



**Northwestern
Health Unit**

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

MINUTES of the Regular Board of Health Meeting
September 23, 2022
Electronic Meeting

PRESENT: Doug Lawrance – Chair, Sharon Smith, Trudy Sachowski, Jim Belluz,
Jerry O’Leary, Shayne MacKinnon, Nicole Brown, Sally Burns

IN ATTENDANCE:

Marilyn Herbacz, CEO
Kit Young Hoon, MOH
Lindsay Koch
Judy Lynch, Manager – Human Resources

GUESTS: Kim Pepper – Hicks Morley, LLP

REGRETS: Wendy Brunetta

ABSENT:

1. CALL TO ORDER

Doug Lawrance called the meeting to order at 8:30am.

2. APPROVAL OF AGENDA

Motion / Resolution: # 103 -2022 CARRIED	S. Smith J. Belluz
THAT the Agenda for the Board of Health meeting dated October 25, 2022 be approved as amended.	

3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None.

4. CHAIR’S ACTIVITY REPORT

The Chair of the Board attended regular and special Executive Committee meetings in the time since the last meeting.

5. MINUTES OF BOARD OF HEALTH MEETINGS, September 23, 2022

Motion / Resolution: # 104-2022 CARRIED	J. O’Leary S. Burns
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held September 23, 2022 be approved.	

6. IN CAMERA

Motion / Resolution: # 105-2022 CARRIED	N. Brown J. O’Leary
<p>THAT the Board of Health move to an in-camera session at 8:35am to discuss:</p> <p>6.1 Education / Orientation for Board Members (2 items: a. alPHa Presentation b. Strategic Planning Presentation</p> <p>6.2 Labour Relations or Employee Negotiations (2 items: a. COPE Bargaining b. Manager Overtime</p>	

*Judy Lynch joined the meeting at 8:40am and left at 9:25am
Kim Pepper joined the meeting at 8:45am and left at 9:25am
Lindsay Koch left the meeting at 8:46am and returned at 9:27am*

Motion / Resolution: # 106-2022 CARRIED	S. MacKinnon J. O’Leary
THAT the Board of Health move out of in-camera at to resume the regular meeting at 9:37am	

Motion / Resolution: # 107-2022 CARRIED	S. Smith J. Belluz
<p>THAT the Board of Health approve the Political Activity Policy as presented,</p> <p>AND FURTHER THAT the Political Activities Policy be added to the list of Board-held policies appended to Northwestern Health Unit’s Policies and Procedures Policy.</p>	

Motion / Resolution: # 108-2022 CARRIED	T. Sachowski S. Smith
THAT the Board of Health approve overtime pay for Northwestern Health Unit Management for the year 2023 as related to the COVID-19 Response and Recovery at a soft maximum of \$10,000 per manager and \$30,000 for the MOH and CEO.	

7. REPORT OF THE EXECUTIVE COMMITTEE MEETING HELD OCTOBER 19, 2022

Sharon Smith, Executive Committee Chair provided a verbal report on the meeting held October 19th. The committee received a presentation on the Workplace Wellness survey being facilitated by 807 Management Services as part of the broader HR Strategy. Sharon provided a brief overview of the process undertaken.

Marilyn provided an overview of the budget process which will be brought forward to the November 14th Board of Health meeting.

Lastly, the committee discussed how lame duck status at the municipal level would impact local boards and committees under the Municipal Act and the Municipal Elections Act. Marilyn sought legal advice on the topic which will come forward to the November Executive Committee and Board of Health meetings.

Motion / Resolution: # 109-2022 CARRIED	J. O’Leary S. Mackinnon
THAT Board of Health receive the verbal report of the Executive Committee meeting held October 19, 2022	

8. aPHa UPDATES

8.1 aPHa Report

Trudy shared some general updates, including that there will be a shift in the aPHa Board members following the municipal election.

The Board shared their tremendous appreciation for the work Trudy does with aPHa and for public health across the province.

Motion / Resolution: # 110-2022 CARRIED	S. Smith S. Burns
THAT the October 2022 aPHa Report be received.	

9. CORPORATE ADMINISTRATION

9.1 CEO & Finance Report *Marilyn Herbacz, CEO. Reference #2022.10.25-9.1; the report will be kept on file.*

Further to her written report, Marilyn indicated her intent to meet with NWHU’s bank to discuss investment opportunities.

