

## PERTH DISTRICT HEALTH UNIT BOARD

April 19, 2017

The Board of Health of the Perth District Health Unit met on the above date at 9:30 am at the Perth District Health Unit, Multipurpose Room.

Members present: Teresa Barresi; Helen Dowd; Bonnie Henderson; Anna Michener; Marilyn Ohler; Bill Osborne; Mert Schneider; Kathy Vassilakos; and Bob Wilhelm.

Staff present: Dr. Miriam Klassen, Medical Officer of Health; Julie Pauli, Business Administrator; Tracy Allan-Koester, Director of Community Health; Donna Taylor, Director of Health Protection and Tracy McGraw (Recorder)

Teresa Barresi, Chair presiding.

### **Agenda Approval**

Moved by: Mert Schneider  
Seconded by: Bob Wilhelm

**That the agenda for today's meeting be adopted as amended.  
Carried.**

### **Pecuniary Interest**

There were no disclosures of pecuniary interest.

### **Adoption of Minutes**

Moved by: Bonnie Henderson  
Seconded by: Helen Dowd

**That the minutes of the previous meeting dated March 15, 2017 be adopted as presented.  
Carried.**

### **Closed Meeting**

Moved by: Mert Schneider  
Seconded by: Bonnie Henderson

**That we go into Closed Meeting at 9:33 am to discuss labour relations.  
Carried.**

Kathy Vassilakos arrived at 9:37 am.

The Board reconvened in open meeting at 11:00 am.

The Board will review the Loughe Barnes report and will provide direction to staff at the May 17, 2017 Board meeting.

### **Business Arising**

- a. Amalgamation Steering Group Update  
Dr. Miriam Klassen, Medical Officer of Health updated members on the work of the Amalgamation Steering Group.

### **New Business**

- a. 2016 Communications Report  
Chera Longston, Communications Manager presented the 2016 Communications Report and the 2016 Media Articles Archives for information purposes.

## b. 2016 Audited Financial Statements

Julie Pauli, Business Administrator presented the 2016 Audited Financial Statements including reserve account activities.

Moved by: Kathy Vassilakos

Seconded by: Bob Wilhelm

**That the 2016 Audited Financial Statements for all programs be approved as circulated. Carried.**

- c. Board Policy 2-45 Code of Conduct
- d. Board Policy 2-60 Complaints
- e. Board Procedure 2-70 Complaints
- f. Board Policy 4-200 Bad Weather Days

Moved by: Bonnie Henderson

Seconded by: Marilyn Ohler

**That the Board approve the following Board Policies and Procedures as presented:**

**Board Policy 2-45 Code of Conduct**

**Board Policy 2-60 Complaints**

**Board Procedure 2-70 Complaints**

**Board Policy 4-200 Bad Weather Days Carried.**

## g. Healthy Babies Healthy Children and Prenatal and Postpartum Nurse Practitioner Annual Budgets.

Moved by: Helen Dowd

Seconded by: Anna Michener

**That the Board approve the 2017 HBHC Program budget in the amount of \$686,143 base plus a \$15,000 one-time request for a total of \$701,143 and the 2017 PPNP budget in the amount of \$139,000 base plus \$60,044 one-time request for a total of \$199,044 and that the Board Chair be authorized to sign the Service Agreements. Carried.**

## h. Staff Report – Feedback Regarding Standards for Public Health Program and Services Consultation Document.

Dr. Miriam Klassen, Medical Officer of Health presented a Staff Report re Feedback Regarding Standards for Public Health Program and Services Consultation Document.

Moved by: Bonnie Henderson

Seconded by: Marilyn Ohler

**That the Board support the Staff Report, “PDHU Feedback Regarding Standards for Public Health Programs and Services; forward a copy to the Ministry of Health and Long-Term Care and copy the Association of Local Public Health Agencies (alPHA) and the Association of Municipalities of Ontario (AMO). Carried.**

## i. Cycling Ontario

Moved by: Bonnie Henderson

Seconded by: Kathy Vassilakos

**That the Board direct staff to provide further input on the proposed Province-wide Cycling Network.** Carried

**Business Administrator Report**

## a. Account Transactions – March 2017

Julie Pauli, Business Administrator presented the accounts for the period ending March 2017.

