



**Northwestern
Health Unit**

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

MINUTES of the Regular Board of Health Meeting
January 19, 2024
Virtual

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

IN ATTENDANCE:

Marilyn Herbacz, CEO
Kit Young Hoon, MOH
Lindsay Koch

GUESTS:

Julie Slack, Manager – Chronic Disease Prevention & School Health
Zoe Brenner, Public Health Dietitian
Sandra Krikke, Acting Manager – Infectious Diseases

REGRETS: Bekkie Vineberg

ABSENT:

1. CALL TO ORDER

Interim Chair, Marilyn Herbacz, called the meeting to order at 8:30am

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 aPHa 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 2024.

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 2024.

Executive Committee Member

As there were no further nominations, the Chair of the election declared that Bob Bernie be acclaimed to the position of Executive Committee Member for the year 2024.

Marilyn Herbacz passed the Chair to Doug Lawrance at 8:44am. Newly re-elected Chair, Doug Lawrance offered appreciation on behalf of the Board of Health to Nicole Brown, Executive member for 2023 whose provincial appointment to the BOH expires March 10,

2024. Nicole has opted not to seek reappointment and has been an invaluable member of the Board since 2020.

3. APPROVAL OF AGENDA

Motion / Resolution: # 01-2024 CARRIED	J. Kristoff J. Zacharias
THAT the Agenda for the Board of Health meeting dated January 19, 2024 be approved.	

4. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None declared.

5. MINUTES OF BOARD OF HEALTH MEETING, DECEMBER 1, 2023,

Motion / Resolution: # 02-2024 CARRIED	W. Brunetta T. Sachowski
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held December 1, 2023 be approved as written.	

6. PROGRAM PRESENTATIONS

Sandra Krikke, Acting Manager of Infectious Diseases joined the meeting for a presentation on her program area: Infectious Diseases with an update on Invasive Group A Strep (iGAS).

Sandra Krikke left the meeting at 9:11am

7. IN CAMERA

Motion / Resolution: # 03-2024 CARRIED	T. Sachowski J. Zacharias
THAT pursuant to section 239 of the <i>Municipal Act</i> , the Board of Health move to an in-camera session at 9:12am to discuss: <ul style="list-style-type: none"> • Education/Orientation session for Board members (2 items: Monitoring Food Affordability; Strengthening Public Health) • Labour Relations or Employee Negotiations (1 item: Dental Positions) 	

Nicole Brown left the meeting at 9:59am

Julie Slack and Zoe Brenner joined the meeting at 9:13am and left at 10:07am

Motion / Resolution: # 04-2024 CARRIED	B. Bernie J. Kristoff
THAT the Board of Health move out of its closed session and resume the regular meeting at 10:45am	

<p>Motion / Resolution: # 05-2024 CARRIED</p>	<p>T. Sachowski J. Zacharias</p>
<p>WHEREAS Northwestern Health Unit has, since 2011 provided a unique Dental Health program in the north including the Healthy Smiles Ontario program and the operation of the Mobile Dental Office; and</p> <p>WHEREAS in the years between 2019 and 2024, Dental Health program expanded with the support of community partners and with the addition of private and Province-led oral health initiatives; and</p> <p>WHEREAS significant support offered by a contracted Dental Consultant ceased upon the Dentist’s retirement in 2020, with this work falling to the program manager and other members of the Dental Health team; and</p> <p>WHEREAS the addition of additional classifications within the program would alleviate pressures and support the increased demands on the program; and</p> <p>WHEREAS the funding allocations to support additional classifications are available within the Dental Health program budget with an estimated cost of \$53,747 for 2024, subject to step and cost of living increases going forward;</p> <p>NOW THEREFORE, BE IT RESOLVED THAT the Board of Health for the Northwestern Health Unit approve the creation of three new classifications within the Dental Health program:</p> <ol style="list-style-type: none"> 1. Dental Program Specialist, to be aligned with the Senior Public Health Inspector and Speech Language Program Specialist salary grids; 2. Certified Dental Assistant and Educator, to be aligned with the Health Promoter and Student Support Navigator salary grids; 3. Non-Certified Dental Assistant and Educator, to remain on the Health Educator salary grid, <p>To be implemented effective January 1, 2024.</p>	

8. aPHa UPDATES

Trudy Sachowski, aPHa Representative spoke about her work with aPHa, including aPHa’s work with the Provincial Budget process for which they have done some deputations and a paper on the topic.

The AMO Health Transformation Task Force continues to meet with Trudy and Doug participating. This group makes recommendations to AMO: a recommendation has been put forward to the Province and was included in the meeting package. This was highlighted to note how public health continues to be brought to the forefront.

