

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday February 7, 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, Mr. Guy Gardhouse, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Allen Taylor and Mr. Chris White.

**Member(s) with regrets:** Ms. Christine Billings, Mr. George Bridge, Mr. Cam Guthrie, Mr. Dennis Lever, Mr. Ken McGhee and Mr. Lambert Otten.

**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, Mr. Kyle Wilson, Dr. Matthew Tenenbaum, Mr. Chuck Ferguson, Mr. Tom Craig, Mr. David George, Ms. Jennifer MacLeod, Ms. Shanna O’Dwyer, Ms. Marlene Jantzi-Bauman, Ms. Janice Walters, Mr. Shawn Zentner, Ms. Melissa Potwarka, Ms. Meghan Wiles 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 Dr. Matthew Tenenbaum, a Public Health Preventative Medicine Resident – PGY5. Dr. Tenenbaum is WDGPH’s first Medical Resident. His residency runs from January 16<sup>th</sup> – April 9<sup>th</sup>, 2018.

Status of BOH Vacancies
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- The WDGPH BOH has one remaining provincial appointment vacancy (representing the City of Guelph). The Appointment is still progressing.
- Appointments/Reappointments between March 11, 2018 and July 31, 2018 will only be granted for a period of six (6) months.

**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 February 7, 2018 BOH meeting, as presented.**

**Moved:** J. Hofland  
**Seconded:** A. Taylor  
**CARRIED**

#### 4.0 Approval of Minutes

**MOTION: “To approve the Minutes of January 3, 2018, as presented.”**

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

#### 5.0 MOH Updates

##### School Suspensions Updates

- Elementary Schools - substantially fewer students on the suspension list this year. The suspension date was January 31, 2018. Currently, 97 students are still suspended. Parents received a letter and follow-up phone calls.
- High Schools – substantially fewer students on the suspension list this year. The suspension date is set for April 12, 2018.

##### Shingrix vs Zostavax

- Shingrix and Zostavax are both vaccines for Shingles.
- Zostavax is a single dose, live virus vaccine and Shingrix is a new 2-dose vaccine and is not a live virus vaccine.
- Currently, only the Zostavax is publicly-funded for those 65-70 years of age.
- The National Advisory Committee on Immunization (NACI) to provide advice later this spring on both vaccines.
- WDGPH will be offering both vaccines on-site.

#### 6.0 Presentation(s)

##### Opioids Update – Overdose + Drug Use Information System

- This is a 2-part presentation (1<sup>st</sup> part via PP / 2<sup>nd</sup> part as a live inter-active dashboard).
- Development of this on-line interactive tool began the summer of 2017.
- This is a tool that allows WDGPH the opportunity to work with physicians for educational purposes and to understand the background locally of the opioid situation.
- Collection of population level prescribing information. WDGPH is the only Health Unit that is currently utilizing this type of interactive dashboard.
- Opioid prescribing and dispensing – visually presents the population level narcotic dispensing by municipality. WDGPH to continue to expand on this expertise.

#### 7.0 Business Arising

- NONE.

## 8.0 Consent Agenda

- BH.01.FEB0718.C01 – Emergency Preparedness Update 2017 – Program/Service Information Report.
- BH.01.FEB0718.C02 – Health and Safety Update 2017 – Program/Service Information Report.

### MOTION:

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

Moved: G. Gardhouse

Seconded: J. Hofland

CARRIED

## 9.0 BOH Report(s)

### BH.01.FEB0718.R01 – Smoke-Free Ontario Modernization: Report of the Executive Steering Committee

Dr. Mercer reviewed the contents of Report BH.01.FEB0718.R01.

### MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.FEB0718.R01 – Smoke-Free Ontario Modernization: Report of the Executive Steering Committee, as presented, for information.”

Moved: J. Hofland

Seconded: M. Abbink

CARRIED

### MOTION:

- (b) “That the Board of Health send a letter to the Minister of Health and Long-Term Care urging the Ministry of Long-Term Care to proceed with the adoption of a renewed Smoke-Free Ontario Strategy as outlined in Smoke-Free Ontario Modernization: Report of the Executive Steering Committee.”

