

WINDSOR-ESSEX COUNTY HEALTH UNIT
AGENDA
REGULAR BOARD

Essex Office
(Essex Civic Centre, 2nd Floor, Essex)

****4 P.M.****
2007 October 18

	<u>Page</u>
1.0 Call to Order	
2.0 Opening Prayer	
3.0 Agenda Approval	
4.0 Announcements of Conflicts of Interest	
5.0 Presentation to Mr. Bill Allsop, Recent Board Member	
6.0 Minutes	
6.1 Regular Board Meeting 2007 September 20	1
7.0 Staff Reports	
7.1 Medical Officer of Health	7
7.2 Reports of Divisional Directors:	
Health Protection	9
Health Promotion	13
Finance & Administration	16
Human Resources	18
8.0 Business Arising	
8.1 West Nile Virus Program—2007	
8.2 Board Evaluations	
8.3 Strategic Planning-2003 Process	
9.0 Media Coverage - Circulated	
10.0 Correspondence	
10.1 Circulation	
11.0 New Business	
11.1 Hepatitis A	
11.2	
12.0 Committee of the Whole	21
13.0 Next Meeting: At the Call of the Chair or 2007 November 15 (Windsor)	
14.0 Adjournment	

WINDSOR-ESSEX COUNTY HEALTH UNIT MINUTES REGULAR BOARD MEETING

2007 September 20

Minutes of the Regular Board meeting held on Thursday, 2007 September 20.

Board Members Present:

Mr. Bill Allison
Mr. Mike Holdsworth
Mr. Wayne Hurst
Mr. Ken Lewenza

Mr. Gary McNamara
Mr. Rob Modestino
Ms. Lynda Monik (arrived 4:20 p.m.)

Regrets:

Mr. Tom Bain
Ms. Lorraine Hodgson
Ms. Rosemary Limarzi

Mr. Bill Marra
Mr. Ron McDermott

Administration Present:

Ms. Deb Bennett
Ms. Liz Haugh
Ms. Rosanne St. Denis (Recorder)

Regrets:

Dr. G. Allen Heimann
Ms. Sharon Kelly
Ms. Nancy Smith

- 1.0 The meeting was formally called to order at 4:13 p.m. by Chair, Mr. Gary McNamara.
- 2.0 Opening prayer was replaced with personal reflection.

3.0 Agenda Approval

It was moved
that the agenda be approved.

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

4.0 **Announcement of Conflicts of Interest**—None noted.

5.0 **Presentation to Ms. Caroline Postma**—Deferred as Ms. Postma was not in attendance.

6.0 **Minutes**

6.1 **Regular Board Meeting – 2007 June 21**

It was moved
that the minutes of 2007 June 21 be received as read.

Moved by Mr. Ken Lewenza
Seconded by Mr. Bill Allison
CARRIED

7.0 **Staff Reports**

7.1 **Medical Officer of Health**

Ms. Bennett was present to answer questions on Dr. Heimann’s report on page 7. There being none,

It was moved
that the report of the Medical Officer of Health be accepted as distributed.

Moved by Mr. Ken Lewenza
Seconded by Mr. Mike Holdsworth
CARRIED

7.2 **Reports of Divisional Directors**

Health Protection

Ms. Bennett provided the following highlights since the writing of her report:

West Nile Virus—Seven positive pools were identified from four sites. GDG recommended an additional round of larviciding in Amherstburg, Windsor, and LaSalle, which was completed last week. Another presumptive case of West Nile virus is under investigation. The Health Unit is awaiting autopsy results on this individual who has passed away. Confirmatory blood tests should be received by September 25.

TB Testing—The Vaccine Preventable program is being inundated with testing. Screening at the University of Windsor will run from July to September 2007. TB skin tests revealed out of 1003 students tested, 328 tested positive since July 1. Ms. Bennett will be providing statistics to the Board on the number of active TB cases. Ms. Bennett also informed the Board of Windsor-Essex residents who were in close contact with an extreme drug resistant TB case for which she will keep the Board updated.

HPV—There has been a lot of press and communications surrounding the topic. Because of staffing issues, the Health Unit will be commencing vaccination in November. The Catholic School Board will be allowing the Health Unit to go into the schools, but will

leave the decision with the parents. Ms. Bennett added that the benefits of vaccination definitely outweigh the risks as the vaccine prevents 90% of the HPV virus that causes genital warts in woman and 70% of cervical cancer in Canadians.

