

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday May 2, 2018

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. George Bridge, Mr. Guy Gardhouse, Mr. Cam Guthrie, Ms. June Hofland, Mr. Dennis Lever, Ms. Nancy MacDonald, Mr. Ken McGhee, Mr. Lambert Otten, Mr. Allen Taylor 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. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Isley, Mr. Kyle Wilson, Mr. Tom Craig, Ms. Amy Estill, Ms. Rosalyn LaRochelle, Ms. Shanna O'Dwyer, Ms. Janice Walters, Ms. Jill Davies 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.
Dr. Mercer introduced Ms. Amy Estill, new Acting Manager, for Healthy Communities and Public Policy.

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| Status of BOH Vacancies |
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- The WDGPH Board of Health (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 May 2, 2018 BOH meeting, as presented.

Moved: K. McGhee
Seconded: J. Hofland **CARRIED**

4.0 Approval of Minutes

MOTION: “To approve the Minutes of April 4, 2018, as presented.”

Moved: J. Hofland
Seconded: G. Gardhouse **CARRIED**

5.0 MOH Updates

Well Water Campaign and Survey Update

- Well Water Campaign began on May 1, 2018.
- About 1,500 water sample bottles were distributed to Township offices in Wellington and Dufferin and 14 Wellington County Library Branches this week. The water sample bottles include a survey and a ballot to win a \$50 gift card from Zehrs. The survey was launched on May 1, 2018 and 50 surveys have already been completed. Printed surveys and ballots can be dropped off where residents drop off their water sample bottles.
- WDGPH issued a media release yesterday as well as messaging via social media platforms.

Immunization School Pupil’s Act (ISPA) Data Update

Suspensions for high school:

- 159 suspension orders were delivered by WDGPH.
- Approximately 81% of high school students that received a suspension notice either updated records or caught up on immunizations prior to suspension in the 2017-2018 school year.
- To date, there are only 3 high school students still suspended.

(4:08) C. Guthrie arrived.

Letter from Dr. Helena Jaczek, Minister, Ministry of Health and Long-Term Care (MOHLTC)

- Letter of April 13, 2018 was received from Dr. Helena Jaczek, Minister, MOHLTC announcing a 2% base budget increase to all Boards of Health for the provision of Public Health programs and services.
- An additional 1% increment will be allocated based on local need, as detailed in the BOH Annual Service Plan submitted to the MOHLTC in March 2018.

6.0 Presentation(s)

- NONE.

7.0 Business Arising

By-Law No. 1 Discussion

N. Sullivan and Dr. Mercer presented the proposed changes to By-Law No. 1 and the BOH provided several further suggestions.

- Most amendments up to 5.11 were house-keeping items (BOH acronym used to replace Board).
- 4.5 – Remuneration – insert “to attend BOH meetings” after the word “remuneration”.
- 4.6 – Rate of Remuneration – In the 1st line, after the word “member” insert “as determined by the BOH” and delete the remainder of the sentence.
- 5.11 – Election of Officers – Chair and Vice-Chair and Secretary-Treasurer are elected annually.
- 6.4 – Electronic Participation in Meetings – In the 1st line, after the word “public” insert the words “but cannot vote”.
- 6.10 – Order of Business – BOH agreed that the “Approval of Agenda” is redundant and the “Approval of Agenda” will be deleted commencing at the June 6, 2018 BOH meeting.
- 6.12 + 6.13 – Commencement of Meetings + Absence of Chair or Vice-Chair – Contents of paragraphs to be combined.
- 6.18 – Criteria for Appointment of an Investigator – a paragraph was added by the lawyers. Discussion took place around the requirement for WDGPH to report any findings publicly (to be confirmed with County of Wellington Clerk).
- 7.3 – Committee Chairs – All the Committee Chairs could be bi-annual (2 years).
- 9.7 – While Motion Under Debate:
 - 9.7(a) – “adopt” changed to “approve”;
 - 9.7(e) – “table” changed to “defer”;
 - 9.7 (h) – Add “that no action be taken”.
- 9.13 – Recorded Vote – Discussion took place including: any member of the BOH requests a recorded vote, it gets recorded in the Minutes. No Motion is required. Voting takes place alphabetically. Usually the member that requests a recorded vote is the first to vote. – Need a procedure for this (to be confirmed with County of Wellington Clerk).
- 9.14 – Tie Vote – delete the words “decision in the negative” and insert the words “motion lost”.
- 9.15 – Reconsideration of a Matter – wording to be refined. Discussion took place including: Notice should be provided in the prior month and then brought on the next Agenda. (BOH direction was provided to WDGPH to follow-up with all 3 obligated municipalities to confirm process followed by municipalities).

