



**BOARD OF HEALTH FOR THE
NORTHWESTERN HEALTH UNIT**

MINUTES of the Regular Board of Health Meeting
January 29, 2015 8:30 a.m.
Kenora NWHU City View office boardroom

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**PRESENT:** Julie Roy, Chair  
Carol Baron, Dennis Brown, Yolaine Kirlew, Paul Ryan, Sharon Smith

**IN ATTENDANCE:**  
Mark Perrault, CEO  
Cindy Crandall, Secretary to BOH/MOH (Recorder)  
Pam Baxter, Administrative Assistant

**REGRETS:** Trudy Sachowski, Bill Thompson

**1. CALL TO ORDER**

CEO Mark Perrault called the meeting to order at 8:40 a.m. He welcomed Yolaine Kirlew, new municipal appointee representing Sioux Lookout, Ignace, and Pickle Lake.

**2. BOARD OF HEALTH ELECTIONS**

**2.1.1** Appointment of Chair of the Election  
Mark Perrault, CEO was appointed Chair of the Election. Mr. Perrault noted, as no nominating committee could be formed prior to the meeting, nominations for all positions would be received from the floor.

**2.1.2** Call for Nominations: Position of Chair  
Nominations for the position of Chair of the Board of Health were received.

|                                                                    |                 |                     |
|--------------------------------------------------------------------|-----------------|---------------------|
| <b>Motion / Resolution: 1-2015</b>                                 | <b>APPROVED</b> |                     |
| THAT nominations for the position of Chair of the Board be closed. |                 | D. Brown<br>P. Ryan |

As there were no further nominations, the Chair of the Election declared Julie Roy to be acclaimed to the position of Chair of the Board of Health for the year 2015.

**2.2.1** Call for Nominations: Position of Vice-Chair.

Nominations for the position of Vice-Chair of the Board of Health were received.

|                                                            |                 |                     |
|------------------------------------------------------------|-----------------|---------------------|
| <b>Motion / Resolution: 2-2015</b>                         | <b>APPROVED</b> |                     |
| THAT nominations for the position of Vice-Chair be closed. |                 | P. Ryan<br>D. Brown |

As there were no further nominations, the Chair of the Election declared Paul Ryan to be acclaimed to the position of Vice-Chair of the Board of Health for the year 2015.

**2.3 EXECUTIVE COMMITTEE**

**2.3.1 Call for Nominations: Membership of Executive Committee**

As directed by the Terms of Reference for the Executive Committee, the Chair and Vice-Chair are members of the Executive Committee. Nominations were called for two members at large to the Committee. Nominations were received.

|                                                                       |                 |                     |
|-----------------------------------------------------------------------|-----------------|---------------------|
| <b>Motion / Resolution: 3-2015</b>                                    | <b>APPROVED</b> |                     |
| THAT nominations for membership to the Executive Committee be closed. |                 | D. Brown<br>P. Ryan |

Ballots were tabulated and Sharon Smith and Carol Baron were declared members of the Executive Committee for the year 2015.

|                                    |                 |                      |
|------------------------------------|-----------------|----------------------|
| <b>Motion / Resolution: 4-2015</b> | <b>APPROVED</b> |                      |
| THAT all ballots be destroyed.     |                 | P. Ryan<br>Y. Kirlew |

Julie Roy assumed Chair of the meeting.

**3. IN-CAMERA (Closed meeting) SESSION**

**3.1 IPAD Training**

|                                                                                   |                 |                      |
|-----------------------------------------------------------------------------------|-----------------|----------------------|
| <b>Motion / Resolution: 5-2015</b>                                                | <b>APPROVED</b> |                      |
| THAT the Board of Health moves to an in-camera session to discuss: Ipad training. |                 | P. Ryan<br>Y. Kirlew |

At 8:58 a.m. Board of Health members moved to an in-camera session.

|                                                                                     |                 |                      |
|-------------------------------------------------------------------------------------|-----------------|----------------------|
| <b>Motion / Resolution: 6-2015</b>                                                  | <b>APPROVED</b> |                      |
| THAT the Board of Health moves out of in-camera session to resume regular business. |                 | Y. Kirlew<br>P. Ryan |

At 9:36 a.m. Board of Health members moved out of in-camera session.