Canada's Healthy Workplace Week (October 22-26, 2007) — Ms. Bennett reported on Health Action Windsor-Essex's hosting of the 6th Annual Working Toward Wellness Healthy Workplace Awards Breakfast which recognizes workplaces in Windsor-Essex County that have implemented a workplace wellness program. This year there are 19 Healthy Workplace Award Winners and four Bike Friendly Workplaces Award Winners.

9th Annual Infectious Disease Conference—Board members were invited to attend the conference being held this Wednesday at the Serbian Centre.

It was moved

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

Moved by

Mr. Ken Lewenza

Seconded by

Mr. Wayne Hurst

CARRIED

Health Promotion

Ms. Haugh highlighted additions to her report on page 15. She presented samples of resources developed by the Family Health Team.

The recently recruited epidemiologist candidate has declined the Health Unit's offer of employment for medical reasons. Quotes from two epidemiologists willing to provide the health status report on contract have been received, however, the costs are far in excess and outweigh what an in-house epidemiologist could provide. The final decision will be made by Dr. Heimann when he returns from vacation. The Health Unit ultimately requires a full-time epidemiologist not only to research and compile community health statistics but also to provide program planning and evaluation activities in accordance with the mandatory programs. As a result, the recruitment process will need to resume.

The Health Unit is still in dialogue with the VON who has been advised of the Health Unit's inability to provide financial support for their prenatal classes.

It was moved

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

Moved by

Mr. Ken Lewenza

Seconded by

Mr. Rob Modestino

CARRIED

Finance & Administration

Ms. Bennett was present to respond to Board queries in response to Ms. Kelly's report on page 19.

In Ms. Smith's absence, Ms. Bennett reported the general recruitment and filling of positions, a majority of these for contract positions.

It was moved
that the Reports of the Director of Finance & Administration and Human Resources be accepted as presented.

Moved by
Seconded by

Mr. Wayne Hurst
Ms. Lynda Monik

CARRIED

Human Resource Officer

Discussed under Finance & Administration Divisional Report.

8.0 BUSINESS ARISING

8.1 West Nile Virus Program--2007

Discussed under Health Protection Divisional Report.

9.0 MEDIA COVERAGE—Posted

10.0 CORRESPONDENCE

10.1 Circulation

11.0 NEW BUSINESS

11.1 Board Evaluations

Ms. Haugh introduced the draft tools referenced at the August 30 Executive Committee meeting, advising the issue is being brought forward as a result of Capacity Review as part of board due diligence and its fiduciary responsibilities. Mr. Allison responded that evaluations are conducted as part of a Board committee for which he is a member. He advised that Administration needs to know whether the information is useful. His recommendation was that the annual evaluation be done as part of an annual board meeting exercise and board meeting evaluations be done quarterly. From feedback expressed by Board members, it was the consensus that the evaluations be done as a group in order to provide meaningful feedback. Mr. McNamara requested Board members assemble key points for consideration in a tailor-made evaluation. Board members were asked to have these points available for the next Board meeting. Implementation was proposed for the incoming Board in the New Year.

11.2 Go For Health Launch

Mr. McNamara provided positive feedback on the September 19, 2007 community forum which included leaders from different sectors of the community gathering to discuss ideas to develop a healthier community. Mr. McNamara stressed that to make these ideas work, it will involve the development of political will on the part of municipalities. This initiative will result in financial cost to municipalities, however, in the long term 98% of

chronic diseases are preventable. Mr. McNamara went on to extend his congratulations to Ms. Elizabeth Strachan for her work on the steering committee as the Health Unit is playing a large role in this community initiative. He added that formal evaluation of the program will be going to municipal council.

11.3 Collaboration with Detroit

Mr. Ken Lewenza, in expressing his positive encounters with our United States' neighbours, queried how often the Health Unit communicates with Detroit. Ms. Bennett responded that the Health Unit has been invited to participate in many international speaking engagements. She highlighted her involvement as a guest speaker at a Sault St. Marie seminar and at the Wayne County Health Unit. She added that in addition to cross-border e-mails and telephone communications, the Health Unit meets monthly through various committees. Ms. Haugh highlighted the invitation to participate with the United States in a health status report headed by Anne Snowden of the University of Windsor. Mr. Lewenza stressed building a cross-border relationship that would be beneficial to all, especially in the sharing of information/resources. Mr. McNamara asked that collaboration with Detroit be brought forward to the Board in regard to what we are doing with our neighbours.

11.4 Health Unit Challenges

Mr. Lewenza queried about the challenges the Health Unit is facing. Ms. Bennett responded that the Health Unit is seeing higher incidences of TB because of new immigrants, a higher number of syphilis cases, many of the challenges being a result of illnesses brought into our community from across the border and from immigration. Funding and the Health Unit's unique location as a border health unit were highlighted. The implementation of benchmarking was raised as a possible health sector consequence. Mr. Allison advised that the strategic planning process conducted in past years may be beneficial in identifying key areas to address.

