

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH

Thursday, January 18, 2018, 7:00 p.m.
399 RIDOUT STREET NORTH
SIDE ENTRANCE, (RECESSED DOOR)
Board of Health Boardroom

MISSION - MIDDLESEX-LONDON HEALTH UNIT

The mission of the Middlesex-London Health Unit is to promote and protect the health of our community.

MEMBERS OF THE BOARD OF HEALTH

Ms. Maureen Cassidy
Dr. Michael Clarke
Ms. Patricia Fulton
Mr. Jesse Helmer
Mr. Trevor Hunter
Ms. Tino Kasi
Mr. Marcel Meyer
Mr. Ian Peer
Mr. Kurtis Smith
Ms. Joanne Vanderheyden

SECRETARY-TREASURER

Dr. Christopher Mackie

DISCLOSURE OF CONFLICTS OF INTEREST

APPROVAL OF AGENDA

APPROVAL OF MINUTES

November 27, 2017 – Special meeting of the Finance & Facilities Committee
November 30, 2017 – Special meeting of the Board of Health
December 7, 2017 - Finance & Facilities Committee
December 14, 2017 - Board of Health

ELECTION OF 2018 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

DELEGATIONS

7:30 – 7:45 p.m.	Mr. Trevor Hunter, Chair, Governance Committee re Item #2 Governance Committee Meeting January 18, 2018 – verbal update.
7:45 – 8:00	Ms. Shaya Dhinsa, Manager, Sexual Health – re: Community Consultation Supervised Consumption Facility Presentation.

Item #	Report Name and Number	Link to Additional Information	Delegation	Recommendation	Information	Brief Overview
Meeting Procedures						
1	Election of 2018 Board of Health Executive and other Procedures (Report No. 001-18)	Appendix A Appendix B Appendix C Appendix D		x		To fulfill the requirements of the first Board of Health meeting of each year, e.g., election of Chair/Vice Chair for 2018.
Committee Reports						
2	Governance Committee Meeting January 18, 2018 (Verbal)	January 18, 2018 GC Agenda	x	x		To receive information and consider recommendations from the January 18 th Governance Committee meeting.
Information Reports						
3	Health Equity Indicator Prioritization for 2018 (Report No. 002-18)				x	To provide the Board of Health with details of the Senior Leadership approved 2018 prioritized indicators.
4	Medical Officer of Health/Chief Executive Officer Activity Report for January (Report No. 003-18)				x	To provide an update on the activities of the MOH/CEO.

OTHER BUSINESS

Approve draft Board of Health meeting schedule. Tentatively:

- Next Finance and Facilities Committee Meeting: Thursday, February 1, 2018 @ 9:30 a.m.
- Next Board of Health Meeting: Thursday, February 15, 2018 @ 7:00 p.m.
- Next Governance Committee Meeting: March 15, 2018 @ 6:00 p.m.

CORRESPONDENCE

Copies of all correspondence are available for perusal from the Secretary-Treasurer.

CONFIDENTIAL

The Board of Health will move in-camera to consider matters regarding potential litigation affecting the Middlesex-London Health Unit, a proposed or pending acquisition of land by the Middlesex-London Board of Health and to consider confidential minutes from the December 7, 2017 Finance & Facilities Committee meeting and the December 14, 2017 Board of Health meeting.

ADJOURNMENT

CORRESPONDENCE – JANUARY 2018

- a) Date: 2017 November 23
Topic: Smoke-Free Ontario Strategy Modernization
From: Peterborough Public Health
To: The Honourable Dr. Eric Hoskins

Background:

Peterborough Public Health wrote correspondence to Minister Hoskins indicating they were encouraged by the comprehensive and progressive nature of the “Smoke-Free Ontario Modernization Report” of the Executive Steering Committee.

Recommendation:

Receive.

- b) Date: 2017 December 5
Topic: Nutritious Food Basket
From: Sudbury & District Health Unit
To: The Honorable Kathleen Wynne

Background:

The Sudbury & District Health Unit submitted correspondence to Premier Wynne regarding Food Insecurity and the Nutritious Food Basket. They are supportive of the recent provincial policy decisions like the basic income pilot, and its commitment to work with First Nations communities, and the increase to the minimum wage. They feel both policies are significant steps in addressing food insecurity in Ontario.

