

**WINDSOR-ESSEX COUNTY HEALTH UNIT**  
**AGENDA**  
**REGULAR BOARD**

**Essex Civic Centre, Meeting Room C, 2<sup>nd</sup> Floor**  
**\*\*4 P.M.\*\***

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2008 March 20

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1.0 Call to Order	
2.0 Opening Prayer	
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13.0 Adjournment	

# WINDSOR-ESSEX COUNTY HEALTH UNIT MINUTES REGULAR BOARD MEETING

2008 February 21

Minutes of the Regular Board meeting held on Thursday, 2008 February 21.

**Board Members Present:**

Mr. Bill Allison	Mr. Ken Lewenza
Mr. Tom Bain	Mr. Ron McDermott
Mr. Mike Holdsworth	Mr. Gary McNamara
Mr. Wayne Hurst	Mr. Rob Modestino

**Regrets:**

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

**Administration Present:**

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

1.0 The meeting was formally called to order at 4:03 p.m. by Chair, Mr. Gary McNamara.

2.0 Opening prayer was omitted.

3.0 **Agenda Approval**

It was moved  
**that the agenda be approved.**

Moved by	Mr. Ron McDermott
Seconded by	Mr. Tom Bain
	<b>CARRIED</b>

4.0 **Announcement of Conflicts of Interest**

None noted.

5.0 **Presentation: Restaurant Ratings Program**

An overview of the program was presented including introduction of Health Unit internal committee members. Members will be working extensively with community partners to ensure the program is a win-win for all, with education being a major component. Restaurant owners will be very clear as to program expectations.

Mr. McNamara requested a report on the impact of the program in the 2008 budget for a moving forward picture for 2009. Ms. Bennett responded that she will be providing the Board with a monthly financial and staff resources update.

## 6.0 Board Elections

It was noted that there were no nominations for the position of Chair received by mail. Dr. Heimann opened the floor for nominations for the position of Chair. Mr. Gary McNamara was nominated by Mr. Ken Lewenza, seconded by Mr. Ron McDermott. Mr. Wayne Hurst nominated Mr. Rob Modestino, seconded by Tom Bain. Mr. Rob Modestino declined the nomination. Dr. Heimann opened the floor three times for further nominations. There being none, Mr. Ron McDermott moved to declare nominations for the position of Chair closed, seconded by Mr. Tom Bain. Mr. Gary McNamara accepted the position of Chair and was appointed by acclamation.

Board Chair Mr. Gary McNamara opened the floor for nominations for the position of Vice-Chair. It was noted that there were no nominations received by mail for the position of Vice-Chair. Mr. Tom Bain was nominated by Mr. Wayne Hurst, seconded by Mr. Mike Holdsworth. Mr. McNamara opened the floor three times for further nominations. There being none, Mr. Rob Modestino moved to declare nominations for the position of Vice-Chair closed, seconded by Mr. Bill Allison. Mr. Tom Bain accepted the position of Vice-Chair and was appointed by acclamation.

The Chair opened the floor for nominations for the position of Treasurer. Mr. Bill Allison was nominated by Mr. Ken Lewenza, seconded by Mr. Tom Bain. Dr. Heimann opened the floor three times to further nominations. There being none, Mr. Ron McDermott moved to declare nominations for the position of Treasurer closed, seconded by Mr. Mike Holdsworth. Mr. Bill Allison accepted the position of Treasurer and was appointed by acclamation.

## 7.0 Minutes

### 7.1 Regular Board Meeting – 2007 January 17

It was moved  
**that the minutes of 2007 January 17 be received as read.**

Moved by	Mr. Rob Modestino
Seconded by	Mr. Mike Holdsworth
	<b>CARRIED</b>

## 8.0 Staff Reports

### 8.1 Medical Officer of Health

Dr. Heimann thanked his staff for their assistance during his three week vacation. Dr. Heimann will be meeting with City officials on 2008 March 13 to review protocols and problems related to multi-residential heating complaints and evacuations.

Board members were advised of ALPHA's annual conference being held in Alliston, Ontario from June 8 to 10, 2008.

It was moved

**that the Report of the Medical Officer of Health be accepted as presented.**

Moved by

Mr. Ken Lewenza

Seconded by

Mr. Wayne Hurst

**CARRIED**

## **8.2 Reports of Divisional Directors**

### **Health Protection**

Windsor-Essex received \$29,000 from Wyeth as one of nine health units who had applied for funding directed at investigating cold chain management and increasing physician childhood immunization coverage rates. This grant will assist the Health Unit in identifying areas of concern and provide information to share with other health units across the province. The Health Unit has a responsibility to ensure cold chain management is being conducted properly. Of \$3,965,000 of vaccine distributed last year, \$205,000 of vaccine was distributed by a single physician alone.