12.0 COMMITTEE OF THE WHOLE

It was moved

that the Board move into Committee of the Whole at 4:45 p.m.

Moved by
Seconded by

Mr. Ken Lewenza
Ms. Lynda Monik
CARRIED

It was moved

that the Board rise from Committee of the Whole at 4:47 p.m.

Moved by
Seconded by

Mr. Wayne Hurst
Ms. Lynda Monik
CARRIED

13.0 NEXT MEETING - At the Call of the Chair or 2007 October 18.

14.0 **ADJOURNMENT**

It was moved

that the regular portion of the meeting of the Board adjourn at 4:48 p.m.

Moved by

Ms. Lynda Monik

Seconded by

Mr. Bill Allison

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 October 18

Since the last report a second case of West Nile virus has been confirmed. The second case was confirmed in a 55-year old man from Windsor who was admitted to hospital unconscious and subsequently died. The confirmation of West Nile virus was done as part of the post-mortem examination. It has not been determined the contribution that West Nile virus made to this man's death. This brings the number of cases of West Nile virus in Windsor-Essex to two for the 2007 season. In addition to the two cases, 13 positive mosquito pools have been identified. Eight of the positive pools were found in Windsor, two were located in Amherstburg, two in Cottam, and one in LaSalle. Three positive dead birds were also reported this season. With the recent onset of cold weather, the West Nile Virus season for 2007 is essentially at an end. A wrap-up meeting with our municipal partners is being scheduled. The provincial wrap-up meeting is scheduled for November 21.

As the West Nile Virus season ends, the influenza season begins. No influenza activity has been reported in the country as yet. Planning for the 2007 influenza immunization campaign is underway. The first vaccine is currently scheduled to be received during the last week in October. This vaccine will be reserved for long-term care facilities and hospitals. Vaccine for physicians and our public immunization campaign will probably not be received until the first or second week in November, with immunization clinics scheduled at this time for the third week in November. It is planned that influenza immunization be offered to Board members at the November 15 Board meeting. Planning for the Human Papillomavirus (Gardasil) immunization program for grade 8 girls in schools is proceeding. It is anticipated that our immunization program will begin in November. We have received support for this program from health care organizations and our local school boards.

On October 4 I attended a sentencing hearing for Carl Leone. The Crown is still in the process of proceeding with application for dangerous offender status. The next hearing has been scheduled for October 25. Following this hearing there was a second hearing to receive a motion on the Rowe v. Leone suit. Mr. Strosberg, representing the plaintiff, put forward a motion to receive information from the Crown. This motion will be heard at a subsequent date. As there were several reporters at the sentencing hearing, they took the opportunity to interview Mr. Strosberg in regards to the Rowe v. Leone suit of which the Health Unit has been named as a defendant. Mr. Strosberg identified the Health Unit as one of the defendants in this case. I was subsequently contacted by the media to comment on the case. My position, of course, is that I am unable to discuss any matters under litigation. As I noted previously, the Health Unit is being represented by Bartlett & Richardes as the firm designated by our insurance carrier.

I noted in the minutes of the September meeting, some questions were raised about strategic planning. I have asked Ms. St. Denis to provide the documentation compiled during the 2003 strategic planning process. The information will be available for Board members at the October meeting.

Our contract with CUPE is scheduled to expire at the end of this year. Dates for negotiation have been requested in November and December to begin bargaining for the next contract. Mr. George King has requested the opportunity to speak with the Board prior to negotiations to review our negotiating position. Mr. King will be attending the upcoming October Board meeting.

I would like to take the opportunity to thank Dr. David Colby for providing coverage for me while I was away in September. I would also like to specifically compliment Ms. Deb Bennett, Director of Health Protection who took the lead on several important issues including West Nile virus, lead in drinking water, and the HPV immunization program in my absence.

I just received notice that a former Associate Medical Officer of Health for Windsor-Essex in the 1980s, Dr. Helena Jaczek, has been elected as MPP for Oak Ridges-Markham.

Respectfully submitted,

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

GAH:rs

HEALTH PROTECTION DIVISION

Report to the Board of Directors

2007 October 18

HEALTH INSPECTION

The Health Inspection department has completed more than 2,100 compliance inspections, 376 re-inspections and 235 HACCP audits to date in our food premises. The Health Unit has also offered 52 seminars and training courses this year in which more than 400 people have been part of our fully certified food handler course. We will be offering more certified food handler training courses throughout the fall in both the city and county. A successful fair and festival season has wound down for this year.

