

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday December 7, 2016

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

Members in attendance were: Ms. Nancy Sullivan (Chair), Ms. Margaret Abbink, Mr. William Baxter, Mr. Guy Gardhouse, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Keith Perron and Mr. Chris White.

Member(s) with regrets: Ms. Christine Billings, Mr. George Bridge, Ms. June Hofland, Mr. Mark MacKinnon and Mr. Allen Taylor.

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

Staff members in attendance were: Mr. Chris Beveridge, Ms. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson, Mr. Justin Brown, Mr. Tom Craig, Ms. Rosalyn LaRochelle, Ms. Shanna O'Dwyer, Ms. Janice Walters and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

N. Sullivan called the meeting to order at 4:00 p.m.

Timing/Process for BOH Self-Assessment

- Tool will go out in the New Year (2017).
- BOH Committees will also be assessed in 2017.

Timing/Process for MOH/CEO Assessment

- Commencing in January 2017 by the Executive Committee.

2017 Committee Memberships

- BOH meeting of Wednesday January 4, 2017.

Status of BOH Vacancies/Skills Matrix

- Currently have two (2) vacancies on the WDGPH BOH, both in the County of Wellington with another vacancy in March 2017 for the City of Guelph.
- Skills Matrix – Review of current skills matrix indicates that individuals with Healthcare Policy and/or Legal skills would be an asset to the BOH.

The BOH's annual get-together is deferred to January 4, 2017, after the BOH meeting.

2.0 Disclosure(s) of Pecuniary Interest

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

3.0 Approval of Agenda

Future Agendas will read as follows: “Approval of the Agenda”.

MOTION: “To approve the Agenda and any Addendums distributed for the December 7, 2016 BOH meeting, as presented.

Moved: M. Abbink
Seconded: W. Baxter **CARRIED**

4.0 Approval of Minutes

MOTION: “To approve the Minutes of November 2, 2016, as presented.”

Moved: K. Perron
Seconded: D. Lever **CARRIED**

4(a) MOH Updates

Dr. Mercer provided updates on the following matters:

Waterloo Wellington Local Health Integration Network (WWLHIN), WDGPH & The Region of Waterloo Public Health Collaboration

- Dr. Mercer and Dr. Nolan (Medical Officer of Health & Commissioner for the Region of Waterloo Public Health) met with Bruce Lauckner, CEO and Toni Lemon, Chief Strategy Officer, of the WWLHINs, on November 28, 2016.
- Agreed to meet monthly in 2017 to determine a process for future collaboration.
- Patients First Legislation just passed today.
- Dr. Mercer invited Bruce Lauckner, CEO and Joan Fisk, Chair of the WWLHIN Board to our BOH meeting of February 1, 2017 to address the BOH on their thoughts on Patients First and collaboration with WDGPH moving forward.

Introduction of the Acting Manager, Family Health

- Dr. Mercer introduced M. Potwarka, Acting Manager for Family Health Promotion.

Carfentanyl

- This new very potent narcotic has been discovered recently in Waterloo. There have not been any known overdoses or deaths from Carfentanyl documented locally. However, the current monitoring system does not break down overdoses by type of narcotic. This is under review by the Coroner’s office.

5.0 Presentation(s)

- NONE.

6.0 Business Arising

alPHa 2016 Fall Symposium Update (Nov 17th +18th, 2016)

- M. Abbink provided an update on the alPHa conference which focused on indigenous people and health. It was noted that there is a real need to work more respectfully with indigenous people. Even though it is a federal responsibility, the province has the obligation of delivering services. In the City of Guelph, 1,950 people identified as indigenous, in Wellington County, 1,250 people identified as indigenous and in Dufferin County, 695 people identified as indigenous.