In Windsor-Essex, 53% of grade 8 female students received the HPV vaccine, which was the provincial average. HPV vaccination, however, is not offered in all provinces in Canada. Ms. Bennett advised she is hoping the province will continue to offer the vaccine in light of recent controversy as it is a huge protection for young females; with 1,300 new cases of cervical cancer detected annually and an average of 400 deaths per year, these are deaths that could be prevented. In response to a Board query, Ms. Bennett will provide stats on young females who have been immunized privately through their physician versus immunization through the school clinics.

It was moved

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

Moved by

Mr. Mike Holdsworth

Seconded by

Mr. Ken Lewenza

**CARRIED**

### **Health Promotion**

Further to Ms. Haugh's written report, the Family Health Department submitted two grant proposals relative to child obesity initiatives. Childhood obesity is a new front burner issue for the McGuinty government. Minister of Children and Youth Services, The Honourable Deb Matthews' visited the area a few weeks ago. The Honourable Minister is Chair of the newly established Cabinet Committee on Poverty Reduction (child and family poverty). Local Committee members include Bruce Crozier and Dwight Duncan.

In response to Mr. Allison's query, Ms. Haugh advised of VON's receipt of United Way funding in the new year to support the provision of 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
	<b>CARRIED</b>

### **Finance & Administration**

The Smart Systems for Health Agency has requested the Health Unit's assistance in testing the electronic exchange of personal health information amongst community health partners. The Health Unit has been assured security in the movement of the personal health information. Select access and monitoring staff using the system will be done by Ms. Haugh. This is being conducted at no cost to the Health Unit.

Senior Management has discussed 2008 budget priorities, realizing the financial implications of CUPE Joint Job Evaluation. On 2008 March 3, management will be meeting with CUPE to discuss JJE. The focus of this budget year will be additions of an administrative nature in the Essex office and of a payroll nature in the Windsor office, to be reviewed in March. The Health Unit will attempt to keep within a 5% budget increase for 2008. With CUPE JJE unresolved, the 2008 budget was not prepared for Board approval.

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

Moved by	Mr. Wayne Hurst
Seconded by	Mr. Tom Bain
	<b>CARRIED</b>

### **Human Resource Officer**

Since the Human Resources written report, a one-year personal leave of absence was granted to a graphic designer. Ms. Smith highlighted the benefits of recruiting two student public health inspector interns this summer.

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

Moved by	Mr. Wayne Hurst
Seconded by	Mr. Ken Lewenza
	<b>CARRIED</b>

## **9.0 BUSINESS ARISING**

### **9.1 Board Evaluations**

On the agenda for information.

## 9.2 Strategic Planning-2003 Process

Ms. Haugh referenced the synopsis of the first set of draft protocols (page 25 of the meeting information package), noting the new protocols will require additional Health Unit resources.

These first eight draft protocols are part of Phase One of the consultation process.

The Population Health Assessment and Surveillance protocol will require specific resources with the central issue being distribution of information to the community. RRFSS (“Rapid Risk Factor Surveillance System”) is one of the resources already being used by the Health Unit to obtain local data.

Under the Preventive Oral Health Services Protocol, the promotion and provision of sports mouth guards semi-annually and screening for these custom-fitted mouth guards (amongst children participating in sports from grades JK to 8) is a new requirement. Mouth guards will be provided to children who are eligible, however, entitlement is difficult to define at this time. The immediate impact to the Health Unit would be new clinics offered twice a year as well as staffing resources to meet the criteria. The dental program is a cost-shared program through the Ministry of Health Promotion. Dental education currently being done in the schools has been eliminated. Mr. McNamara requested the Health Unit investigate whether funding for child mouth guards is provided under the National Child Benefit Initiative.

The Nutritious Food Basket protocol may require surveying less grocery stores, however will require additional staff to meet draft protocol requirements.

It was moved  
**that the report be received.**

Moved by  
 Seconded by

Mr. Ken Lewenza  
 Mr. Tom Bain

**CARRIED**

## 9.3 Protocol Summary

Discussed under 9.2.

10.0 **MEDIA COVERAGE**—Circulated.

