



# BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT

## MEETING MINUTES

Regular Board of Health Meeting

Friday, September 14, 2012

Sioux Lookout, Forest Inn Conference Room

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**MEMBERS PRESENT:** John Albanese, Chair  
Jim Belluz, Dennis Brown, Dave Canfield, Mel Fisher, Russ Fortier, Margaret Harland,  
Julie Roy, Paul Ryan, Doug Squires, Bill Thompson

**PARTICIPATING:**  
Dr. Jim Arthurs, Medical Officer of Health (MOH)  
Mark Perrault, CEO  
Lois Bailey, Chief Financial Officer  
Dorothy Strain, Executive Assistant (Recorder)

### 1. CALL TO ORDER

Chair John Albanese called the meeting to order at 8:30 a.m.

### 2. APPROVAL OF AGENDA

|                                                                                        |                      |
|----------------------------------------------------------------------------------------|----------------------|
| <b>Motion / Resolution: 76-2012</b>                                                    |                      |
| THAT the Agenda for the Board of Health meeting dated September 14, 2012, be approved. | J. Roy<br>M. Harland |

### 3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None was declared.

### 4. MINUTES OF BOARD OF HEALTH MEETING, August 10, 2012

|                                                                                               |                         |
|-----------------------------------------------------------------------------------------------|-------------------------|
| <b>Motion / Resolution: 77-2012</b>                                                           |                         |
| THAT the Minutes of the Board of Health meeting held August 10, 2012, be approved as written. | R. Fortier<br>J. Belluz |

### 5. SENIOR MANAGEMENT REPORTS

#### Medical Officer of Health Report

*Submitted by Dr. Jim Arthurs, Medical Officer of Health*

As the summer winds down, our staff in the new Kenora City View Office are settling in and most summer vacations and long weekends for the entire staff are now behind us. The upcoming September Board of Health education session will be a learning experience for all attendees.

I am particularly anxious to see the fruits of the labors and input from all of you and all of our staff toward our new 2013-2016 strategic plan. Mark Perrault and I have had the opportunity to attend strategic planning consultations for the Public Health division of the Ministry of Health and Long-Term Care, and locally with representatives of Lake of the Woods District Hospital.

Lake of the Woods District Hospital has invited me to attend their Board meeting on September 6 to share some thoughts from the public health field and encourage discussion among all, about how to develop new ideas and solutions for the future of health, public health, and health care.

The underlying question is: how do all of us together provide more services with less resources? We are all aware that the world's economy is both complex and currently not meeting the needs of its countries and individuals. Many European countries are in financial trouble and the United States has a huge deficit. Canada and Ontario likewise have financial debt.

Where do we go from here?

Leadership needs to be more than just the financial bottom line. Our strategic plan is patterned in the format of a balanced score card. This concept comprises four quadrants regarding the health of our clients, integration and collaboration among partners, community engagements as well as resources and internal capacity. We must be accountable in all areas. This demands that we are able to measure the success of our many programs and be fiscally responsible.

We and all other health care organizations cannot simply continue to do what we have always done. We will need to work together to increase our efficiencies and effectiveness. Together, we need to develop better communications and cooperation with our partners and create innovative ideas. I look forward to ongoing dialogue and collaboration with the Lake of the Woods District Hospital, and to establishing connections with other health care agencies in the area, to examine what it is that each branch does, identify the duplications, and discover our individual and collective weaknesses and strengths.

## **Epidemiologist Report**

*Submitted by Lee-Ann Nalezty, Epidemiologist*

### Health Status and Determinants

Statistics Canada "Health Profile, June 2012" reports that residents in the Northwestern Health Unit (NWHU) region made gains in life expectancy from the previous health profile. For example, from the 2010 profile to the 2012 profile life expectancy at birth has improved from 76.2 to 77.4 years, and life expectancy at 65 years has made a slight increase from 18.8 to 18.9 years. During this same time period, our residents' perception of 'very good' and 'excellent' health went from 59.3% to 56.1%; having arthritis moved from 24.6% to 26.6%; diagnosed with diabetes went from 6.7% to 7.3%; having high blood pressure rose from 17.2% to 21.6%.