7.0 Consent Agenda

- Clinical Services - Program/Service Information Report (Jan-Jun 2016).
- Vaccine Preventable Disease – Program/Service Information Report (May-Aug 2016).
- Chronic Disease, Injury Prevention & Substance Misuse – Program/Service Information Report (Oct 2015-2016)

MOTION:

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

Moved: D. Lever
Seconded: K. Perron **CARRIED**

8.0 BOH Report(s)

BH.01.DEC0716.R21 – Enactment of Legislation to Enforce Infection Prevention & Control Practices within Personal Service Settings under the HPPA

Dr. Mercer reviewed the contents of Report BH.01.DEC0716.R21.
 BOH recommends that the letter include specific examples of unauthorized procedures taking place.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.DEC0716.R21 – Enactment of Legislation to Enforce Infection Prevention & Control Practices within Personal Service Settings under the HPPA, as presented, for information.”**

Moved: K. Perron
Seconded: C. White **CARRIED**

MOTION:

- (b) “That the Board of Health Chair write a letter to the Honourable Kathleen Wynne, Premier of Ontario, in support of the creation of regulations for Personal Service Settings providing specific examples of unauthorized procedures taking place.”

Moved: K. Perron

Seconded: C. White

CARRIED

BH.01.DEC0716.R22 – Infection Control in Clinical Office Settings: A Regulated Health Professional Workshop

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.DEC0716.R22 – Infection Control in Clinical Office Settings: A Regulated Health Professional Workshop, as presented, for information.”

Moved: K. McGhee

Seconded: G. Gardhouse

CARRIED

BH.01.DEC0716.R23 – Baby-Friendly Initiative

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.DEC0716.R23 – Baby-Friendly Initiative, as presented, for information.”

Moved: M. Abbink

Seconded: K. McGhee

CARRIED

BH.01.DEC0716.R24 – “Go Get Tested” Gonorrhoea and Chlamydia Initiative

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.DEC0716.R24 – “Go Get Tested” Gonorrhoea and Chlamydia Initiative, as presented, for information.”

Moved: K. Perron

Seconded: W. Baxter

CARRIED

9.0 Committee (Verbal) Report(s)

Audit Committee Report:

- No update.

Executive Committee Report:

- No update.

Facilities Committee Report:

- No update.

Finance Committee Report:

D. Lever, Finance Committee Chair, provided an update advising that the Finance Committee met on November 17, 2016 to review/discuss the following matter(s).

BH.04.NOV1716.R15 – Estimated Years to Provincial Funding Increase

As long as the current funding formula is in place, it is unlikely that WDGPH will receive a provincial funding increase for many years.

BH.04.NOV1716.R16 – 2016 Third Quarter Financials

Significant number of projects nearing completion in Q4 – expect variance to decrease significantly before end of year. Projects underway include: Fergus office renovations; IT Systems Assessment; IT Security Assessment; Phone System Assessment; ERP Systems Assessment and Chancellors Way parking lot security installation.

BH.04.NOV1716.R17 – Internal Review of Compliance with Procurement Policy & Procedure

Report highlights that WDGPH is overall in compliance with this section of the Ontario Public Health Organizational Standards. Minor issues relating to incomplete documentation were identified and corrections are being undertaken. This is the first time WDGPH has conducted this type of internal review. WDGPH intends to audit and to report annually going forward.

BH.04.NOV1716.R18 – Expansion of Fluoride Varnish Program

Currently fluoride varnish is being provided to all students at 7 high risk schools. Proposal to expand the program to provide fluoride varnish to all students at 5 additional high-risk schools. Proposal to fund this by setting up a new Reserve, and transferring any 2016 year-end surplus, up to \$67,000, which represents 3 years' estimated costs of this expansion into that reserve. An evaluation on the impact of the fluoride varnish initiative at these 5 additional schools would be provided annually, by the program area to the BOH. It was clarified that if the surplus is less than \$67,000, the expansion would proceed with fewer new schools.

BH.04.NOV1716.R19 – Facilities Reserve Disbursement

In December 2015, the BOH authorized WDGPH Management to retain the remaining balance in the reserve until after the parking lot expansion was completed. The parking lot expansion is nearing completion.

The following Motion(s) were passed in Open Session at the Finance Committee meeting of Nov 17/16:

BH.04.NOV1716.R15 – Estimated Years to Provincial Funding Increase:

(a) MOTION: “That the Finance Committee make recommendation to the Board of Health to receive Finance Committee Report BH.04.NOV1716.R15 – Estimated Years to Provincial Funding Increase, as presented, for information.”

