

WINDSOR-ESSEX COUNTY HEALTH UNIT
AGENDA
REGULAR BOARD
Tecumseh Municipal Building
(Council Chambers)

****4 P.M.****
2007 December 20

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| | | | |
|------|--|--|----|
| 1.0 | Call to Order | | |
| 2.0 | Opening Prayer | | |
| 3.0 | Agenda Approval | | |
| 4.0 | Announcements of Conflicts of Interest | | |
| 5.0 | Minutes | | |
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| | 7.3 Strategic Planning-2003 Process | | |
| | 7.4 alPHa Conference-2007 December 6 & 7—Report | | |
| 8.0 | Media Coverage - Circulated | | |
| 9.0 | Correspondence | | |
| | 9.1 Circulation | | |
| 10.0 | New Business | | |
| | 10.1 Resolution—Support for Private Member’s Bill 11—Smoking in Cars | | |
| | 10.2 | | |
| 11.0 | Committee of the Whole | | 27 |
| 12.0 | Next Meeting: At the Call of the Chair or 2008 January 17 (Essex) | | |
| 13.0 | Adjournment | | |

WINDSOR-ESSEX COUNTY HEALTH UNIT MINUTES REGULAR BOARD MEETING

2007 November 15

Minutes of the Regular Board meeting held on Thursday, 2007 November 15.

Board Members Present:

| | |
|----------------------|-------------------|
| Mr. Bill Allison | Mr. Ken Lewenza |
| Mr. Tom Bain | Mr. Ron McDermott |
| Ms. Lorraine Hodgson | Mr. Gary McNamara |
| Mr. Mike Holdsworth | Mr. Rob Modestino |
| Mr. Wayne Hurst | |

Regrets:

Ms. Rosemary Limarzi
Mr. Bill Marra
Ms. Lynda Monik

Administration Present:

Ms. Deb Bennett
Ms. Liz Haugh
Dr. G. Allen Heimann
Ms. Sharon Kelly
Ms. Nancy Smith
Ms. Rosanne St. Denis (Recorder)

Guests:

Mr. Rob Lyons, Manager, Health Inspection
Mr. Abdul Qadeer, Public Health Inspector (Shawarma PowerPoint presentation)

1.0 The meeting was formally called to order at 4:10 p.m. by Chair, Mr. Gary McNamara.

2.0 Opening prayer was led by Ms. Lorraine Hodgson.

3.0 **Agenda Approval**

It was moved
that the agenda be approved.

| | |
|-------------|-----------------|
| Moved by | Mr. Ken Lewenza |
| Seconded by | Mr. Tom Bain |
| | CARRIED |

4.0 **Announcement of Conflicts of Interest**

None noted.

5.0 **Minutes**

5.1 **Regular Board Meeting – 2007 October 18**

It was moved
that the minutes of 2007 October 18 be received as read.

| | |
|-------------|-------------------|
| Moved by | Mr. Wayne Hurst |
| Seconded by | Mr. Ron McDermott |
| | CARRIED |

6.0 **Staff Reports**

6.1 **Medical Officer of Health**

Dr. Heimann highlighted the inaugural meeting of the Regional Infection Control Network of the Erie-St. Clair LHIN, its purpose being to address infection control issues in Windsor-Essex, Sarnia-Lambton, and Chatham-Kent.

Board members were invited to attend the Staff Christmas Party to be held on 2007 December 14 at Torino's in Tecumseh.

It was moved
that the Report of the Medical Officer of Health be accepted as presented.

| | |
|-------------|----------------------|
| Moved by | Mr. Ken Lewenza |
| Seconded by | Ms. Lorraine Hodgson |
| | CARRIED |

6.2 **Reports of Divisional Directors**

Health Protection

Ms. Bennett highlighted the impact of recent immigration on Health Unit resources, particularly its affect on the TB program. Costs to the agency and reimbursement have been discussed with the City.

The Vaccine-Preventable program has seen an increase in demand for influenza immunization. Board members received a copy of the flu handouts distributed at immunization clinics. All physicians new to the area receive a package of Health Unit resources and instructions on how to reorder them. Community partners requiring Health Unit resources may order through the agency's website.

Ms. Bennett has been meeting with various municipalities to ensure a seamless transition of the Part VIII program.

The Health Unit is working closely with the City, moving forward with the restaurant ratings program currently in use in Toronto. Municipalities will be given the opportunity to provide input.

Board Members were presented with the results of a cross-sectional study conducted in Windsor-Essex involving 21 food premises (see attached). Ms. Bennett highlighted the need for protocols and policies to obtain consistency and management of shawarma preparation. Ms. Bennett will be addressing food handling concerns identified and will keep the Board updated. The City's decision to limit street vendors was noted.

It was moved

that the Report of the Director of Health Protection be accepted as presented.

Moved by

Mr. Ken Lewenza

Seconded by

Mr. Bill Allison

CARRIED

Health Promotion

Ms. Haugh circulated home safety kits created for families with preschoolers, purchased with remaining Early Child Development funds.

Ms. Haugh updated on the annual consultant visit in the Dental Department.

Expansionary protocols are expected relative to the Children In Need of Treatment program ("CINOT"). The Ministry of Health & Long Term Care is now involved in a pilot project with CINOT that will provide funding for children ages 5-13 years to receive general anaesthesia in a private facility versus going to hospital.

At the visit of the regional manager of the Southwest Tobacco Program (Youth Tobacco Program)

cost-shared funding concerns relative to supporting the program were expressed. Some of the program concerns voiced were relative to weekend work subject to overtime pay. The Health Unit, however, continues to look for efficiencies in delivering the program.

Board members received a copy of the internal staff newsletter produced by the Information Resources Department.

Mr. McNamara brought forward youth tobacco queries/proposed solutions from Ms. Hayes' Grades 4 and 5 class of St. Pius School. He recommended Ms. Haugh respond in letter format to the students. Ms. Haugh will be contacting the nurse at the school as part of the follow-up.

