

# Minutes of the Human Resources Committee Meeting

December 4, 2019 > 2:00 p.m. – 3:30 p.m.

Guelph Office - Trillium Room

**Present:** Guy Gardhouse (Chair), Allan Alls, June Hofland, Lambert Otten and Nancy MacDonald.

**Regrets:** George Bridge.

**Staff:** Dr. Nicola Mercer, David Kingma and Sylvia Muir (Recording Secretary).

**Guests:** NONE.

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## 1. Call to Order

G. Gardhouse called the meeting to order at 2:00 p.m.

## 2. Disclosure(s) of Pecuniary Interest

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

## 3. Approval of Minutes

**MOTION:** “To approve the Open Session Minutes of the Human Resources Committee meeting of April 10, 2019 – not including the Closed Session Minutes of April 10, 2019.”

**Moved:** J. Hofland

**Seconded:** L. Otten

**CARRIED**

## 4. Human Resources Committee Report(s):

There are no Open Session Human Resources Committee Reports. Please see Closed Session Human Resources Committee Report BH.05.DEC0419.R06 – Labour Relations Update below at #6 – Closed Session.

## 5. Discussion on New Process for MOH Review

D. Kingma recapped the Human Resources Committee’s directions from the April 10, 2019 meeting that the Committee is looking to streamline the process to complete the MOH Performance Review. A new on-line MOH Performance Evaluation Tool was created and will be initiated via DiliTrust Exec, the BOH’s cloud-based meeting management system.

A formal evaluation of the MOH/CEO is completed every year. The process is 2-fold consisting of (i) evaluating what Dr. Mercer has achieved over the past year; and (2) setting out new strategic goals and objectives for the MOH/CEO for 2020. It was discussed that twenty (20) minutes could be designated at the February 5, 2020 BOH meeting to complete the MOH/CEO Evaluation. Evaluation consists of 15 questions. Every question has a 5-part scale evaluation with an option to offer comments. The questions are geared for BOH members experience at the BOH table.

Discussion took place around keeping the on-line MOH/CEO Evaluation open for a couple of days, after the February 5, 2020 BOH meeting, for members to complete it, if necessary. Committee suggested: (i) fewer questions; (ii) that the questions focus more on larger scale/higher level items (e.g. Agency moved forward/ backwards/stagnant); and that the questions have built-in frames of reference (evidence/documentation) for BOH members to refer to with respect to supporting their answers.

**6. Closed Session:**

- To approve the Closed Session Human Resources Committee Minutes of April 10, 2019.
- Closed Session Human Resources Committee Report BH.05.DEC0419.R06 – Labour Relations Update [labour relations or employee negotiations].

(2:52)

**MOTION: “To move into Closed Session to approve Closed Session Human Resources Committee Minutes of April 10, 2019; and to review Closed Session Human Resources Committee Report BH.05.DEC0419.R06 – Labour Relations Update [labour relations or employee negotiations].”**

**Moved: J. Hofland**

**Seconded: L. Otten**

**CARRIED**

**Minutes of the Human Resources Committee Meeting**  
**December 4, 2019 > 2:00 – 3:30 p.m.**  
**Guelph Trillium Room**

**Closed Session**

**Present:** Guy Gardhouse (Chair), Allan Alls, June Hofland, Lambert Otten and Nancy MacDonald.

**Regrets:** George Bridge.

**Staff:** Dr. Nicola Mercer, David Kingma and Sylvia Muir (Recorder).

**Guests:** NONE.

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

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**(3:10) Return to Open Session.**

**(a) MOTION: “To Ratify the Closed Session Decisions of the December 4, 2019 Human Resources Committee meeting.”**

**Moved: J. Hofland**  
**Seconded: L. Otten** **CARRIED**

*Motion(s) brought forward from Closed Session:*

**MOTION: “To approve the Closed Session Human Resources Committee Minutes of April 10, 2019, as presented.”**

**Moved: J. Hofland**  
**Seconded: L. Otten** **CARRIED**

**Closed Session BH.05.DEC0419.R06 – Labour Relations Update**

**(a) MOTION: “That the Human Resources Committee makes recommendation to the Board to Health to receive Closed Session Human Resources Committee Report BH.05.DEC0419.R06 – Labour Relations Update, as presented, for information.”**

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

**7. Next Meeting:**

► 2020 Human Resources Committee Meetings to be determined.

**8. Adjournment at 3:10 p.m.**

**MOTION: “To adjourn meeting.”**

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