Recommendation:

Receive.

- c) Date: 2017 December 12
Topic: alPHa 2018 Provincial Election Policy Priorities
From: Association of Local Public Health Agencies (alPHa)
To: Boards of Health

Background:

The Association of Local Public Health Agencies (alPHa) released its package of policy priorities and key messages to Ontario's political party leaders, health critics, the Minister of Health and Long-Term Care and Attorney General in anticipation of the 2018 Ontario general election. These are available online and address tobacco endgame, oral health for adults, universal pharmacare, cannabis legalization, and opioids.

Recommendation:

Receive.

- d) Date: 2017 December 18
Topic: Renfrew County and District Board of Health's Resolution: #2 SB 2017-Dec-13
From: Renfrew County and District Board of Health
To: All Health Units

Background:

At a Special Board Meeting, the Renfrew County and District Board of Health passed a resolution stating that any increased obligations arising from the revised Ontario Public Health Standards must trigger a commiserate increase in Ministry of Health and Long Term Care funding.

Recommendation:

Receive.

- e) Date: 2017 December 18
Topic: Registration for February 23rd alPHa BOH Section meeting
From: alPHa
To: All Boards of Health

Background:

Registration is now open for those planning to attend the upcoming face-to-face alPHa Boards of Health Section meeting on February 23rd in Toronto.

Recommendation:

Receive.

Copies of all correspondence are available for perusal from the Secretary-Treasurer.



PUBLIC MINUTES
FINANCE & FACILITIES COMMITTEE (Special Meeting)
MIDDLESEX-LONDON BOARD OF HEALTH

50 King Street, London
Middlesex-London Health Unit – Room 3A
2017 November 27 5:45 p.m.

2017 November 27

COMMITTEE

MEMBERS PRESENT:

Ms. Trish Fulton (Chair)
Mr. Jesse Helmer (arrived at 7:05 p.m. and left at 7:55 p.m.)
Mr. Marcel Meyer
Mr. Ian Peer
Ms. Joanne Vanderheyden

OTHERS PRESENT:

Dr. Christopher Mackie, Secretary-Treasurer
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health
& CEO (Recorder)
Mr. Jordan Banninga, Manager Strategic Projects
Mr. Joe Belancic, Manager Procurement and Operations
Ms. Laura Di Cesare, Director, Corporate Services
Mr. Trevor Hunter, Board of Health
Ms. Tino Kasi, Board of Health
Mr. Kurtis Smith, Board of Health

At 5:50 p.m., Ms. Fulton called the meeting to order.

It was moved by Mr. Peer, seconded by Ms. Vanderheyden., *that the Finance & Facilities Committee move in-camera to discuss matters regarding proposed or pending acquisition of land by the Middlesex-London Board of Health.*

Carried

At 8:15 p.m., it was moved by Ms. Vanderheyden, seconded by Mr. Peer, *that the Finance & Facilities Committee return to public session.*

ADJOURNMENT

At 8:16 p.m., it was moved by Mr. Meyer, seconded by Mr. Peer, *that the Finance & Facilities Committee adjourn.*

Carried

TRISH FULTON
Chair, Finance & Facilities Committee

CHRISTOPHER MACKIE
Secretary-Treasurer



PUBLIC SESSION – MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH

BMO Centre
295 Rectory St. London, ON
Thursday, November 30, 2017 12:30 p.m.

MEMBERS PRESENT: Ms. Maureen Cassidy
Mr. Michael Clarke
Ms. Patricia Fulton
Mr. Jesse Helmer (Chair) arrived at 12:45
Mr. Trevor Hunter
Mr. Marcel Meyer
Mr. Ian Peer
Mr. Kurtis Smith
Ms. Joanne Vanderheyden (Vice-Chair)

REGRETS: Ms. Tino Kasi

OTHERS PRESENT: Dr. Christopher Mackie, Secretary-Treasurer
Ms. Lynn Guy, Executive Assistant (Recorder)
Ms. Laura Di Cesare, Director, Corporate Services
Mr. Joe Belancic, Manager, Procurement and Operations
Mr. Jordan Banninga, Manager, Strategic Projects
Mr. Don Bryant, Legal Council

Ms. Vanderheyden called the meeting to order at 12:30 p.m.

