

WINDSOR-ESSEX COUNTY HEALTH UNIT MINUTES REGULAR BOARD MEETING

2007 February 8

Minutes of the Regular Board meeting held on Thursday, 2007 February 8.

Board Members Present:

Mr. Bill Allsop	Mr. Ken Lewenza
Mr. Tom Bain	Ms. Rosemary Limarzi
Ms. Lorraine Hodgson	Mr. Ron McDermott
Mr. Wayne Hurst	Mr. Gary McNamara
Ms. Lynda Monik	

Regrets:

Mr. Peter Carlesimo
Mr. Bill Marra

Administration Present:

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

1.0 The meeting was formally called to order at 4:14 p.m. by Chair Mr. Gary McNamara.

2.0 Opening Prayer was led by Mr. Gary McNamara.

3.0 **Agenda Approval**

It was moved
that the agenda be approved.

Moved by	Mr. Bill Allsop
Seconded by	Mr. Ken Lewenza

CARRIED

4.0 **Announcement of Conflicts of Interest** - none

5.0 **Board Nominations-Elections**

Deferred to March Board meeting awaiting full City representation on the Board.

6.0 Minutes

6.1 Regular Board Meeting – 2007 January 18

Corrections noted: On page 1, 1.0 the meeting was formally called to order at 4:05 p.m. versus 5:04 p.m. On page 2 under Staff Reports Medical Officer of Health, a ‘get well’ card was circulated for Dr. Basrur versus a ‘thank you’ card. Under ‘Board Members Present’ Mr. Ron McDermott is to be added as an attendee.

It was moved

that the minutes be received as amended.

Moved by

Mr. Ken Lewenza

Seconded by

Ms. Lorraine Hodgson

CARRIED

7.0 Staff Reports

7.1 Medical Officer of Health

Dr. Heimann referred to his initial report on page 5 and Addendum handed out this evening. Highlighted were the evacuation and return of apartment residents to 737 Ouellette. All orders requiring evacuation of the residents have been lifted as of 1300 hours today with residents returning to the building this afternoon. Last meeting involving Dr. Heimann was held today at 11 a.m. with residents, City services, and the Mayor. Residents were appreciative for what had transpired. Dr. Heimann complimented Ms. Bennett for her commitment and work with City services to ensure assessment and safe evacuation of the residents. Since 3 p.m. Monday afternoon, there have been no reports of illness or injuries or serious problems to the residents. The Health Unit was the first agency noted and organized response. Dr. Heimann expressed his appreciation for City services who stepped in to assist and ensure any dangers to residents were eliminated. Mr. Hurst recommended a letter be drafted for Ms. Bennett’s personnel file.

As noted on the Addendum, on February 12, 2007, there will be a web teleconference to explain the assessment and review of the draft Mandatory Health Programs and Services Guidelines. On February 19, 2007, the draft guidelines will be available on the Ministry’s website as well as the E-survey (consolidated health unit response) to the draft guidelines. The E-survey will be circulated to the Board at their March 8, 2007 meeting prior to submission on March 9, 2007.

Dr. Heimann advised of formal notification from the City confirming the appointments of Mr. Bill Marra and Mr. Ken Lewenza to the Board. Provincial appointees currently stand at four members. If any Board members know of potential individuals they would like to see appointed to the Board, application can be done on-line through the Ministry’s Public Appointments Office website. Mr. Allsop advised it is unlikely he will be reapplying for appointment once his term expires in August. Board members were reminded to submit their biographies to Rosanne St. Denis for Board orientation.

It was moved

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

Moved by

Mr. Wayne Hurst

Seconded by

Ms. Rosemary Limarzi

CARRIED

7.2 Reports of Divisional Directors

Health Protection

Ms. Bennett will be providing a statistical comparison for the last three years of all her programs as part of her March report to the Board.

Ms. Bennett highlighted an abundance of enteric and respiratory outbreaks in the community, to include cases of influenza A and a bacterial virus that has been affecting individuals for up to two weeks, including the staff of the Health Unit.

It was moved

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

Moved by Mr. Bill Allsop
Seconded by Mr. Ken Lewenza

CARRIED

Health Promotion

Ms. Haugh referred to her report on page 10, highlighting the most recent initiative of the Youth Action Alliance students, an anti-tobacco Valentine's message they will be posting on school lockers.