Over a period of 12 weeks the Health Inspection team tested nine public beaches throughout the city and county. More than 500 samples were taken in order to determine beach quality for this year. There were 52 postings advising the public of adverse water conditions as well as two beaches closed due to extremely high bacterial counts. In 2006, 34 postings and three closures were issued, while in 2005 there were 55 postings and four closure orders.

The service request/complaint module in Hedgehog has now been in operation for four months with over 700 calls received to date. While some teething problems were experienced, the program now appears to be coming on track. The food safety module continues to improve.

TUBERCULOSIS AND VACCINE PREVENTABLE

Infectious Disease Conference – The 9th Annual Infectious Disease Conference held on September 26 was a great success with over 240 health care providers registered. The conference participants were impressed by the quality of speakers, especially Dr. Low who presented on C.difficile and Strep A, as well as Dr. Fraser who spoke about the HPV virus and vaccine. Plans for the 10th anniversary conference are currently underway.

Tuberculosis – The TB team has been working very hard with over 2,200 clients screened this year to date. Since August, 160 individuals from Florida, over 350 international university students, and 45 Karen refugees have been assessed. The team is currently seeing 80-100 individuals per week through the School Screening program. Two children and one adult from the Karen refugee camp were investigated for active TB disease. Two urgent medical surveillances from Citizenship and Immigration were also investigated for active TB disease. The team is also doing follow-up work on contacts of an active case that attended summer school. In addition, a woman who resides in the county was diagnosed with pulmonary TB in a Toronto hospital. She has now returned home and the team is following closely as well as screening family members.

Vaccine Preventable - Immunization questionnaires in the thousands that were sent home in early September are now returning and the team is now in the process of accessing. Administration of Hepatitis B and Meningococcal C to grade 7 students has also begun. Students attending the School Screening program are also being immunized.

The first shipment of influenza vaccine is due to arrive the week of October 15. It will be allocated to long-term care facilities and hospitals. The second shipment, due to arrive the week of October 29, will be distributed to health care providers. The public should begin receiving their shots in early November. The Health Unit is planning to offer the community influenza clinics again this year. More information will follow at the next Board meeting.

SEXUAL HEALTH CLINIC, TRAVEL CLINIC, OUTBREAK AND EPIDEMIOLOGY

Sexual Health - The HPV vaccine Gardasil is being offered in the Sexual Health Clinic. It is a three-dose schedule at 0, 2 and 6 months, at cost (\$135.00/dose), and receipts are issued for insurance reimbursement. It is recommended for females age 9-26 and client interest has been expressed. I attended a meeting of area ob/gyn physicians providing Health Unit updates on future HPV clinics. All physicians in attendance endorsed the vaccine.

There is one maternity leave to fill in the Clinic and three new nurses are working towards becoming certified to perform extended skills. These extended skills include pap tests, biological testing for STI's, liquid nitrogen treatments for genital warts, and venipuncture. The new nurses also learn extensive counseling techniques for obtaining sensitive information from clients. The information obtained can be very helpful in identifying contacts of cases and providing treatment.

Travel Clinic - The Travel Clinic is currently booking into the end of October for first assessments. A contract PHN for Travel will be starting mid-October to fill the maternity leave of the second Travel nurse. This will allow more clients to be seen. A total of 28 Yellow Fever vaccines were administered in August and September.

Outbreak - The Outbreak Team has been busy managing facility outbreaks and providing community presentations. Currently there are three facilities on outbreak status. The two respiratory outbreaks are at Erie Glen Manor and Chateau Park. An enteric outbreak is being monitored at the CAW Child Care Centre. During an outbreak, the team monitors a facility to prevent transmission to other residents. The Health Inspectors inspect the facility and obtain food samples if applicable. The Public Health Nurse on the team works with the nursing staff to ensure specimens are obtained to identify the organism. The Outbreak Team also reinforces infection control practices to contain the outbreak.

The staff has met requests from the community for education recently. A presentation to day care supervisors was provided to explain control of an outbreak and infection control practices. Long-term care facilities are targeted for a presentation on MRSA (methicillin-resistant staphylococcus aureus) and VRE (vancomycin-resistant enterococci) at the end of the month.

Epidemiology - The area's second case of West Nile Virus has been identified in a 55-year old man. This is the 13th case in Ontario for the 2007 season. The Epidemiology team obtains information on all reportable diseases including West Nile Virus. A patient history is obtained which includes symptoms and risk factors as well as travel history. Information is forwarded to the Ministry through the iPHIS program once the confirmatory testing is completed.

