



**Northwestern
Health Unit**

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

MINUTES of the Regular Board of Health Meeting
January 27, 2023
Electronic Meeting

PRESENT: Doug Lawrance, Trudy Sachowski, Nicole Brown, Wendy Brunetta, Bob Bernie, Bekkie Vineberg, Jamie Kristoff, Janelle Zacharias

IN ATTENDANCE:

Marilyn Herbacz, CEO
Kit Young Hoon, MOH
Lindsay Koch

GUESTS:

REGRETS: Kaitlyn Cottam

ABSENT:

1. CALL TO ORDER

Marilyn Herbacz called the meeting to order at 8:32am and welcomed new and returning members alike to the first meeting of this term of the Board of Health. Members were provided an opportunity to introduce themselves and share what interested them in sitting on the Board of Health.

2. ELECTION OF OFFICERS

At this time, it must be noted that the Board of Health Constitution, ByLaw #1, provides for the following:

- a) Before a vote, a candidate may remove their name from the ballot;
- b) In a call for further nominations, a member may add their name from the ballot.
- c) Before the vote for each office, a candidate may address the Board on their own behalf for a total of three (3) minutes.
- d) When there is an alPHa representative on the Board of Health, that person will hold a seat on the Executive Committee.

Office of Chair

As there were no further nominations, the Chair of the election declared that Doug Lawrance be acclaimed to the position of Chair of the Board of Health for the year 2023.

Office of Vice-Chair

As there were no further nominations, the Chair of the election declared that Wendy Brunetta be acclaimed to the position of Vice-Chair of the Board of Health for the year 2023.

Executive Committee Member

As there were no further nominations, the Chair of the election declared that Nicole Brown be acclaimed to the position of Executive Committee Member for the year 2023.

Motion / Resolution: # 01-2023 CARRIED	B. Vineberg T. Sachowski
THAT the virtual election ballots be destroyed.	

Marilyn Herbacz passed the Chair to Doug Lawrance at 8:44am. The Chair offered a follow-up opportunity for members to share more information about their experience and individual interests.

3. APPROVAL OF AGENDA

Motion / Resolution: # 02-2023 CARRIED	J. Kristoff B. Bernie
THAT the Agenda for the Board of Health meeting dated January 27, 2023 be approved.	

4. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None.

5. MINUTES OF BOARD OF HEALTH MEETING, November 14, 2022

Motion / Resolution: # 03-2023 CARRIED	W. Brunetta J. Zacharias
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held November 14, 2022 be approved as written.	

6. IN CAMERA

Motion / Resolution: # 04-2023 CARRIED	B. Bernie N. Brown
THAT pursuant to section 239 of the <i>Municipal Act</i> , the Board move to an in-camera session at 9:15am to discuss: 6.1 Education / Orientation for Board Members (1 item: BOH Orientation)	

Motion / Resolution: # 05-2023 CARRIED	W. Brunetta J. Kristoff
THAT the Board of Health move out of in-camera and resume the regular meeting at 10:10am	

7. aIPHa UPDATES

7.1 aIPHa Overview for New Members

Trudy Sachowski, the Northwest Regional Representative on alPHA’s Board of Directors, and current President of the organization provided an overview of alPHA’s mandate and highlighted some of the work this provincial advocacy body does in the province for public health.

7.2 Updates

Trudy indicated that the most recent updates are found in the recent alPHA InfoBreak.

Motion / Resolution: # 06-2023 CARRIED	B. Vineberg J. Kristoff
THAT the January 2023 alPHA Update be received.	

7.3 2023 alPHA Winter Symposium Attendance

Trudy shared some details about the upcoming Winter Symposium. Marilyn Herbacz encouraged members to attend as there is a great orientation aspect to the event.