Ms. Haugh advised of VON's loss of United Way funding, affecting their ability to provide prenatal classes and potential impact on services provided by the Health Unit's Family Health program in volume and staffing. The Health Unit offers prenatal classes as a requirement under the current Mandatory Health Services and Programs Guidelines (free of charge.) Mr. Lewenza recommended that municipalities be approached to fund these services for their communities. The Chair advised before making any municipal or provincial funding requests, that the feasibility and impact to our budget and staffing would need to be determined. A report from Administration is to be brought back to the Board to include United Way funding lost, numbers affected, other agencies funded by United Way that offer prenatal classes that would be requiring the Health Unit to supplement their services. This issue is to be brought back to the Board as an action item.

It was moved

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

Moved by Mr. Ken Lewenza
Seconded by Ms. Rosemary Limarzi

CARRIED

Finance & Administration

Ms. Kelly, referring to her handout this evening, explained significant overages in building maintenance and professional fees for 2006. Several building maintenance costs were one-time spending as a result of an older building requiring painting and decorating and updating to meet fire and security requirements. Year-end bills for legal services from McTague have not yet been received. Legal costs reflect the significant amount of arbitrations in 2006. There are no union grievances thus far this year.

It was moved

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

Moved by
Seconded by

Mr. Bill Allsop
Ms. Lorraine Hodgson

CARRIED

Human Resource Officer

Ms. Smith is in the process of finalizing an employment contract for the Manager, Clinical Services. A verbal offer has been made and accepted. Recent recruitment has resulted in new hires for the DCCI project. A clerical return from maternity leave will result in much internal clerical movement/bumping which will ultimately result in a staff lay off.

It was moved

that the Report of the Human Resource Officer be accepted as presented.

Moved by
Seconded by

Mr. Wayne Hurst
Ms. Rosemary Limarzi

CARRIED

8.0 BUSINESS ARISING

8.1 alPHa Annual Conference—June 10-12, 2007

The conference has been confirmed for the Hilton Hotel in Windsor. alPHa will be overseeing the conference while the Health Unit acts as host. As the conference will be held locally, Board members will have more of an opportunity to attend.

9.0 MEDIA COVERAGE—Circulated

10.0 CORRESPONDENCE

10.1 Circulation

11.0 NEW BUSINESS

11.1 Discrimination and Harassment in the Workplace Policy

This is a revised policy as a result of work done in 2005 and 2006 and input from Aruna Koushik (Primary Consultant), Health Unit management, and both unions. The policy has been reviewed by legal counsel and is being forwarded to the Board for approval. Following acceptance of the policy, an information and education session will begin with staff on harassment and discrimination in general and the policy in particular. Dr. Heimann requested this revised policy be accepted.

It was moved

that the verbal report by Dr. Heimann be received.

Moved by
Seconded by

Mr. Ken Lewenza
Ms. Lorraine Hodgson

CARRIED

11.2 ASPHIO Inspection Protocol Resolution

Ms. Bennett distributed copies of her proposed motion requesting the Board consider endorsement of ASPHIO's guidelines. Health units have been asked to bring a motion forward to their boards for endorsement to ensure that all health units across the province have a consistent approach to inspection of food premises exempt under Food Premises Regulation (O. Reg. 562/90). These guidelines place more emphasis on public health inspectors to do assessments based on critical control points and to provide education in the community. Adoption of the guidelines will provide a uniform guide for all health units to follow.

It was moved
that the resolution be supported as received.

Moved by	Ms. Rosemary Limarzi
Seconded by	Mr. Ken Lewenza

CARRIED

11.3 Staff Appreciation Fund

S. Kelly requested the Board, in accordance with TD Bank's requirements, pass a resolution supporting a change in signatories on the account, as one of the signatories is no longer a Health Unit employee.

It was moved
that the Board approve the revision of signatories on the account.

Moved by	Ms. Rosemary Limarzi
Seconded by	Mr. Wayne Hurst

CARRIED

11.4 Performance Reviews

Mr. Hurst queried as to the time line for conducting the performance review of the Medical Officer of Health. Mr. McNamara responded that Dr. Heimann's review will be done in the spring by the new Executive Committee as it is part of their responsibilities to evaluate the Medical Officer of Health. Dr. Heimann's last performance appraisal was done in 2004.

12.0 COMMITTEE OF THE WHOLE

It was moved
that the Board move into Committee of the Whole at 5:08 p.m.

Moved by	Mr. Wayne Hurst
Seconded by	Mr. Ken Lewenza

CARRIED

There being no further business to discuss,

It was moved
that the Board rise from Committee of the Whole at 5:50 p.m.

Moved by	Ms. Lynda Monik
Seconded by	Mr. Ken Lewenza

CARRIED

13.0 NEXT MEETING - At the Call of the Chair or 2007 March 8.

14.0 ADJOURNMENT

It was moved

that the regular portion of the meeting of the Board adjourn at 5:51 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

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