The Epidemiology and Outbreak teams are working together to provide an influenza presentation to City of Windsor staff in mid-October. Infection Control week begins October 15. The Outbreak team will also be travelling to Leamington District Hospital to provide information on infection control.

CHRONIC DISEASE AND INJURY PREVENTION

Nutrition

Nutritious Food Basket - The Nutrition team is working on a strategy for the release of the Nutritious Food Basket 2007 report. Developing the strategy requires significant work to collect data from Social Services, Windsor Housing Authority, and other sources to create a 3-family scenario depicting the lack of money that individuals on pensions or minimum wage have to spend on food after paying typical household expenses. The plan is to roll this out in Fall 2007/Winter 2008.

Eat Smart - The Health Unit is moving forward with the Eat Smart program. The restaurant program will be launched in October 2007. Because there was also a great deal of interest in this program from various sectors at the Go for Health community forum, the Health Unit has agreed to pilot-test the new Eat Smart program for arenas and municipal sports recreation centres. This will require six teleconferences with other health units and the advisory committee between now and December 2007. The pilot will be launched from January to June 2008. Nutrition staff will take the lead role for this program. The program will also be launched in workplace cafeterias next year. The school committee is working on increasing the number of high schools on the program.

Heart Health

Go For Health Windsor-Essex, A Call For Action - The community forum was held September 19th and was a great success. There were approximately 70 participants. Considering the request for executives to give up six hours of their day for a workshop on developing health promotion policy, the turnout was excellent, with representatives from all of the key sectors in attendance. The sectors groups agreed to work on two policies, one short-term and one long-term over the next year. Each sector named a leader who agreed to help coordinate this process.

Healthy Workplace Week 2007 - October 22-26 is Canada's Healthy Workplace Week. To celebrate, Health Action Windsor-Essex is hosting the 6th Annual *Working Toward Wellness* Healthy Workplace and Bike Friendly Workplace Awards Breakfast from 7:30 a.m. to 10:30 a.m. in Salons D and E at the Ciociaro Club. These awards recognize workplaces in Windsor-Essex County that have implemented a workplace wellness program for employees, retirees, and their families. This year there are 19 Healthy Workplace Award Winners and four Bike Friendly Workplaces Award Winners.

Following the award presentations, there will be a presentation entitled, "Different Aspirations for Different Generations" by guest speaker, Mary T. Yates, M.Ed., who will explain how the generations of Veterans, Baby Boomers, Generation X, and Millennials differ and how they can be a source of creative strength and opportunity instead of a source of stress and conflict in a workplace.

We extend an invitation to the members of the Board to attend at no cost. If you plan to attend, please register by no later than noon on Friday, October 19, 2007. To register, send an e-mail to yreaume@wehealthunit.org. Please indicate you are a Board Member.

Tobacco

Pfizer Presentation - The Windsor-Essex Health Unit will be hosting an information session given by Pfizer Canada for a new quit smoking drug called Champix. The following information will be provided in this session:

- Nicotine Addiction: Statistics and Mechanism
- Champix - mechanism of action, efficacy compared to current standards, dosing, safety, coverage

- Pfizer activity with health care professionals in Windsor/Essex County
- Non branded smoking cessation resources - print material, educational websites, power point presentations

The meeting will be held in the Essex office at 11:30 a.m. on November 1 and anyone interested is welcome to attend. Please RSVP to Dan Sibley at ext. 3215.

STOP Study - In mid January, the Windsor-Essex Health Unit will be partnering with CAMH for the third phase of the STOP study to assist selected individuals with their quit smoking strategy. The third phase of the STOP study is delivered in a workshop format providing eligible subjects 10 free weeks of NRT in addition to the one day workshop for education and support. The Health Unit is scheduled for three to five workshops throughout Windsor and Essex County and will begin screening possible quit candidates in the upcoming months.

Not To Kids - The Not To Kids Coalition (NTK) is a provincial partnership of more than 28 public health units working together to create a healthy tobacco-free generation. The central focus is the commercial and social supply to tobacco to underage youth and the prevention of smoking on school property. The health promotion strategies used by NTK meet the chronic disease prevention requirements set forth by the Ministry of Health Promotion regarding awareness and enforcement of the Smoke Free Ontario Act. In the fall, the Tobacco Enforcement Officers at the Health Unit will be distributing to each tobacco vendor in Windsor-Essex County a NTK kit. The NTK kit serves as a resource for tobacco vendors to stay in compliance with all tobacco legislation. These binders will compliment our newsletter, the Tobacco Vendor Info as a way of helping the vendors follow the various laws that govern the sale and supply of tobacco.