**4. APPROVAL OF AGENDA**

**4.1 Additions:**

- 16.1 New Members Paperwork
- 16.2 Board of Health Per Diem

|                                                                                                 |                 |                      |
|-------------------------------------------------------------------------------------------------|-----------------|----------------------|
| <b>Motion / Resolution: 7-2015</b>                                                              | <b>APPROVED</b> |                      |
| THAT the Agenda for the Board of Health meeting dated January 29, 2015, be approved as amended. |                 | D. Brown<br>C. Baron |

**5. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None was declared.

**6. MINUTES OF BOARD OF HEALTH MEETING, November 21, 2014**

|                                                                                                 |                 |                     |
|-------------------------------------------------------------------------------------------------|-----------------|---------------------|
| <b>Motion / Resolution:8-2015</b>                                                               | <b>APPROVED</b> |                     |
| THAT the Minutes of the Board of Health meeting held November 21, 2014, be approved as written. |                 | P. Ryan<br>D. Brown |

**7. PUBLIC HEALTH PROGRAMS**

**7.1 REPORT: CDP Program: NutriSTEP® – provided by Shannon Robinson, (A) Manager CDP**

*Reference #2015.01.29.7.1 – Report will be retained on file.*

Additional Verbal Report: - provided by Mark Perrault, CEO

Staff will be actively recruiting parents to complete the screen. This will provide us with useful data moving forward. Discussion involved nutrition alternatives, built environment and school curriculum to include nutrition in their programs.

|                                                                                                                              |                 |                      |
|------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
| <b>Motion / Resolution: 9-2015</b>                                                                                           | <b>APPROVED</b> |                      |
| THAT the following report be received: <ul style="list-style-type: none"> <li>• 2015.01.29.7.1 CDP Program Report</li> </ul> |                 | C. Baron<br>D. Brown |

**8. CORPORATE ADMINISTRATION**

**8.1 Chief Executive Officer Report - Mark Perrault, CEO**

*Reference #2015.01.29.8.1*

**PURPOSE**

To inform the Board of Health of issues that have developed since the last Board of Health meeting that may have an impact on the operations of the Health Unit, but do not warrant as separate report, and of the activities of the Chief Executive Officer. This report will complement the separate finance report.

**Looking Forward to 2015**

Due to the fact that we have some new Board of Health members, my first report for 2015 will touch on what’s coming up over the current year. Normally my reports have topic specific sections.

In January Board of Health elections will take place along with an orientation for new Board members. New this year is the introduction of iPads to replace the paper meeting packages that we send out board members. Moving to iPads is more than an attempt to reduce paper consumption; it will ensure more timely reports to the board. With paper packages, we have a two week lag between having to produce a report and mail it to the members in time for them to read it before the board meeting.

With the use of the tablet and "Dropbox" we can get documents to the board the minute they are produced. In addition, we plan to have all of the documentation that you as a board member will need (i.e., Bylaws, Call to Order, Strategic Plan, previous meeting documentation), all stored on your tablet. For example, if you want to look at minutes from three months earlier while in the meeting, you can.

This month and early next month, I will also be presenting at both the Rainy River Municipal Association and the Kenora District Municipal Association's meetings to enable our funders to ask questions about the direction the Northwestern Health Unit. I will also be meeting with the Ministry of Health and Long-term Care (MOHLTC) on January 21, 2015, to discuss Program Based Grants (our primary funding source) for 2015.

On January 20, 2015, I will be in Thunder Bay for a Sioux Lookout First Nations Health Authority Public Health Pilot Project that we are involved with. We have been involved in a number of initiatives that are looking at improving public health on First Nations across our region. While we are not directly responsible for delivery of services on First Nations, the Health Protection and Promotion Act does put an onus on us to ensure that services are available even though the funding source is federal. It is complicated and we will be discussing it through the year.

In February the Association of Local Public Health Agencies (ALPHA) is planning a Board of Health orientation session in Toronto on February 5<sup>th</sup>. This is a good opportunity for new Board members to get a feel for public health in Ontario. At the February Board of Health meeting we will be presenting our Programs Based Grants submission which is due to the province by the end of the month. While the Board has approved our gross budget to submit to the province, this application breaks it down into cost centres and is what the Ministry of Health and Long-Term Care (MOHLTC) uses to base their grants.