9.2 Strategic Plan *Marilyn Herbacz, CEO.*

The Final Draft of the Strategic Plan was shared with the Board of Health with a couple of language changes highlighted for clarity. The plan will be shared with the communications team following approval to create the final document which will be shared with the public, staff, partners, and municipalities.

9.3 Annual Risk Management Update *Marilyn Herbacz, CEO. Reference #2022.10.25-9.3; the report will be kept on file.*

The Board engaged in some deliberation about the number of higher risk items identified in the register, and what might happen should more than one of these items occur simultaneously.

9.4 Board of Health Policies *Marilyn Herbacz, CEO. Reference #2022.10.25-9.4; the report will be kept on file.*

As part of a broader Policy and Procedure transition project, Board held policies were prioritized for review in advance of the new board orientation. Minor revisions were made to five policies as outlined in the report.

9.5 Dryden Outreach Vehicle *Marilyn Herbacz, CEO. Reference #2022.10.25-9.5; the report will be kept on file.*

The Board discussed the difference between leasing and purchasing vehicle, noting that new vehicles are not available for on-the-spot purchase or lease given the broad backlog of vehicles and supply chain challenges.

Motion / Resolution: # 111-2022 CARRIED	S. Burns S. Mackinnon
THAT the Board of Health adopt the 2023-2026 Northwestern Health Unit Strategic Plan.	

Motion / Resolution: # 112-2022 APPROVED	T. Sachowski S. Smith
THAT the Board of Health receive the following Corporate Administration reports: <ul style="list-style-type: none"> • 2022.10.25-9.1 CEO & Finance Report • 2022.10.25-9.3 Annual Risk Management Update • 2022.10.25-9.4 Board of Health Policies • 2022.10.25-9.5 Dryden Outreach Vehicle 	

Motion / Resolution: # 113-2022 APPROVED	J. O’Leary J. Belluz
THAT the Board of Health approve the following policies as revised: <ul style="list-style-type: none"> • Policies and Procedures • Electronic Meetings • Accumulated Surplus – Current and Reserve Funds • Annual Operating Budgets – Other Incoming Funds • Credit Cards 	

10. PUBLIC HEALTH PROGRAMS

10.1 Medical Officer of Health Update *Dr. Young Hoon, Medical Officer of Health. Reference #2022.10.25-10.1; The report will be kept on file.*

Dr. Young Hoon provided a verbal situation update on the COVID-19 response, vaccine clinics, and epidemiology.

Trudy Sachowski left the meeting at 10:42am

10.2 Speech, Hearing, Vision Program Report *Dr. Young Hoon, Medical Officer of Health on behalf of Kim Gardiman, Manager – Speech, Hearing, & Vision. Reference #2022.10.25-10.2; The report will be kept on file.*

10.3 Immunization Catch-Up Updates *Dr. Young Hoon, Medical Officer of Health on behalf of Donna Stanley – Manager, Infectious Diseases. Reference #2022.10.25-10.3; The report will be kept on file.*

Motion / Resolution: # 114-2022 CARRIED	S. Smith J. Belluz
THAT the Board of Health receive the following Public Health Program reports: <ul style="list-style-type: none"> • 2022.10.25-10.1 Medical Officer of Health Update • 2022.10.25-10.2 Speech, Hearing, Vision Program • 2022.10.25-10.3 Immunization Catch-Up Update 	

11. BOH Self Evaluation

Board of Health members completed a self-evaluation survey following the last Board of Health meeting. All members responded to the survey, and results will be used to help inform orientation for the new board, and ongoing education needs of the Board.

Motion / Resolution: # 115-2022 APPROVED	J. Belluz J. O’Leary
THAT the Board of Health receive the Board of Health Self-Evaluation Report.	

12. AMENDMENTS: None.

13. NEXT MEETING DATES

- November 14, 2022 - Teams

14. ADJOURNMENT

The Chair accepted a motion to adjourn the meeting at 10:56am.

Motion / Resolution: # 116-2022 CARRIED	S. Burns J. O’Leary
THAT the Board of Health Meeting be adjourned at 10:56am.	

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS14..... DAY OFNOVEMBER...2022



MEETING CHAIR, BOARD OF HEALTH



RECORDER