Respectfully submitted,
Deb Bennett, Director

HEALTH PROMOTION DIVISION
Report to the Board of Directors
 2007 October 18

Family Health Department

Child Repro Health

(Manager, Sue Kocela)

October public/professional education activities include the following:

1. Four 2-hour workshops:
 - a. *Understanding Toddler Behaviour*: October 1, Windsor
 - b. *Helping Infants & Children Sleep*: October 10, Essex
 - c. *Disciplining Your Preschooler*: October 15, Essex
 - d. *Understanding Preschooler Behaviour*: October 22, Windsor
2. Small workshops at Ontario Early Years Centres (city & county)
3. Three Prenatal series: 2 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 Leamington)
6. Weekly breastfeeding clinic at Windsor WECHU
7. *Reaching IN... Reaching OUT* Workshop, for child care, health care, and social service providers who work with parents of children birth to 6 years: October 16 & 17, Windsor.

Resource Review

The teams continue to update and review resources to ensure accuracy and use of plain language.

Statistics

Intake:

	January to September 2007
# of clients: phone, e-mail, walk-in	2460

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-Aug/07	89	18262	1743	477	559	516	276	64	43	151	726	187	201	296

Healthy Babies, Healthy Children

(Managers, Elizabeth Kinnaird-Iler and Shirley Davies)

Computer Documentation

The HBHC nurses now have access to a laptop computer to complete some aspects of nursing documentation electronically when working outside the office. The technology to do this became available in July 2007 so a trial on the usefulness of the laptop for this purpose has been in progress. The laptop has assisted staff in timely documentation and generally improved time management in some aspects of HBHC work. As a result, three additional laptop computers have been ordered for use primarily by staff working on weekends, holidays, and those documenting results of In-Depth Family Assessments.

Postpartum Mood Disorder Trial

Last year a number of HBHC programs across the province participated in a research project conducted by the University of Toronto. The project examined the usefulness of peer supports in assisting new mothers with postpartum depression. On October 22, HBHC will welcome the lead researcher, Dr. Cindy Lee Dennis, to Windsor. Dr. Dennis will discuss the research results and recommendations for future work to be done in this field.

High-Risk Training

Invest in Kids offers training on a variety of topic areas all related to children birth to 6 years of age. One topic that is of particular interest to HBHC nurses is how to effectively work with high-risk families in the home visiting program. Over the past few months a number of nurses have attended this training and have reported it to be very beneficial to their practice.

Comprehensive School Health Department

(Manager, Theresa Marentette)

Active Fitness Festival

Health fairs are just one example of how the Comprehensive School Health program promotes healthy lifestyles in the school setting. The school nurse, along with her nursing student, participated in the Active Fitness Festival held at Queen of Peace School on October 4th. The children participated in several physical activities and educational sessions throughout the day. The Dental Health station provided interactive activities, videos, and lessons, which were age-appropriate for all students grades one to four. Approximately three hundred students participated in this event.

Injury Prevention- All-Terrain Vehicles

The Comprehensive School Health Team is in the preliminary stage of developing an educational campaign regarding All-Terrain Vehicle safety. The target group will be parents, adolescents, and children. A literature review is being conducted on ATV injuries among adolescents and children, and the risk factors associated with ATV crashes among adolescents and children. Also, we are in the process of contacting other health units within Ontario to inquire about their initiatives regarding ATV safety for adolescents and children. This research will help shape the development of our message and project plan.

Youth Action Alliance

The Windsor Youth Action Alliance has been quite busy this month. The group attended the Children's Festival September 15th to promote a smoke free and healthy lifestyle. The Peer Leaders created an imagination station obstacle course to promote an active lifestyle and were very interactive with the children who attended the event. They also set up a booth which included a colorful bulletin board with facts about smoking and the tobacco industry tactics. The Peer Leaders had many pamphlets on display

for parents and children who wanted to learn more about the harmful effects of smoking and how to live smoke free in their home. The “Pigs Lungs” from the Lung Association were a big hit and attracted the interest of many children and parents. The Peer Leaders were able to teach the children what happens to their lungs when they smoke. The Peer Leaders also attended the Ruthven Apple Festival September 29-30. A display and information booth was set up with interest from people of all ages. The Peer Leaders also hosted an Advocacy Workshop on October 1st. The presenter was provided through the Lung Association-Youth Advocacy Training Institute in Toronto. The youth found the material very helpful for future initiatives.

Information Resources Department

(Manager, Vacant)

The team is working on a comprehensive approach to support staff in plain language resource development. With our multicultural population, the plain language initiatives have become an integral component of meeting our accessibility standard.

