

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday April 4, 2018**

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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:** Ms. Nancy Sullivan (Chair), Ms. Margaret Abbink, Mr. William Baxter, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Cam Guthrie, Ms. June Hofland, Mr. Dennis Lever (5:15), Ms. Nancy MacDonald, Mr. Lambert Otten, Mr. Allen Taylor and Mr. Chris White.

**Member(s) with regrets:** Mr. George Bridge and Mr. Ken McGhee.

**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 Isley, Mr. Kyle Wilson, Dr. Matthew Tenenbaum (5:19), Mr. Chuck Ferguson, Mr. Tom Craig, Ms. Shanna O'Dwyer, Ms. Marlene Jantzi-Bauman, Ms. Janice Walters, Mr. Shawn Zentner, Ms. Shelley Nuhn, Ms. Jessica Anselmini and Ms. Sylvia Muir (Recording Secretary).

**Guests in attendance were:** Mr. Garrett Duval, Member of the Public.

**1.0 Call to Order**

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

Status of BOH Vacancies
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- The WDGPH BOH has one remaining provincial appointment vacancy (representing 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 Agenda**

**MOTION: "To approve the Agenda distributed for the April 4, 2018 BOH meeting, as presented.**

<b>Moved:</b>	<b>J. Hofland</b>	
<b>Seconded:</b>	<b>L. Otten</b>	<b>CARRIED</b>

#### 4.0 Approval of Minutes

**MOTION: “To approve the Minutes of March 7, 2018, as presented.”**

**Moved: A. Taylor**

**Seconded: J. Hofland**

**CARRIED**

#### 5.0 MOH Updates

##### Rabies Update

- Bat tested positive for rabies in February 2018 with no human exposure.
- Currently 398 cases of Raccoon strain and 17 cases of fox strain in Ontario.
- Positive animals reported from Brant, Haldimand Norfolk HU, Halton Region, Hamilton, Huron, Niagara, Perth and Waterloo.

##### *Immunization of School Pupils Act (ISPA) Update*

- Originally, 2,550 high school students were overdue for vaccination. At present, the number has decreased to approximately 400. Letters to be sent to the high schools on April 11, 2018 and suspensions taking place on April 12<sup>th</sup>.

##### Provincial Funding Update

- Dr. Mercer and Dr. Tenenbaum attended at Liz Sandals, MPP, Stakeholder Breakfast on March 29, 2018, in Guelph. No specific monies for Public Health were mentioned.

##### Influenza Update

- Lab-confirmed cases of Influenza B in 2018 were substantially greater than in previous years. The affected age group is over the age of 50.

#### 6.0 Presentation(s)

- NONE.

#### 7.0 Business Arising

- NONE.

#### 8.0 Consent Agenda

- BH.01.APR0418.C05 – Oral Health Program – Program/Service Information Report.
- BH.01.APR0418.C06 – Preschool Speech and Language (Wee Talk) – Program/Service Information Report.
- BH.01.APR0418.C07 – Healthy Babies Healthy Children Program – Program/Service Information Report.
- BH.01.APR0418.C08 – Influenza Vaccine Clinics – Program/Service Information Report.
- BH.01.APR0418.C09 – Gonorrhoea Follow-Up – Program/Service Information Report.

BH.01.APR0418.C07 – Healthy Babies Healthy Children Program – Program/Service Information Report was pulled into the regular meeting.

Discussion took place around the continuation of funding for this program. WDGPH to pilot a post-partum app that will redirect users back to the WDGPH “Let’s Talk” Parenting Line where individual assessment will take place.

**MOTION:**

- (a) **“That the Board of Health receive BH.01.APR0418.C07 - Healthy Babies Healthy Children Program – Program/Service Information Report for information.”**

**Moved: C. Guthrie**

**Seconded: M. Abbink**

**CARRIED**

**MOTION:**

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

**Moved: C. White**

**Seconded: J. Hofland**

**CARRIED**

**9.0 BOH Report(s)**

**BH.01.APR0418.R07 – Pregnancy to Parenting (P2P)**

Dr. Mercer reviewed the contents of Report BH.01.APR0418.R07.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.APR0418.R07 – Pregnancy to Parenting (P2P), as presented, for information.”**