Observing the gains in life expectancy is remarkable when we find that lifestyle behaviours have not improved. Daily and occasional smoking rates continue to be higher than the provincial rate. A small gain in the reduction of these smoking rates was made, whereas in 2010 the rate was 24.6% and in 2012 the rate is 22.4%. However, residents reported that heavy drinking went up from 20.2% to 22.2%. Consumption of fruit and vegetables five times or more per day went from 45.3% down to 38.2%. While this information is based upon those aged 12 years and older and is self-reported, and excludes First Nations living on Reserves, we see more work needs to be done.

### Community Engagement

In the absence of the Northwestern Ontario Student Drug Use Survey, the Health Unit is working in partnership with the Propel Centre for Population Health Impact from the University of Waterloo and two local school boards to get local health and behavioural data on high school students. The project is called COMPASS, which stands for Cohort study on Obesity, Marijuana use, Physical activity, Alcohol use, Smoking and Sedentary behaviour. It follows grade 9 - 12 students over a four-year period. The project is part of a provincial study being funded through the Canadian Institutes of Health Research. Participating schools receive summary profiles of their students and access to a knowledge broker to help schools adapt/change policies that contribute to improvements in health and behaviours. The research team hopes to learn how school environments influence student behaviours. Tanis Fretter, Manager, Chronic Disease & Injuries; Jennifer McKibbin, Manager, Enforcement; and Elaine Fischer and Saralyn Semeniuk, Health Promoters, have been instrumental in supporting the project and recruiting schools.

### Integration and Responsiveness

The Health Unit is working with Bill Reynolds, Data Analyst Co-coordinator with Firefly, to prepare a snapshot by local communities of the developmental health of children from birth to six years. Firefly is an agency that resulted from the amalgamation of Lake of the Woods Child Development Centre and Patricia Centre for Children and Youth. These local reports will include information on that population, social determinants and health indicators that report on birth related information, breast feeding status and health and safety indicators. The project is expected to be completed by the end of the year.

Allen Katz, CEO of Rainy River Health Care Facilities, has been preparing for his organization's strategic planning sessions. In preparation for this, the Health Unit has assisted him by providing local health data.

The Health Unit was contacted by the Ontario Chief Coroner's Office to discuss the high rate of suicide in NWHU region. The Coroner's office intends to prepare a provincial report on suicide. Three focus areas of the report are: suicides among First Nations; those related to bullying; and those that identify as LGBTQ (sexuality and gender identity based). Several of our staff have participated in teleconferences with local and provincial coroners. In the NWHU between 2008 and 2011 there have been approximately 75 suicides, of which 60% are reported as First Nation. The Health Unit is assisting in the project by reviewing hospital-related data and connecting with Thunder Bay District Health Unit staff that work in a suicide prevention program.

Internal Resources and Services

Our Research and Review Committee has been busy looking into 'Active information Passive consent' procedures. This involves giving parents information, for example, a letter about a Health Unit service that will be delivered in the school; and unless the parent notifies the Health Unit that they do not want their child to receive the service, the Health Unit assumes that the parent is giving consent for the service. Discussions have taken place with our legal counsel and others informed on the topic. What we learned is that we need to ensure that multiple ways are used to communicate to parents/guardians, and that we are diligent in the use of legal authorities to collect information and provide service.

Our practicum student, Twyla Bérubé, has completed the environmental scan of Ignace as part of her project and is currently analyzing the results. She is also reviewing local data related to falls in Ignace, the NWHU catchment and in Ontario. The project is proceeding nicely.

Fall becomes a busy time for everyone. My goal in the next month is to see the completion of Youth Against Drugs, dental review of fluoride, and Early Years projects. Following that, Health Unit programs require base line data; specific reports need to be initiated; and work on the Foundations Manual directed specifically towards epidemiology will be started.

Current Projects

| Project Name                                            | Status          | Completion date     |
|---------------------------------------------------------|-----------------|---------------------|
| COMPASS                                                 | Recruitment     | Ongoing for 4 years |
| Suicides in NW Ontario                                  | In progress     | Winter              |
| Youth Against Drugs                                     | In review stage | September           |
| Dental Review for Dryden                                | Editing stage   | September           |
| Early years community profiles                          | In progress     | Fall                |
| Replacement for Northwestern On Student Drug Use Survey | In review stage | September           |
| Individual requests since June 2012 (19)                | 17 complete     |                     |

**Chief Executive Officer Report**

*Mark Perrault, Chief Executive Officer, was on vacation during the preparation of the management report. He will present his report to the Board of Health meeting, September 14, 2012.*

[See Board of Health Meeting Minutes, Agenda 5.2, Report of Chief Executive Officer: page 7]

**Finance Report**

*Submitted by Lois Bailey, Chief Financial Officer*

Total revenues for the seven months ending July 31, 2012, are \$8,814,232 (including a carry-over of funding from 2011) and total expenditures \$8,829,915 resulting in an excess of expenditures over revenues (a deficit) of \$15,683 before program settlements and \$50,848

after government contribution settlements. The cost shared programs are reporting a deficit of \$149,219; whereas the 100% funded and other programs are running a surplus of \$98,372.

