



Minutes of the Board of Health Regular Meeting

Thursday, September 23, 2010

Room A&B

Smiths Falls Office

25 Johnston Street

4:07 p.m. – 7:05 p.m.

Present:

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

Other Attendees:

B. Dalglish – Director, Health Promotion Dept.	J. Hess – Director, Family Health Dept.
J. Futchter – Director, Clinical Services Dept.	R. Kavanagh – Manager, Clinical Services
S. Gates – Director, Quality Improvement Dept.	J. Lyster – Director, Health Protection Dept.
M. Graham – Manager, Corporate Services	K. Jackson, D. Steadman, T. Boileau
Invitees: Carole Chang, John Cunningham	

Agenda Item	Key Discussion Points	Decision	Action
1. Call to Order	<p>J. Butt called the meeting to order at 4:07 p.m. and thanked board members for taking the Smiths Falls office tour. J. Butt referred to the two part agenda – consent agenda and regular business agenda. A rationale was sent out to board members. This will allow more time to deal with important issues of the Board.</p>	n/a	n/a
2. Approval of the Regular Meeting Agenda	<p>F. Kinsella requested that wild parsnip, food handling course and septic inspections be added under new business.</p> <p>F. Kinsella asked that III-165 To Authorize the Construction of an Administration Building and V-305-0 Long Distance Calls be removed from the consent agenda and added to the regular agenda.</p> <p>SMC reviewed all of the HUAM updates before they came to the Board as well as the Board Chair. Any action items will be in business arising in the new minute format.</p>	P. Stewart will report on these 3 items in her verbal report.	n/a

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	<p>J. Pearce referred to III-165 – To Authorize the Retention of Yearend Municipal Surpluses and explained that all of the Board bylaws were located in HUAM and we recommend that they be taken out and only be stored in the BOH manual.</p>	<p>It was moved by: S. Dodge Seconded by: J. Lousley That: The agenda of the September 23, 2010 Regular Meeting be approved as circulated.</p> <p>Motion Carried.</p>	
<p>3. Approval of the Items on the Consent Agenda</p>	<p>The consent agenda was approved with the exception of V-305-0 – Long Distance Telephone Calls.</p>	<p>It was moved by: K. Graham Seconded by: G. Grewal That: The following items on the consent agenda be approved as circulated:</p> <p>3.1. Approval of the Minutes from the Board of Health Meeting held on June 17, 2010</p> <p>3.2. Accounts Payable for May</p> <p>3.3. Accounts Payable for June</p> <p>3.4. Accounts Payable for July</p> <p>3.5. Certificates of Settlement from January 1, 2009- December 31, 2009</p> <p>3.5.1. Ontario Heart Health Program</p> <p>3.5.2. CINOT Expansion</p> <p>3.5.3. Smoke Free</p>	<p>V-305-0 – Long Distance Telephone Calls was added to the Regular Agenda.</p>

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		<p>Ontario Strategy 3.5.4. Local Public Health Agencies</p> <p>3.6. HUAM Updates:</p> <ul style="list-style-type: none"> • I-25 Authority • I-65 Legislation II-60 Strategic Implementation Plan/Operational Plan/Shared Leadership • III-95 – To Provide for Banking and Finance • III-115 – To Provide for the Management of Property • III-125 – To Regulate the Proceedings of the Board of Health • III-135 – To Authorize the Construction of an Administration Building • III-145 – To Charge Interest for Late Payments for Monthly Municipal Levies • III-165 – To Authorize the Retention of Yearend Municipal Surpluses • V-385-0 – Key Control/Access Cards 	

