

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday March 7, 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), Mr. William Baxter, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Cam Guthrie, Mr. Dennis Lever, Ms. Nancy MacDonald, Mr. Ken McGhee, Mr. Lambert Otten, Mr. Allen Taylor and Mr. Chris White.

Member(s) with regrets: Ms. Margaret Abbink, Mr. George Bridge and Ms. June Hofland.

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 Sethi, Mr. Kyle Wilson, Dr. Matthew Tenenbaum, Mr. Justin Brown, Mr. Chuck Ferguson, Mr. Tom Craig, Ms. Jennifer MacLeod, Ms. Shanna O'Dwyer, Ms. Marlene Jantzi-Bauman, Ms. Janice Walters, Ms. Melissa Potwarka, Ms. Kyley Alderson, Ms. Lindsay Cline and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: Ms. Jaime Myslik, Wellington Advertiser (Press).

1.0 Call to Order

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

Status of BOH Vacancies

- The WDGPH BOH has one remaining provincial appointment vacancy (representing the City of Guelph).

alPHa BOH Section Meeting of February 23, 2018
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(4:04) C. Guthrie arrived.

- A. Taylor attended at the alPHa BOH Section meeting on February 23, 2018 and provided an update on the events that took place including: an exercise on change, a speaker on how to conduct yourself in Closed Session, distribution of information cards (tips for Municipalities) from the Ombudsman and provision of a sample Policy on how to deal with electronic meetings.

Update on Leading Boards – DiliTrust Exec (Mar 31/18)

- K. Wilson provided an update. Leading Boards will become DiliTrust Exec. There will be a new web portal connection page which takes effect on April 1, 2018 and there will be a new logo. WDGPH's IT department will ensure that the BOH has access during this transition.

N. Sullivan welcomed Ms. Jaime Myslik, press from the Wellington Advertiser.

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 March 7, 2018 BOH meeting, as presented.

Moved: K. McGhee
Seconded: W. Baxter **CARRIED**

4.0 Approval of Minutes

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

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

5.0 MOH Updates

School Suspensions Update

- High School - There were 2,611 high school students that were eligible for suspension as of November 2017. At present, 979 are still up for suspension. WDGPH will be running high school clinics. Immunization Notices were mailed out on January 4th and 5th, 2018. The suspension date is April 12, 2018. Robo-calls are used to connect with students that are on the suspension list. Families with have at least three (3) follow-up calls before suspensions take place.

IMS Flu Response Updates

- February 8, 2018 WDGPH was notified of a second death of a child (suspected Influenza related). Immediately after learning of the 2nd death, WDGPH activated its Emergency Response Plan and initiated an Incident Management System. Within 24 hours, WDGPH had vaccine on site and begun mass immunization. Total number of immunizations was 3,342 and a further 152 immunizations through appointment. Last meeting was February 26, 2018. WDGPH will debrief with the school board.

The BOH thanked all WDGPH staff that assisted in the IMS response.

Annual Service Plan (ASP)

- WDGPH’s Annual Service Plan has been signed and submitted to the Ministry of Health and Long-Term Care.

Central West Governance and Leadership Forum of March 6, 2018

- Dr. M. Tenenbaum and Dr. Mercer attended. Dr. Mercer was a speaker at this event to talk about population health and table-top questions and answers.

MOH Vacation Coverage Update

- Dr. Mercer is on vacation from March 10th – 18th, 2018 and Dr. Julie Emili is the Covering MOH. Dr. M. Tenenbaum is the Acting on-site MOH during that time.

6.0 Presentation(s)

Overdose and Drug Use Information System (ODIS)

- This is the second time Dr. Mercer presented an inter-active dashboard to the BOH. Today’s dashboard highlights the Emergency department visits.
- This tool will be available on our website in the near future.

7.0 Business Arising

- NONE.

8.0 Consent Agenda

- BH.01.MAR0718.C03 – Significant Cold Chain Incident – Program/Service Information Report.
- BH.01.MAR0718.C04 – 2018 One-Time Grants (Update) – Program/Service Information Report.

MOTION:

- (a) **“That the Board of Health pull out BH.01.MAR0718.C03 – Significant Cold Chain Incident – Program/Service Information Report into the regular meeting.”**

Moved: N. Sullivan

Seconded:

CARRIED

Discussion took place around this incident. This is the first time that WDGPH had an incident where the fridge essentially went from a fridge to a freezer within an extremely short time. WDGPH to follow-up to see if there is an issue with this particular model of fridge.

MOTION:

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

Moved: A. Taylor

Seconded: C. Guthrie

CARRIED

9.0 BOH Report(s)

BH.01.MAR0718.R06 – Community Response to Opioid Harms: Considerations for Supervised Consumption Sites

Dr. Mercer reviewed the contents of Report BH.01.MAR0718.R06. Report provides an overview of what Consumption Site are.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.MAR0718.R06 – Community Response to Opioid Harms: Considerations for Supervised Consumption Sites, as presented, for information.”**

Moved: C. Guthrie
Seconded: K. McGhee

CARRIED

10.0 Committee (Verbal) Report(s)

Executive Committee Report:

- NONE.

Finance and Facilities Committee Report:

- NONE.