11.0 **CORRESPONDENCE**

11.1 **Circulation**

12.0 **NEW BUSINESS**

**12.1 2008 Budget**

Full presentation discussion deferred to Committee of the Whole.

13.0 **COMMITTEE OF THE WHOLE**

It was moved  
**that the Board move into Committee of the Whole at 5:10 p.m.**

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

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

Moved by Mr. Ken Lewenza  
Seconded by Mr. Tom Bain  
**CARRIED**

14.0 **NEXT MEETING** - At the Call of the Chair or 2008 March 20.

15.0 **ADJOURNMENT**

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

Moved by Mr. Rob Modestino  
Seconded by Mr. Wayne Hurst  
**CARRIED**

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Recording Secretary

**SUBMITTED BY:**

**APPROVED BY:**

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Medical Officer of Health  
Board Secretary

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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**

**2008 March 20**

The last few weeks have seen an upsurge in influenza activity in Windsor-Essex as well as throughout North America. Eleven cases of influenza A and two cases of influenza B have been identified, bringing the Health Unit total to 13 cases compared to the four cases noted in the last report. This is not a major outbreak as the overall 2007-2008 season continues to be light compared to previous years. One of the reasons identified for the increase in influenza cases in North America is a reported mismatch between one of the circulating influenza strains and the protection provided by the vaccine. The composition of the influenza vaccine is planned to be significantly changed for the 2008-2009 season.

Phase Two of the consultation process on the draft protocols for the proposed Ontario Public Health Standards has been announced. The webinar to launch the Phase Two consultation process will take place on Tuesday, April 1 from 2 p.m. to 4 p.m. Ms. Liz Haugh, Director, Health Promotion is overseeing the organization on the consultation process. This phase of the consultation process will deal with 17 draft protocols focussing on infectious diseases and environmental health. The 17 protocols are as follows:

<b>INFECTIOUS DISEASES</b>	
1.	Infectious Diseases
2.	Tuberculosis Prevention and Control
3.	Institutional Outbreak Prevention and Control
4.	Infection Prevention and Control in Day Nurseries
5.	Rabies Prevention and Control
6.	Sexually Transmitted Infections Prevention and Control
7.	Notification of Emergency Service Workers
8.	Infection Prevention and Control Practices Complaint
9.	Infection Control in Personal Services Settings
10.	Vaccine Storage and Handling
11.	Enforcing Legislation Related to Immunization
<b>ENVIRONMENTAL HEALTH</b>	
12.	Food Safety
13.	Drinking Water
14.	Recreational Water
15.	Beach Management
16.	Identification, Investigation and Management of Health Hazards
17.	Risk Assessment and Inspection of Facilities

Planning for the 2008 West Nile Virus program continues. I will be meeting shortly with our municipal partners to review the 2008 program. According to the most recent information received from the Ministry, municipalities will initially be required to fund the West Nile Virus Mosquito Control Program. The Health Unit can apply for funding from the newly-established Vector Borne Diseases Program. If funding is approved as part of the regular budget process, municipalities can then be reimbursed. The stand alone mosquito control program which was funded 75% provincial/25% municipal in 2007 has been discontinued.

I continue to work with the staff of the City of Windsor to review protocols and to address problems associated with multi-residential heating complaints. Our next meeting is scheduled for March 13.

Major Steve Pirie has completed the second draft of the Health Unit Emergency Response Plan. The draft was presented to Senior Management on March 10 and will be presented to HUMAT (middle managers) March 18. Major Pirie is scheduled to brief the Board on the response plan at the upcoming Board meeting on April 17.

The end of the provincial fiscal year has generated a series of information and planning meetings. On February 28, I met with Administration and Medical Infection Control Staff of Windsor Regional Hospital to review the Infection Control Action Plan. This meeting was in planning for the visit of the Provincial Auditor General. The Auditor General and Staff will be visiting the hospital in March to review its infection control policy. The hospital is one of three hospitals in the Province which has been chosen for review.

On Tuesday, March 4, I attended the Ministry of Health and Long-Term Care Ministry Day. The meeting was a series of presentations, including presentations on childhood obesity, vector borne diseases, small drinking water systems, and hand hygiene. The Vector Borne Diseases Program is a new program established to include not only West Nile virus, but also Lyme Disease and other vector borne diseases such as hantavirus and equine encephalitis. The presentation on small drinking water systems reviewed the plans to transfer responsibility for the systems from the Ministry of Environment to health units. The date for this transfer has not yet been announced as issues of funding, staffing, training, and regulations still need to be completed.

