

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday April 3, 2019

The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 4:00 p.m. at the **GUELPH** Office.

Members in attendance were: Mr. George Bridge (Chair), Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Mr. Ralph Manktelow, Ms. Nancy MacDonald, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets: NONE.

Ex-officio member(s) in attendance: Dr. Mercer, Medical Officer of Health & CEO.

Staff members in attendance were: Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Ms. Andrea Roberts, Dr. Matthew Tenenbaum (Associate Medical Officer of Health), Mr. Kyle Wilson, Mr. Rob Cunnington, Ms. Amy Estill, Ms. Jennifer MacLeod, Ms. Karen Mulvey, Ms. Marlene Jantzi-Bauman, Mr. Emerson Rajaram, Ms. Shamendree Naidoo, Ms. Heather Young, Ms. Jill Davies, Mr. Mike Whyte and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

G. Bridge, Chair, called the meeting to order at 4:00 p.m.

Status of BOH Vacancies

- The WDGPH Board of Health (BOH) has three (5) provincial appointment vacancies (representing the County of Wellington, the County of Dufferin and the City of Guelph).

2.0 Disclosure(s) of Pecuniary Interest

There are no disclosures of pecuniary interest declared at this time.

3.0 Approval of Minutes

MOTION: “To approve the Minutes of March 6, 2019, as presented.”

Moved:	J. Hofland	
Seconded:	C. Billings	CARRIED

4.0 MOH Updates

alPHa Conference of February 21/19 Update

- R. Manktelow attended at the conference and provided an update. Mental health was identified to be an issue that the speaker felt Public Health should take on. Managing risk was another topic that was presented.
- The BOH Chair reminded members that they are welcome to attend alPHa conferences and that the conferences offer networking and are a good resource.

Cannabis (Update)

- Dr. Mercer spoke to the March 2019 Edition of Cannabis Facts entitled “Food for Thought – 3 Things to Know about Cannabis Edibles” as follows: (1) edibles affect you differently than if you smoke or vape cannabis; (2) edibles pose an elevated risk for accidental ingestion; and (3) edibles are safer for your lungs and eliminate second-hand smoke exposure.

Immunization School Pupils Act (ISPA) Update

- 2,735 elementary students were overdue or missing records.
- 601 elementary suspensions were enforced on March 19, 2019 and most students were back to school within a week. There are 3 students who are non-attenders for other reasons and we expect these students to remain on the suspension list for the full 20 days.

MaRS Discovery District Award

Mike Whyte, Health Promotion Specialist, was introduced.

- The MaRS Discovery District, the world’s largest urban innovation hub supporting the health and tech sectors, has awarded WDGPH \$10,000 for being a finalist in Phase 1 of the MaRS Health Opioid Data Challenge for its submission of the FAST Overdose Alert Platform that was developed in collaboration with the Wellington Guelph Drug Strategy and other local partners. This national challenge asks Canadians to identify innovative ways of using data to better understand and respond to the opioid crisis plaguing Canadian communities. The Public Health Agency of Canada has partnered with MaRS to extend this challenge.
- WDGPH will use the \$10,000 award to fund Phase 2 of the challenge, which will involve extending and testing the methodology and alert system in other communities across Canada. The Challenge winners will be announced in late June 2019 with up to two (2) \$50,000 awards available.

System Transformation

Local Health Integration Network (LHIN) boards were given notice and the newly appointed members of the new Ontario Health board are the members of the LHIN boards. As well, the process on how to become an Ontario Health Team was released today. The creation of these Ontario Health Teams will impact our healthcare locally. S. Muir to provide newly released document to the BOH

5.0 Presentation(s)

- NONE.

6.0 Business Arising

- NONE.

7.0 Consent Agenda

- BH.01.APR0319.C06 – Oral Health Programs – Program/Service Information Report.
- BH.01.APR03619.C07 – Universal Influenza Immunization Program – Program/Service Information Report.

MOTION:

- (a) **“That the Board of Health receive the Consent Agenda item(s), which has been given due consideration, for information.”**

Moved: C. White

Seconded: A. Alls

CARRIED

8.0 BOH Report(s)

BH.01.APR0319.R10 – Communications Report 2018

Dr. Mercer introduced Report BH.01.APR0319.R10 and K. Wilson and J. Davies spoke to the content.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.APR0319.R10 – Communications Report 2018, as presented, for information.”**

Moved: C. Billings

Seconded: R. Goller

CARRIED

BH.01.APR0319.R11 – 2019 Telephony Update Report

Dr. Mercer introduced E. Rajaram, the new IT, Manager.

Dr. Mercer introduced Report BH.01.APR0319.R11 and K. Wilson and E. Rajaram spoke to the content.

MOTION:

- (c) **“That the Board of Health receive BOH Report BH.01.APR0319.R11 – 2019 Telephony Upgrade Report, as presented, for information.”**

Moved: A. Alls

Seconded: C. Billings

CARRIED

9.0 Committee (Verbal) Report(s)

Human Resources Committee Report:

- NONE.

Executive Committee Report:

- NONE.