It was moved

that the Report of the Director of Health Promotion be accepted as presented.

Moved by

Mr. Rob Modestino

Seconded by

Mr. Tom Bain

CARRIED

Finance & Administration

Ms. Kelly and Ms. Bennett will be meeting to discuss the 2007 budget, specifically, reallocation of some of the 100% funded program costs for Smoke-Free Ontario.

Queries have been received from both the City and County regarding the Health Unit's 2008 budget. Mr. Bain expressed concern with the City's request for a budget decrease, as the Health

Unit is not able to set its base budget where it belongs to meet its present and future needs. Dr. Heimann explained that the City has requested the implications of a 0% to 10% budget decrease. Discussion ensued about timing of budget approval from the Ministry and the fiscal year budget and the difficulty it creates in budgeting and planning for staffing and programs. This has ultimately led to the return of monies to funders and the Ministry, monies that could have otherwise been allocated to programs and for the hiring of specific positions needed in the organization. Ms. Kelly advised of such an example whereby a surplus resulted in the 2006 budget yet to be refunded to the City of Windsor.

The Health Unit will no longer be covered under the umbrella of the City's insurance coverage effective January 2008. Ms. Kelly has contacted the AON representative who is seeking quotes relative to Health Unit needs. The final report will be presented to the Treasurer at the Board Finance Committee meeting to be held early in December, with an update to be provided to the full Board at their next meeting.

It was moved
that the Report of the Director of Finance & Administration be accepted as presented.

| | |
|-------------|-------------------|
| Moved by | Mr. Wayne Hurst |
| Seconded by | Mr. Rob Modestino |
| | CARRIED |

Human Resource Officer

Ms. Smith updated on postings and vacancies. Recruitment is in process to fill a peer leader maternity leave in the Youth Tobacco Program. An offer has been made to a Health Promotion Specialist to begin December 3. December dates have been set to deal with three outstanding grievances.

It was moved
that the Report of the Human Resources Officer be accepted as presented.

| | |
|-------------|----------------------|
| Moved by | Ms. Lorraine Hodgson |
| Seconded by | Mr. Tom Bain |
| | CARRIED |

7.0 BUSINESS ARISING

7.1 West Nile Virus Program--2007

The program has come to an end, with the 2007 season seeing two human cases, 13 positive mosquito pools, and four positive birds. On a per capita basis, Windsor-Essex has a rate five times the provincial average, which has continued over the last five years, reinforcing the need to continue the West Nile Virus program.

On November 21, Dr. Heimann will be attending the provincial wrap-up meeting in Toronto to present a local report on the control program and mapping study. Last month's Board resolution supporting continued program funding will be raised.

Windsor-Essex has a very efficient West Nile virus control program. In 2006, a breeding site survey was conducted which has been useful in isolating breeding locations. Dr. Heimann expressed appreciation for the work Amherstburg has done, resulting in a significant decrease in the reporting of nuisance mosquitoes as Amherstburg has been the main focus for West Nile virus and nuisance mosquitoes.

7.2 Board Evaluations

Board members were asked to provide input between now and the end of the year. Mr. Modestino recommended evaluation(s) be short and concise to be of value and, further, that the Board be advised as to what will be done with the information obtained so that it may be useful.

7.3 Strategic Planning-2003 Process

Dr. Heimann highlighted the Executive Summary prepared by Senior Management. Discussion ensued regarding possible liability relative to the mandatory program standards, the Health Unit's unique geographic location and resulting impact on services; and inadequate funding to deliver programs. In 2008, the strategic planning process will need to be reinstated once the new protocols have been released. The Health Unit will need to look at what is being done and what needs to be done in accordance with the new Ontario Public Health Standards.

7.4 Staff Appreciation Breakfast—2007 December 13

Board members were encouraged to attend the Staff Appreciation Breakfast to be held on Thursday, December 13 from 9 a.m. until 11 a.m. at the Masonic Temple Hall across from the Health Unit.

7.5 **alPHa Conference-2007 December 6 & 7**

Conference information was circulated relative to the semi-annual conference to be held in Yorkdale, Toronto.

8.0 **MEDIA COVERAGE**—Posted

9.0 **CORRESPONDENCE**

9.1 **Circulation**

10.0 **NEW BUSINESS**

10.1 **December 20 Board Meeting**

The meeting will take place at the Tecumseh Municipal Building followed by a break for dinner at the Tecumseh Chop House.

10.2 **Tobacco Legislation—Youth Possession and Parents Smoking in Cars Containing Children**

Mr. Lewenza queried whether a letter should be sent to the Province to recommend legislation to prohibit parents smoking with children in their vehicles. It was his opinion that the Board should take a firm position to include collaboration with possibly other health units. Mr. McNamara recommended this issue be brought to the alPHa December conference to query what other health units are doing.

Ms. Bennett clarified current legislation under the Smoke-Free Ontario Act and Health Unit responsibility. The Health Unit employs seven tobacco enforcement officers who cover a wide demographic area to ensure establishments are not selling tobacco to youth in addition to visiting the schools to ensure youth are not smoking on school property. Ms. Bennett added that she would like to see attendance at the schools occur more frequently. In December, Ms. Bennett and Ms. Kelly plan to meet with the funders of Smoke-Free Ontario to discuss additional tobacco enforcement monies needed. Enforcement issues were noted in response to youth smoking beyond school property and parents smoking in cars containing children.

It was moved

that a notice of motion be introduced at the next meeting to have some dialogue about how the issues of parents smoking in cars containing young children, and teens in possession of tobacco (off school property) should be approached.

Moved by
Seconded by

Mr. Ken Lewenza
Mr. Wayne Hurst

CARRIED

11.0 COMMITTEE OF THE WHOLE

It was moved
that the Board move into Committee of the Whole at 5:25 p.m.

