

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday May 3, 2017

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. Margaret Abbink, Mr. William Baxter, Ms. Christine Billings, Mr. George Bridge, Mr. Guy Gardhouse, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Allen Taylor (Acting Chair) and Mr. Chris White.

Member(s) with regrets: Mr. Cam Guthrie, Ms. June Hofland and Ms. Nancy Sullivan (Chair).

Ex-officio member(s) in attendance: Dr. Mercer, Medical Officer of Health & CEO.

Staff members in attendance were: Mr. Chris Beveridge, Ms. Liz Bowden, Mr. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson, Mr. Justin Brown, Mr. Tom Craig, Mr. Chuck Ferguson, Ms. Tricia Hardy, Dr. Robert Hawkins, Ms. Jessica Morris, Ms. Shanna O'Dwyer, Ms. Janice Walters and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: Brendan D. Hall, KPMG (Auditor).

1.0 Call to Order

A. Taylor chaired the meeting in the absence of N. Sullivan (Chair) and called the meeting to order at 4:00 p.m.

Status of BOH Vacancies

The WDGPH BOH has a new provincial appointment, Mr. Lambert Otten, from Puslinch (County of Wellington). L. Otten will attend at the Jun 7/17 BOH meeting. WDGPH may also have another new provincial appointment in place for the June BOH meeting.

alPHa Annual Conference & AGM (Jun 11-13, 2017, in Chatham)

BOH members were reminded to register, if interested, or to contact S. Muir regarding registration.

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 3, 2017 BOH meeting, as presented.

Moved:
Seconded:

G. Bridge
C. White

CARRIED

4.0 Approval of Minutes

MOTION: “To approve the Minutes of April 5, 2017, as presented.”

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

5.0 MOH Updates

Dr. Mercer provided updates on the following matters:

Expert Panel Update

- The last meeting of the Expert Panel is scheduled for May 9, 2017.
- Expert Panel was created to provide advice to the Minister, via Report. Report to be provided to the Minister, MOHLTC, following the May 9, 2017 meeting.
- It is at the discretion of the Minister what portions of the Report are released, if any.

Measles & Mumps Update

- There are no local cases but the province continues to have reported cases of measles and mumps.

Influenza Update

- There are 3 facilities in Wellington-Dufferin-Guelph with confirmed influenza outbreaks.

Suspensions Update

- Only 4 students left on suspension.

Rabies Update

- WDGPH Staff followed-up with the MNRF regarding contact information on their outgoing message.

Lyme Disease Update

- Surveillance will commence in the summer, as per our usual practice.

A. Taylor introduced Brendan D. Hall, KPMG (Auditor).

6.0 Presentation(s)

- PowerPoint Presentation on the 2016 Draft Audited Financial Statement were reviewed in conjunction with Audit Committee Report BH.02.APR1017.R01-2016 Draft Audited Financial Statements – Under #10 below.

Review of 2016 Draft Financial Statements

S. O’Dwyer commenced her PowerPoint presentation of the Draft Financial Statements:

- Financial Statements are for the year-ended December 31, 2016.
- Prepared in accordance with Public Sector Accounting Principles.

- All cost-shared and 100% funded programs are included in the Financial Statements.
- One-Time Grants are included in the Financial Statements (Emergency Preparedness – International Plowing Match; Human Papillomavirus Program for Boys; Outbreaks of Diseases – IPAC Lapse; and Capital – Additional Parking Spaces).

KPMG Audit Findings Report for Year-Ending December 31, 2016
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B. Hall, KPMG (Auditor) provided highlights of the Audit.

- With the BOH approval, this evening, KPMG is in a position to issue a “clean audit opinion” to the BOH.
- Pages 9-11 – Other Matters + Audit Adjustments and Differences - Interest expense correction of prior year interest was corrected in 2016. No impact on ending financial position or accumulated surplus. As the error is not material, the correction has been made to the current year figures (2016), resulting in an overstatement of interest expense in 2016. Management has taken additional steps in 2017 to ensure that split between interest and principal is accurate on a go-forward basis.

6(a) CLOSED SESSION

- Closed Session BOH Discussion with Auditors without Staff [personal matters about an identifiable individual].

(4:32)

MOTION: “To move into Closed Session to hold Closed Session BOH Discussion with Auditors without Staff [personal matters about an identifiable individual].”

Moved:
Seconded:

M. Abbink
W. Baxter

CARRIED

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE BOARD OF HEALTH
Wednesday May 3, 2017

CLOSED SESSION #1

Members in attendance were: Ms. Margaret Abbink, Mr. William Baxter, Ms. Christine Billings, Mr. George Bridge, Mr. Guy Gardhouse, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Allen Taylor and Mr. Chris White.

Member(s) with regrets were: Mr. Cam Guthrie, Ms. June Hofland and Ms. Nancy Sullivan (Chair).

Ex-officio member(s) in attendance were: NONE.

Staff member(s) in attendance were: Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: Mr. Brendan D. Hall, KPMG (Auditor).

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(4:34) Returned to Open Session.

7.0 Business Arising

- NONE.

8.0 Consent Agenda

- Healthy Communities and Public Policy – Alcohol Portfolio (March 2016-March 2017) – Program/Service Information Report.

(4:39) L. Bowden and K. Wilson arrived.