On March 5, I attended the Erie-St. Clair Regional Infection Control Network Strategic Planning Day in Chatham. This network is a regional network which mirrors the Erie-St. Clair LHIN boundaries and focuses on promotion of infection control in our region. The objectives agreed upon at the meeting include identification of key players, needs assessments, identification of resources, and training activities.

On March 6, I attended the Health Care Leaders Collaborative meeting. This is an initiative of the Erie-St. Clair Local Health Integration Network (LHIN). This was the organizational meeting initiated by the Executive Director of the LHIN, Mr. Gary Switzer, to bring the executive officers of the health care organizations in the LHIN together on a quarterly basis to enhance collaboration and integration among the health care sectors.

On the morning of March 6, I attended the monthly meeting of the Region 2 South Bio Defense Advisory Committee. This is a U.S. regional organization of emergency health planners from Wayne, Munroe, Livingston, and Washtenaw counties in southeast Michigan. The group focuses on regional emergency health preparedness.

On March 13, I presented a lecture on health law focusing on West Nile virus and AIDS HIV at the Law School at the University of Windsor.

In closing, I would like to remind Board Members of the upcoming ALPHA annual conference for 2008. The conference is sponsored by the Simcoe-Muskoka District Health Unit and will be held at the Nottawasaga Resort in Alliston, Ontario from June 8 to 10.

Respectfully submitted,

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

GAH:rs

## **HEALTH PROTECTION DIVISION**

### ***Report to the Board of Directors*** **2008 March 20**

#### **TUBERCULOSIS AND VACCINE PREVENTABLE**

*Tuberculosis* - The Health Unit partnered with Citizenship and Immigration Canada to provide education on infectious diseases to staff that work with resettlement immigrants at the Multicultural Centre. The main objectives of the two day sessions were to provide staff with resources on infectious diseases and address any concerns staff had on this topic.

Twenty-five to fifty new Canadians continue to access the School Screening Program per week. A tuberculosis screening clinic is scheduled at the University of Windsor during the week of March 17, where 200 students could potentially be screened.

*Vaccine Preventable* – The second dose of Hepatitis B to Grade 7 students has been completed with approximately 2,772 injections given. The second dose of HPV to Grade 8 girls was also completed with 1,179 injections administered. Health Unit staff are contacting the remaining 134 girls who have not completed the second dose. In response to the Board inquiry regarding girls vaccinated prior to the campaign, our records indicate that 30 girls were immunized by their family physician. Please note that this only entails Grade 8 girls.

*Vaccine Distribution* - A new vaccine fridge was delivered to the Leamington office. This fridge will be connected to an alarm system to prevent future fridge failure. All of the Health Unit sites are now equipped with an appropriate vaccine fridge.

#### **SEXUAL HEALTH, TRAVEL CLINIC, OUTBREAK, COMMUNICABLE DISEASE, EDUCATION AND EVALUATION**

*Sexual Health* - The Clinic team deals with approximately five syphilis cases per week. Most of the cases have been identified by an immigration medical. Syphilis is passed from person to person through direct contact with a syphilis sore. Sores occur mainly on the external genitals, vagina, anus, or in the rectum. Sores also can occur on the lips and in the mouth. Transmission of the organism occurs during vaginal, anal, or oral sex. Pregnant women with the disease can pass it to the babies they are carrying. Treatment involves a series of shots of penicillin. Follow-up serology usually involves blood work at 12 and 24 months post treatment.

*Outbreak* - The Outbreak team has had three enteric and two respiratory outbreaks since my last board report. One respiratory outbreak was identified as influenza A.

*Communicable Disease* - The Communicable Disease team has handled 14 cases of influenza this year. Nine cases were confirmed as influenza A and five cases as influenza B. Only one of the total cases received the flu shot this season. From March 01 to March 07, the team handled four cases of group A streptococci (GAS) and one case of neisseria meningitis. Group A streptococcus is a bacterium often

found in the throat and on the skin. People may carry the bacteria and have no symptoms of illness. Most GAS infections are relatively mild such as strep throat, however on rare occasions these bacteria can cause other severe and even life-threatening diseases.

*Education and Evaluation* - The Food Premise Ratings (FPR) planning committee continues to progress according to schedule. The committee has arranged to meet with the Ontario Restaurant Hotel and Motel Association (ORHMA) and the Canadian Council of Grocery Distributors (CCGD) on March 19 in order to introduce the program and begin outreach planning.