Moved by Mr. Mike Holdsworth
Seconded by Ms. Lorraine Hodgson
CARRIED

It was moved
that the Board rise from Committee of the Whole at 5:35 p.m.

Moved by Mr. Rob Modestino
Seconded by Mr. Ken Lewenza
CARRIED

12.0 NEXT MEETING - At the Call of the Chair or 2007 November 15.

13.0 ADJOURNMENT

It was moved
that the regular portion of the meeting of the Board adjourn at 5:35 p.m.

Moved by Mr. Wayne Hurst
Seconded by Mr. Tom Bain
CARRIED

Recording Secretary

SUBMITTED BY:

APPROVED BY:

Medical Officer of Health
Board Secretary

Chairperson

/rs

**REPORT OF THE MEDICAL OFFICER OF HEALTH
AND
CHIEF EXECUTIVE OFFICER
TO THE CHAIRPERSON AND MEMBERS OF THE BOARD OF THE
WINDSOR-ESSEX COUNTY HEALTH UNIT**

2007 December 20

The Association of Local Public Health Agency's workshop in Toronto on December 6-7, 2007 was an excellent meeting with two informative presentations and the opportunity to meet with senior Ministry of Health and Long-Term Care/Ministry of Health Promotion staff. In addition to my attendance and Ms. Liz Haugh, Director of Health Promotion, Mr. Tom Bain also had the opportunity to attend. During the meeting there were short presentations by the new Minister of Health Promotion, Ms. Margaret Best, and her Parliamentary Assistant, Ms. Helena Jaczek. It was particularly interesting to meet with Ms. Jaczek as she is a former Medical Officer of Health for York Region. It is also interesting to note that Ms. Jaczek began her career in public health as an Associate Medical Officer of Health for the Windsor-Essex County Health Unit. Ms. Jaczek indicated in her presentation that she would keep in mind the contributions and abilities of health units in Ontario. The Medical Officers of Health also had the opportunity to meet with Mr. Ron Sapsford and Ms. Jean Lam, Deputy Ministers of the Ministry of Health and Long-Term Care and Health Promotion respectively. The overall message received from the Ministers and Deputy Ministers at the meeting was that the agenda for the Ministry of Health and Long-Term Care and the Ministry of Health Promotion is still being developed. A number of upcoming initiatives were mentioned including a poverty initiative, which may include a program of increased access to dental care, a healthy weights initiative, an initiative to increase physical activity, a mental health promotion initiative, and an environmental initiative. No details on any of these initiatives were provided as they are still in the planning stage. The formal release of the new Public Health Standards is now slated for July 2008 with the implementation of the Standards scheduled for January 2009. It is anticipated that the Program Protocols will be released at the same time as the Public Health Standards. No specific date for dealing with the recommendations of the Capacity Review Committee was given. It was noted that many of the recommendations of the Capacity Review Committee would have to be examined as a part of an ongoing overall review of provincial-municipal programs.

The conference also had two excellent presentations—one on the Precautionary Principle, and the second on the Communication of Risk. The presentation on the Precautionary Principle was particularly timely in that this principle, which “advocates the taking of action to protect the public prior to the collection of definitive scientific evidence”, was a recommendation of the Campbell Report on the SARS Outbreak.

The main part of the 2007-2008 immunization influenza program has been completed. Approximately 11,000 doses of influenza vaccine have been administered through the Health Unit community clinics, and 148,000 doses of the vaccine have been distributed to hospitals, long-term care facilities, clinics, and physician offices. Sporadic cases of influenza have been identified in the province of Ontario. No cases of influenza have been identified in Windsor-Essex to date.

The Human Papillomavirus immunization program has begun. Although we are still in the initial stages of the immunization program, the uptake thus far has been approximately 51%. This percentage of acceptance is similar to the provincial average.

The outbreak of norovirus at Leamington District Memorial Hospital has resolved and the limitations on restrictions of visitors have been lifted.

On November 21, I presented the results of our 2007 West Nile virus program at the provincial wrap-up meeting. I reviewed the October Board resolution on the West Nile virus program with the staff of the Provincial Vector-Borne Diseases Unit. They were unable to give me any assurance that provincial

funding would be continued for the 2008 program. On December 12, I reviewed the 2007 program with the municipal representatives. I also cautioned them that I had no information from the Province that funding for 2008 would continue. A reply to the October Board resolution has been received from the Office of the Minister and it gives no indication of continuation of funding. The details of the letter will be reviewed at the upcoming Board meeting.

On December 10, Windsor-Essex experienced an ice storm of approximately 24 hours duration. As a result of the ice storm, both Hotel-Dieu Grace and Windsor Regional Hospital received some 30 cases each of slip and fall injuries, primarily in elderly residents. At the request of both hospitals, I issued a slip and fall media release to try to highlight this risk. Fortunately, the ice storm did not continue and was not as severe as was reported in the United States and Mid West.

I would like to note to the Board that I will be out of the country from January 20 to February 10. I will be in London, England attending the second pension appeal hearing on behalf of my late father-in-law. I will again be asking Dr. David Colby to provide coverage in my absence.

I would like to take this opportunity to wish all members of the Board and their families a happy and safe holiday season.