MOTION:

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

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

9.0 BOH Report(s)

BH.01.MAY0317.R11 – Healthy Babies Healthy Children Program Update

A. Roberts reviewed the contents of Report BH.01.MAY0317.R11.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.MAY0317.R11 – Healthy Babies Healthy Children Program Update, as presented, for information.”**

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

MOTION:

- (b) **“That the Board of Health submit a letter to the Ministry of Children and Youth Services (MCYS) recommending they commit to aligning program service-delivery expectations with the annual budget.”**

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

MOTION:

- (c) **“That the Board of Health advocate to the Minister of Children and Youth Services (MCYS) to fully fund all program costs related to the Healthy Babies Healthy Children (HBHC) program, including all staffing, operating and administrative costs and the annual increases in cost to deliver services.”**

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

BH.01.MAY0317.R12 – Resolution on Fluoride Varnish Programs for Children at Risk for Dental Caries

A. Roberts reviewed the contents of Report BH.01.MAY0317.R12.
This is a follow-up from BOH Report (BH.01.NOV0216.R18 – Fluoride Varnish Program in High-Risk Elementary Schools) that went to the BOH meeting of Nov 2/16.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.MAY0317.R12 – Resolution on Fluoride Varnish Programs for Children at Risk of Dental Caries, as presented, for information.”

Moved: K. McGhee
Seconded: D. Lever CARRIED

MOTION:

- (b) “That the Board of Health submit the Draft Resolution “Fluoride Varnish Programs for Children at Risk for Dental Caries” to the Association of Local Public Health Agencies (alPHA), attached as Appendix “A”, for approval.”

Moved: K. McGhee
Seconded: D. Lever CARRIED

BH.01.MAY0317.R13 – Provincial Alcohol Strategy

R. Sethi reviewed the contents of Report BH.01.MAY0317.R13.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.MAY0317.R13 – Provincial Alcohol Strategy, as presented, for information.”

Moved: M. Abbink
Seconded: W. Baxter CARRIED

MOTION:

- (b) “That the Board of Health send a letter to the Provincial Government requesting the release of a Provincial Alcohol Strategy.”

Moved: M. Abbink
Seconded: W. Baxter CARRIED

10.0 Committee (Verbal) Report(s)

Executive Committee Report:

- No update.

Facilities Committee Report:

- No update.

Finance Resources Committee Report:

- No update.

Human Resources Committee Report:

- No update.

Audit Committee Report:

G. Gardhouse, Audit Committee Chair, provided an update advising that the Audit Committee met on Apr 10/17 to review/discuss the following matter(s) that were discussed at #6 above. Special mention went out to S. O'Dwyer for all of her and her team's hard work.

KPMG Audit Findings Report for Year-Ending December 31, 2016

BH.02.APR1017.R01 – 2016 Draft Audited Financial Statements

The following Motion(s) were passed in Open Session at the Audit Committee meeting of Apr 10/17:

(a) MOTION: "That the Audit Committee makes recommendation to the Board of Health to receive the KPMG Audit Findings Report for Year-Ended Dec 31/16, as presented."

Moved: G. Bridge
Seconded: N. Sullivan CARRIED

BH.02.APR1017.R01 – 2016 Draft Audited Financial Statements:

(a) MOTION: "That the Audit Committee makes recommendation to the Board of Health to receive and accept Audit Committee Report BH.02.APR1017.R01 – 2016 Draft Audited Financial Statements for the Year-ended December 31, 2016, as presented."

Moved: G. Bridge
Seconded: N. Sullivan CARRIED

Motion(s) passed at the May 03/17 BOH Meeting:

(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, 2016, as presented."

Moved: G. Gardhouse
Seconded: C. White CARRIED

(a) MOTION: "That the Board of Health accepts the recommendation of the Audit Committee approves the audited Financial Statements for the year-ended December 31, 2016 as presented in Audit Committee Report BH.02.APR1017.R01 – 2016 Draft Audited Financial Statements."

Moved: G. Gardhouse
Seconded: C. White CARRIED

11.0 Correspondence

- Ted Arnott, MPP, Wellington-Halton Hills Response Letter to WDGPH BOH Chair re WDGPH BOH Letter to the Honourable Eric Hoskins, Minister, MOHLTC re Bill 41.
- The Honourable Eric Hoskins, Minister, MOHLTC Letter to WDGPH BOH Chair re Additional One-Time Funding for the 2016-17 Funding Year.
- **[Tabled]** - Roselle Martino, Assistant Deputy Minister, Population and Public Health Division, MOHLTC Response Letter to WDGPH BOH Chair re Patients First Act.

(a) MOTION: “That the Board of Health receive the above-noted Correspondence.”

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

12.0 CLOSED SESSION

- To approve the Closed Session BOH Minutes of April 5, 2017.
- Closed Session Audit Committee Verbal Report – See #6(a) above [personal matters about an identifiable individual].

(5:09)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of April 5, 2017 and to receive Closed Session Audit Committee Verbal Report [personal matters about an identifiable individual].”

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

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE BOARD OF HEALTH
Wednesday May 3, 2017

CLOSED SESSION #2

Members in attendance were: Ms. Margaret Abbink, Mr. William Baxter, Ms. Christine Billings, Mr. George Bridge, Mr. Guy Gardhouse, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Allen Taylor and Mr. Chris White.

Member(s) with regrets were: Mr. Cam Guthrie, Ms. June Hofland and Ms. Nancy Sullivan (Chair).

Ex-officio member(s) in attendance were: Dr. Mercer, Medical Officer of Health & CEO.

Staff member(s) in attendance were: Ms. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(5:11) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the May 3, 2017 Board of Health meeting.”

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

13.0 Adjournment

The meeting was adjourned at 5:12 p.m.

MOTION: “To adjourn the meeting.”

Moved: G. Gardhouse
Seconded: M. Abbink **CARRIED**