The internal Public Health Inspector (PHI) focus groups were completed on March 03. There was a high response rate from the PHI's, with 16 out of a total of 18 inspectors participating. A summary report of the data collected is currently being completed.

## **CHRONIC DISEASE AND INJURY PREVENTION**

### **Nutrition**

*March is National Nutrition Month and Dietitians are putting a "Spotlight on Food and Nutrition"!*

*Devonshire Mall Display* - As a kick-off to Nutrition Month this year, nine Registered Dietitians and one dietetic intern helped staff a display at the Devonshire Mall on March 01 and March 02. The Registered Dietitians answered shoppers' nutrition questions, promoted the new Canada's Food Guide, provided fact sheets, brochures, and promoted upcoming events. Free incentives, including "message pens" and shopping lists were distributed and shoppers completed a ballot to win the Dietitians of Canada's newest cookbook, "Simply Great Food". To help promote the cookbook, sample recipes, made by Nana's Bakery were available to the public. Approximately 560 individuals (327 on Saturday; 235 Sunday) visited the display.

### **Health Action**

*Poverty and Health: Risk factors for Chronic Disease Workshop* - Health Action Windsor-Essex, Go For Health Windsor-Essex, and the Ontario Prevention Clearinghouse (OPC) sponsored this half-day workshop on February 27, 2008. The workshop focused on the social determinants of health and the OPC's *Primer To Action* to address these issues. The workshop was very well received by the 28 participants. The workshop provided resources and practical solutions to dealing with some of the health issues affecting people living in poverty.

*Health Action Windsor-Essex (HAWE) Annual General Meeting* - On February 27, HAWE's Annual General Meeting was held with over 60 participants. The program began with a healthy lunch, which was followed by the Outstanding Health Action Hero Awards. This year's heroes were Brian Marenchin, Vice-Principal at Holy Cross Catholic Elementary School, Marty Beneteau, Editor-in-Chief for the Windsor Star, and Peter Hrastovec, a partner in the Raphael Partners Law Firm and the Chair of the Board for the Windsor & District Chamber of Commerce. More details about the winners are available on the WECHU website.

In addition, seven restaurants from around Windsor-Essex County and three high schools were awarded the Eat Smart! Restaurant and Eat Smart! School Cafeteria awards respectively.

The speaker this year was Doug Keeley. Doug is the Chief Executive Officer and Chief Story Teller for the Mark of a Leader. Doug kept the audience enthralled with his multi-media presentation. In his presentation, he described five characteristics of what he feels makes a great leader: clearness of vision,

belief in oneself, commitment and perseverance, passion, and courage and followed this with stories of ordinary people from different walks in life who exemplified these characteristics and leadership in general. His presentation was an overwhelming success.

**HEALTH INSPECTION**

**Health Inspection**

New Area 017 - A new inspector is now operating in the new area 017 consisting of Kingsville and Pelee Island. The plan for ongoing area changes and restructuring will continue throughout the year and will be handled by the area planning committee in the department.

Hedgehog Refresher – In-Service - At the end of the month, the IT department will be hosting an in-service for the Health Inspection team that will review common questions that have come up by inspectors while using Hedgehog in the field over the last few months. This will also provide an opportunity for the inspectors to ask questions or troubleshoot issues that they have encountered directly with IT.

**Tobacco**

Tobacco Enforcement 2008 – Charges - So far in 2008 (up to February 29) the Tobacco Enforcement unit has laid a total of 18 charges broken down into categories below.

Sales to a Minor	8
Display/Promotion Violations	0
Improper Packaging (no Health Warnings)	2
Workplace/Public Place Violations (including ashtrays, permitting smoking)	8

Retail Display Ban - Effective May 31, 2008, there will be new restrictions on how tobacco products can be displayed, handled and promoted in a retail store. Over the next several months, the Tobacco Enforcement team will be focusing their efforts on the education and compliance of tobacco retailers in Windsor-Essex. Based on direction provided by the Ministry of Health Promotion, the activity plan and Health Unit protocol, our plan for the enforcement of this ban is as follows:

March and April	EDUCATION	Distribute material
April to May 31	FOLLOW-UP	Follow-up to ensure location has clear understanding and provide additional information
June 01 to August 31	FINAL INSPECTIONS	Ensure location has completed or are in the process of being compliant
September 01	COMPLIANCE INSPECTIONS	Begin to follow WECHU tobacco enforcement progressive discipline model