Respectfully submitted,

G. Allen Heimann, MD, MHSc
Medical Officer of Health

GAH:rs

HEALTH PROTECTION DIVISION

Report to the Board of Directors 2007 December 20

SEXUAL HEALTH CLINIC, TRAVEL CLINIC, OUTBREAK AND EPIDEMIOLOGY

Sexual Health Clinic - The Sexual Health team is now up to full compliment with a total of 7 nurses and 3 clerks in Windsor and 2 nurses in Essex. Dr. Heimann continues to see patients on Monday's and Dr. Maples books clinics every Tuesday and Thursday. The following statistics reflect client contact up to Dec. 5, 2007:

| Clinic Services | 2007 |
|------------------------|-------------|
| Face to Face | 4,396 |
| New | 735 |
| Return | 6,947 |
| Telephone | 3,288 |
| Walk Ins | 818 |
| Counselling | 7,662 |

Travel Clinic - The Travel Clinic has had an influx of requests for first assessments and yellow fever vaccine. When a person calls into the Travel Clinic they are asked when their departure date is and their travel destination. First assessments determine what vaccines the client has already received and what vaccines and/or medication is recommended for travel to their destination. Subsequent appointments are made to finish the series of vaccine. This is why it is recommended to call and book an appointment as soon as the travel is planned. If the Clinic is unable to accommodate clients based on the travel date, a referral is made to the three private travel clinics in Windsor-Essex County. The Travel Clinic is currently booking into mid-February for first assessments. A Clinic nurse is being pulled to accommodate any yellow fever requests due to the fact that the Health Unit is the only yellow fever provider in this community. A total of 20 yellow fever vaccines were administered in November. Ten yellow fever vaccines were administered in the first three days of December.

Outbreak - The Outbreak team has been very busy with enteric and respiratory outbreaks this season. From October 1, 2007 to December 5, 2007 there has been nine enteric outbreaks and 2 respiratory outbreaks. If facilities do not meet the criteria for an outbreak but are seeing activity of symptoms in the facility, the team will monitor the situation. The facilities send in line lists that the inspectors and nurse will monitor for increases in symptoms and patients.

Epidemiology - The Epidemiology team is responsible for entering all confirmed cases of reportable disease on the Ministry of Health computerized program iPHIS. Screened Health Unit users log on to the system and enter demographics, lab results, contacts, medication given and other pertinent information. The information below is updated to December 5, 2007:

| Cases | 2007 |
|--|------|
| Campylobacter enteritis | 106 |
| Cryptosporidiosis | 11 |
| E Coli 0157 | 9 |
| Giardiasis | 27 |
| Influenza A | 34 |
| Influenza B | 1 |
| Legionellosis | 2 |
| Malaria | 3 |
| Meningitis | 12 |
| Salmonellosis | 84 |
| Shigellosis | 8 |
| Streptococcal infections, Group A invasive | 8 |

Education and Evaluation - The Education and Evaluation team are completing various projects for the Health Protection Division. The Health Promotion Specialist is responsible for content of presentations, pamphlets, newsletters, etc. Decisions are based on Best Practices that are researched before starting a project. The graphic designer is able to enhance the project by putting pictures, graphs and colour to the content. The material going out of the Health Unit by this team has generated positive comments from the community. The public are more likely to use the resource when it is based on Best Practices.

CHRONIC DISEASE AND INJURY PREVENTION

Nutrition Team

Eat Smart! Recreation Centres - Starting in October 2007, Windsor became involved with the provincial advisory group coordinating the provincial pilot of the Eat Smart! Recreation Centre program. Eat Smart! programs have been running for almost ten years in Ontario and are provincially administered through the Ontario Public Health Association (OPHA). Participating Eat Smart! restaurants and cafeterias are assessed by public health and receive awards of merit for achieving and maintaining specific nutrition, food safety and smoke free criteria.

OPHA through the Nutrition Resource Centers (NRC) has created a new Eat Smart! program for recreation centers. The Eat Smart! award of merit will be given to recreation centers that meet or exceed a number of healthier food choices in both their vending and snack bar service. Eat Smart! choices are healthier food choices that meet a distinct set of nutrition criteria based on the nutrients and ingredients provided.

Piloting the program in six locations across Ontario is the final step in the development of this provincial program. Windsor is one of the six pilot sites and we have confirmation from three recreation centres that they will be participating - Leamington Kinsmen Recreation Complex (SHERK), Vollmer Culture and Recreation Complex in LaSalle and the Harrow Arena in Essex. The pilot will run from January to June 2008.

Currently, the advisory group has met five times and developed standards, evaluation measures, and promotional materials. We have held initial meetings with the recreation centres and are very excited by their response and enthusiasm. We are working on creating promotional pieces and adapting a customer survey used in London-Middlesex to determine which healthier choices customers are interested in.

Losing Weight...The Healthy Weigh - Fall 2007 - The two fall sessions of Losing Weight...The Healthy Weigh have been completed. Windsor classes ran from September 13 to November 29, 2007 and Essex classes ran from September 19 to December 5, 2007, with thirty-five and thirty-four participants registered respectively. Final data collected in the classes is currently being entered. Winter 2008 classes in both Essex and Windsor are scheduled to begin in mid-January. This program has been well received, and previous and current short and long-term results indicate that participants lose weight and inches and keep it off.

Substance Abuse Prevention

Prescription Drug Safety/Medicine Cabinet Clean Out Initiative - Medicine Cabinet Clean Out initiatives are good for the environment, prevent old unwanted medicines from getting into the wrong hands, and reduce the likelihood of medication errors. Keeping expired medication around the house greatly increases the risk of unintentional injuries and poisonings, especially among younger children and seniors. Flushing medications into the water system or throwing them into the trash contaminate the environment.

The Windsor-Essex County Health Unit has partnered with the Essex County Pharmacists' Association and Solutions in Health to launch a Windsor-Essex County wide Medicine Cabinet Cleanout entitled – Medication Safety, a Community Prescription, in January 2008. All pharmacies in Windsor-Essex County will be invited to participate.

Throughout the month of January, Windsor-Essex County residents consulting their pharmacist or other pharmacy staff, and anyone dropping off or picking up a prescription will be invited to participate in the initiative.

Individuals visiting pharmacists will be asked to participate in two ways. First, they can complete a questionnaire that will measure their prescription drug knowledge and usual medication practices. This will help us determine future directions for this initiative. Second, anyone can pick up a Medicine Cabinet Clean Out bag and information fact sheet in order to clean out their medicine cabinet and return any expired, unused prescription and over the counter drugs, vitamins and herbals to their usual pharmacy during the month of January. A report of campaign outcomes is scheduled for release during Pharmacy Week in March 2008.