DISCLOSURES OF CONFLICT(S) OF INTEREST

Ms. Vanderheyden inquired if there were any disclosures of conflicts of interest. None were declared.

At 12:31p.m., it was moved by Ms. Fulton, seconded by Mr. Hunter, *that the Board of Health move in-camera to discuss matters regarding proposed or pending acquisition of land by the Middlesex-London Board of Health.*

Carried

At 2:45 p.m., it was moved by Ms. Vanderheyden, seconded by Mr. Clarke, *that the Board of Health rise and return to public session.*

Carried

At 2:45 p.m., the Board of Health returned to public session.

ADJOURNMENT

At 2:46 p.m., it was moved by Mr. Peer, seconded by Ms. Fulton, *that the meeting be adjourned.*

Carried

JESSE HELMER
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



PUBLIC MINUTES
FINANCE & FACILITIES COMMITTEE
399 Ridout Street, London
Middlesex-London Board of Health Boardroom
Thursday, December 7, 2017 9:00 a.m.

MEMBERS PRESENT: **Ms. Patricia Fulton (Chair)**
Mr. Jesse Helmer
Mr. Marcel Meyer
Mr. Ian Peer
Ms. Joanne Vanderheyden

OTHERS PRESENT: Dr. Christopher Mackie, Secretary-Treasurer
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health (Recorder)
Ms. Laura Di Cesare, Director, Corporate Services
Ms. Suzanne Vandervoort, Director, Healthy Living
Mr. Jordan Banninga, Manager, Strategic Priorities
Ms. Tammy Beaudry, Acting Supervisor, Finance
Mr. Stephen Turner, Director, Environmental Health & Infectious Diseases
Ms. Heather Lokko, Director, Healthy Start

Chair Fulton called the meeting to order at 9:02a.m.

DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Fulton inquired if there were any disclosures of conflicts of interest. None were declared.

APPROVAL OF AGENDA

It was moved by Mr. Peer seconded by Ms. Vanderheyden, *that the **AGENDA** for the December 7, 2017 Finance & Facilities Committee meeting be approved.*

Carried

APPROVAL OF MINUTES

It was moved by Mr. Meyer, seconded by Mr. Helmer, *that the **MINUTES** of the November 2, 2017 Finance & Facilities Committee meeting be approved.*

Carried

NEW BUSINESS

4.1 Blind Low Vision: Increased budget Funding (Report No. 041-17FFC)

Ms. Lokko noted that the direction from the Ministry is to enhance and sustain the program.

It was moved by Mr. Helmer, seconded by Mr. Meyer *that the Finance and Facilities Committee:*

- 1) *Receive Report No. 041-17FFC re: "Blind Low Vision Increased Base Budget Funding"; and*
- 2) *Recommend that the Board of Health approve the revised Screening, Assessment and Intervention Team budget.*

Carried

4.2 Middlesex-London Health Unit (MLHU) Cold Chain Incident (Report No. 042-17FFC)

Mr. Turner gave an update and advised that a new system is being added to the existing program to further reduce liability. He also noted that the purchase of a new fridge has been approved by the Ministry.

It was moved by Mr. Peer, seconded by Ms. Vanderheyden, *that the Finance and Facilities Committee receive Report No. 042-17FFC re: "MLHU Cold Chain Incident" for information.*

Carried

4.3 Certified Dental Assistant Staffing Model Changes (Report No. 043-17FFC)

There was no discussion.

It was moved by Mr. Helmer, seconded by Mr. Peer, *that the Finance and Facilities Committee receive Report No. 043-17FFC re: "Certified Dental Assistant Staffing Model Changes" for information.*

Carried

4.4 2018 Budget – PBMA Proposals (Report No. 044-17FFC)

There was a lengthy discussion and many questions asked in regards to PBMA proposals put forth for approval.

For the inMotion proposal, Ms. Vandervoort noted that this initiative has matured over the years and there is no longer a need for a dedicated full time nurse.

For the parenting program proposal, Ms. Vandervoort noted that this is related to the Triple P Program. Many organizations are no longer using this initiative due to conflicting evidence. The Health Unit is looking at alternate approaches with community partners. She noted that there are still parenting sessions included in other Health Unit programs.