**Moved: J. Hofland**

**Seconded: M. Abbink**

**CARRIED**

*Friendly amendment - to copy the local MPs on the letter*

**MOTION:**

- (b) **“That the Board of Health direct staff to write a letter to The Honourable Ginette Petitpas Taylor, Federal Minister of Health, with copies to: the local MPs, all Canada Prenatal Nutrition Program (CPNP) Program Coordinators and Program Consultants at the Public Health Agency of Canada outlining the impact of chronic underfunding.”**

**Moved: J. Hofland**

**Seconded: M. Abbink**

**CARRIED**

**BH.01.APR0418.R08 – 2017 West Nile Virus Summary**

Dr. Mercer reviewed the contents of Report BH.01.APR0418.R08.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.APR0418.R08 – 2017 West Nile Virus Summary, as presented, for information.”**

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

**BH.01.APR0418.R09 – 2017 Tick and Lyme Disease Summary**

Dr. Mercer reviewed the contents of Report BH.01.APR0418.R09.  
Tick kits were circulated to the BOH members. Tick kits are available through S. Zentner, Manager, Environmental Health, at WDGPH.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.APR0418.R09 – 2017 Tick and Lyme Disease Summary, as presented, for information.”**

Moved: J. Hofland  
Seconded: M. Abbink **CARRIED**

**BH.01.APR0418.R10 – 2017 Vaccine Wastage Report**

Dr. Mercer reviewed the contents of Report BH.01.APR0418.R10.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.APR0418.R10 – 2017 Vaccine Wastage Report, as presented, for information.”**

Moved: C. Billings  
Seconded: L. Otten **CARRIED**

**BH.01.APR0418.R11 – Flu IMS Communications Report**

Dr. Mercer introduced BOH Report BH.01.APR0418.R11 and C. Ferguson, Manager, Corporate Communications, spoke to the Report. It became a national story. Facebook Live was used for the 1<sup>st</sup> time by WDGPH (in lieu of a town hall meeting) which was well received by the public.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.APR0418.R11 – Flu IMS Communications Report, as presented, for information.”**

**Moved:** C. Guthrie  
**Seconded:** M. Abbink

**CARRIED**

(5:15) D. Lever arrived.

**BH.01.APR0418.R12 – Development of an Early Warning System for Opioid-Related Harms**

Dr. Mercer reviewed the contents of Report BH.01.APR0418.R12.

(5:19) Dr. M. Tenenbaum arrived.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.APR0418.R12 – Development of an Early Warning System for Opioid-Related Harms, as presented, for information.”**

**Moved:** C. Guthrie  
**Seconded:** G. Gardhouse

**CARRIED**

**10.0 Committee (Verbal) Report(s)**

**Executive Committee Report:**

- NONE.

**Audit Committee Report:**

- NONE.

**Human Resources Report:**

- NONE.

**Finance + Facilities Committee Report:**

D. Lever, Finance + Facilities Committee Chair, provided an update advising that the Finance + Facilities Committee met on Mar 28/18 to review/discuss the following matter(s):

**BH.04.MAR2818.R07 – Ministry of Health and Long-Term Care (MOHLTC) Accountability Framework for Board of Health – Financial Aspect**

- Report outlines the changes that have been made in The Ontario Public Health Standards: Requirements for Programs, Services and Accountability (The Modernized Standards) which came into effect on January 1, 2018. The Annual Service Plan (ASP) is part of the new Accountability Framework within The Modernized Standards. The Modernized Standards will allow the MOHLTC to measure activities in a health unit.

**BH.04.MAR2818.R08 – Enterprise Resource Planning Software**

- ERP software is a shared database that supports multiple functions used by different business units within an organization. WDGPH does not currently have an ERP system and recognizes that this does not meet its future needs for MOHLTC reporting for Finance and HR under the new Accountability Framework. As well, the new ASP Agreement will require time-tracking of interventions within the near future. ERP

systems are very costly and WDGPH will submit a One-Time Grant Request to fund the up-front implementation and configuration costs. In the interim, WDGPH will move forward with an RFP to inform the One Time Grant Request. If the Senior Leadership Team makes the decision to go forward with an ERP system and the Board of Health approves same, WDGPH management plans to utilize the IT Reserve for this purpose. Implementation of an ERP system must start on a January 1<sup>st</sup> as it takes a full year of implementation.