HEALTH INSPECTION

WNV Municipal Wrap Up Meeting - The HU will be holding a WNV season wrap-up meeting with municipalities on December 12, 2007 in the Essex Office. There will be an overview of this year's program results as well as discussion with regard to funding for 2008.

Health Inspection – New Area 017 and Inspection Assistant - Interviews for an inspector to fill Area 017 are currently underway. Hope to have new person in this role in January 2008. The new inspection assistant position will be filled by the previous Part VIII inspector. This role will involve rabies quarantine and release duties as well as assisting with other inspection activities.

Restaurant Ratings and Disclosure Program - The Education and Evaluation Team of the Health Protection Division is now moving forward on their plan of action for the development and implementation of the Health Unit's restaurant ratings and disclosure program scheduled for release in 2008. The initial stages of the plan involve data collection and the coordination of stakeholder group members.

Performance Reviews - All staff members in the Health Inspection Department have been scheduled for their annual performance review during the month of December.

TUBERCULOSIS AND VACCINE PREVENTABLE

Tuberculosis - The two screening programs, School Screening and University of Windsor Screening, continue to take up the majority of the team's time. By the end of this year they will have screened close to 2,500 individuals. Ten active TB cases were investigated and managed in 2007.

Vaccine Preventable - The community flu clinics have been completed. This year 24 clinics were held across Windsor and Essex County with 10,890 individuals immunized. We have received 165,030 doses of vaccine and have on hand 17,000 doses. Over 100 Health Unit employees participated in the *Get a flu shot and a shot to win \$500.00* contest.

The Vaccine Preventable team is also offering the Human Papillomavirus vaccine to grade 8 girls. Approximately 51 % of the girls are taking the vaccine, which is in line with other health units in the province.

Immunization record assessment for day care children is now underway. The nurses are preparing Immunization Questionnaires for approximately 3,000 students in junior kindergarten to grade 3 who are overdue.

Respectfully submitted,

Deb Bennett, Director

HEALTH PROMOTION DIVISION
Report to the Board of Directors
 2007 December 20

Family Health Department

Child Repro Health

(Manager, Sue Kocela)

December public/professional education activities include the following:

1. One 2-hour workshop: *Precious Cargo - What You Need to Know About Car Seats*: Windsor, December 6, 2007
2. Small workshops at Ontario Early Years Centres (city & county)
3. Two Prenatal series: 1 Windsor, 1 Leamington
4. Weekly classes at *Building Blocks For Better Babies* in 4 locations (2 city & 2 county)
5. Three weekly *Just For Moms & Babies Series* (2 Windsor, 1 Belle River)
6. Two weekly breastfeeding clinics at Windsor WECHU

Breastfeeding

An additional half-day breastfeeding clinic is now being provided in order to increase client access to one-on-one breastfeeding services. Clinics are now offered Monday and Wednesday afternoons by appointment only. The intake nurse is available daily to respond to breastfeeding questions over the phone.

Statistics

Intake:

| | |
|---|--------------------------|
| | January to November 2007 |
| # of clients: phone, e-mail, walk-in | 2896 |

Dental

| MONTH/2007 | SCHOOL SCREENING | | WINDSOR CLINIC | | | | ESSEX CLINIC | | | | LEAMINGTON CLINIC | | | |
|-----------------------|------------------------|------------------------|------------------------|--------------|-----------------------------------|--------------------------|------------------------|--------------|-----------------------------------|--------------------------|------------------------|--------------|-----------------------------------|--------------------------|
| | # of Schools Completed | # of Students Screened | # of Children Screened | NEW TO CINOT | # of Children Requiring Fluorides | # of Fluorides Completed | # of Children Screened | NEW TO CINOT | # of Children Requiring Fluorides | # of Fluorides Completed | # of Children Screened | NEW TO CINOT | # of Children Requiring Fluorides | # of Fluorides Completed |
| TOTALS JAN-NOV | 120 | 23781 | 2356 | 638 | 725 | 689 | 327 | 73 | 51 | 180 | 1000 | 263 | 305 | 414 |

Healthy Baby/Healthy Children

(Managers, Elizabeth Kinnaird-Iler and Shirley Davies)

Invest in Kids

In February 2008, Invest in Kids will offer training titled: Home Visiting for Professionals Working with High Risk Families at the Windsor-Essex County Health Unit. Thirteen Public Health Nurses from the

Windsor-Essex County Health Unit (HBHC program) will participate; as well, 12 PHN from Sarnia-Lambton and Grey Bruce Health Units will attend. This training takes five days and is one-time funded 100% by the Ministry of Children and Youth Services. All Health Units who take the lead in organizing the training will receive 100 Welcome to Parenting boxes to distribute to our families. We should receive these boxes before the end of the year.

As a follow-up to this training, Windsor-Essex County Health Unit (HBHC program) will also host Master Training. This is a three-day certification program. The Master Trainer Certification is a professional education program that is based on train-the-trainer concepts and enables individuals to deliver Invest in Kids professional education to social service and health community providers. Successful completion of the program results in the certification of an individual as a Master trainer. Each Health Unit will be able to send three PHN to the Master Training, for a total of ten participants per training session. The training lasts three days and is tentatively booked for October 2008. Again, the Ministry of Children and Youth Services will cover with one-time 100% funding.

Christmas Vouchers

Christmas can be a very stressful time for families with young children, many of whom have limited resources. The Windsor Police Association has given 50 vouchers to the HBHC program for Christmas turkeys; the vouchers also include potatoes and canned vegetables. These vouchers are intended for families with young children who are unable to stand in line for long periods. They will be able to go to the Windsor Armouries on December 20th to pick up the Christmas meal supplies.