The July financial report contains a new section at the bottom of the report that identifies the amount of funds that are either going to be settled with the funding agency or deferred to the next fiscal period. This is especially relevant for all programs whose financial year runs April 1- March 31. The reported amount of \$35,165 represents settlements for the Infant Hearing Program (\$8), Preschool Speech and Language (\$9,841, related specifically to one-time funding) and Diabetes Strategy Program (\$25,316). Other March program settlements will be completed and, if applicable, amounts recorded. At this time there are no amounts eligible to be deferred to the 2012-2013 fiscal year.

Variances in the revenue section can be attributed to the delay in receiving special payments for projects such as Panorama Phase II. Currently there is no revenue and no expenditures to report, but the budget was adjusted to reflect the announcement of \$54,238 in funding; thereby creating a variance between the expected year to date budget and the actual reported revenues. The same is true for funding for the two vaccine fridges in the amount of \$14,000. The Ministry of Health and Long-Term Care has also increased the funding allocation under the

9000 Nurses Initiative; however, costs are not expected to reach the approved amount of \$173,441, so the additional revenue has not been accrued as it would eventually be due back to the Ministry.

In the expense categories the largest variance is related to capital projects (one-time expenses and one-time equipment/leaseholds). City View costs are \$353,194 as of July 31. A representative from the Ministry advised that even though one-time capital projects were not approved in the July funding announcement, applications for one-time funding will be revisited after the Q3 reports are received. If some or all of the projects submitted for funding are not approved (including City View, Sioux Narrows and the new web site) they will be funded first through the portion of the projected costs originally budgeted (i.e., 25% of the project estimate), then through gapped operating dollars, and then afforded by the funds set aside in the capital (accumulated surplus) fund. At December 31, 2011, a \$250,000 transfer to the capital fund from the current fund was approved in case neither Sioux Narrows nor City View was approved. The capital fund has a balance of \$487,657 as at December 31, 2011. Another notable line with a variance is purchased services. This line is underspent in some programs, such as dental (Ontario Works, Healthy Smiles Ontario and CINOT). Those programs are based on demand and 2012 revenue projections were done based on past utilization. Salary variances continue because of the vacant public health inspector positions. More than \$52,000 of the large travel variance of \$83,613 is related to the Small Drinking Water Systems (SDWS) program. By end of summer that will dwindle considerably.

As stated in my last report, the 2012 program budgets and financial statements have been adjusted to reflect the budget announcement. Funding has been accrued to record

amounts due from the Ministry between January 1 and July 31. The Ministry advised that funding increases will be flowed upon receipt of our signed Accountability Agreement. Based on the most recent payment notice received, it appears the cash flow was adjusted on August 31, 2012.

## **IT & Operations Report**

*Submitted by Lee Pitt, IT Coordinator and Acting Manager, IT & Operations*

### **Project Updates**

#### Voice over I.P (VoIP) system:

The work of installing the Voice over IP phone system has been completed. All offices have been outfitted with the required phone and networking equipment. In this post-installation project phase, we have been trouble shooting various issues and configuring the system for optimal performance. In the coming months we will be able to fully analyze and assess the long distance cost savings that the system will provide.

#### New Public Facing Website:

During the last couple of months, we have been working on understanding the requirements for our new website. This has involved extensive analysis and many interviews with staff and management. We have selected a vendor (Digiflare – Toronto), and are working with them to design and develop the new site using Sharepoint technology. The expected release date of the new site is May 2013.

#### Dryden Office Renovation:

Facing a shortage of space in our Dryden office, we have undertaken a renovation to create three new staff offices. This was completed last week and the staff assigned to move into the new offices have done so.

#### New Sioux Narrows Office:

We have moved our office location in Sioux Narrows to the former tourist centre. Our staff member in Sioux Narrows, Holly Kropelin, has moved into the office and all services are up and running.