In March we will be implementing a Citizen Panel using our website to set up an interactive forum to engage local citizens across the region to give input into our programming. A report on this will be coming in the near future. On March 26<sup>th</sup>, our Medical Officer of Health, Dr. Kit Young Hoon returns from her leave and will attend the March Board of Health meeting. At the end of March, our collective agreement with the Ontario Nurses Association expires. Historically we have had negotiations completed around that time or shortly thereafter. The Board's role is to approve the agreement that is negotiated by management on its behalf.

In April, our auditors will be coming in to present the audited financial statements for 2014. This is an opportunity for the Board to get an independent opinion on how we are doing with respect to financial controls and where we ended up financially for the prior year.

In May, we will be hosting evaluators for the Baby Friendly Initiative (BFI) to determine if we qualify for the BFI designation. This designation is a requirement under the Ontario Public Health Standards and Board of Health members may be interviewed as part of this process.

In June, alPHa's Annual General Meeting and Conference takes place June 7<sup>th</sup> to 9<sup>th</sup> in Ottawa. More details will be forthcoming, likely by April. Also in June, the board will be presented with the Public Health Report Card (PHRC). This is our version of an annual report and a performance measurement tool. You will hear much more about performance measurement in your orientation and also throughout the year.

The Board normally has ten meetings per year. Normally, in either July or August we will not convene. We are preparing to be reviewed by Excellence Canada in the fall (a form of accreditation), so we may have some work that will involve board members who will be part of the process.

August 1<sup>st</sup> represents a new beginning with respect to our Dental Program. The Ontario government announced a major change in the delivery of dental services to children last year, but all we know for certain at this point is that our Children In Need of Treatment (CINOT) program will end July 31<sup>st</sup>. One of the Ontario Public Health Standards that allows health units to provide preventative services to children will also be removed and amalgamated under one expanded Low Income Dental Program. The details are still not complete and there may be more changes announced before then.

In September we have in the past had a Board of Health retreat in a relaxed, casual setting, combining an education session and a Board of Health meeting. With a brand new board this may be a good time to have another one.

In October we are already into discussions regarding the next year's budget which will be presented to the board at November's meeting. Also in October, it's the official start of flu season and mandatory flu shots for staff and board.

November is usually the last Board of Health meeting of the year and we will be presenting the 2016 budget. In addition we will likely be approving the strategic planning process for 2017-2020.

At the end of the year, plans and preparations for the moving of our Market Square Office to City View will be well underway. We will also be preparing for the roll out of the new requirements for menu labeling which come into effect January 1, 2016.

An additional item that may come up this year is the funding review for public health. We may very well be active in discussions on equitable funding for public health during the year.

I would like to take this time to say welcome to our new Board of Health members, and welcome back to our returning members. This year, like all past years should be an interesting one, and no doubt things we didn't predict may come our way.

Additional Verbal Report – *provided by Mark Perrault, CEO*

Budget and budget reviews were discussed at MOHLTC meetings last week. Indications are that we can expect the same increase as last year.

Mr. Perrault will be attending both Rainy River District Municipal Association and Kenora District Municipal Association annual meetings to give updates on Northwestern Health Unit.

Panel discussions on First Nations public health will take place in March at The Ontario Public Health Convention.

|                                               |                 |                    |
|-----------------------------------------------|-----------------|--------------------|
| <b>Motion / Resolution: 10-2015</b>           | <b>APPROVED</b> |                    |
| THAT the CEO report be accepted as presented. |                 | P. Ryan<br>D Brown |

**8.2 Finance Report - Mark Perrault, CEO**  
*Reference #2015.8.2 The report will be retained on file.*

**PURPOSE**

To inform the Board of Health of the financial position of the agency and to seek approval of any new funding, and to have the Board of Health approve Ministry settlements of funding. This report will also advise the board of any internal or external factors that may or will impact the financial position of the organization. Changes to the way we do our financial reporting will also be outlined.