8.0 Consent Agenda

- BH.01.MAY0218.C10 – 2017 Health Protection Programs Performance Indicator Summary – Program/Service Information Report.
- BH.01.MAY0218.C11 – Clinical Services Program Review – Program/Service Information Report.

MOTION:

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

Moved: J. Hofland
Seconded: G. Bridge

CARRIED

9.0 BOH Report(s)

BH.01.MAY0218.R13 – Naloxone Distribution Program

Dr. Mercer reviewed the contents of Report BH.01.MAY0218.R13.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.MAY0218.R13 – Naloxone Distribution Program, as presented, for information.”**

Moved: C. Billings
Seconded: C. Guthrie

CARRIED

BH.01.MAY0218.R14 – Last Call

Dr. Mercer reviewed the contents of Report BH.01.MAY0218.R14.
WDGPH used video snips and boosting on social media platforms and u-tube videos.
Campaign was made possible via grants and WDGPH matching the grants.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.MAY0218.R14 – Last Call, as presented, for information.”**

Moved: C. Billings
Seconded: K. McGhee

CARRIED

10.0 Committee (Verbal) Report(s)

Executive Committee Report:

- NONE.

Finance + Facilities Committee Report:

- NONE.

Human Resources Report:

- NONE.

Audit Committee Report:

J. Hofland, Audit Committee Chair, provided an update advising that the Audit Committee met on Apr 11/18 to review/discuss the following matter(s):

BH.02.APR1118.R02 – WDGPH Risk Management Strategy

- Not having a Risk Register has been problematic for those Health Units that have been audited by the MOHLTC.
- WDGPH has identified two (2) external risks for 2018 and has noted that each year risks change based on environmental changes.

BH.02.APR1118.R03 – 2017 Draft Audited Financial Statements

- S. O’Dwyer presented a detailed PP Presentation in conjunction with the Report.
- Financial Statements are for the year-ended December 31, 2017.

KPMG Audit Findings Report (2017) for WDGPH

- There were no changes to the Audit Planning Report KPMG (Auditor) previously presented at the February 14, 2018 Audit Committee meeting.
- KPMG, is in a position to table a “clean audit” to the BOH.
- The BOH was informed that next year the form and the audit content is going to change due to changes made to the Canadian Auditing Standards.

Motion(s) passed at the May 2/18 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and receives Audit Committee Report BH.02.APR1118.R02 – WDGPH Risk Management Strategy, as presented, for information.”

**Moved: J. Hofland
Seconded: G. Gardhouse CARRIED**

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and receives and approves the Draft Audited Financial Statements, presented in Appendix “A” of Audit Committee Report BH.02.APR1118.R03 – 2017 Draft Audited Financial Statements, as presented.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and receives the KPMG Audit Findings Report for Year-Ended December 31, 2017, as presented.”

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

11.0 Correspondence

- NONE.

12.0 CLOSED SESSION

- To approve the April 4, 2018 Closed Session BOH Minutes.
- Closed Session BH.01.MAY0218.R15 – Board of Health/Committee 2017 Self-Evaluation [personal matters about an identifiable individual, including BOH employees].
- MOH Update(s) [personal matters about an identifiable individual, including BOH employees].

(5:37)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of April 4, 2018; to review/discuss Closed Session BOH Report BH.01.MAY0218.R15 – Board of Health/Committee 2017 Self-Evaluation [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:

C. Billings

Seconded:

A. Taylor

CARRIED

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CLOSED SESSION

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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: Ms. Liz Bowden 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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(6:20) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the May 2, 2018 Board of Health meeting.”

Moved: D. Lever
Seconded: L. Otten **CARRIED**

Motions brought forward from Closed Session:

MOTION:

- (a) **“That the Board of Health receive Closed Session BOH Report BH.01.MAY0218.R15 – Board of Health/Committee 2017 Self-Evaluation, as presented, for information.”**

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

MOTION:

- (b) **“That the Board of Health complete an overall Board Self-Evaluation for the year 2018.”**

Moved: K. McGhee
Seconded: L. Otten **CARRIED**

MOTION:

- (c) **“That the Board of Health complete individual Committee Self-Evaluation for the year 2018.”**

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

13.0 Adjournment

The meeting was adjourned at 6:20 p.m.

MOTION: “To adjourn the meeting.”

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