



Board of Health Executive Committee Meeting

Thursday, May 19, 2016

12:30 p.m.

Sudbury & District Health Unit, Medical Officer of Health's Office

Board of Health Executive Committee Meeting

1. CALL TO ORDER

2. ROLL CALL

3. REVIEW OF AGENDA / DECLARATION OF CONFLICT OF INTEREST

May 19, 2016 Board of Health Executive Committee Agenda Page 3

4. APPROVAL OF BOARD OF HEALTH EXECUTIVE COMMITTEE MEETING NOTES

4.1 Board EC Meeting Notes May 6, 2016 Page 4

MOTION: Approval of Board EC Meeting Notes Page 9

5. NEW BUSINESS

IN CAMERA

MOTION: In Camera Page 10

5.1 Labour Relations or Employee Negotiations

RISE AND REPORT

MOTION: Rise and Report Page 11

6. ADJOURNMENT

MOTION: Adjournment Page 12

AGENDA
BOARD OF HEALTH EXECUTIVE COMMITTEE

THURSDAY, MAY 19, 2016

12:30 P.M.

MOH OFFICE – SUDBURY & DISTRICT HEALTH UNIT

MEMBERS: Claude Belcourt
René Lapierre

Janet Bradley
Stewart Meikleham

Jeff Huska

STAFF: Sandra Laclé

Rachel Quesnel

Dr. Penny Sutcliffe

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **REVIEW OF AGENDA / DECLARATION OF CONFLICT OF INTEREST**
4. **APPROVAL OF BOARD OF HEALTH EXECUTIVE COMMITTEE MEETING NOTES**

4.1 Board of Health Executive Committee Meeting Notes dated May 6, 2016

MOTION: *THAT the meeting notes of the Board of Health Executive Committee meeting of May 6, 2016, be approved as distributed.*

5. **NEW BUSINESS**

IN CAMERA

MOTION: *That this Board of Health Executive Committee goes in camera.*
Time: _____ p.m.

5.1 Labour Relations or Employee Negotiations

RISE & REPORT

MOTION: *That this Board of Health Executive Committee rises and reports.*
Time: _____ p.m.

6. **ADJOURNMENT**

MOTION: *That we do now adjourn. Time: _____ p.m.*

**BOARD OF HEALTH EXECUTIVE COMMITTEE
MEETING NOTES**

FRIDAY, MAY 6, 2016

1 P.M.

BOARDROOM, SUDBURY & DISTRICT HEALTH UNIT

MEMBERS: Janet Bradley Jeffery Huska René Lapierre
 Stewart Meikleham

REGRETS: Claude Belcourt

STAFF: Marc Piquette Rachel Quesnel Dr. Penny Sutcliffe

DR. PENNY PRESIDING

1. CALL TO ORDER

The meeting was called to order at 1 p.m.

2. ROLL CALL

3. REVIEW OF AGENDA / DECLARATION OF CONFLICT OF INTEREST

The agenda was reviewed and there were no declarations of conflict of interest.

4. ELECTION OF BOARD EXECUTIVE COMMITTEE CHAIR FOR 2016

J. Huska was nominated and accepted the nomination.

ELECTION OF BOARD EXECUTIVE COMMITTEE CHAIR FOR 2016

THAT the Board of Health Board Executive Committee appoint Jeffery Huska as the Board Executive Committee Chair for 2016.

J. Huska invited R. Lapierre to Chair today's meeting.

RENÉ LAPIERRE PRESIDING

5. APPROVAL OF BOARD EXECUTIVE COMMITTEE MEETING NOTES

5.1 Board Executive Committee Meeting Notes dated January 21, 2014

01-16 APPROVAL OF BOARD EXECUTIVE COMMITTEE MEETING NOTES

Moved by Huska – Meikleham: THAT the meeting notes of the Board of Health Executive Committee meeting of January 21, 2014, be approved as distributed.

CARRIED

6. NEW BUSINESS

6.1 Executive Committee of the Board Terms of Reference C-II-10

The Terms of Reference were initially included in today's agenda package as the Committee had not met since 2014; however, pursuant to the May 5 governance training session yesterday, it was felt timely to discuss the purpose and responsibilities of the Board Executive Committee.

Dr. Sutcliffe pointed out that the current Terms stipulate that "*The Executive Committee of the Board of Health may, from time to time, be assigned responsibilities by the Board of Health in areas such as: policy, personnel, and property. Assigned responsibilities must be delegated by majority vote of the full Board.*" The Terms do not outline that the Board Executive meets regularly.

Further to information provided at the governance session, the MOH proposed the Terms be revised to clarify that the Board EC does not have to be assigned responsibility by the Board if discussing an issue that is to be brought to the Board for decision. If the Board EC is tasked with making a decision, then the Board would assign this responsibility via Board motion. The Board EC supported this standing authority of the Board EC to consider issues at the call of the chair to make recommendations to the full Board but when a decision is required, the Board would assign this responsibility to the EC.

Historically, the Executive Committee assumes governance of the Board between Board meetings. It was not felt that the terms needed to be more specific regarding the timeframes.

It was clarified that the Board EC does not meet regularly but it can do so if required. Board EC agreed to the proposed revisions and this will come forward with the next Board manual review revisions for the approval of the full Board.

6.2 Governance

A Board governance training session was held on May 5 for all Board members. The training was facilitated by John Fleming, Occasional Consulting, and nine board members were in attendance. Board EC members shared their reflections regarding the training.