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		<ul style="list-style-type: none"> • V-685-0 – Immunization and T.B. Testing Guidelines for New Employees • V-1635-0 – Visitors • V-1645-0 – Influenza Immunization • V-1705-0 – Fitting of Respiratory Devices (Fit Testing) • V-1825-0 – Workplace Anti-Violence Policy <p>Motion Carried.</p>	
<p>4. Presentations</p> <p>4.1. Do the Math Campaign</p>	<p>C. Chang reviewed the purpose of the campaign and what we wish to accomplish. See Appendix #1.</p> <p>This campaign is the second phase of the Do the Math Campaign. The purpose is to raise awareness that food security is a problem in our community. It runs between Nov. 17-24. Individuals will live exclusively off a food bank hamper and participants are encouraged to use soup kitchens or church suppers. All board members are welcome to participate in the challenge. Anyone from the public is welcome to</p>	<p>J. Butt and F. Kinsella volunteered to participate.</p>	<p>Staff will contact J. Butt and F. Kinsella regarding the details of this challenge.</p>

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4.2. H1N1 Report	<p>participate as well.</p> <p>J. Futchter gave a presentation on the influenza campaign for 2010. See Appendix #2.</p> <p>We are hoping to get our first shipment of vaccine next week. We will be having 18 clinics this year. The first clinic date is Nov. 3 and the last clinic date will be Dec. 2. Board members are welcome to sign up as greeters at these clinics should they wish to.</p> <p>J. Cunningham presented on the pH1N1 statistical and surveillance report. See Appendix #3.</p> <p>In discussion it was emphasized that last year was an exception in terms of who provided flu vaccine. This year will return to physicians doing most of the immunizing. Our responsibility is high risk individuals who cannot get to a physician.</p> <p>J. Butt thanked health unit</p>	n/a	n/a

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	staff for doing a great job.		
5. New Business			
5.1. V-305-0 - Long Distance Telephone Calls	<p>The new policy reflects existing processes to track personal use of long distance phone calls. It is working well.</p> <p>In discussion the question was raised whether it would be better to charge staff a flat rate for use of blackberries for their own use rather than asking them to identify the use and pay that amount as is done now. The personal use is low now and it takes very little time to track it.</p>	<p>It was moved by K. Graham Seconded by: G. Grewal That: The Board of Health approve V-305-0 – Long Distance Telephone Calls as circulated.</p> <p>Motion Carried.</p>	n/a
5.2. 2011 Levy Cost Sharing	<p>Staff are getting ready to put together budget information for 2011. The Board needs to decide how to allocate the levy among townships and municipalities. The current method is recommended as the default method in the Health Promotion and Protection Act.</p> <p>The following comments were made:</p>	This will be discussed again at the October meeting.	<p>Board members to let J. Pearce know over the next month if they would like us to look at another method. This gives her time to work towards bringing the Board more information.</p> <p>J. Pearce will find out how the United Counties assign contribution costs.</p>

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	<p>The CRCA do it on population, but ours is based on assessment.</p> <p>We could assign costs based on what is driving the costs of the health unit. The current assumption is that the population is the main driver of the cost.</p> <p>Because the health unit provides a population based service the levy should be based on population.</p> <p>J. Butt stated that we will not decide tonight, but he wanted to raise the issue and take it away as homework. He would like to ensure that as we move to do the budget we are at a consensus before we go.</p> <p>There is concern that the numbers from MPAQ are not accurate – not sure how seasonal dwellers are included.</p> <p>At the County level each one of us are assessed by population and assessment –</p>		

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	<p>then we have a weighted vote. Just take the figures the County uses.</p> <p>J. Butt commented that we want to make sure going into the budget process that this is fair and reasonable.</p> <p>K. Graham and B. Fletcher left the meeting at 5:30 p.m.</p>		
5.3. 2010 CINOT Funding Agreement	J. Pearce advised that the Board must approve acceptance of the CINOT funding from the province.	<p>It was moved by: J. Earle Seconded by: L. Sowchuk That: The Board of Health approve the CINOT Expansion 2010 Calendar-Year funding which is subject to the 2010 Program-Based Grants Terms and Conditions.</p> <p>Motion Carried.</p>	n/a
5.4. 2010 Smoke Free Ontario Budget	J. Pearce advised that last year the Ministry of Health Promotion terminated the youth engagement portion of the tobacco program. We were notified in August that this part of the program will be reinstated. This is a 100% funded program for the calendar year.	<p>It was moved by: J. Earle Seconded by: L. Sowchuk That: The Board of Health approve the 2010 Smoke Free Ontario Budget as circulated.</p> <p>Motion Carried.</p>	n/a
5.5. Board of Health			