Audit Committee Report:

D. Kingma introduced Rob Cunnington, Finance Manager and Shamendree Naidoo, Senior Accountant.

C. Billings, Chair, provided an update advising that the Audit Committee met on April 3/19 to review/discuss the following matter(s):

BH.02.APR0319.R01 – 2018 Draft Audited Financial Statements

- S. Naidoo presented a detailed PP Presentation: Timelines of the 2018 Fiscal Process, in conjunction with the Report. Financial Statements are for the year-ended December 31, 2018. Reporting is done on an accrual-basis rather than a cash-basis.

KPMG Audit Findings Report (2017) for WDGPH

- There were no changes to the Audit Planning Report KPMG (Auditor) previously presented at the March 6, 2019 Audit Committee meeting. KPMG’s audit procedures have resulted in a clean, unqualified audit opinion.

Motion(s) passed at the Mar 6/19 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and receives and accepts the Draft Audited Financial Statements, presented in Appendix “A” of Audit Committee Report BH.02.APR0319.R01 – 2018 Draft Audited Financial Statements, as presented.”

Moved: C. Billings
Seconded: J. Hofland **CARRIED**

KPMG Audit Findings Report for Year-Ending December 31, 2018:

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and receives the KPMG Audit Findings Report for Year-Ending December 31, 2018, as presented.”

Moved: C. Billings
Seconded: G. Bridge **CARRIED**

Finance + Facilities Committee Report:

C. White, Finance + Facilities Committee Chair, provided an update advising that the Finance + Facilities Committee met on Mar 28/19 to review/discuss the following matter(s):

BH.04.MAR2819.R01 – 2019 Insurance Renewal

- There was a \$5,000 (approx.) decrease in the cost of coverage for the Frank Cowan policy in 2019. There was no increase to the premium for the Totten Insurance Group policy for cyber coverage.

Motion(s) passed at the Apr 3/19 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives BH.04.MAR2819.R01 – 2019 Insurance Renewal, as presented, for information.”

**Moved: C. White
Seconded: C. Billings CARRIED**

BH.04.MAR2819.R02 – Reserves and Reserve Funds Status as at December 31, 2018

- WDGPH has both Reserve Funds and Reserves. Annual contributions are based on a schedule developed by the Altus Group.

Motion(s) passed at the Apr 3/19 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives BH.04.MAR2819.R02 – Reserves and Reserve Funds Status as at December 31, 2018.”

**Moved: C. White
Seconded: C. Billings CARRIED**

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and approves the transfer of the \$157,616 Cost-Shared Mandatory Programs surplus to the Contingency Reserve Fund.”

**Moved: C. White
Seconded: C. Billings CARRIED**

(c) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and approves the initiation of an updated reserve fund study in response to the evolving operating context of the organization.”

**Moved: C. White
Seconded: C. Billings CARRIED**

BH.04.MAR2819.R03 – 2018 Fourth Quarter Financials

- In the cost-shared mandatory programs budget (Appendix “1”), there was a year-end surplus of \$407,616 for the year - \$250,000 of which was transferred to Orangeville Reserve Fund to support the third-floor renovations project. The remaining year-end surplus for 2018 is \$157,616. Funding for all other programs (Appendix “2”) were fully spent with the exception of Vector Borne Diseases which has a small variance of

\$739. Many of the one-time grants are spent in the first quarter of 2019 due to the timing.

Motion(s) passed at the Apr 3/19 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives BH.04.MAR2819.R03 – 2018 Fourth Quarter Financials, as presented, for information.”

Moved: C. White
Seconded: R. Goller **CARRIED**

BH.04.MAR2819.R04 – MOHLTC Accountability Framework for Boards of Health: Financial Aspects

- Included within the PH Standards are requirements to hold boards of health accountable for the work they do. The Fiduciary Requirements are attached in Appendix “1” and govern how public health funds are to be utilized.

Motion(s) passed at the Apr 3/19 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives BH.04.MAR2819.R04 – MOHLTC Accountability Framework for Boards of Health: Financial Aspects, as presented, for information.”

Moved: C. White
Seconded: G. Gardhouse **CARRIED**

10.0 Correspondence

- NONE.

11.0 CLOSED SESSION

- To approve the March 6, 2019 Closed Session BOH Minutes.
- Audit Committee Report from Chair – Apr 3/19:
 - ▶ Audit Committee discussion with BOH members without the presence of WDGPH Management. [personal matters about an identifiable individual, including BOH employees].
- MOH Update(s) [personal matters about an identifiable individual, including BOH employees].

(5:15)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of March 6, 2019; to hold Audit Committee discussion with BOH members without the presence of WDGPH Management [personal matters about an identifiable individual, including BOH employees]; and to obtain/discuss MOH Update(s) [personal matters about an identifiable individual, including BOH employees].”

Moved: L. Otten
Seconded: A. Alls **CARRIED**

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MINUTES OF THE BOARD OF HEALTH
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CLOSED SESSION

Members in attendance were: Mr. George Bridge (Chair), Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets were: NONE.

Ex-officio member(s) in attendance were: Dr. Mercer, Medical Officer of Health & CEO.

Staff member(s) in attendance were: Mr. David Kingma and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(5:25) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the April 3, 2019 Board of Health meeting.”

Moved: C. White
Seconded: C. Billings **CARRIED**

12.0 Adjournment

The meeting was adjourned at 5:25 p.m.

MOTION: “To adjourn the meeting.”

Moved: C. White
Seconded: J. Hofland **CARRIED**