Respectfully submitted,

Deb Bennett, Director

**HEALTH PROMOTION DIVISION**  
***Report to the Board of Directors***  
**2008 March 20**

**Family Health Department**

***Child Repro Health***

(Manager, Sue Kocela)

March public/professional education activities include the following:

1. Two 2-hour workshops:
  - a. *Living With Your Spirited Child*: Essex, March 5
  - b. *Stress Management for Parent of Toddlers & Preschoolers*: Windsor, March 26
2. Small workshops at Ontario Early Years Centres (city & county)
3. Three Prenatal series: 2 in Windsor; 1 in 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. Breastfeeding clinics at Windsor WECHU twice a week

***Prevention of Low Birth Weight***

In collaboration with the Maternal Child Health Coalition, which we chair, the team has developed a poster inviting pregnant women to talk to their health care providers about weight gain in pregnancy. Physicians who accept the posters will also be given prescription sized handouts so that they can personalize weight gain, physical activity and folic acid recommendations for each client.

***Prevention of Childhood Obesity***

The new Starting Early: Keeping Your Preschooler at a Healthy Weight handout is being widely distributed to clients, day care centres and other community partners throughout the community. Feedback has been positive.

***Developmental Screening Clinics***

After months of planning, the child health team will initiate a developmental screening pilot project at the two new Early Years hubs (Lakeshore Discovery School and Talbot Trails) and Drouillard Place. Clinics will be held once a month during the months of April, May & June using the Nipissing surveillance tool. Children who exhibit delays in development will be referred to HBHC or other community agencies. The summer months will be used to evaluate the project and determine further action.

**Statistics**

*Intake:*

	<b>February 2008</b>
# of clients: phone, e-mail, walk-in	249

*Dental*

2008	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
<b>TOTALS JAN-DEC</b>	19	3337	204	65	77	67	26	10	6	14	78	21	23	29

***Healthy Baby/Healthy Children***

(Managers, Elizabeth Kinnaird-Iler and Shirley Davies)

***10<sup>th</sup> Anniversary Celebration***

Anniversary party planning is ongoing. The event will be held Thursday, May 29, in the Windsor office and Friday, May 30, in the Leamington office. Posters and invitations are set to go out into the community. The program for the day has been finalized and responses from guest speakers are beginning to arrive. Community partners speaking at the event have reported that it is an honor to receive such a request. This speaks highly of the relationship HBHC has established in the community. Current and former clients are invited to the afternoon event at each location, with refreshments, cake, children's activities, and the opportunity to meet other parents.

***Postpartum Mood Disorder Peer Support Project***

Postpartum mood disorder (PPMD) can occur anytime within the first year following the baby's birth. Research has shown that early support from a peer can reduce the risk of a new mom developing PPMD. To address this issue, HBHC managers and three public health nurses (PHN) are planning the implementation of a project that will include universal screening for PPMD on all new moms during the initial contact following the birth of a baby. Appropriate moms will be linked with parent volunteers who have themselves experienced PPMD, recovered, and are now willing to help other women through this challenging time. PHN will work to mentor, train and support the peer volunteers as they work in the community. We anticipate that this project will launch in the fall of 2008.

***Physician Outreach Project***

The stats for the POP project for 2007:

1743 - # women screened in the prenatal period

512 - # women scored at risk in the prenatal period as identified by the screening tool

317 - # of families with children 6 weeks to 6 years who were referred to HBHC.

A second midwife joined the project in November 2007. Currently, there are 10 obstetricians, 4 paediatricians, 9 family physicians, and 2 midwives participating in the project.

## ***Comprehensive School Health Department***

(Manager, Theresa Marentette)

### ***March is Nutrition Month***

We kicked off nutrition month at Cardinal Carter Catholic High School in Leamington as they received the Eat Smart! Award of Excellence for their school cafeteria program. Daily announcements and activities will continue throughout the month of March. Eat Smart is a good example of departments working together, from health inspection to dietician to school health nurse, all for the same goal. The local media covered this event.

### ***Sexual Health***

The grade 8 sexual health program was presented to three schools in the month of February. A total of 192 students received information from the Public Health Nurse on puberty, anatomy, condoms, birth control, teen pregnancy, sexually transmitted infections, and abstinence. As well, a Social Worker from Sexual Assault Crisis Centre, addressed healthy relationships and sexual assault. The program was well received by the students. A Sexual Health Workshop for developmentally challenged students was presented at Western Secondary School.

