report, record and recognize capital assets.</p> <p data-bbox="695 1187 1079 1419">H1N1– There was a lot of staff time in costs involved which the ministry did fund. C. Prins pointed out the capital asset line and advised that assets are recorded at their cost value. The</p>	<p data-bbox="1110 235 1451 509">Seconded by: S. Dodge That: The Board of Health understands and agrees with the comments in the auditor acknowledgement letter.</p> <p data-bbox="1110 550 1310 576">Motion Carried.</p>	

Agenda Item	Key Discussion Points	Decision	Action
	<p>financial statements now comply with the new rules.</p> <p>The bottom line is that there was a surplus of about \$420,000 most of which belongs to the municipalities. Christine reviewed Land Control, Healthy Babies and Heart Health as well as Infection Control and Smoke Free Ontario.</p> <p>C. Prins reviewed the audit findings letter and the international reporting standards. We have not had any unusual transactions. If we had knowledge of anything fraudulent we are required by this method to report it to the Board.</p>		
<p>5.4. December 31, 2009 Year End 5.4.1. Audited Financial Statements</p>		<p>It was moved by: S. Dodge Seconded by: G. Grewal That: The Board of Health approve the audited financial statements for the Corporation of the Leeds, Grenville and Lanark District Health Unit for the fiscal year ending December 31, 2009.</p>	<p>n/a</p>

Agenda Item	Key Discussion Points	Decision	Action
5.4.2. Healthy Babies/Healthy Children 2009 Year-End Settlement	The Board has the HB/HC settlement for approval today. J. Pearce advised that the public health settlement request just arrived and will be completed and brought to the Board in September.	Motion Carried. It was moved by: G. Grewal Seconded by: K. Giroux That: The Board of Health approve the Healthy Babies/Healthy Children Year-End Settlement for the year ending December 31, 2009 as circulated.	n/a
5.5. Pre-School Speech and Language 5.5.1. March 31, 2010 Audited Financial Statements	J. Pearce reviewed the audited financial statements advising that there is a small deficit of \$198.	Motion Carried. It was moved by: K. Giroux Seconded by: G. Grewal That: The Board of Health approve the Pre-School Speech and Language Audited Financial Statements for the fiscal year ending March 31, 2010.	n/a
5.5.2. March 31, 2010 Comparative Statement of Revenue and Expenditures	J. Pearce advised that this is the settlement for the Pre-school speech and language program.	Motion Carried. It was moved by: K. Giroux Seconded by: B. Fletcher That: The Board of Health approve the Pre-School Speech and Language Year-End Settlement for the year ending March 31, 2010.	n/a

Agenda Item	Key Discussion Points	Decision	Action
5.6. March 31, 2010 Smiths Falls FOCUS Community Coalition Audited Financial Statements	This program was dissolved at the end of March.	It was moved by: B. Fletcher Seconded by: K. Graham That: The Board of Health approve the Smiths Falls FOCUS Community Coalition Audited Financial Statements for the fiscal year ending March 31, 2010. Motion Carried.	n/a
5.7. HUAM Updates 5.7.1. V-1815-0 Health Unit Organization Chart	This is a new policy that states the Board of Health will approve the overall organization chart for the health unit. SMC is responsible to approve each organization chart within each department.	It was moved by: K. Graham Seconded by: B. Fletcher That: The Board of Health approve HUAM policy V-1815-0 Health Unit Organization Chart as circulated. Motion Carried.	n/a
5.7.2. III-15 – Health Unit Organization Chart	The organizational chart was reviewed. Communications is listed under both QI and Corporate Services. In Corporate Services communication includes IT and reception. The webmaster is doing programming and IT staff are doing support. A suggestion was made to have all of these	Changes were recommended to the Organization chart. It was moved by: L. Sowchuk Seconded by: J. Lousley That: The Board of Health approve HUAM III-15 Health Unit Organization Chart as revised. Motion Carried.	Internal communications will be added to the Corporate Services department organization chart. Finance/property will also be added. The details of exactly how the divisions are organized will be reviewed as part of the pay equity process for non-union staff.