Dr. Sutcliffe summarized key take-aways and Board topics that will be re-examined at the time of our Board Manual review:

- conflict of interest
- selection of board members as it relates to the OPHOS
- updating the board meeting evaluations to seek feedback re chairing of the meetings
- having a written policy as it relates to the monthly Board meeting evaluations
- revised Board EC terms of reference in the board manual.

Understanding that the MOHLTC is working with Algoma Public Health to develop board profiles, competency matrices and toolkits, we will review this work once

shared to inform future policies and practices related to board member training and appointment.

In the context of discussion related to ensuring that boards reflect diversity, Dr. Sutcliffe noted that cultural training had been provided to the previous Board on issues related to the health of area First Nations communities. Updates will be provided to this Board in the future.

6.3 Risk Management Scoping/Review of Senior Management Work and Preparation for Board In Service

The Board risk management session is scheduled for May 27. This agenda item is intended to update the Board EC on preparations to date for this session and to briefly review the process mapped out for the day.

The MOH walked through materials distributed at the meeting including a presentation, “placement” describing the risk management tool and process, the risks identified by the senior management team and a related rating of these risk (called a “heat map” graphic).

The process for the May 27 meeting was described. Essentially, there will be a presentation on risk management and the analysis process, a review of risks as identified by senior management, a validation exercise and an exploration of Board members’ risk tolerance or appetite. It is expected that further details will then be brought to the June Board of Health meeting and further work will occur by staff into the fall to map out risk mitigation plans. The risk management process will ultimately be documented and included in the Board Manual.

6.4 MOH/CEO Performance Appraisal Process

- Briefing Note from the Medical officer of Health / Chief Executive Officer to the Board Executive Committee dated April 29, 2016 Re: Performance Appraisal Process for MOH/CEO *
- SDHU’s General Administrative Manual (GAM) Performance Management Policy and Procedure K-II-20 *

It was agreed at the April 20, 2016, Board meeting, that the Board EC review the process for the MOH/CEO performance appraisal.

Dr. Sutcliffe reviewed past practice for the MOH/CEO performance management as per the General Administrative Manual Policy and Procedure. A summary of the information that the Board already receives relating to the MOH performance and her ability to fulfill the position requirements were outlined.

The Board Executive Committee directed the MOH/CEO to follow-up on these actions:

1. That the MOH/CEO performance appraisal process and position description review be included as a separate policy in the Board of Health Manual to increase transparency and facilitate all Board members’ familiarity with the process.

2. That the MOH/CEO performance appraisal process include the following:
 - Opportunities for input by all Board of Health members and direct reports to be shared anonymously with MOH/CEO and Board Executive Committee members;
 - Explicitly seek input relative to the position expectations using an electronic survey tool; and
 - Specify that the Board Chair conducts the performance appraisal meeting after appropriate consultation with the Board of Health Executive Committee.

These recommended actions would allow a more vigorous and transparent process from what is currently in place.

The MOH/CEO will draft a Board Manual Policy for the MOH/CEO performance map consistent with direction provided by the Board EC and it will be tabled at a future Board meeting when the revisions to the Board Manual is tabled.

02-16 IN CAMERA

Moved by Meikleham – Huska: THAT this Board of Health Executive Committee goes in-camera. Time: 2:09 p.m.

CARRIED

R. LAPIERRE PRESIDING

- 6.5 Personnel matters involving one or more identifiable individuals, including employees or prospective employees

03-16 RISE AND REPORT

Moved by Huska – Meikleham: THAT this Board of Health Executive Committee rises and reports. Time: 2:34 p.m.

CARRIED

R. LAPIERRE PRESIDING

The following motion emanated from the in-camera discussion:

04-16 APPROVAL OF IN CAMERA MEETING NOTES

Moved by Meikleham – Huska: THAT this Board of Health Executive Committee approve the meeting notes of the January 21, 2014, in-camera meeting and that these remain confidential and restricted from public disclosure in accordance with exemptions provided in the Municipal Freedom of Information and Protection of Privacy Act.

CARRIED

7. ANNOUNCEMENT

Dr. Sutcliffe shared that the President of the Association of Local Public Health Agencies (alPHA) received a call from the Minister advising that he had listened to the response from alPHA and other inputs and, at this time, he plans to await the work of the Expert Panel. Further, he is not recommending that funding and

accountability for public health units go through the LHINs but that they remain with the Ministry of Health. He also indicated they were redrawing the LHIN boundaries and that work should be done by the end of the summer.

Dr. Sutcliffe shared that she had put her name forward to be the COMOH Chair for a one year term due to Dr. McKeown's recent resignation from Toronto Public Health.

8. ADJOURNMENT

05-16 ADJOURNMENT

Moved by Meikleham – Huska: THAT we do now adjourn. Time: 2:38 p.m.

CARRIED

(Chair)

(Secretary)

APPROVAL OF BOARD OF HEALTH EXECUTIVE COMMITTEE MEETING NOTES

MOTION: *THAT the meeting notes of the Board of Health Executive Committee meeting of May 6, 2016, be approved as distributed.*

IN CAMERA

MOTION: *That this Board of Health Executive Committee goes in camera.*
Time: _____ *p.m.*

RISE AND REPORT

MOTION: *THAT this Board of Health Executive Committee rises and reports.*
Time: _____ p.m.

ADJOURNMENT

MOTION: THAT we do now adjourn. Time: _____ p.m.