Motion / Resolution: # 07-2023 CARRIED	N. Brown W. Brunetta
THAT the following members be approved to attend the 2023 alPHA Winter Symposium and Board of Health Orientation being held virtually February 24, 2024 with all registration fees to be covered by Northwestern Health Unit: <ul style="list-style-type: none"> - Trudy Sachowski - Doug Lawrance - Jamie Kristoff 	

8. PROVINCIAL APPOINTEE SUPPORT

When there are disagreements between municipalities who appoint a joint representative based on the groupings in the *Municipal Act*, there is no clear process on how they should proceed in making their joint appointment to the Board of Health.

The Board of Health agreed that endorsement letters are not appropriate for those seeking appointment to the Board of Health, pursuant to the language in the Board of Health Constitution which indicates the Board may supply a letter of endorsement for members seeking reappointment through the Provincial Appointments Secretariat.

This matter will be referred to the Executive Committee for further discussion.

9. CORPORATE ADMINISTRATION

9.1 CEO & Finance Report *Marilyn Herbacz, CEO. Reference #2023.01.27-9.1; the report will be kept on file.*

Further to her written report, Marilyn highlighted that information will regularly come through these reports relating to HR, Communications, and IT/Operations updates and the Management Structure Review that is ongoing.

Marilyn also shared that she participated in the audit process for the Association of Public Health Business Administrators (AOPHBA) which is an affiliate group of alPha.

9.2 2023 Board of Health Budget Marilyn Herbacz, CEO.

The Board of Health has its own budget each year, related to Board expenses – travel, training, office expenses, etc. Because the Board has shifted to virtual meetings as a result of the COVID-19 pandemic, the travel budget for the Board has been reduced. The Board’s budget is tied to the annual cost-shared budget for the organization.

Marilyn shared that historically, there are gap dollars due to staffing vacancies and other variances that can be drawn on in the event there are additional resources needed for the Board.

In fall 2023, the Board will review its needs to inform the budget prior to approval of the organizational budget.

Motion / Resolution: # 08-2023 CARRIED	W. Brunetta T. Sachowski
THAT the following Corporate Administration Reports be received: - 2023.01.27-9.1 CEO & Finance Report - 2023.01.27-9.2 2023 Board of Health Budget	

9.3 Appointment and Delegation of Head of Institution for MFIPPA

Motion / Resolution: # 09-2023 CARRIED	J. Kristoff N. Brown
THAT for the year 2023 and in accordance with Northwestern Health Unit Policy, ‘Freedom of Information Requests,’ the Board of Health appoints Doug Lawrance, as Northwestern Health Unit’s “Head of the Institution” for the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i> . 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 the Chief Executive Officer.	

9.4 2023 NWHU Signing Officers

Motion / Resolution: # 10-2023 CARRIED	T. Sachowski B. Vineberg
THAT the Board of Health for the Northwestern Health Unit authorizes: Chair: Doug Lawrance Executive Member: Nicole Brown Member: Bob Bernie Medical Officer of Health: Dr. Kit Young Hoon Chief Executive Officer: Marilyn Herbacz	

<p>Manager of Finance: Alexie Schussler</p> <p>To be bank signing authority for the Northwestern Health Unit, effective January 27, 2023</p>	
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9.5 2023-2026 Closed Meeting Investigator

<p>Motion / Resolution: # 11-2023 CARRIED</p>	<p>J. Zacharias W. Brunetta</p>
<p>THAT the Board of Health retain the services of Paul S. Heayn as closed meeting investigator for the term 2023-2026.</p>	

10. PUBLIC HEALTH PROGRAMS

10.1 Medical Officer of Health Update *Dr. Young Hoon, Medical Officer of Health. Reference #2023.01.24-10.1 The report will be kept on file.*

Dr. Young Hoon provided an overview of how program reports are brought forward to the Board of Health, and what members can expect to see related to program work and time-sensitive issues through the year.

10.2 Opioid Overdose Report *Dr. Young Hoon, Medical Officer of Health #2022023.01.27-10.2; The report will be kept on file.*

This report will be shared with partners for information sharing, in addition to content on the Northwestern Health Unit website with updates to the data on a regular basis. She flagged that much of the information we receive related to Opioid overdose activity comes to us from health sector partners.