Agenda Item	Key Discussion Points	Decision	Action
	<p>staff in one department. Staff advised that the webmaster works as part of the communications team in the QI division.</p>		
<p>5.8. Board of Health Manual Update 5.8.1. I-45 – Maintenance and Distribution</p>	<p>Each new board member receives a CD with the existing Board of Health policies when they join the Board. They are then aware of any revisions which are approved while they are on the Board.</p> <p>The question was raised would the policy allow for a paper copy if someone were not computer literate? The response was yes. It is not a requirement when you are on the Board that you have a computer.</p> <p>The Board discussed having the Board of Health Manual on the website.</p>	<p>Each board member will receive an updated BOH Manual by CD/memory stick/or paper copy where necessary.</p> <p>Add to Policy 2.1.4. The BOH Manual will be added to the Health Unit website. There is no need for an annual update if it is downloaded.</p>	<p>The webmaster will be contacted to place the BOH Manual on the website.</p>

Agenda Item	Key Discussion Points	Decision	Action
		<p>It was moved by: J. Lousley Seconded by: L. Sowchuk That: The Board of Health approve I-45 – Maintenance and Distribution of the Board of Health Manual as amended.</p> <p>Motion Carried.</p>	
<p>6. Advocacy 6.1. alPHa Conference</p>	<p>K. Giroux, J. Lousley, J. Butt and P. Stewart will be voting on Monday. There are 5 different resolutions that will be put to the floor. P. Stewart reviewed the background information.</p> <p>A10-1 – The question was raised about the need for lifeguards at places like the Royal Brock and what affect this has locally? This resolution is intended for places that do not have a lifeguard. They have to post a sign that adult supervision is required and what type of supervision it is. It is not changing the classification of pools or the requirement for life guards. It is trying to make pools safer with more</p>	<p>It was moved by: L. Paine Seconded by: J. Lousley That: The Board of Health support the following draft alPHa resolutions:</p> <ul style="list-style-type: none"> • A10-1 Amending Regulation 565 to Improve Public Swimming Pool Admission Standards • A10-2 Privacy and Security of Personal Health Information • A10-3 Governance of Autonomous Boards • A10-4 Healthy, Active Living Across the Lifespan • A10-5 Endorsement and Implementation of a Post-Public Health Research, Education And 	<p>Voting delegates will support these draft alPHa resolutions at the conference.</p>

Agenda Item	Key Discussion Points	Decision	Action
	<p>adult supervision. The health unit has advised pools in our area about these recommendations.</p> <p>A10-2 – Memory stick issues were discussed. Memory sticks need to be encrypted.</p> <p>A10-3 – Governance of autonomous Boards of Health. This is an issue for municipalities.</p> <p>A10-4 – This resolution is asking for a healthy active living strategy across the lifespan.</p> <p>A10-5 – The Public Health Research Education and Development Program in 5 health units is half funded by the province and half by the health unit. The provincial money will go to the Ontario agency and this proposal suggests setting up regional hubs as a resource for all health units.</p>	<p>Development (PHRED) Knowledge To Action (K2A) Model</p> <p>Motion Carried.</p>	
7. Verbal Report of the Medical Officer of Health	See Appendix #3		
8. Correspondence	J. Butt read a card of thanks		n/a

Agenda Item	Key Discussion Points	Decision	Action
	from Sheila MacInnes a retired public health nurse and a card of thanks from Dr. Anne Carter.		
9. Incamera Meeting	The motion was read at 6:14 p.m. A 5 minute recess was taken.	<p>It was moved by: L. Paine Seconded by: J. Lousley That: This Board move into a closed session of the Board of Health due to the following:</p> <p>X (b) personal matters about an identifiable individual, including municipal or local board employees</p> <p>X (g) a matter in respect of which a board or committee may hold a closed meeting.</p> <p>Motion Carried.</p> <p>It was moved by: J. Lousley Seconded by: L. Sowchuk That: This closed session rise and report.</p> <p>Motion Carried.</p>	n/a
10. Report from Incamera	The rise and report was read at 6:30 p.m.	<p>It was moved by: K. Graham Seconded by: B. Fletcher That: A Board of Health subcommittee be struck to choose a consultant from those</p>	n/a

