

HURON PERTH PUBLIC HEALTH BOARD

Clinton Site - Auditorium

January 2, 2020

The Board of Health of the Huron Perth Health Unit met on the above date at 9:30 am at the Huron Perth Health Unit-Clinton Site, Auditorium.

Members present: Jim Fergusson, Bonnie Henderson, Dave Jewitt, Todd Kasenburg, Marg Luna, Bernie MacLellan, Myles Murdock, Kathy Vassilakos, and Bob Wilhelm, Nancy Rennick, Paul Robinson

Members regrets: Anna Michener

Public present: Nancy Rennick

Staff present: Dr Miriam Klassen, Medical Officer of Health/CEO; Julie Pauli, Director of Corporate Services (Interim Chair); barb Leavitt, Director of Population Health; Tanya Sangster, Director of Community and Family Health; Christina Taylor, Director of Health Protection; Melissa Rintoul, Executive Assistant to the MOH (Recorder)

Agenda approval

Moved by: Bob Wilhelm
Seconded by: Myles Murdock

**That the agenda for today's meeting be adopted as presented.
Carried.**

Pecuniary Interest

There were no disclosures of pecuniary interest.

By-Laws

1.01.010 Huron Perth Health Unit By-laws

Moved by: Bernie Maclellan
Seconded by: Bob Wilhelm

**That the MOH, Chair and clerk be seated together, then the Board be at a larger table, with staff at another table to be called upon when needed.
*Not Carried***

Moved by: Kathy Vassilakos
Seconded by: Paul Robinson

**That the Board as a whole be seated at one table together with staff.
*Carried***

Moved by: Bob Wilhelm
Seconded by: Paul Robinson

**That the Board approve 1.01.010 Huron Perth Health Unit By-Laws as amended.
Carried.**

Board Elections for 2020

- a. Board Elections for 2020
 - i. Chair

Moved by: Marg Luna
Seconded by: Bob Wilhelm

That Kathy Vassilakos, be nominated for Chair of the Huron Perth Health Unit Board of Health, for 2020.

Carried.

Kathy was declared the Chair of the Board of Health of the Huron Perth Health Unit for 2020.

Kathy Vassilakos, Chair presiding over the remainder of the meeting.

- ii. Vice-Chair

Moved by: Bob Wilhelm
Seconded by: Jim Fergusson

That Dave Jewitt be Vice Chair of the Huron Perth Unit Board of Health for 2020.

Carried.

Dave Jewitt was declared the Vice Chair of the Board of Health of the Huron Perth Health Unit for 2020.

- b. **Finance & Personnel Committee**
 - 1.01.020 Board Policy Finance and Personnel Committee**

Moved by: Paul Robinson
Seconded by: Kathy Vassilakos

That Board Policy 1.01.020 Finance and Personnel Committee Terms of Reference be approved as amended.

Carried.

- c. **Governance and Risk Committee**
 - 1.01.030 Risk and Governance Committee**

Moved by: Kathy Vassilakos
Seconded by: Todd Kasenburg

That Board Policy 1.01.030 Risk and Governance Committee Terms of Reference be approved.

Carried.

- d. **Appointment of a Secretary for 2020**

Moved by: Jim Fergusson
Seconded by: Myles Murdock

That Julie Pauli, Director of Corporate Services, be Secretary of the Huron Perth Health Unit Board of Health, for 2020.

Carried.

e. Dates and Times of Regular meetings

Moved by: Bernie MacLellan
Seconded by: Todd Kasenberg

**That regular meeting of the Huron Perth Health Unit Board of Health be held on the 1st Friday of the month at 9:30, alternating between the Clinton and Stratford sites.
Carried.**

f. Board Member Remuneration

Moved by: Paul Robinson
Seconded by: Bob Wilhelm

**That the remuneration for the Chair and Provincial representatives be established by policy to be reviewed annually, with the respective municipalities paying for Board Members in attendance as per the Health Protection and Promotion Act.
Carried.**

Appointment of Auditors

Julie Pauli presented

Moved by: Myles Murdock
Seconded by: Dave Jewitt

**That BDO, be appointed as auditors of the Huron Perth Health Unit or 2020.
Carried.**

Appointment of Signing Officers

Moved by: Bonnie Henderson
Seconded by: Myles Murdock

**That the Signing Officers for all Health Unit bank accounts be either the Medical Officer of Health/CEO, Director of Corporate Services, Chair or Vice-Chair of the Board in accordance with Board Policy 1.05.010 Banking and Investments.
Carried.**

Closed Meeting

Moved by: Bonnie Henderson
Seconded by: Bob Wilhelm

**That the Board enter into Closed Meeting at 10:23 am to discuss personal and legal matters.
Carried.**

The Board reconvened in open meeting at 10:34 am.

Moved by: Bob Wilhelm
Seconded by: Paul Robinson

**That the Board accept the recommendation to approve option 2 of the Lough Barnes Non-Union Staff Report.
Carried.**

Moved by: Dave Jewitt
Seconded by: Bonnie Henderson

That the Board endorse the appointment of Dr Miriam Klassen as Medical Officer of Health for the Huron Perth Health Unit.

Carried.

Merger Update

Dr Miriam Klassen, Medical Officer of Health (Acting) and CEO and Julie Pauli, Director of Corporate Services, updated the Board on the Merger progress and delivered the minutes of the final Transition Team Meeting, dated December 4, 2019.