2008 HBHC 10th Anniversary

January 1998 marks the 10-year anniversary for the start-up of the Healthy Babies Healthy Children program. The Windsor-Essex HBHC program will be celebrating this event with an Open House for families past and present and community partners. It will be held in Windsor on May 29, 2008 and in Leamington on May 30th. More details will follow in upcoming 2008 Board reports.

Comprehensive School Health Department

(Manager, Theresa Marentette)

Substance Abuse

One of our public health nurses, participated in the "Cracked II": Cocaine Workshop along with CDIP and other community partners. The workshop was well attended by numerous agencies and organizations focusing on prevention, harm reduction, treatment, and enforcement. Future initiatives may include a Drug Strategy for the community of Windsor-Essex. Youth & Steroids Project: evaluation of campaign materials is being implemented with high school coaches and students.

Eat Smart

Two more high schools have successfully met the requirements of the program completing their Nutrition Standards and Food Safety Standards. Assumption College Catholic High School and Lajeunesse Catholic Secondary School will each receive their Eat Smart Award of Excellence bringing the total participation in the Eat Smart! High School Cafeteria Program to 16 schools.

Parenting Workshops

Two parenting workshops were held at local elementary schools in November. The workshops dealt with the topic of Bullying. A total of 30 parents attended. In addition, a workshop addressing Stress in Children is being offered in early December.

Teacher Workshops

A total of 40 teachers and teaching students attended two Sexual Health workshops held by the Health Unit in Windsor and Essex. The workshops provided teachers with resources and interactive games to teach sexual health as required in the Grade 8 curriculum. The teachers were also given a tour of the Health Unit's sexual health clinic.

Youth Action Alliance

The YAA Peer Leaders attended a two-day training session in November. The YAA engage youth in the prevention of tobacco use and address issues such as second hand smoke exposure and related tobacco control issues. The workshops will assist the youth in implementing the requirements of the program. As well, a Youth Advisor has been hired to fill in the maternity leave in the New Year. The new Advisor will be attending a training program in Toronto in December provided by the Youth Advocacy Training Institute.

Active and Safe Routes to Schools

We are pleased to announce that the Windsor Essex Health Unit and community partners have received confirmation that our proposal regarding Active and Safe Routes to Schools has been selected to receive the Community Action Grant through the Heart and Stroke of Ontario Foundation's Community Advocacy Fund. The funding is \$50,000 over two years. The primary objectives for the proposed project will be to: 1) work with parents and community partners to identify the physical barriers to walking to school and advocate to municipal decision makers for infrastructures that support walking to school safely, and 2) advocate that activities be implemented to increase physical activity in schools. The secondary objectives will be to: 1) increase awareness among parents regarding the benefits of regular physical activity, 2) increase parents' awareness and comfort level of the environmental and social supports that are in place to ensure their children's safety when walking to school, and 3) increase parents' awareness regarding the importance of teaching pedestrian safety to their children.

Information Resources Department

(Manager, Vacant)

This department has been very busy getting time sensitive quotes for year-end spending from other departments. In addition there is currently a backlog of program evaluation projects and we are trying to compile input from managers re: our 2008 Rapid Risk Factor Surveillance System survey for the community. The arrival of an epidemiologist cannot be soon enough. As of November 30, IRD processed 631 express forms, 436 special printing requests, and 290 complete communication reviews to total 1,357 responses to agency requests for communication support.

We are in the process of conducting an in house survey of all our clerks who deal with the public to determine just where people find our telephone number. I hope to have at least three months of data to guide us in determining the best way to use the telephone book ads.

In General

Having had the privilege to attend recent OPHA and ALPHa conferences, I am energized by all the exciting activity in the province around public health system renewal. In ministry briefings, we received

assurances that the draft standards of April 07 will not be changed significantly for the 2008 summer roll out. Managers are assessing ways to implement them. The foundational standard of evidence-based Public Health Planning and Performance will require additional agency capacity in the areas of population health assessment, surveillance, research and knowledge exchange, program evaluation and performance measurement. Implementation will be a challenging objective in light of the revenue neutral context espoused by the ministry. It will make strategic planning and problem solving very interesting exercises.

Respectfully submitted,

Liz Haugh, Director

FINANCE & ADMINISTRATION DIVISION

Report to the Board of Directors
2007 December 20

2006 BUDGET

Settlements and audited financial statements have been sent to the Ministry and I am awaiting cash flow adjustments.

2007 BUDGET

October financial summary is included with this package, along with the listing of cheques issued over \$5000.

2008 BUDGET

Preliminary budget discussions will begin in January 2008 within the context of Strategic Planning and local municipal funding constraints.

OTHER

Aon Reed Stenhouse Inc. is completing the required documents in order to ensure that our insurance coverage is in place for January 1, 2008. The premiums total \$72,747 with additional policies for Accident insurance for the Board members and Legal Expense Insurance (Defence Costs), totalling \$1200.00. The 2007 premium under the umbrella policy with the City of Windsor was \$66,484.

Please accept my thanks for your assistance during the year and all the best for the festive season.