The alPHa Winter Symposium will be held virtually February 14-16. It is expected that there will be a lot of good information shared through facilitated sessions at the event and members are encouraged to attend.

Received a letter from the CMOH thanking alPHa and Boards of Health for their participation in the Strengthening Public Health strategy.

Trudy has been invited by the Speaker of the House to attend an event at Queen’s Park in her role on alPHa in April which offers opportunities to converse with elected leaders about public health.

alPHa’s June AGM and Conference will be held in Toronto June 5-7. Information on this is forthcoming and attendance will be determined at an upcoming BOH meeting.

Motion / Resolution: # 06-2024 CARRIED	J. Kristoff J. Zacharias
THAT the January 2024 alPHa Representative Report be received.	

Motion / Resolution: # 07-2024 CARRIED	W. Brunetta J. Zacharias
THAT the following Board of Health members be approved to attend the 2024 alPHa Winter Symposium being held virtually February 14-16, 2024: <ul style="list-style-type: none"> - Trudy Sachowski - Doug Lawrance - Lucille MacDonald - Wendy Brunetta <p>AND FURTHER THAT all fees be covered by Northwestern Health Unit.</p>	

9. CORPORATE ADMINISTRATION

9.1 CEO & Finance Report *Marilyn Herbacz, CEO. Reference #2024.01.19-9.1 the report will be kept on file.*

Marilyn shared that NWHU is working with a new auditor – BDO – as appointed by the City of Kenora; NWHU under the Municipal Act and ByLaw#1 adopt the auditor appointed by its largest obligated municipality. NWHU plans to take steps to remove itself from this process to appoint its own auditor at the end of the existing contract with BDO.

It is expected that our audit costs will increase based on some changes in regulation, in addition to a separate audit on the MCCSS programs, which runs on a different fiscal year.

NWHU has completed recruitment for the newly created Director position. The successful applicants are:

- Director of Corporate Services: Alexie Schussler
- Director of Health Promotion: Alex Berry
- Director of Health Protection: Donna Stanley

MNP will support NWHU in the transition and implementation of this new layer. Meetings have begun to get this work underway.

Corporate Service departments will begin reporting quarterly to the Board of Health rather than monthly within the CEO and Finance Report.

ONA has issued their Notice to Bargain, as their contract expires in March 2024. Bargaining will commence in the coming months.

9.2 2024 Board of Health Budget *Marilyn Herbacz, CEO. Reference #2024.01.19-9.2 the report will be kept on file.*

Marilyn shared the Board of Health budget for 2024 which was revised based on the 2023 actuals, and included an amount in light of the fact that the MOH and CEO Performance Appraisals will take place this year. As in previous years, any overages will be covered with gap dollars.

Motion / Resolution: #08-2024 CARRIED	J. Zacharias T. Sachowski
THAT the following Corporate Administration Reports be received: <ul style="list-style-type: none"> - 2024.01.19-9.1 CEO & Finance Report - 2024.01.19-9.2 2024 Board of Health Budget 	

9.3 Appointment and Delegation of Head of Institution for MFIPPA

Motion / Resolution: #09-2024 CARRIED	T. Sachowski B. Bernie
THAT for the year 2024 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 FURTHER 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.	

9.3 Bank Signing Authority for 2024

Motion / Resolution: #10-2024 CARRIED	J. Kristoff L. MacDonald
<p>THAT the Board of Health for the Northwestern Health Unit authorizes:</p> <p>Chair: Doug Lawrance Member: Bob Bernie Medical Officer of Health: Dr. Kit Young Hoon Chief Executive Officer: Marilyn Herbacz Director of Corporate Services: Alexie Schussler</p> <p>To be bank signing authority for the Northwestern Health Unit, effective January 19, 2024</p>	

10. PUBLIC HEALTH PROGRAMS

10.1 Medical Officer of Health Update *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.01.19-10.1; the Report will be kept on file.*

Dr. Young Hoon noted that Respiratory Illness continues to circulate in the region.

The Board expressed their appreciation for the level of detail and professionalism in the regular reports from the MOH and CEO.

Motion / Resolution: # 11-2024 CARRIED	B. Bernie J. Kristoff
<p>THAT the following Public Health Program Reports be received:</p> <ul style="list-style-type: none"> 2024.01.19-10.1 Medical Officer of Health Update 	

11. NEXT MEETING DATE

March 1, 2024; 8:30am – Microsoft Teams

12. ADJOURNMENT

The Chair accepted a motion to adjourn the meeting at 11:31am

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS1..... DAY OFMARCH.....2024



MEETING CHAIR, BOARD OF HEALTH



RECORDER