### ***Dental Education***

Nine elementary schools are scheduled to receive the “Two for Two” in class teaching. In addition, other dental presentations included parents attending Ontario Early Year Centers and Building Blocks and dental hygiene students enrolled at St. Clair College.

### ***Youth Action Alliance***

*Knot in My Life* was very busy in the month of February. While concentrating heavily on advocacy campaigns such as supporting smoke free cars and preparing for the collapse of the power walls, *Knot in My Life* also planned events for National Kick Butts Day and Earth Day. With all of the momentum of Bill 11, *Knot in My Life* was anxious to jump on board and prepared an educational presentation for municipal councils asking for their support. As well, for Valentines Day, peer leaders distributed black roses to the student body in their respective high schools with attached love notes enlightening recipients about the deceptive tactics of Big Tobacco.

## ***Information Resources Department***

(Manager, Vacant)

We are working on streamlining the forms for communication reviews and project initiation. Putting the annual report together is taking a good part of the team’s time because we have decided to produce a more detailed report where every department gets to highlight its 2007 activities rather than just selecting a few across the agency.

### **In General**

We were pleased to welcome Dr. Ali Artaman, our long awaited epidemiologist, to the agency this month. He is beginning his orientation to our agency and Ontario public health. We have the support of several other health units to assist us in this. We hope by May to plan a community stakeholder meeting in terms of shaping the depth and breadth of health status data required for program planning and evaluation.

Further to that, this month we re-launched RRFSS surveys in the community. From a meeting I attended late last month, we learned that telephone surveys are becoming an increasing challenge in accessing the general population. We plan to have some media promotion to increase participation rates for Windsor-Essex.

Respectfully submitted,

Liz Haugh, Director

**FINANCE & ADMINISTRATION DIVISION*****Report to the Board of Directors***  
**2008 March 20****2007 Budget**

The audit has been tentatively scheduled for mid April to allow for the completion and submission of the 2008 budget. The Ministry still requires the audited financial statements and settlements by June 30, 2008.

**2008 Budget**

I have received the Ministry budget document package and the submission due date is April 1st. The Ministry provided a training course on February 29th. For 2008, there will be no changes related to the announcement of the Ontario Public Health Standards in the budget request template. The West Nile Virus funding will cease on March 31, 2008. Any further activities relating to this program will be replaced by the Vector Borne Diseases Program. The intent of the new program is to focus on all reportable and communicable vector borne diseases and outbreaks of vector borne diseases of public health importance, which will include but is not limited to West Nile Virus. Transfer of the Small Drinking Water Systems will be provided on a 100% basis of eligible start-up costs and our funding letter advised that \$14,300 will be provided.

**Other**

A financial statement for the month of January 2008 is included with this report as well as a listing of cheques issued greater than \$5,000. As mentioned in last month's report, we are still finding differences in our accounting reports due to the upgrade. The purchase orders outstanding did not transfer to the statement so the amounts are understated and do not include any year-end adjustments.

Respectfully submitted,

Sharon Kelly  
Director of Finance and Administration

Windsor - Essex County Health Unit  
Year to date Analysis  
31-Jan-08

	2007 Budget	YTD Budget	YTD Actual 08	YTD Actual 07	Variance	
Salaries	8606925	717244	626684	571187	90560	
Employee Benefits	2083822	173652	175281	198811	-1629	
Medical Fees	528000	44000	7028	12238	36972	
Travel/Meetings	12350	1029	1030	-680	-1	
Mileage	161300	13442	10019	12760	3423	
Prof Development	49281	4107	766	103	3341	
Assoc & Mem Fees	18250	1521	2440	25	-919	
Office Supplies	75000	6250	2164	13513	4086	
Program Supplies	471629	39302	10523	105938	28779	
Office Equip Rental	217500	18125	32190	7144	-14065	1st qtr rent
Outside Printing	10000	833	0	253	833	
Laundry	10000	833	798	380	35	
Publications Purchased	6000	500	763	656	-263	
Services	75000	6250	4921	0	1329	
Promotional	20500	1708	483	0	1225	
Board Expenses	10500	875	3251	92	-2376	
Prof Fees	60000	5000	12574	0	-7574	
Bank Charges	12500	1042	1463	1084	-421	
Rent	552500	46042	46380	45890	-338	
Bldg Mtce	96500	8042	3922	21402	4120	
Utilities	93000	7750	3288	3524	4462	
Taxes	198000	16500	79626	28987	-63126	1st Installment
Insurance	56000	4667	0	2688	4667	
Telephone	92000	7667	21831	1945	-14164	service contract
Security	26000	2167	6177	0	-4010	
Car Leasing	25000	2083	2369	2120	-286	
Postage & Freight	50000	4167	1420	332	2747	
Parking	70000	5833	5542	5542	291	
	<u>13687557</u>	<u>1140630</u>	<u>1062933</u>	<u>1035934</u>	<u>77697</u>	
Offset Revenue	-100000	-8333	-15592	-43096	7259	
	<u>13587557</u>	<u>1132296</u>	<u>1047341</u>	<u>992838</u>	<u>84955</u>	
One time request	0	0	0	0	0	
	<u>13587557</u>	<u>1132296</u>	<u>1047341</u>	<u>992838</u>	<u>84955</u>	
West Nile Virus	100000	8333	0	-6413	8333	
	<u>13687557</u>	<u>1140630</u>	<u>1047341</u>	<u>986425</u>	<u>93289</u>	