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<p>Manual Updates:</p> <ul style="list-style-type: none"> • III-05 Historical Background • V-05-0 – Attendances for Meetings and Conferences 	<p>P. Stewart advised that two changes are proposed for the Board of Health Manual. The Historical Background (III – 05) has been updated consistent with that section in the Health Unit Administration Manual.</p> <p>For V-05-0 – Attendances for Meetings and Conferences – a change is suggested that if board members go to a conference, they prepare a report so all can benefit from it.</p>	<p>It was moved by: L. Sowchuk Seconded by: J. Earle That: The Board of Health approve the following Board of Health Manual updates as revised:</p> <ul style="list-style-type: none"> • III-05 – Historical Background • V-05-0 – Attendances for Meetings and Conferences <p>Motion Carried.</p>	<p>III-05 – Historical Background - IMS Mode should be spelled out. (Incident Management System). Also PHI should state Public Health Inspector.</p> <p>J. Butt and J. Lousley will do a written report from the September OPHA conference. This report will be part of the October Board package.</p>
<p>6. Advocacy:</p>			
<p>6.1. Keep Mixed Martial Arts Illegal in Ontario</p>	<p>J. Butt advised that over the summer the office sent out an email to board members regarding a recommendation from the London-Middlesex Health Unit that health units advocate for a ban on mixed martial arts fighting. The government has now approved martial arts in Ontario and is collecting taxes for these events. Although there isn't any purpose in formally</p>	<p>n/a</p>	<p>n/a</p>

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	<p>advocating because it has already been approved, perhaps board members could speak with those of influence to discourage this practice.</p>		
<p>6.2. New Legislation for Chief Medical Officer of Health of Ontario</p>	<p>J. Butt referred to the correspondence distributed to board members from aPHa. This will be discussed on Wednesday as part of the aPHa strategic planning session. The general sense from the MOH's is that there should have been a better process and more consultation and it is not necessary to increase the powers of the CMOH/Dr. Arlene King. There was no consultation of this with Boards or MOH's prior to the decision to change the legislation.</p> <p>The proposed legislation would allow Dr. King to direct the Board of Health in specific circumstances that would then usurp the power of the Board of Health to make decisions based on community needs. aPHa is being very aggressive about</p>		<p>J. Butt will continue to monitor the situation.</p> <p>J. Butt asked board members to consider if at some point, as a Board, he could talk to Mr. Clark or Mr. Hillier.</p> <p>J. Butt to meet with Mr. Gerretsen.</p>

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	<p>challenging the proposed legislation.</p> <p>We were asked by ALPHA to speak to liberal members of parliament about this proposed legislation.</p>		
<p>7. Verbal Report of the Medical Officer of Health</p>	<p>P. Stewart gave her verbal report to the Board. See Appendix #4.</p> <p>P. Stewart referred to the community report which has been distributed to board members. F. Kinsella suggested highlighting the key messages.</p> <p>P. Stewart gave an update on pay equity. R. Haley suggested an evaluation committee. J. Butt stated that the committee needs to sign off on the final result.</p> <p>F. Kinsella asked about the role of the health unit to prevent the dermatitis that may result from exposure to wild parsnip. J. Earle discussed one park in Cardinal. It had wild parsnip growing in it but the patch was too close to the water to be sprayed based on Ministry</p>	<p>Accreditation will be brought back to Board in November along with an update on Pay Equity.</p> <p>R. Haley will discuss this with P. Stewart and J. Butt further.</p> <p>P. Stewart advised that we will meet with MOE soon and will add this item to the meeting.</p>	<p>P. Stewart will meet with the Ministry of the Environment about roles in dealing with wild parsnip and will report back to the Board.</p>