### Departmental Business

#### Helpdesk Report:

We have fielded 1,347 support tickets this year. This is a dramatic increase when compared with previous years, but reflects the facts that IT and Operations are now merged and tickets for both areas are now flowing into the system. There has also been a dramatic surge in tickets related to the Kenora office move.

|                         |       |
|-------------------------|-------|
| July Support Requests   | 123   |
| August Support Requests | 232   |
| Year-to-date            | 1,347 |

*Submitted by Dr. Jim Arthurs, Medical Officer of Health, and Mark Perrault, Chief Executive Officer*

**5.1 Medical Officer of Health Report – Update Provided by Dr. Arthurs**

Partnerships and Collaborations: Dr. Arthurs reported on his presentation to Lake of the Woods District Hospital Board on September 6. Discussion topics included mutual concern for fiscal prudence and potential for collaboration among health care agencies to address chronic diseases. The Northwestern Health Unit video was shown, "Let's start a conversation about health...And not talk about health care at all" (<http://www.youtube.com/watch?v=QSJ8X4PAUpw>).

Medical Officer of Health Vacation Coverage: Dr. Arthurs reported that there were no major incidents during vacation coverage he recently provided in August for Dr. Williams, Medical Officer of Health for Thunder Bay District Health Unit.

Management Report, Epidemiologist Report, page 2: Board of Health members expressed disappointment that updated data reveals no significant change to reported lifestyles. Dr. Arthurs commented upon diabetes prevention programs currently being delivered by several health care agencies, and the frustration of health care officials that the programs are not impacting at-risk people.

|                                                                            |                      |
|----------------------------------------------------------------------------|----------------------|
| <b>Motion / Resolution: 78-2012</b>                                        |                      |
| THAT the Report of the Medical Officer of Health be accepted as presented. | D. Squires<br>J. Roy |

**5.2 Chief Executive Officer Report**

Verbal Report– *Provided by Mark Perrault, CEO*

Office Updates

Settling-in to the new Kenora City View office continues, with expected minor 'glitches'. The new, renovated Sioux Narrows office is now operational.

Renovations to Dryden office for additional office space and a larger meeting room are complete.

Rainy River fire: The Health Unit office was close to the building that burned down, but fortunately was not impacted because of the wind direction. The office staff emergency evacuation plan was successfully implemented.

The VoiceOver IP (phone) system is operational and minor system problems are being addressed.

Partnerships and Collaborations

Diabetes Network: Contact was made with the Diabetes Network, which is directly provincially funded to fund regional and community facilities for treatment and consultations with clients for lifestyle changes. Facilities are administered across the province by health care agencies. To date, no facilities are administered by health units. Dr. Arthurs and Mark Perrault met with Diabetes Network representatives to discuss the potential for Northwestern Health Unit to administer a facility based in Sioux Lookout.

Further discussions will be held with the Diabetes Network to explore cost effectiveness and if it is appropriate with the Health Unit's mandate, to assume administration of the facility. A report will be made to a future Board of Health meeting.

Memorandum of Understanding: Doug Heath, CEO, Thunder Bay District Health Unit, will visit Northwestern Health Unit in connection with the launch of Public Health Ontario’s new Shared Library Services facility that will be administered for the Northwestern Health Unit through Thunder Bay District Health Unit ‘hub’. During his visit he will discuss a Memorandum of Understanding with Northwestern Health Unit regarding mutual aid.

Staff Feedback Survey

Mark Perrault distributed the results of the 2012 staff satisfaction survey conducted by the human resources department. Concerns identified by the survey and management’s plans to address them were discussed.

Questions, Discussion:

Partnerships and Collaborations: Executive Committee Chair Julie Roy reported that there has been no response from Thunder Bay District Health Unit to Northwestern Health Unit’s invitation for the Boards of Health to meet to discuss issues of mutual interest or concern.

|                                                                          |                     |
|--------------------------------------------------------------------------|---------------------|
| <b>Motion / Resolution: 79-2012</b>                                      |                     |
| THAT the Report of the Chief Executive Officer be accepted as presented. | D. Brown<br>P. Ryan |

**6. REPORT OF EXECUTIVE COMMITTEE MEETING, AUGUST 24, 2012**

Julie Roy, Committee Chair, provided a verbal report of the Committee’s meeting held August 24, 2012.