Moved: J. Hofland

Seconded: M. Abbink

CARRIED

### BH.01.FEB0718.R02 – WDGPH Annual Privacy Program Update

Dr. Mercer reviewed the contents of Report BH.01.FEB0718.R02.

This is the 3<sup>rd</sup> year this report was provided to the BOH.

WDGPH has had a surge in the number of requests for information in 2017.

Changes in the legislation will increase the amount of reporting to be completed by WDGPH.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0718.R02 – WDGPH Annual Privacy Program Update, as presented, for information.”**

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

**CARRIED**

**BH.01.FEB0718.R03 – 2018 One-Time Grants**

Dr. Mercer reviewed the contents of Report BH.01.FEB0718.R03.  
Submission due date is March 1, 2018.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0718.R03 – 2018 One-Time Grants, as presented, for information.”**

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

**CARRIED**

**10.0 Correspondence**

- Dr. Eric Hoskins, Minister, MOHLTC Letter to WDGPH BOH re Needle Exchange Program Initiative Additional Base Funding.

NOTE:

Dr. Mercer advised that the receipt of the above-noted MOHLTC correspondence required WDGPH Staff to prepare an amended Appendix “2” (document circulated to the BOH) to the Finance and Facilities Committee Report BH.04.JAN1718.R04 – 2018 Budget (Final Draft) that previously went to the Committee on January 17, 2018. The amended Appendix “2” reflects that WDGPH received additional on-going annual base funding from the MOHLTC for the Needle Exchange Program in the amount of \$11,000 which has changed the 2018 Draft Budget by \$1,000 as a request for an increase of \$10,000 has already been budgeted for. (see below at #11.0 – Committee (Verbal) Reports – Finance + Facilities Committee Report.

**MOTION:**

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

**Moved: C. White**  
**Seconded: A. Taylor**

**CARRIED**

**11.0 Committee (Verbal) Report(s)**

**Audit Committee Report:**

- NONE.

**Human Resources Committee Report:**

- NONE.

**Executive Committee Report:**

N. Sullivan, Executive Committee Chair, provided an update advising that the Executive Committee met on Jan 10/18 to review/discuss the following matter(s):

**Motion Approving Contract between the WDGPH BOH and ONA**

The Executive Committee followed-up on the Motion provided at the BOH meeting of January 3, 2018, outlined in Closed Session BOH Report BH.01.JAN0318.R01 – 2017 ONA Contract Negotiations, wherein a tentative agreement was in place, subject to ratification by ONA, that has subsequently been ratified on January 8, 2018.

**(a) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and receives the new contract, ratified by ONA, on January 8, 2018, between the Board of Health for the Wellington-Dufferin-Guelph Health Unit and the Ontario Nurses Association with the following key conditions:**

- (i) Contract duration of three (3) years (April 30, 2017 to April 29, 2020);**
- (ii) Wage increases:**
  - Year 1 – January 1, 2018 – 1.25%**
  - Year 2 – January 1, 2019 – 1.25%**
  - Year 3 – January 1, 2020 – 2.00%**
- (iii) Vision coverage of \$400.00 every 24 months.”**

**Moved: M. Abbink**

**Seconded: J. Hofland**

**CARRIED**

**Finance + Facilities Committee Report:**

Dr. Mercer, on behalf of the absent D. Lever, Finance + Facilities Committee Chair, provided an update advising that the Finance + Facilities Committee met on Jan 17/18 to review/discuss the following matter(s):

**Terms of Reference**

- Previous Terms of Reference (TORs) for both the Finance and Facilities Committees were combined and additional language regarding responsibility for leadership and direction of our leased facilities was added.

**BH.04.JAN1718.R01 – 2017 Provincial Funding Approval**

- WDGPH received its Provincial Funding Approval Letter on November 15, 2017.
- As expected, WDGPH did not receive any increase in the Cost-Shared Mandatory and Related Programs Funding but did receive an increase of \$200,000 in base MOHLTC Funding as follows: (i) Healthy Smiles Ontario Program received \$50,000 and (ii) Harm Reduction Program Enhancement received \$150,000.