Trudy Sachowski left the meeting at 11:28am.

The Supervised Consumption Services Feasibility Study report is in the process of being finalized and will come to the Board of Health prior to public release at the February meeting.

The Board discussed the importance of accurate information, which NWHU provides in its reporting, the impact of alcohol on the health of the population and how best to connect with the local population as relates to alcohol use and the culture around it.

Wendy Brunetta left the meeting at 11:52am.

10.3 Chronic Disease Prevention Annual Report *Dr. Young Hoon, Medical Officer of Health on behalf of Julie Slack – Acting Manager, Chronic Disease Prevention. Reference #2023.01.27-10.3; The report will be kept on file.*

10.4 Family Health Annual Report *Dr. Young Hoon, Medical Officer of Health on behalf of Miranda Sigurdson – Manager, Family Health. Reference #2023.01.27-10.4; The report will be kept on file.*

10.5 Respiratory Virus Report *Dr. Young Hoon, Medical Officer of Health.*
Reference #2023.01.27-10.5; The report will be kept on file.

10.6 Nutritious Food Basket Survey Report *Dr. Young Hoon, Medical Officer of Health on behalf of Julie Slack – Acting Manager, Chronic Disease Prevention.*
Reference #2022.10.25-10.3; The report will be kept on file.

10.7 HIV Cases Update *Dr. Young Hoon, Medical Officer of Health and Gillian Lunny – Manager, Sexual Health and Harm Reduction. Reference #2023.01.27-10.7; The report will be kept on file.*

Dr. Young Hoon shared that as of January 27, 2023, there are 13 confirmed positive cases in Kenora since January 1, 2022. The case numbers indicated in the report were current to January 23, 2023. There are 4 individuals with point of care positives awaiting confirmatory testing. Dr. Young Hoon spoke to the discrepancies between the publicly stated numbers at a recent City of Kenora council meeting, and the numbers detailed in this report and at the meeting today, noting that there is ongoing cooperation and information sharing as appropriate between primary care and the health unit, and that a particular physician’s case numbers in general may not be only the new cases as reported by the health unit.

The key message is that risk has increased in the area for HIV, syphilis and opioid overdose. NWHU continues to work on strategies to mitigate risk, increase testing and coordinate services.

10.8 Nutrition on Weekends Briefing Note *Dr. Young Hoon, Medical Officer of Health on behalf of Stephanie Cran – Acting Manager, CDP School-Focused Programs. Reference #2022.10.25-10.3; The report will be kept on file.*

<p>Motion / Resolution: # 12-2023 CARRIED</p>	<p>B. Bernie J. Zacharias</p>
<p>THAT the Board of Health receive the following Public Health Program reports:</p> <ul style="list-style-type: none"> • 2023.01.27-10.1 Medical Officer of Health Update • 2023.01.27-10.2 Opioid Overdose Report • 2023.01.27-10.3 Chronic Disease Prevention Annual Report • 2023.01.27-10.4 Family Health Annual Report • 2023.01.27-10.5 Respiratory Virus Report • 2023.01.27-10.6 Nutritious Food Basket Survey Report • 2023.01.27-10.7 HIV Cases Update • 2023.01.27-10.8 Nutrition on Weekends Briefing Note 	

11. AMENDMENTS: None.

12. 2023 MEETING SCHEDULE: after some deliberation, the Board agreed to move forward with the same schedule as the last term. A tentative schedule will be shared with Board members to finalize a next meeting date and confirm the schedule for the year.

The Board agreed on one in-person meeting in 2023, to tie in with the All-Staff conference in September.

13. NEXT MEETING DATES

- To be confirmed.

14. ADJOURNMENT

The Chair accepted a motion to adjourn the meeting at 12:39pm.

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS03..... DAY OFMARCH.....2023



MEETING CHAIR, BOARD OF HEALTH



RECORDER