**BH.04.MAR2818.R09 – 2017 Fourth Quarter Financials**

- WDGPH received the provincial funding approval from the MOHLTC on November 15, 2017. WDGPH had an overall Positive Variance of \$537,089 (representing 2.6% of the total Cost-Shared Mandatory Programs budget). \$251,313 of the surplus was outside of WDGPH’s control due to the timing of receipt of the monies received from the MOHLTC. The remainder of the positive variance is largely accounted for with unspent legal funds, back-orders of non-publicly-funded vaccines and OHIP+ eliminating the need for contraceptives.

**BH.04.MAR2818.R10 – Reserves + Reserve Funds Status as at Dec 31/17**

- WDGPH has a number of Reserves and Reserve Funds: (i) Guelph Facilities Reserve Fund; (ii) Orangeville Facilities Reserve Fund; (iii) Reserve for Contingencies; (iv) Reserve for Information Technology; (v) Reserve for Fluoride Varnish Program; and (vi) Reserve for Poverty Elimination Task Force. WDGPH is planning to fund a future ERP system, as well as future replacement of the existing phone system, from the Reserve for Information Technology and will not seek additional monies from the three (3) Obligated Municipalities for these necessary improvements.

**Motion(s) passed at the Apr 4/18 BOH Meeting:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.MAR2818.R07 – MOHLTC Accountability Framework for Boards of Health: Financial Aspects, as presented, for information.”**

**Moved: D. Lever  
Seconded: A. Taylor CARRIED**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.MAR2818.R08 – Enterprise Resource Planning Software, as presented, for information.”**

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

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.MAR2818.R09 – 2017 Fourth Quarter Financials, as presented, for information.”**

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

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.MAR2818.R10 – Reserves and Reserve Funds Status as at December 31, 2017, as presented, for information.”**

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

**(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and approves the transfer of the \$150,000 Cost-Shared Mandatory Programs surplus that arose as a result of the receipt of the \$150,000 in 100% MOHLTC funding for Harm Reduction Program Enhancement, into the Reserve for Contingencies.”**

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

**(c) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and approves the transfer of any remaining year-end surplus into the Reserve for Technology (IT).”**

**Moved:** D. Lever  
**Seconded:** J. Hofland **CARRIED**

#### **11.0 Correspondence**

- Ted Arnott, MPP, Wellington-Halton Hills Letter to The Honourable Helena Jaczek, Minister, MOHLTC re WDGPH Letter to the MOHLTC for a Renewed Smoke-Free Ontario Strategy.
- The Honourable Eric Hoskins, Minister, MOHLTC Response Letter to the WDGPH Board of Health re Minister’s Expert Panel on Public Health.
- Order in Council for Reappointment of Margaret Abbink to the WDGPH Board of Health for a term of six (6) months.
- Order in Council for Reappointment of Nancy Sullivan to the WDGPH Board of Health for a term of six (6) months.

S. Muir to post Chart of BOH Appointments/Reappointments on DiliTrust Exec.
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**MOTION:**

**(a) “That the Board of Health receive the above-noted Correspondence, as presented, for information.”**

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

**12.0 CLOSED SESSION**

- To approve the March 7, 2018 Closed Session BOH Minutes.
- MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH].

**(5:52)**

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of March 7, 2018 and to obtain/discuss MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH].”**

**Moved:**

**J. Hofland**

**Seconded:**

**C. Guthrie**

**CARRIED**



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**CLOSED SESSION**

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**Members in attendance were:** Ms. Nancy Sullivan (Chair), Ms. Margaret Abbink, Mr. William Baxter, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Cam Guthrie, Ms. June Hofland, Mr. Dennis Lever, Ms. Nancy MacDonald, Mr. Lambert Otten, Mr. Allen Taylor and Mr. Chris White.

**Member(s) with regrets were:** Mr. George Bridge and Mr. Ken McGhee.

**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 Isley, Mr. Kyle Wilson, Dr. M. Tenenbaum and Ms. Sylvia Muir (Recording Secretary).

**Guest(s) in attendance were:** NONE.

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**CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.**

**(6:05) Returned to Open Session.**

**MOTION: “To Ratify the Closed Session Decisions of the April 4, 2018 Board of Health meeting.”**

**Moved: C. Abbink**  
**Seconded: M. Abbink** **CARRIED**

N. Sullivan advised that this is Dr. M. Tenenbaum’s last Board of Health meeting as he finalizes his residency with WDGPH on April 9, 2018.

**13.0 Adjournment**

The meeting was adjourned at 6:05 p.m.

**MOTION: “To adjourn the meeting.”**

**Moved: M. Abbink**  
**Seconded: C. White** **CARRIED**