Moved: C. Billings
Seconded: C. White CARRIED

(b) MOTION: “That the Finance Committee authorize and direct the MOH/CEO to prepare a 5-year projection highlighting potential impacts on WDGPH and to schedule a follow-up meeting with the MOHLTC regarding the current funding formula to take place no later than mid-January 2017.”

Moved: K. Perron
Seconded: N. Sullivan CARRIED

BH.04.NOV1716.R16 – 2016 Third Quarter Financials:

(a) MOTION: “That the Finance Committee make recommendation to the Board of Health to receive Finance Committee Report BH.04.NOV1716.R16 – 2016 Third Quarter Financials, as presented, for information.”

Moved: C. White
Seconded: K. Perron CARRIED

BH.04.NOV1716.R17 – Internal Review of Compliance with Procurement Policy & Procedure:

(a) MOTION: “That the Finance Committee make recommendation to the Board of Health to receive Finance Committee Report BH.04.NOV1716.R17 – Internal Review of Compliance with Procurement Policy & Procedure, as presented, for information.”

Moved: C. Billings
Seconded: N. Sullivan CARRIED

BH.04.NOV1716.R18 – Expansion of Fluoride Varnish Program:

(a) MOTION: “That the Finance Committee make recommendation to the Board of Health to receive Finance Committee Report BH.04.NOV1716.R18 – Expansion of Fluoride Varnish Program, as presented, for information.”

Moved: C. White
Seconded: K. Perron CARRIED

(b) MOTION: “That the Finance Committee make recommendation to the Board of Health to approve the transfer of \$67,000 2016 surplus dollars into the new Fluoride Varnish Reserve for the expansion to five (5) additional high-risk schools, if available, as of December 31, 2016.”

Moved: C. White
Seconded: K. Perron CARRIED

BH.04.NOV1716.R19 – Facilities Reserve Disbursement:

(a) MOTION: “That the Finance Committee make recommendation to the Board of Health to receive Finance Committee Report BH.04.NOV1716.R19 – Facilities Reserve Disbursement, as presented, for information.”

Moved: C. White
Seconded: C. Billings CARRIED

(b) MOTION: “That the Finance Committee make recommendation to the Board of Health to authorize the disbursement of the Facilities Reserve, via lump sum loan repayments, following the final reconciliation of the first Quarter 2017, to the County of Wellington, County of Dufferin and City of Guelph.”

Moved: C. White
Seconded: C. Billings CARRIED

Motions passed at the Dec 07/16 BOH Meeting:

BH.04.NOV1716.R15 – Estimated Years to Provincial Funding Increase:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.NOV1716.R15 – Estimated Years to Provincial Funding Increase, as presented, for information.”

**Moved: D. Lever
Seconded: C. White CARRIED**

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and approves the authorization and direction to the MOH/CEO to prepare a 5-year projection highlighting potential impacts on WDGPH and to schedule a follow-up meeting with the MOHLTC regarding the current funding formula to take place in early 2017.”

**Moved: D. Lever
Seconded: W. Baxter CARRIED**

BH.04.NOV1716.R16 – 2016 Third Quarter Financials:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.NOV1716.R16 – 2016 Third Quarter Financials, as presented, for information.”

**Moved: D. Lever
Seconded: K. McGhee CARRIED**

BH.04.NOV1716.R17 – Internal Review of Compliance with Procurement Policy & Procedure:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.NOV1716.R17 – Internal Review of Compliance with Procurement Policy & Procedure, as presented, for information.”

**Moved: D. Lever
Seconded: K. Perron CARRIED**

BH.04.NOV1716.R18 – Expansion of Fluoride Varnish Program:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.NOV1716.R18 – Expansion of Fluoride Varnish Program, as presented, for information.”

**Moved: D. Lever
Seconded: C. White CARRIED**

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and approves the transfer of \$67,000 2016 surplus dollars into the new Fluoride Varnish Reserve for the expansion to five (5) additional high-risk schools, if available, as of December 31, 2016.”

**Moved: D. Lever
Seconded: C. White CARRIED**

BH.04.NOV1716.R19 – Facilities Reserve Disbursement:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.NOV1716.R19 – Facilities Reserve Disbursement, as presented, for information.”