New Business

- a. Policies and Procedures
 - i. Board Policy 1.02.010 Organizational Chart
 - ii. Board Policy 1.02.060 Code of Conduct
 - iii. Board Policy 1.02.075 Accessible Client Service Standards
 - iv. Board Policy 1.02.080 Conflict of Interest
 - v. Board Policy 1.02.090 Food and Beverages for Meetings and Events
 - vi. Board Policy 1.02.900 Bridging Policy
 - vii. Board Policy 1.03.010 Problem Solving in the Organization
 - viii. Board Policy 1.03.020 Discipline
 - ix. Board Policy 1.03.030 Daily Work Expectations
 - x. Board Policy 1.03.040 Personnel Files
 - xi. Board Policy 1.03.050 Mileage
 - xii. Board Policy 1.03.060 Policy and Procedure Framework
 - xiii. Board Policy 1.04.010 Privacy
 - xiv. Board Policy 1.05.010 Banking and Investments
 - xv. Board Policy 1.05.015 Insurance
 - xvi. Board Policy 1.05.020 Budget Preparation and Approval
 - xvii. Board Policy 1.05.025 Approval of Accounts
 - xviii. Board Policy 1.05.030 Financial Reports
 - xix. Board Policy 1.05.040 Purchasing
 - xx. Board Policy 1.06.010 Occupational Health and Safety
 - xxi. Board Policy 1.06.030 Incidents, Injuries and First Aid
 - xxii. Board Policy 1.06.050 Violence and the Workplace
 - xxiii. Board Policy 1.06.060 Harassment and the Workplace
 - xxiv. Board Policy 1.09.010 Complaints
 - xxv. Board Policy 1.09.020 Controlled Acts
 - xxvi. Board Policy 1.09.030 Medical Directives
 - xxvii. Board Policy 1.09.040 Child Abuse and Neglect
 - xxviii. Board Policy 1.09.050 Adverse Events Involving Risk to Clients

Moved by: Bob Wilhelm
Seconded by: Bernie MacLellan

That the Board approve the following policies as presented:

Board Policy 1.02.010 Organizational Chart

Board Policy 1.02.060 Code of Conduct

Board Policy 1.02.075 Accessible Client Service Standards

Board Policy 1.02.080 Conflict of Interest

Board Policy 1.02.090 Food and Beverages for Meetings and Events

Board Policy 1.02.900 Bridging Policy

Board Policy 1.03.010 Problem Solving in the Organization

Board Policy 1.03.020 Discipline

Board Policy 1.03.030 Daily Work Expectations
Board Policy 1.03.040 Personnel Files
Board Policy 1.03.050 Mileage
Board Policy 1.03.060 Policy and Procedure Framework
Board Policy 1.04.010 Privacy
Board Policy 1.05.010 Banking and Investments
Board Policy 1.05.015 Insurance
Board Policy 1.05.020 Budget Preparation and Approval
Board Policy 1.05.025 Approval of Accounts
Board Policy 1.05.030 Financial Reports
Board Policy 1.05.040 Purchasing
Board Policy 1.06.010 Occupational Health and Safety
Board Policy 1.06.030 Incidents, Injuries and First Aid
Board Policy 1.06.050 Violence and the Workplace
Board Policy 1.06.060 Harassment and the Workplace
Board Policy 1.09.010 Complaints
Board Policy 1.09.020 Controlled Acts
Board Policy 1.09.030 Medical Directives
Board Policy 1.09.040 Child Abuse and Neglect
Board Policy 1.09.050 Adverse Events Involving Risk to Clients

Carried.

b. Confidentiality Agreements

Agreements were distributed, signed and collected according to Board Procedure 1.04.015 Procedures for Protecting Confidential Information

c. Public Health Consultation

Moved by: Bob Wilhelm
Seconded by: Dave Jewitt

That the Board endorse the submission of a HPPH Response to MOH Consultation Paper with content as presented to the Board, to the Ministry of Health and Long Term Care and the four CAOs of our member Municipalities.

Carried.

Director of Corporate Services Report

a. Financial Report – November 30, 2019

Overview of previously approved financial report was given by Julie Pauli, Director of Corporate Services. Julie will continue to provide these reports to the Board going forward

b. Data Sharing Agreement

Moved by: Bernie MacLellan
Seconded by: Paul Robinson

That the Board endorse the Chair to sign the Data Sharing Agreement from the Ministry of Health and Long Term Care.

Carried.

Medical Officer of Health Report

A written report, for January 2, 2020, was presented, which includes updates of work completed and in progress in the areas of Health Protection, Disease Prevention and Health Promotion.

Moved by: Myles Murdock
Seconded by: Bob Wilhelm

**That the Medical Officer of Health Report be adopted as presented.
Carried.**

Correspondence

- a. aPHa re Moving Notice 2019
- b. Leeds Grenville re Pharmacare

Moved by: Bonnie Henderson
Seconded by: Paul Robinson

**That the Board receive correspondence items for information purposes.
Carried.**

Next Meeting

Friday, February 7, 2019 at 930 am at the West Gore site in Stratford

Adjournment

Moved by: Bonnie Henderson
Seconded by: Dave Jewitt

That we now adjourn.

Carried.

Meeting adjourned at 11:17 am

Respectfully submitted,



Kathy Vassilakos, Chair