Moved by: Mert Schneider

Seconded by: Bob Wilhelm

**That the accounts totaling \$1,026,853.29 for March 2017 be adopted as presented.**  
Carried.

## b. Financial Report – March 31, 2017

Moved by: Mert Schneider

Seconded by: Bob Wilhelm

**That the Financial Report for March 31, 2017 be adopted as presented.**  
Carried.

## c. Annual Insurance Renewal

Julie Pauli, Business Administrator presented the 2016/2017 highlights of coverage from our insurance carrier. Rick Orr from Orr Insurance will present to the Board in June on cyber insurance.

Moved by: Helen Dowd

Seconded by: Bob Wilhelm

**That the Board renew insurance with the Frank Cowan Company for the period April 25, 2017 to April 25, 2018 in the amount of \$33,375 plus tax.**  
Carried.

## d. Lease Agreements

Julie Pauli, Business Administrator gave an update on the lease renewal for Festival Square and Listowel offices.

Moved by: Bonnie Henderson

Seconded by: Helen Dowd

**That the Board authorize the Business Administrator to negotiate and execute a lease renewal for five (5) years for our existing office space located at 10 Downie Street, Stratford and 135 Main Street East, Listowel and that the Business Administrator be authorized to sign the agreement.** Carried.

Helen Dowd and Mert Schneider left at 12:03 pm.

## e. EAP Provider

Julie Pauli, Business Administrator updated members on the current EAP Provider for information purposes.

**MOH Report**

Dr. Miriam Klassen, Medical Officer of Health presented a written report for January 18, 2017 which included advocating for public health; preparing for possible health system changes; continuing to strengthen focus on social determinants of health and health equity and staff updates.

Staff updates:

- temporary part-time Confidential Secretary (April 19, 2017)
- temporary full-time Community Health Student (May 15-August 25, 2017)
- temporary full-time Student Public Health Inspector (May 23-September 1, 2017)

Moved by: Kathy Vassilakos

Seconded by: Bob Wilhelm

**That the Medical Officer of Health report be adopted as presented.  
Carried.**

**Correspondence**

- a. Wellington Dufferin Guelph re Personal Service Setting Regulation
- b. alPHa re Expert Panel
- c. alPHa re Public Health Programs and Services Consultation
- d. Leeds Grenville & Lanark re Healthy Menu Choices Act
- e. Simcoe Muskoka re Tobacco Endgame
- f. Middlesex-London re Support for Stop Marketing to Kids Coalition's Ottawa Principles and Further Action on Sugary Drinks
- g. Porcupine re Low-Income Dental Program for Adults and Seniors
- h. PDHU re Children's Marketing Restrictions
- i. Ministry of Education re Food Security
- j. Algoma re Personal Service Settings

Moved by: Bob Wilhelm

Seconded by: Bill Osborne

**That the Board receive all correspondence items for information purposes.  
Carried.**

**Next Meeting**

The next regular meeting of the Perth District Health Unit Board will be held on Wednesday, May 17, 2017 at 9:30 am in the Multipurpose room. Members were asked to consider locations in St. Marys for the June 21, 2017 meeting.

**Adjournment**

Moved by: Bob Wilhelm

Seconded by: Bill Osborne

**That we now adjourn.**

**Carried.**

Meeting adjourned at 12:09 pm.

**Public Announcements**

2017 Earth Day Clean-up on Saturday, April 22 (10:00 am-noon) and Saturday, April 29 (10:00 am-noon) ~ Bonnie Henderson.

Respectfully submitted,

Teresa Barresi, Chair