Respectfully submitted,

Sharon Kelly
Director of Finance and Administration

Windsor - Essex County Health Unit
31-Oct-07

| | Year to date analysis | | | | Variance | % spent |
|---------------------|-----------------------|-----------------|------------------|------------------|----------------|---------------|
| | 2007 Budget | YTD Budget | YTD Actual 07 | YTD Actual 06 | | |
| Salaries | 8606925 | 7172438 | 6072566 | 5822027 | 1099872 | 70.55% |
| Employee Benefits | 2083822 | 1736518 | 1379627 | 1345135 | 356891 | 66.21% |
| Medical Fees | 528000 | 440000 | 467592 | 404358 | -27592 | 88.56% |
| Travel/Meetings | 12350 | 10292 | 5248 | 5748 | 5044 | 42.49% |
| Mileage | 161300 | 134417 | 111296 | 112505 | 23121 | 69.00% |
| Prof Development | 49281 | 41068 | 28986 | 13471 | 12082 | 58.82% |
| Assoc & Mem Fees | 18250 | 15208 | 24839 | 20989 | -9631 | 136.10% |
| Office Supplies | 75000 | 62500 | 33102 | 29702 | 29398 | 44.14% |
| Program Supplies | 471629 | 393024 | 180577 | 146944 | 212447 | 38.29% |
| Office Equip Rental | 217500 | 181250 | 173435 | 156547 | 7815 | 79.74% |
| Outside Printing | 10000 | 8333 | 6308 | 8993 | 2025 | 63.08% |
| Laundry | 10000 | 8333 | 8001 | 6979 | 332 | 80.01% |
| Publications | 6000 | 5000 | 2935 | 5397 | 2065 | 48.92% |
| Purchased Services | 75000 | 62500 | 30050 | 35925 | 32450 | 40.07% |
| Promotional | 20500 | 17083 | 7733 | 10531 | 9350 | 37.72% |
| Board Expenses | 10500 | 8750 | 5482 | 6449 | 3268 | 52.21% |
| Prof Fees | 60000 | 50000 | 35340 | 107506 | 14660 | 58.90% |
| Bank Charges | 12500 | 10417 | 10243 | 9223 | 174 | 81.94% |
| Rent | 552500 | 460417 | 500940 | 504734 | -40523 | 90.67% |
| Bldg Mtce | 96500 | 80417 | 119490 | 113104 | -39073 | 123.82% |
| Utilities | 93000 | 77500 | 79524 | 70291 | -2024 | 85.51% |
| Taxes | 198000 | 165000 | 162385 | 161001 | 2615 | 82.01% |
| Insurance | 56000 | 46667 | 0 | 0 | 46667 | 0.00% |
| Telephone | 92000 | 76667 | 77150 | 65505 | -483 | 83.86% |
| Security | 26000 | 21667 | 17113 | 20207 | 4554 | 65.82% |
| Car Leasing | 25000 | 20833 | 21007 | 20432 | -174 | 84.03% |
| Postage & Freight | 50000 | 41667 | 32126 | 33897 | 9541 | 64.25% |
| GST | 0 | 0 | 352 | -853 | -352 | #DIV/0! |
| Parking | 70000 | 58333 | 60958 | 60958 | -2625 | 87.08% |
| | <u>13687557</u> | <u>11406298</u> | <u>9654405</u> | <u>9297705</u> | <u>1751893</u> | |
| Offset Revenue | -100000 | -83333 | -99598 | -85292 | 16265 | 99.60% |
| | <u>13587557</u> | <u>11322964</u> | <u>9554807</u> | <u>9212413</u> | <u>1768157</u> | |
| One-time request | 0 | 0 | 0 | 22028 | 0 | #DIV/0! |
| | <u>13587557</u> | <u>11322964</u> | <u>9554807</u> | <u>9234441</u> | <u>1768157</u> | |
| West Nile Virus | 100000 | 83333 | 328221 | 258341 | -244888 | 328.22% |
| | <u>13687557</u> | <u>11406298</u> | <u>9883028</u> | <u>9492782</u> | <u>1523270</u> | <u>72.20%</u> |

HUMAN RESOURCES

Report to the Board of Directors 2007 December 20

POSTINGS/VACANCIES

2 HPS Maternity Leave Postings – CDIP Dept. Essex Office – Recruitment/Interviews in Progress
1 Nurse – TB Department – Maternity Leave
1 Clerk – Sexual Health Department – Up to 1 Yr. Leave of Absence
1 Health Inspector – Recruitment/Interviews in progress

I'd like to take this time to congratulate Mr. Gary Deuille on his early retirement from the Administration Department. Gary worked for the Health Unit for 18 years as the Maintenance person. A luncheon and celebration were held in December to honour Gary for his years of service. He is planning to attend the Staff Appreciation breakfast to visit us and join in with the holiday fun.

RECRUITMENT

Recruitment continues for Health Promotion Specialists in the Chronic Disease and Injury Prevention Department. Ms. Gillian Stager started work with us on December 3 for the CDIP area as a HPS. She has relocated from the London, Ontario area.

Mr. Michael Fines went for training in Toronto this week for the Tobacco Youth Advisor position. Mr. Fines will step in full-time on January 14th, 2008 as a replacement for a maternity leave in the Comprehensive School Health Department for Ms. Jackie McCulloch.

I'd like to welcome Ms. Theresa Sarkis as the successful applicant for the Clerk position in the Essex office. Ms. Leslie Daigle will be coming over from the West Nile Virus assistant position to fill the remainder of the maternity leave position in the Administration Department commencing January 2008.

CONTRACT ISSUES

Mr. George King has set negotiating dates for the spring with our CUPE union.

Grievances

A meeting date has been set with ONA representatives for December 13 to discuss three outstanding grievances from one individual. A separate ONA grievance is now at step 2 and Ms. Sharon Kelly has been in contact with the ONA representative to set up a time to meet and discuss the concerns.

There is one CUPE grievance that is scheduled to be heard at the arbitration level this spring.

Due to the heavy workload in the Human Resources Department, the Health and Safety Committee has been reassigned to Ms. Debbie Gemmell. Deb worked with the H & S Committee several years ago, thus bringing with her many years of experience in that area.

HUMAN RESOURCES UPDATE

Committees

Vitality - The winner for the Coast-to-Coast race was the team from the Health Inspection department. A luncheon will be organized for them in the new year. The participant with the most minutes of exercise during October was Mr. Bill Ryan; second runner up was Marianne Kingsley and 3rd runner up was Mr. Fernando Bayuga. I'd like to thank all staff that enthusiastically participated during this wellness initiative and made this event a great success.

Policy and Procedure - Meetings have been set for January 2008 to continue reviewing and approving all of the Administration, Human Resources and Corporate policy and procedures.