**BACKGROUND**

1) Budget 2015

The Board of Health recommended at its last meeting to set the gross 2015 Cost-Shared Budget based on the total municipal levies at the same level as 2014, with a predicted 2% increase from the Ministry of Health & Long-Term Care (MOHLTC) for cost-shared programs, and unorganized territory grant. The final numbers for the budget related to the 100% funded programs will not be clear until the MOHLTC meets with Chief Executive Officers (CEOs) and Business Administrators on January 21<sup>st</sup> in Toronto. At this meeting we will be given the ministry staff’s best guess as to what can be expected from the Minister of Finance.

At the February Board of Health Meeting we will be presenting the Board with the completed Program Based Grant template to be submitted to the MOHLTC on February 27<sup>th</sup>.

The Part 8 program revenue came in as budgeted in 2014, and as a result user fees will remain the same as 2014.

The Ministry of Children and Youth Healthy Babies, Healthy Children Budget will also be brought to the Board in February. At this point we have no indication whether we will receive an increase.

2) 2014 December Year End Programs

**Attachment 1** is the summary of the total **Cost Shared December Year-end** programs as of Monday, January 12<sup>th</sup>. We have a major cheque run at the end of this week (Friday, January 16<sup>th</sup>, which will include travel claims for the month of December, and most vendor invoices including many for building costs. In addition, we still have revenues that have come in for our Healthy Smiles Dental program and possibly Part 8. I will bring to the Board of Health meeting on January 23<sup>rd</sup>, up to date financial statements for all of our programs

which will give an accurate picture of where we stood at the end of the year. Note that once we have the iPads available, I will be able to give you statements that are not missing half a month's worth of expenditures due to the two-week package lead time we currently need for copying and mailing the packages so you get them before you leave for the meetings.

As you can see, we are still showing a healthy surplus of \$190,472 which does include the rebate we did for the municipalities.

3) 2014-2015 March Year End Programs

**Attachment 2** is a summary of our March Year End programs which are all 100% funded. As you can see we are under budget on expenditures by \$111,127. The revenues are higher than expected but that is due to some programs front loading their payments to us. It is expected by fiscal year end, all of these programs will be balanced. We never run a deficit on these programs and we try to ensure that all of them are fully utilized.

**DISCUSSION**

As we close off the 2014 books we are in a very solid financial position. Our year end process has started and there will be transfers between lines to ensure that as much of the municipal funding is retained for either designated purposes or refunded back to the municipalities.

**BUDGETARY IMPACT**

None

**RECOMMENDATION**

That the Board of Health accepts the finance report.

Additional Verbal Report: - *provided by Mark Perrault, CEO*

Our budget submission will be brought to the February 20<sup>th</sup> meeting with prior orientation/discussion taking place the day before. Settlements for 2014 are due March 1, 2015 to the Ministry of Health & Long-Term Care.

|                                                   |                 |                      |
|---------------------------------------------------|-----------------|----------------------|
| <b>Motion / Resolution: 11-2015</b>               | <b>APPROVED</b> |                      |
| THAT the Finance report be accepted as presented. |                 | S. Smith<br>D. Brown |

**8.3 Human & Financial Resources Report – Marilyn Herbacz (A) Manager Human & Financial Resources**

*Reference #2015.01.29.8.1 – The report will be retained on file.*

|                                                                       |                 |                      |
|-----------------------------------------------------------------------|-----------------|----------------------|
| <b>Motion / Resolution: 12-2015</b>                                   | <b>APPROVED</b> |                      |
| THAT the Human & Financial Resources report be accepted as presented. |                 | S. Smith<br>C. Baron |

**8.4 NWHU Policies: New Policy: Deferred Salary Leave Plan - *provided by Mark Perrault, CEO***

This policy is similar to those contained in both union contracts and formalizes it for non-union staff.

|                                                           |  |                      |
|-----------------------------------------------------------|--|----------------------|
| <b>Motion / Resolution: 13-2015</b>                       |  |                      |
| THAT new Policy, Deferred Salary Leave Plan, be approved. |  | S. Smith<br>C. Baron |