Audit Committee Report:

G. Gardhouse, on behalf of the absent Audit Committee Chair, provided an update advising that the Audit Committee met on Feb 14/18 to review/discuss the following matter(s):

(5:21) A. Taylor left meeting.

KPMG Audit Planning Report for Year-Ending December 31, 2017

- Matthew Betik (Partner) and Brendan Hall (Senior Manager), from KPMG attended and presented their Audit Plan for the 2017 audit. They confirmed KPMG’s independence from WDGPH. Auditors take a risk-based audit approach and key areas of focus for 2017 will be (i) tangible capital assets and amortization expense; (ii) accounts payable and accrued liabilities; and (iii) salary and wages expenses including payroll accruals. The Audit will take place the week of March 12th – 16th, 2018.

Terms of Reference

- Terms of Reference were reviewed.

BH.02.FEB1418.R01 – Director Conflict of Interest

- Director Conflict of Interest Policy and Procedure was updated along with related forms.

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

KPMG Audit Planning Report for Year-Ending December 31, 2017:

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

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

Terms of Reference:

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

**Moved: G. Gardhouse
Seconded: K. McGhee CARRIED**

BH.02.FEB1418.R01 – Director Conflict of Interest:

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and receives Audit Committee Report BH.02.FEB1418.R01 – Director Conflict of Interest, as presented, for information.”

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

(b) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and approves the revised: (i) Director Conflict of Interest Policy; (ii) Director Conflict of Interest Procedure; and (iii) Confidentiality and Conflict of Interest Disclosure Form, attached to Audit Committee Report BH.02.FEB1418.R01 – Director Conflict of Interest, as Appendices “A”, “B” and “C”, respectively, as presented.”

**Moved: G. Gardhouse
Seconded: D. Lever CARRIED**

Human Committee Report:

G. Gardhouse, Human Resources Committee Chair, provided an update advising that the Human Resources Committee met on Feb 21/18 to review/discuss the following matter(s):

Terms of Reference

- Terms of Reference were reviewed.

BH.05.FEB2118.R01 – Workplace Harassment and Sexual Harassment

- WDGPH has had a workplace harassment and workplace sexual harassment policy in place since 2002. It was most recently revised in 2016 in accordance with the revised regulatory requirements of Bill 132.

BH.05.FEB2118.R02 – 2017 HR Strategy Report

- WDGPH’s Human Resources Strategy was refined in 2017 as required by the new modernized Standards, which are quite descriptive. WDGPH is launching a new performance management process in 2018.

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

Terms of Reference:

(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and approves the Human Resources Committee Terms of Reference, as presented.”

Moved: G. Gardhouse
Seconded: C. Billings CARRIED

BH.05.FEB2118.R01 – Workplace Harassment and Sexual Harassment:

MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives Human Resources Committee Report BH.05.FEB2118.R01 – Workplace Harassment and Sexual Harassment, as presented, for information.”

Moved: G. Gardhouse
Seconded: C. Guthrie CARRIED

BH.05.FEB2118.R02 – 2017 Human Resources Strategy Report:

MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives Human Resources Committee Report BH.05.FEB2118.R02 – 2017 Human Resources Strategy Report, as presented, for information.”

Moved: G. Gardhouse
Seconded: K. McGhee CARRIED

N. Sullivan asked if the BOH was willing to review the tabled Policy.

Document Tabled

(a) MOTION: “That the Board of Health is in agreement to review the tabled Policy (CA.45.01.511) on the Public Access to Key Organizational Documents.”

Moved: C. Guthrie
Seconded: C. Billings CARRIED

The Audit of the Huron County Health Unit identified that they did not have a policy in place. WDGPH drafted Policy (CA.45.01.511) on the Public Access to Key Organizational Documents which will be publically available.

(a) MOTION: “That the Board of Health accepts the Public Access to Key Organizational Documents Policy CA.45.01.511, as presented.”

Moved: C. Guthrie
Seconded: K. McGhee **CARRIED**

11.0 Correspondence

- Order in Council for Reappointment of Allen Taylor to the WDGPH Board of Health for a term of six (6) months.

MOTION:

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

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

12.0 CLOSED SESSION

- To approve the February 7, 2018 Closed Session BOH Minutes.
- MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH].
- Audit Committee (Verbal) Report from Chair – FEB 14/18:
 - ▶ Audit Committee Discussion with BOH Members without the presence of WDGPH Management [personal matters about an identifiable individual, including BOH Employees].

(5:31)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of February 7, 2018; to obtain/discuss MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH]; and to discuss/review Audit Committee matters pertaining to the Audit Committee Discussion with BOH Members without the presence of WDGPH Management [personal matters about an identifiable individual].”

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

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CLOSED SESSION

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Member(s) with regrets were: Ms. Margaret Abbink, Mr. George Bridge, Ms. June Hofland and Mr. Allen Taylor.

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 Sethi, Mr. Kyle Wilson, Mr. M. Tenenbaum, Ms. S. O'Dwyer and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(5:46) Returned to Open Session.

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

Moved: C. Guthrie
Seconded: K. McGhee **CARRIED**

13.0 Adjournment

The meeting was adjourned at 5:46 p.m.

MOTION: “To adjourn the meeting.”

Moved: C. Billings
Seconded: W. Baxter **CARRIED**