Program evaluation is ongoing with multiple projects and IRD continues to assume the lead role for quality assurance in this area. After a lengthy assessment of library needs we are working toward the purchase of EBSCO for one year to give staff access to full text journals. Training will occur concurrently with the thirty-day free pilot.

In General

We are in the process of complying with Privacy Commission protocol for a breach of client confidentiality that occurred due to an error in the white pages of the Bell telephone book, which erroneously listed our phone and address as that of the Real Estate Board. Our first step will be a notification to all community partners.

Respectfully submitted,

Liz Haugh, Director

FINANCE & ADMINISTRATION DIVISION

***Report to the Board of Directors
2007 October 18***

2006 Budget

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

2007 Budget

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

2008 Budget

Due to the provincial election, the Ministry has not given any formal guidelines regarding the preparation of the 2008 Budget. Since the Board has passed a resolution that the local municipalities will contribute no more than their requisite 25% share, I am recommending that a Budget presentation be deferred until we receive guidelines from the Province. In past years, a detailed comparison of prior year budget/prior year actual/current year request has been presented in January or February.

Other

I am currently part of the Non-Union Job Evaluation Committee, including Deb Bennett, Neil MacKenzie, Nancy Smith, and Shirley Davies, with assistance from Watson, Wyatt representative, Dave Gore. This process occurs approximately every five years or if there is a change in structure.

Respectfully submitted,

Sharon Kelly
Director of Finance and Administration

Windsor - Essex County Health Unit

31-Aug-07

Year to date analysis

	2007 Budget	YTD Budget	YTD Actual 07	YTD Actual 06	Variance	% spent
Salaries	8606925	5737950	4883646	4706147	854304	56.74%
Employee Benefits	2083822	1389215	1111533	1102599	277682	53.34%
Medical Fees	528000	352000	359491	316624	-7491	68.09%
Travel/Meetings	12350	8233	4334	5396	3899	35.09%
Mileage	161300	107533	94365	93941	13168	58.50%
Prof Development	49281	32854	25661	10419	7193	52.07%
Assoc & Mem Fees	18250	12167	23660	20427	-11493	129.64%
Office Supplies	75000	50000	22848	30714	27152	30.46%
Program Supplies	471629	314419	146164	120211	168255	30.99%
Office Equip Rental	217500	145000	137496	128604	7504	63.22%
Outside Printing	10000	6667	1934	5058	4733	19.34%
Laundry	10000	6667	6654	5656	13	66.54%
Publications	6000	4000	2482	4579	1518	41.37%
Purchased Services	75000	50000	25410	34685	24590	33.88%
Promotional	20500	13667	6767	6567	6900	33.01%
Board Expenses	10500	7000	4881	3433	2119	46.49%
Prof Fees	60000	40000	34990	-46393	5010	58.32%
Bank Charges	12500	8333	8250	7131	83	66.00%
Rent	552500	368333	413715	408025	-45382	74.88%
Bldg Mtce	96500	64333	89730	90738	-25397	92.98%
Utilities	93000	62000	62156	60786	-156	66.83%
Taxes	198000	132000	160239	158986	-28239	80.93%
Insurance	56000	37333	0	0	37333	0.00%
Telephone	92000	61333	55718	56018	5615	60.56%
Security	26000	17333	14920	14512	2413	57.38%
Car Leasing	25000	16667	16624	16547	43	66.50%
Postage & Freight	50000	33333	27967	29234	5366	55.93%
GST	0	0	1150	-17	-1150	#DIV/0!
Parking	70000	46667	49875	49875	-3208	71.25%
	13687557	9125038	7792660	7440502	1332378	56.93%
Offset Revenue	-100000	-66667	-75366	-69182	8699	75.37%
	13587557	9058371	7717294	7371320	1341077	56.80%
One-time request	0	0	0	22024	0	#DIV/0!
	13587557	9058371	7717294	7393344	1341077	56.80%
West Nile Virus	100000	66667	135222	125635	-68555	135.22%
	13687557	9125038	7852516	7518979	1272522	57.37%

HUMAN RESOURCES

Report to the Board of Directors **2007 October 18**

POSTINGS/VACANCIES

The Health Unit is currently recruiting nurses for the departments of IDC and Sexual Health. Interviews are taking place through the week of October 8th. Due to a number of maternity leaves we are also interviewing for Health Promotion Specialists in the CDIP Department. Interviews have been set for the week of October 22nd. Initial steps are taking place to commence recruitment for the Epidemiologist again. Although a person accepted the offer of employment for that position earlier this year, he had to withdraw his name due to illness. I have contacted several of the leading candidates from the last recruitment drive for reconsideration. Liz Haugh and I are working together on this project.