**9. APPOINTMENT OF BOARD CONTACT PERSON FOR 2015, for Requests for Information Under Municipal Freedom of Information and Protection of Privacy Act.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|
| <b>Motion / Resolution: 14-2015</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                      |
| <p>THAT for the year 2015 and in accordance with Northwestern Health Unit Policy, 'Freedom of Information Requests', the Board of Health appoints Julie Roy, Chair, as the Northwestern Health Unit's "Head of the Institution" for the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i>;</p> <p>AND THAT all powers and duties of the "Head of the Institution" under the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i>, be delegated to Mark Perrault, Chief Executive Officer.</p> |  | S. Smith<br>C. Baron |

**10. APPOINTMENT OF 2015 BANK SIGNING OFFICERS**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------|
| <b>Motion / Resolution: 15-2015</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                      |
| <p>THAT the Board of Health for the Northwestern Health Unit authorizes:</p> <p style="padding-left: 40px;">Chair: Julie Roy<br/>                 Vice Chair: Paul Ryan<br/>                 Medical Officer of Health: Dr. Kit Young Hoon<br/>                 Chief Executive Officer: Mark Perrault<br/>                 (A) Manager, Human Resources &amp; Finance: Marilyn Herbacz</p> <p>to be bank signing authority for the Northwestern Health Unit, effective January 29, 2015.</p> |  | S. Smith<br>C. Baron |

**11. INTEREST RATES FOR OVERDUE ACCOUNTS FOR 2015**

|                                                                                                                                          |                     |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Motion / Resolution: 16-2015</b>                                                                                                      |                     |
| THAT the interest rate for 2015 for overdue accounts be set at 1.25 percent per month, per Policy, Interest Charges on Overdue Accounts. | C. Baron<br>S.Smith |

The meeting recessed at 10:45 a.m.

The Chair called the meeting to order at 11:00 a.m.

**12. 2015 BOARD OF HEALTH MEETING SCHEDULE**

Meeting dates and locations for Board of Health meetings for 2015 were scheduled.

**13. aPHa BOARD OF HEALTH ORIENTATION SESSION, February 5, 2015**

|                                                                                                                                                                                                                                                                                           |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Motion / Resolution: 17-2015</b>                                                                                                                                                                                                                                                       |                     |
| .<br>THAT, the following Board of Health members be authorized to attend the Association of Local Public Health Agencies (alpha) Orientation Session, February 5, 2015, in Toronto:<br><br>Julie Roy<br><br>Expenses for this conference will be covered by the Northwestern Health Unit. | S. Smith<br>P. Ryan |

Ms. Roy will bring back information regarding Board member financial liability. This will also be discussed at Board of Health orientation on February 19<sup>th</sup>.

**14. BOARD OF HEALTH MEETING PACKAGES**

Paper copies of the meeting agenda and the Finance Report will be available at the meeting. Other material related to the meeting will be put on iPads under the Drop Box folder.

Mr. Perrault indicated that the Finance Report will be done in a different format, focusing on different aspects each month.

**15. BOARD OF HEALTH ATTENDANCE**

This agenda item will be discussed at the next Executive Committee meeting, March 13, 2015.

Dennis Brown left the meeting at 11:45 a.m.

**16. NON AGENDA ITEMS**

**16.1 New Member Paperwork**

Members were reminded to submit their paperwork to the Board of Health secretary.

**16.2 Board Member Per Diem**

|                                                                                                                                                                                    |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Motion / Resolution: 18-2015</b>                                                                                                                                                |                       |
| THAT in accordance with Northwestern Health Unit Bylaw#1, the Northwestern Health Unit per diem rate will be \$172 for full day and \$86 for half day, effective February 1, 2015. | C. Baron<br>Y. Kirlew |

**Next Regular Meeting**

Date: Friday, February 20, 2015 Start time: 8:30 a.m.

**Board of Health Orientation Session**

Date: Thursday February 19, 2015 Start time: 1:00 p.m.

Location: Kenora NWHU City View office boardroom

**Executive Committee Meeting**

Date: March 13, 2015 Start time: 11:00 a.m.

Location: Kenora City View office boardroom

**17. ADJOURNMENT**

The Chair adjourned the meeting at 12:00 noon

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS ..... DAY OF .....2015

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MEETING CHAIR, BOARD OF HEALTH

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RECORDING SECRETARY