Ms. Roy congratulated John Albanese upon his reappointment as public appointee to the Board of Health. Mr. Albanese’s new term of appointment extends to October 14, 2014.

Meeting dates, 2013: The Committee requests Board of Health members to review their calendars to identify a constant meeting day (e.g., third Thursday of month) for Board of Health meetings in 2013.

Dr. Arthurs requested that meetings be held in communities with clinic/hospital facilities.

Financial reporting: More extensive explanation for variances in the monthly reports was requested.

A separate expenditure line will be established for Russ Fortier, new member of the Association of Local Public Health Agencies (alPHa) Board of Directors for the North West region.

Electronic transfer of funds: Notification of direct remittance (deposit) to account will be emailed to Board members when expense claims are processed. Board members requested copies of their original submitted claims. They will be returned in the next meeting package.

Annual General Meeting: The Committee discussed an annual general meeting to be held in conjunction with the June Board of Health meeting, to post the approved audited financial statements for the previous year, and the annual Public Health Report Card. The Committee will consider this further and a recommendation will be brought to a future Board of Health meeting.

Discussion:

A scheduling conflict for the November 30 meeting was identified for several members. It was rescheduled to Wednesday, December 5.

Opening of City View office: Tuesday, December 4, 4:00 p.m. The Health Unit's Strategic Plan, 2013-2016 will be launched on this occasion.

Finance Report – *Provided by Lois Bailey, Chief Financial Officer*

The report to July 31, 2012, was reviewed. Deferred revenue was identified and explained. The Ministry of Health and Long-Term Care's increase for 2012 funding revenue is reflected for the actual 2% amount. The Health Unit's budget report has been adjusted to remove anticipated funding for one-time projects that was not approved by the Ministry.

Considerable 'catch up' funding was flowed by the Ministry at August 31 following the Ministry's announcement of 2012 funding. Gapped salaries contributing to the variance to salaries expenditure line were explained.

Revenues recorded in the reports are based upon confirmed funding that is anticipated but may not have actually flowed to the Health Unit at the report date. The expenditure reports are based upon actual expenditures made to date.

Investments: The Health Unit met recently with CIBC representatives regarding the Health Unit's investments. A follow up meeting is planned and will be reported to the Executive Committee.

**7. OUT OF COUNTRY CONFERENCE**

|                                                                                                                                                                                                                                                                                                                                |                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Motion / Resolution: 80-2012</b>                                                                                                                                                                                                                                                                                            |                                    |
| <p>THAT the Board of Health authorizes Debby Cousineau, Manager, Speech, Hearing and Vision, to attend the American Speech &amp; Hearing Association Annual Conference, Atlanta, Georgia, November 15-17, 2012. Expenses for this Conference will be provided by administration funds designated for continuing education.</p> | <p>D. Canfield<br/>B. Thompson</p> |

**8. NON AGENDA ITEMS**

Education Session: Board of Health members expressed appreciation to staff for the arrangements for the annual education session based at Abram Lake facility, and for the facilitator, Lyn McDonell, President, The Accountability Group, who provided a workshop on governance on September 13.

**Meeting Break: 10:30 a.m.**

A short walk was taken, guided by Sioux Lookout NWHU office staff Therese Niznowski, Health Promoter. Municipal guests for the meeting break included Mayor Dennis Leney, Councillor Joyce Timpson and Ann Mitchell, CAO.

John Albanese called the meeting to order at 11:10 a.m.

**9. NEXT MEETING DATES**

**October Board of Health meeting**

Date: Friday, October 19    Time: 8:30 a.m.

Location: Emo Inn, Emo

**Executive Committee meeting**

Date: Friday, November 9    Time: 11:00 a.m.

Location: Kenora City View Board Room

**November Board of Health meeting: *Rescheduled***

**Wednesday, December 5**    Time: 8:30 a.m.

Location: Kenora City View Board Room

**Tuesday, December 4:** 4:00 p.m.

Kenora City View Office Grand Opening and launch of Northwestern Health Unit 2013-1016 Strategic Plan.

**10. ADJOURNMENT**

Russ Fortier adjourned the meeting at 11:15 a.m.

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

**CONFIRMED AS WRITTEN**

THIS ..... DAY OF .....2012

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**CHAIR, BOARD OF HEALTH**

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**RECORDING SECRETARY**