The CUPE JE Committee will be assessing a new position of Clerk for the Essex office. There has been a substantial increase of staff in the Essex office. This clerk will assist in general duties for all departments housed in the Essex building. It will be posted as a full-time position and continue in 2008 with Board approval.

There is a good pool of resumes to draw from at this point although I am always happy to accept resumes for all positions.

CONTRACT ISSUES

Negotiations

The CUPE Collective Agreement expires December 31st, 2007. Notice has been given to CUPE by Mr. George King to commence negotiations. To date no meetings have been scheduled. I'll keep you updated.

Grievances

There are currently two outstanding grievances that have been filed by ONA. These grievances are by one individual and have been denied at step 3 of the process. If these grievances proceed to Step 4, it means an arbitration/mediation may take place. Meetings have occurred between ONA and the Health Unit in an attempt to resolve the concerns involved. I'll keep you updated next month to the process.

There is one outstanding grievance by CUPE. It is in the hands of the lawyers/mediator at this point who are trying to broker a return to work for the individual.

STAFFING ISSUES

Ms. Carol Russell has submitted her letter of intent to retire on October 31st, 2007. Carol has worked with the Health Unit since 1984. She is a member of the Family Health department under the management of Sue Kocela. I'd like to extend thanks to Carol for her 23 years of service and dedication to the people of Windsor-Essex County.

HUMAN RESOURCES UPDATE

Due to Ms. Sharon Kelly's very busy schedule for the next few months, I will be reporting temporarily to Ms. Deb Bennett. Deb has given me access to Ms. Pat Gray for clerical support during this period of time. This gives me an opportunity to develop and streamline Human Resources protocols to be more efficient and give better support to the Directors, MOH, Manager's and staff of the Health Unit. This arrangement will be reassessed at the end of December.

Managers/Staff Experiencing Workplace Issues

I am working on a number of staffing issues in a few different departments. I will report to the Committee of the Whole if requested.

Morale Building

The Social Committee is planning a Christmas Party for the staff this year. Fund raising in the way of BBQ's has taken place over the summer along with the sale of 50/50 tickets. The money raised will lower the price of the tickets for the staff as well as pay for a DJ and other incidentals. The party is scheduled for December 14th at Torino's Banquet Hall in Tecumseh. Mark the date! We hope to have Board Members join in the fun. I'd like to thank Carmen Bourgeois (Payroll), Lori Adams (HI), Bill Ryan (HI), Sandy Boshart (IDC), Guisseppina Fuerth (Epi) and Deb Gemmell (Admin.) for all of their hard work in putting this together for the staff.

Committees

Vitality - Our 3rd Annual Coast-to-Coast Race has begun. This is an initiative put together by the Vitality Committee to promote physical activity and friendship within the workplace. This year we have nine teams with approximately 120 staff participating. Each member logs their physical activity each day and reports it to the team captain every week. The team that logs the most physical activity for the month of October will win "the prize". Internal fund raising has taken place in order to get monies to run this committee. Over the last two years we ordered lunch in for the winning team.

Policy and Procedure - This committee continues to work through many policies for the Health Unit. We have just completed the following:

- Disclosure of Client Information to Police Authorities
- Disclosure of Client Information to Children's Aid Societies
- Inadvertent Disclosure of Personal Health Information under MFIPPA
- Ergonomics
- Sun Safety
- Communication Standards

Work continues on policies for HR, Health and Safety and general Administration areas of the Health Unit.

Workplace Violence Prevention – I had the opportunity to meet with Ms. Sandy Volkes-Hommel from Hotel-Dieu Grace Hospital. Ms. Volkes-Hommel is one of the leaders for the Violence in the Workplace Prevention team for the hospital. She graciously shared the policy and copies of their De-Escalation Programme with me. The internal committee will be looking closely at this policy when drafting the Health Unit's policy. This committee will also devise a plan to educate staff and implement the policy.

Incident Reports/WSIB - There are three WSIB appeals that are pending for review. Ms. Doreen Snelling will continue to represent the Health Unit with these appeals. Ms. Snelling recently left McTague Law Firm and is now employed with Miller-Canfield Law Firm. The Health Unit decided to move the cases

with her due to Ms. Snelling's extensive experience with WSIB and her familiarity with our appeals. I'll keep you updated as these proceed.

Respectfully submitted by,
Nancy Smith, B.A., H.R. Studies Cert.
Human Resources Officer