Agenda Item	Key Discussion Points	Decision	Action
	<p>J. Butt stated that the Board will now deal with rise and report items one at a time. This respects the integrity of the Board. This rise and report was the creation of the subcommittee.</p> <p>A motion to go incamera was read at 6:33 p.m.</p>	<p>who responded to the RFP and to work with him/her on pay equity for non union staff. The committee will consist of the following members/staff:</p> <ul style="list-style-type: none"> • Jack Butt • Anne Warren • Larry Paine • Dr. Paula Stewart <p>Motion Carried.</p> <p>It was moved by: L. Paine Seconded by: J. Lousley That: This Board move into a closed session of the Board of Health due to the following:</p> <p>X (b) personal matters about an identifiable individual, including municipal or local board employees</p> <p>X (g) a matter in respect of which a board or committee may hold a closed meeting.</p> <p>Motion Carried.</p>	

Agenda Item	Key Discussion Points	Decision	Action
	<p>The rise and report was read at 6:35 pm. There was no further report from incamera.</p> <p>J. Pearce gave an update on the Smiths Falls office. She advised that new cubicles were installed today. Tomorrow Wills Transfer will deliver furniture that was in storage. Next Tuesday they will bring boxes of records from storage.</p> <p>On June 24 everything will be moved out of Beckwith Street, and the office will be closed for 1 day. Staff will either take a vacation day or flex time. We will be open for business on June 25th.</p> <p>The Town of Smiths Falls is working with us in</p>	<p>It was moved by: J. Lousley Seconded by: L. Sowchuk That: This closed session rise and report.</p> <p>Motion Carried.</p>	

Agenda Item	Key Discussion Points	Decision	Action
	<p>enforcement of the parking lots at our new building and will monitor this for the first 2 weeks. Signs just got ordered today and will be up next Thursday.</p> <p>We will be working on ticketing and have numbered tags for staff. We will be working on a colour coded process. We will date and time stamp them. There was a suggestion to appoint someone at the facility to be the bylaw enforcement officer. There has been no decision made yet.</p> <p>The CUPE collective agreement is in the process of being signed. Once signed it will be posted and printed. It will be on the intranet for the first time.</p>		
11. Time, Date and Location of the Next Meeting	Thursday, September 16, 2010 Smiths Falls Office	n/a	n/a
12. Adjournment	n/a	It was moved by: K. Graham Seconded by: B. Fletcher That: The meeting adjourn at 6:46 p.m.	n/a

Agenda Item	Key Discussion Points	Decision	Action
		Motion Carried.	
13. Email circulated to board members June 21, 2010	An email was circulated to all board members requesting their approval to give Dr. Paula Stewart signing authority for the health unit. A majority of board members gave their approval with no one disagreeing with the motion.	<p>It was moved by: R. Haley Seconded by: S. Dodge That: The signing officers for the Corporation of the Leeds, Grenville and Lanark District Health Unit beginning May 25, 2010 be as follows:</p> <p>Medical Officer of Health – Dr. Paula Stewart</p> <p>Treasurer – Mrs. Joanne Pearce</p> <p>Chair – Mr. Jack Butt</p> <p>Vice-Chair – Mr. Bob Fletcher</p> <p>I certify this to be a true copy of the Resolution passed by the Board of Health of the Leeds, Grenville and Lanark District Health Unit by email on June 21, 2010.</p> <p>Dated this 21stth day of June 2010.</p> <p>Motion Carried.</p>	Proper documentation was obtained from TD-Bank and Dr. Paula Stewart was given signing authority for the Health Unit.

Agenda Item	Key Discussion Points	Decision	Action

J. Butt, Chair

Date

H. Bruce, Recording Secretary

Date

c: Board members
 HU offices
 Municipalities
 Shared Drive