Note: This statement reflects the 2007 approved budget. This statement does not include year end adjustments for prepaid expenses, adjustment for items paid in January relating to the prior year. These entries are not booked until reviewed by the auditors. In addition, purchase order commitments have not been captured on this statement.

## **HUMAN RESOURCES**

### ***Report to the Board of Directors*** **2008 March 20**

#### **POSTINGS/VACANCIES**

Due to the resignation of a Public Health Inspector, we are posting a vacancy for a PHI in the Outbreak team. Ms. Corrinna Brudner was employed with the Health Unit for almost 15 years. An exit interview was conducted and Corrinna expressed her appreciation to the Health Unit for the opportunity to work in the multi-disciplinary team. It enabled her to gain a great deal of experience through the Outbreak Program from her colleagues and Manager. She has accepted a position as Manager of the Infectious Disease Control Department at Windsor Regional Hospital and will continue to work with members of the Health Unit on the Windsor-Essex Infection Control and Prevention Committee.

Mr. John Filice has resigned from the CDIP department as of March 7<sup>th</sup>. John has taken a position with the Brant County Health Unit as a Health Promotion Specialist. Interviews are taking place to recruit for the positions of Health Promotion Specialist in the Chronic Disease and Injury Prevention department, Program Evaluation Specialist (CDIP) and Graphic Designer (CDIP).

An offer of employment has gone to Ms. Leslie Daigle as full-time clerk in the Infectious Disease Control department. Leslie worked as the West Nile Virus clerk for two summers and has been filling a clerical maternity leave.

We are happy to finally have an Epidemiologist in the Health Unit. Ali Artaman commenced employment on March 4<sup>th</sup> and is reporting directly to Ms. Liz Haugh.

Mr. Robert Martini has accepted the position of Tobacco Enforcement Officer and will step into this position in mid-March.

#### **CONTRACT ISSUES**

April 9, 10, 29 and 30 as well as May 21 and 22, 2008 have been set to negotiate a new collective agreement with CUPE. We will be exchanging proposals in April. Mr. George King will be conducting the process as the Health Unit legal representative.

#### **Grievances**

There are no new grievances since I reported to the Board last month.

#### **Updates**

Health Unit employees are completing their annual WHMIS training on line again this year. It's an excellent program that enables the staff to complete the mandatory training at a time of their choice.

It's a much preferred method of taking the course. I received excellent feedback from the staff. It ensures that I, as the administrator know they understood, learned and completed the required training.

## **HUMAN RESOURCES UPDATE**

### **Committees**

Vitality – The 3<sup>rd</sup> Annual Soup Event was held last week in the Essex office. Eleven different types of soup were donated by staff. Between 50 and 60 individuals attended from the Essex Civic Centre Building. A date will be set to hold the event in the Windsor office early in April. Dana Boyd was kind enough to do the event for the Leamington office as well. They are often left out due to a lack of volunteers and Dana's time and effort was greatly appreciated.

Policy and Procedure – The Policy and Procedure Committee has now set regular dates to meet and revise and review all corporate policies. The committee will meet in two weeks to complete several policies for Health Unit distribution. The IT department is in the process of putting all completed policies and procedure on the Health Unit intranet for staff to have at hand.

Workplace Violence Prevention – The committee continues to meet and is in the process of writing the final version of the policy. Once it is completed it will be presented to Senior Management for review and will then be passed along to Managers and Unions for their input.

The Ministry of Labour conducted their routine workplace inspection last week and gave orders to comply with some changes for Health and Safety purposes.

Respectfully submitted,

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