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	<p>of the Environment regulations. J. Earle had asked the Medical Officer of Health to use her powers to override the Ministry of the Environment regulations and thus allow him to spray herbicide in the park.</p> <p>P. Stewart advised that she and J. Earle have had some previous discussions around this. It comes down to how the powers of the MOH can be used and what constitutes a health hazard under the law. In terms of spraying, the MOE sets the legislation on what can be sprayed. The MOE does allow exceptions based on an appeal. It would need to be a huge emergency for the MOH to override someone else's legislation.</p> <p>The MOHLTC has been clear that the public health unit's role is education. We did send information out to physicians, emergency rooms, and have information on our website.</p>		

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	<p>It was suggested that this should be addressed at joint services at the county level. The health unit has met with the United Counties Weed Manager and it was agreed the health unit's role was one of education.</p> <p>J. Butt asked, as a Board, do we want to advocate for a broad environmental approach to the weed?</p> <p>F. Kinsella asked about food handling courses. An issue was brought forward around a person being served a food to which he/she was allergic at a rehearsal dinner after they had told the restaurant what they were allergic to. A hair was found in the food as well.</p> <p>We do offer food handling courses and have been talking about doing them differently, making them more interactive and at a more convenient time and place.</p>	<p>No consensus was reached by the Board.</p> <p>P. Stewart advised that if someone has a concern about a restaurant they should contact the health unit so we can follow-up.</p>	

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	<p>We are also exploring what other incentives can be used, for example, the red, yellow, and green signage used by Toronto Public Health to indicate the last inspection results.</p> <p>Municipalities were given a year to get their septic systems updated F. Kinsella advised. How are we going to ensure that they do this?</p>		<p>P. Stewart and J. Lyster will follow up on this with F. Kinsella.</p>
8. General Correspondence	No discussion.	n/a	n/a
8.1. Budget Correspondence	These items all dealt with finances and budgets that we as a Board approved.	n/a	n/a
8.1.1. Correspondence Received from Minister Deb Matthews Regarding the LGLDHU Budget	<p>J. Pearce advised that funding was approved for the Brockville parking lot. Eastern Engineering was hired to administer the tender and it was awarded last week to Ken Miller. This work should commence at the end of the month and take about 4 weeks to do.</p> <p>The tender for the 2 vans closed today and we received 2 tender documents, one local and one from St. Catharines.</p>	n/a	n/a

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8.1.2. Correspondence Received from Minister Margaret Best Regarding Smoke Free Ontario Funding	No discussion.	n/a	n/a
8.1.3. Correspondence Received from Minister Deb Matthews Regarding the Implementation of a Basic Dental Program for Low Income Children and Youth	No discussion.	n/a	n/a
9. Incamera Meeting	Motion to move incamera was read at 6:53 p.m.	<p>It was moved by: J. Lousley Seconded by: F. Kinsella That: The Board move into a closed session of the Board of Health due to the following: (b) personal matters about an identifiable individual, including municipal or local board employees; Motion Carried.</p> <p>It was moved by: S. Dodge Seconded by: J. Lousley That: This closed session</p>	n/a

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		rise and report. Motion Carried.	
10. Report from Incamera (if necessary)	The rise and report was read at 7:01 p.m. J. Butt advised that revisions to policy V-775-0 Compensating Time-Non-Union/Non-Management Staff were discussed.	It was moved by: L. Sowchuk Seconded by: G. Grewal That: The Board of Health approve HUAM policy V-775-0 Compensating Time-Non-Union/Non-Management Staff as discussed effective September 13, 2010. Motion Carried.	n/a
11. Time, Date and Location of Next Meeting	Thursday, October 21, 2010 Brockville Office. Meeting to begin at 4:00 pm	n/a	n/a
12. Adjournment	n/a	It was moved by: G. Grewal Seconded by: J. Earle That: The meeting adjourn at 7:05 p.m. Motion Carried.	n/a

J. Butt, Chair

Date

H. Bruce, Recording Secretary

Date

- c: Board members
- HU offices
- Municipalities
- Shared Drive