**BH.04.JAN1718.R02 – 2017 Third Quarter Financials**

- The 4<sup>th</sup> quarter report will be available shortly.

BH.04.JAN1718.R03 – Review of Compliance with Procurement P&P

- WDGPH’s threshold amount of \$10,000 was discussed to determine if it was adequate.

BH.04.JAN1718.R04 – 2018 Budget (Final Draft)

- See note under #10 – Correspondence above.

BH.04.JAN1718.R05 – 2018 Insurance Renewal

BH.04.JAN1718.R06 – Financial Controls Checklist

- WDGPH is in compliance with the practices and controls listed by the MOHLTC with the exception that WDGPH’s trial balances are reconciled on a quarterly basis, not monthly, As per last year, WDGPH does not see this as an Agency risk.

**Motion(s) passed at the Feb 7/18 BOH Meeting:**

**Terms of Reference:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and approves the Finance + Facilities Committee Terms of Reference, as presented.”**

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

**BH.04.JAN1718.R01 – 2017 Provincial Funding Approval:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JAN1718.R01 – 2017 Provincial Funding Approval, as presented, for information.”**

**Moved: C. White  
Seconded: G. Gardhouse CARRIED**

**BH.04.JAN1718.R02 – 2017 Third Quarter Financials:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JAN1718.R02 – 2017 Third Quarter Financials, as presented, for information.”**

**Moved: C. White  
Seconded: A. Taylor CARRIED**

**BH.04.JAN1718.R03 – Review of Compliance with Procurement P&P:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JAN1718.R03 – Review of Compliance with Procurement P&P, as presented, for information.”**

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

**BH.04.JAN1718.R04 – 2018 Budget (Final Draft):**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JAN1718.R04 – 2018 Budget (Final Draft), as amended.”**

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

**BH.04.JAN1718.R05 – 2018 Insurance Renewal:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JAN1718.R05 – 2018 Insurance Renewal, as presented, for information.”**

**Moved: C. White**  
**Seconded: G. Gardhouse CARRIED**

**BH.04.JAN1718.R06 – Financial Controls Checklist:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JAN1718.R06 – Financial Controls Checklist, as presented, for information.”**

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

**12.0 CLOSED SESSION**

- To approve the January 3, 2018 Closed Session BOH Minutes.
- Updating Cost-Sharing Agreement [a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board].
- MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH].
- Executive Committee (Verbal) Report from Chair – JAN 10/18:
  - ▶ Review MOH/CEO Proposed 2018 Objectives [personal matters about an identifiable individual, including BOH Employees].

*(0:00) Staff to leave the meeting with the exception of L. Bowden*

- ▶ MOH/CEO 2017 Performance Appraisal.

**(5:36)**

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of January 3, 2018; to review/discuss Updating the Cost-Sharing Agreement [a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board]; to obtain/discuss MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH]; and to discuss/review Executive Committee matters pertaining to the MOH/CEO Proposed 2018 Objectives and MOH/CEO 2017 Performance Appraisal [personal matters about an identifiable individual].”**

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

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**MINUTES OF THE BOARD OF HEALTH**  
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**CLOSED SESSION**

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**Member(s) with regrets were:** Ms. Christine Billings, Mr. George Bridge, Mr. Cam Guthrie, Mr. Dennis Lever, Mr. Ken McGhee and Mr. Lambert Otten.

**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, Mr. Kyle Wilson, Mr. M. Tenenbaum, Ms. S. O'Dwyer 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.**



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**(6:00) Returned to Open Session.**

**MOTION: “To Ratify the Closed Session Decisions of the February 7, 2018 Board of Health meeting.”**

**Moved: J. Hofland**  
**Seconded: A. Taylor** **CARRIED**

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

**(a) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and approves the MOH/CEO Proposed 2018 Objectives, as presented.”**

**Moved: C. White**  
**Seconded: G. Gardhouse** **CARRIED**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and approves the 2017 MOH/CEO Performance Appraisal, as presented.”**

**Moved: J. Hofland**  
**Seconded: N. MacDonald** **CARRIED**

### **13.0 Adjournment**

The meeting was adjourned at 6:00 p.m.

**MOTION: “To adjourn the meeting.”**

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