Workplace Violence Prevention - The first draft of the policy and procedure are close to being done. It will then be forwarded to the Senior Management team to approve. There will be a training and education component that will involve all staff. We are hoping to have a final draft completed by late spring.

Non-Union Job Evaluation Committee - The committee has met throughout November and have scheduled dates to meet in January 2008.

PROJECTS

St. Clair College Co-Op HR Student - The Human Resource student, Ms. Brooke Bechard has completed her Fall 2007 placement with me. It is always a refreshing time having the students work with me and I look forward to having another one in the future; however due to the busy schedule anticipated in the winter of 2008, I will not be taking on another student at that time.

Review of HR Protocols - Deb Bennett and I are working on revising and developing appropriate protocols for the Human Resources Department. These will include the whole process of recruitment from assessing staffing needs, interviewing, background/reference checks, offers of employment and orientation of new staff.

Wishing you all a Merry Christmas and a safe holiday season!

Respectfully submitted,

Nancy Smith, HRO, B.A., H.R.Studies Cert.

Windsor-Essex County Health Unit Board of Directors

Resolution Recommendation

2007 December 20

Issue

Board of Health endorsement of the Private Member's Bill to Ban Smoking in Cars Containing Children.

Background

David Oraziotti, MPP from Sault Ste. Marie and Minister of Northern Affairs and Mines introduced the attached private member's bill to Provincial Parliament on 2007 December 6. He has contacted alPHa for the Association's support to ban smoking in cars containing children under the age of 16 years. At the 2007 December 6 alPHa Board of Directors Meeting, the Board of Directors passed a resolution in support of the bill.

Proposed Motion

WHEREAS second-hand smoke poses a significant public health risk to children and youth;

WHEREAS the Windsor-Essex County Health Unit has a duty to protect the health of its children and youth;

WHEREAS the alPHa Board of Directors have expressed their support for the Smoke-Free Ontario Amendment Act, 2007;

NOW THEREFORE BE IT RESOLVED THAT the Windsor-Essex County Health Unit support the Private Member's Bill 11--An Act to amend the Smoke-Free Ontario Act to protect children and youth from second-hand smoke in motor vehicles;

BE IT FURTHER RESOLVED THAT the Ministers of Health & Long-Term Care, Health Promotion, and Children and Youth Services, local Members of Provincial Parliament, all local children's services agencies, Ontario Public Health Association, local municipalities, and all Ontario Boards of Health be so advised.

For Board Support

alPHa Board of Directors Meeting
September 28, 2007

PRIVATE MEMBERS BILL – BANNING SMOKING IN CARS CONTAINING CHILDREN

Recommendation

That alPHa's Board of Directors support the Smoke-Free Ontario Amendment Act, 2007 and encourage Board of Health to express their support to the Ministers of Health and Long-term Care, Health Promotion, and Children and Youth Services.

Background

David Oraziotti, MPP from Sault Ste. Marie and Minister of Northern Affairs and Mines is introducing the attached private members bill to Provincial Parliament on December 6, 2007. He has contacted alPHa and asked for the Association's support for this bill to ban smoking in cars containing children under the age of 16 years.

Mpp2007.082.e
1-CW

Smoke-Free Ontario Amendment Act, 2007

EXPLANATORY NOTE

The Bill amends the *Smoke-Free Ontario Act* to prohibit smoking in vehicles when a person who is less than 16 years of age is present in the vehicle.

Bill 11

2007

An Act to amend the Smoke-Free Ontario Act

Note: This Act amends the *Smoke-Free Ontario Act*. For the legislative history of the Act, see the Table of Consolidated Public Statutes – Detailed Legislative History on www.eLaws.gov.on.ca.

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

1. The *Smoke-Free Ontario Act* is amended by adding the following section:

Protection for people under 16 in motor vehicles

9.2 (1) No person shall smoke tobacco or hold lighted tobacco in a motor vehicle while a person who is less than 16 years old is present in the vehicle.

Apparent age

(2) No person shall smoke tobacco or hold lighted tobacco in a motor vehicle while a person who appears to be less than 16 years old is present in the vehicle unless he or she has required the person to provide identification and is satisfied that the person is at least 16 years old.

Defence

(3) It is a defence to a charge under subsection (1) or (2) that the defendant believed the person present in the motor vehicle to be at least 16 years old because the person produced identification showing his or her age and there was no apparent reason to doubt the authenticity of the document or that it was issued to the person producing it.

Same

(4) It is a defence to a charge under subsection (2) that the person smoking tobacco or holding lighted tobacco in the motor vehicle had personal knowledge that the person in the motor vehicle was at least 16 years old.

Enforcement

(5) Despite section 14, this section shall be enforced by police officers or officers appointed for carrying out the provisions of the *Highway Traffic Act*.

Same

(6) A police officer or an officer appointed for carrying out the provisions of the *Highway Traffic Act* may request that a passenger in a motor vehicle who appears to be less than 16 years old identify himself or herself if the officer has reason to believe that an occupant of the motor vehicle is contravening this section.

Same

(7) A passenger who is requested to identify himself or herself under subsection (6) shall give the officer reasonable identification of himself or herself and, for such purposes, giving his or her correct name, age and address is reasonable identification.

Definition

(8) In this section,

“motor vehicle” means a motor vehicle as defined in the *Highway Traffic Act* other than a motorcycle or motor assisted bicycle. (“véhicule automobile”)

2. Section 15 of the Act is amended by adding the following subsection:

Offence, smoking in motor vehicle

(6.1) A person who contravenes section 9.2 is guilty of an offence and on conviction is liable to a fine of not more than \$200 for a first conviction and not more than a \$1,000 for a second or subsequent conviction.

Commencement

3. This Act comes into force on the day it receives Royal Assent.

Short title

4. The short title of this Act is the *Smoke-Free Ontario Amendment Act, 2007*.