**Moved: D. Lever
Seconded: K. Perron CARRIED**

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and authorizes the disbursement of the Facilities Reserve, via lump sum loan repayments, following the final reconciliation of the first Quarter 2017, to the County of Wellington, County of Dufferin and City of Guelph.”

**Moved: D. Lever
Seconded: K. Perron CARRIED**

Human Resources Committee Report:

K. Perron, Human Resources Committee Chair, provided an update advising that the Human Resources Committee met on December 7, 2016 to review/discuss the following matter(s). Dr. Mercer reviewed the contents of the following Committee Reports:

BH.05.DEC0716.R14 – Report on Community Engagement and Responsiveness – Section 5 of the Ontario Public Health Organizational Standard

Report outlines the Agency’s compliance with section 5 of the Ontario Public Health Organizational Standards.

The following Motion was passed in Open Session at the Human Resources Committee meeting of Dec 07/16:

(a) MOTION: “That the Human Resources Committee make recommendation to the Board of Health to receive Human Resources Committee Report BH.05.DEC0716.R14 – Report on Community Engagement and Responsiveness – Section 5 of the Ontario Public Health Organization Standard, as presented, for information.”

**Moved: N. Sullivan
Seconded: M. Abbink CARRIED**

Motion(s) passed at the Dec 07/16 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives Human Resources Committee Report BH.05.DEC0716.R14 – Report on Community Engagement and Responsiveness – Section 5 of the Ontario Public Health Organizational Standard, as presented, for information.”

**Moved: K. Perron
Seconded: W. Baxter CARRIED**

10.0 Correspondence

- Dolores Black, Council Committee Coordinator, City of Guelph Letter to WDGPH re City of Guelph Appointments to the WDGPH BOH for a Term-Ending November 30, 2018.

(a) MOTION: “That the Board of Health received the above-noted Correspondence.”

**Moved: G. Gardhouse
Seconded: D. Lever CARRIED**

11.0 CLOSED SESSION

- To approve the Closed Session BOH Minutes of November 2, 2016.
- Closed Session Human Resources Committee Report BH.05.DEC0716.R15 - [labour relations and/or employee negotiations].

BOH agreed to allow J. Brown (HR Manager) and S. O’Dwyer (Finance Manager) to remain for Closed Session.

(5:30)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of November 2, 2016 and to review Closed Session Human Resources Committee Report BH.05.DEC0716.R15 – [labour relations and/or employee negotiations].”

**Moved: M. Abbink
Seconded: W. Baxter CARRIED**

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MINUTES OF THE BOARD OF HEALTH
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CLOSED SESSION

Members in attendance were: Ms. Nancy Sullivan (Chair), Ms. Margaret Abbink, Mr. William Baxter, Mr. Guy Gardhouse, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Keith Perron and Mr. Chris White.

Member(s) with regrets were: Ms. Christine Billings, Mr. George Bridge, Ms. June Hofland, Mr. Mark MacKinnon and Mr. Allen Taylor.

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

Staff member(s) in attendance were: Mr. Chris Beveridge, Ms. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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(6:07) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the December 7, 2016 Board of Health meeting.”

Moved: G. Gardhouse
Seconded: K. Perron **CARRIED**

Motions brought forward from Closed Session:

(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives Closed Session Human Resources Committee Report BH.05.DEC0716.R15, as amended, for information.”

Moved: K. Perron
Seconded: D. Lever **CARRIED**

(b) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee to provide direction to the negotiating team as outlined in Closed Session Human Resources Committee Report BH.05.DEC0716.R15, as amended.”

Moved: K. Perron
Seconded: D. Lever **CARRIED**

Office Hours – Christmas Closure

(a) MOTION: “That the Board of Health authorize and direct Dr. Mercer, MOH & CEO, to close the WDGPH offices, for a full day on Wednesday December 28, 2016, and to grant all employees the time off with pay.”

Moved: K. Perron
Seconded: C. White **CARRIED**

12.0 Notice of Motion

- NONE.

13.0 Adjournment

The meeting was adjourned at 6:10 p.m.

MOTION: “To adjourn the meeting.”

Moved: W. Baxter
Seconded: K. McGhee **CARRIED**