There was considerable discussion in regards to the program evaluation/policy analyst/special projects proposal. Dr. Mackie noted that there is a needed capacity for all of the roles. Mr. Turner further explained the need for these roles, noting that it allows the Health Unit to further find efficiencies. There was a request from the Committee to provide additional information from staff including Project Management activities, policy activities as well as the list of prioritized project. This information will be included for the Boards review at their December 14th meeting. A discussion ensued regarding the importance of policy and planning, as well as evaluation assisting the Board in meeting the standards and ensuring money is being spent efficiently. The proposal was changed to making the Program Evaluator proposal a one-time investment, with a proposal for permanent funding coming to the 2019 PBMA process if deemed appropriate.

There was a discussion in regards to front line positions being reduced and support services roles increasing. Dr. Mackie reviewed the roles being considered.

Ms. Fulton asked if Board members wanted more information before voting. She noted that the PBMA process is very systematic and worth supporting. Mr. Meyer asked for a reminder of how proposals are scored and Dr. Mackie provided a review, noting that it is the Board of Health's prerogative to set and revise the scoring parameters for the process. Mr. Helmer noted that with no budget increases coming in, PBMA is helping to reallocate the resources.

Mr. Peer suggested that for the Cannabis Health Promoter role, any expenses for this initiative should be tracked separately so that the Health Unit could show what the program has cost locally.

It was moved by Mr. Helmer , seconded by Mr. Peer *that the Finance and Facilities Committee:*

- 1) *Approve Appendix A, PBMA Disinvestments totaling \$711,535*
- 2) *Approve the amended Appendix B, PBMA Investments totaling \$237,977(adjusted)*
- 3) *Approve the amended Appendix C, PBMA One-time Proposals totaling \$153,473 (adjusted)*

Carried

OTHER BUSINESS

Next meeting: February 1, 2018.

CONFIDENTIAL

At 9:47 a.m., it was moved by Ms. Vanderheyden, seconded by Mr. Meyer, *that the Finance and Facilities Committee move in-camera to discuss matters regarding identifiable individuals and labour relations.*

Carried

At 10:29 a.m., it was moved by Ms. Vanderheyden, seconded by Mr. Helmer, *that the Finance and Facilities Committee return to public session.*

Carried

At 10:29 a.m. the Finance and Facilities Committee returned to public session.

ADJOURNMENT

At 10:30 a.m., it was moved by Mr. Peer, seconded by Mr. Helmer, *that the meeting be adjourned.*

Carried

At 10:30 a.m., Chair Fulton *adjourned the meeting.*

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



PUBLIC SESSION – MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH

399 Ridout Street, London
Middlesex-London Board of Health Boardroom
Thursday, December 14, 2017 5:30 p.m.

MEMBERS PRESENT:

Ms. Maureen Cassidy (6:24)
Ms. Patricia Fulton
Mr. Jesse Helmer (Chair)
Mr. Trevor Hunter
Mr. Marcel Meyer
Mr. Ian Peer
Mr. Kurtis Smith
Ms. Joanne Vanderheyden (Vice-Chair)
Ms. Tino Kasi
Mr. Michael Clarke

OTHERS PRESENT:

Dr. Christopher Mackie, Secretary-Treasurer
Ms. Lynn Guy, Executive Assistant to the Medical Officer of Health (Recorder)
Ms. Laura Di Cesare, Director, Corporate Services
Dr. Gayane Hovhannisyanyan, Associate Medical Officer of Health
Ms. Heather Lokko, Director, Healthy Start
Mr. Stephen Turner, Director, Environmental Health and Infectious Disease
Mr. Alex Tyml, Online Communications Coordinator
Ms. Suzanne Vandervoort, Director, Healthy Living
Ms. Linda Stobo, Manager, Chronic Disease Prevention and Tobacco Control
Ms. Misty Denning, Manager, Oral Health
Ms. Bernie McCall, Public Health Nurse
Mr. Brian Glasspoole, Manager, Finance
Ms. Shaya Dhinsa, Manager, Sexual Health
Ms. Molly Campbell, Public Health Dietitian
Ms. Rhonda Brittan, Manager, Healthy Communities & Injury Prevention

MEDIA:

Mr. Dan Brown, London Free Press
Mr. Marek Sutherland, CTV London News

Chair Helmer called the meeting to order at 5:31 p.m.

DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Helmer inquired if there were any disclosures of conflicts of interest. None were declared.

APPROVAL OF AGENDA

It was moved by Ms. Vanderheyden, seconded by Mr. Clarke, *that the amended **AGENDA** for the December 14, 2017 Board of Health meeting be approved.*

Carried

APPROVAL OF MINUTES

It was moved by Ms. Fulton, seconded by Mr. Peer, *that the **MINUTES** of the November 16, 2017 Board of Health meeting be approved.*

Carried

COMMITTEE REPORTS

Finance and Facilities Committee meeting, December (Report 058-17)

Ms. Fulton advised that any members would answer any questions about the meeting, and that minutes would be available at the next Board meeting.

It was moved by Mr. Peer., seconded by Ms. Vanderheyden., *that the Board of Health approve the revised Screening, Assessment and Intervention Team budget.*

Carried

Ms. Fulton noted that there was discussion at the December 7, 2017 FFC meeting regarding the investment for a program evaluator and policy staff. FFC asked staff to get more information regarding current and future projects, what will be moving forward and prioritized projects. There was a discussion regarding the position as well as the additional data that was presented. The Board asked that in the future proposals include information that would help identify them as programmatic versus operational. Dr. Mackie committed to bringing a report to the Board in the new year regarding project management.

It was moved by Ms. Fulton., seconded by Mr. Hunter, *that the Board of Health approve Report No. 044-17FFC PBMA Final Approval.*

Carried

DELEGATIONS AND RECOMMENDATION REPORTS

Invasive Group A Streptococcal (iGAS) Update (Report 059-17)

Dr. Hovhannisyan was in attendance and provided a PowerPoint presentation to the Board in regards to this report. She noted that she gave this presentation initially a PHO conference in November.

The floor was opened to questions and Dr. Hovhannisyan provided additional information to Board members. She noted that there are partnering organizations working towards and supporting the training of outreach staff, staff who provide wound care and ensuring shelters are using proper cleaning processes. Mr. Helmer asked if there were questions.

It was moved by Mr. Clarke., seconded by Ms. Vanderheyden., *that the Board of Health receive Report No. 059-17 re: Invasive Group A Streptococcal (iGAS) Update for information.*

Carried

Income Security: A Roadmap for Change (Report 060-17)

Ms. Linda Stobo was present to answer any questions regarding this Board report. Ms. Stobo noted that a basic income will assist in building up people's resources to enable them to enter into the productive society. Safe housing, childcare, clothing suitable for a workplace all help to provide some of the necessary items for them to compete with market sector roles.

There was some discussion about whether the recommendations of the Roadmap could be operationalized within the time noted. There was also discussion about where the money would come from, how it would be spent, and that the approach seemed reactive rather than preventative.

It was moved by Ms. Kasi, seconded by Mr. Smith *that the Board of Health:*

1. Endorse the recommendations in the report “[*Income Security: A Roadmap for Change*](#)”; and
2. Call on the Ministry of Community and Social Services to implement the report’s recommendations for reforming Ontario’s income security system, including social assistance reform.

Carried

INFORMATION REPORTS

Summary Information Report, December 2017 (Report No. 061-17)

It was moved by Mr. Meyer, seconded by Mr. Peer., *that the Board of Health receive Report No. 061-17 re: Summary Information Report, December 2017 for information.*

Carried

Medical Officer of Health / CEO Activity Report, December 2017 (Report No. 062-17)

It was moved by Mr. Meyer, seconded by Mr. Peer, *that the Board of Health receive Report No. 062-17 re: Medical Officer of Health Activity Report, December 2017 for information.*

Carried

Report No. 076-17 Expanding Opioid Response as Crisis Grows

Dr. Mackie spoke to this report and advised the Board that there is a webinar next Tuesday with the Ministry that should answer some questions. Dr. Mackie noted that discussions with partners to date identified that any Opioid Prevention Site (OPS) operated by these partners would be a professionally run facility, integrated as much as possible with other relevant services.

Discussion ensued about whether there is a need for this type of service in Middlesex County, and it was clarified that the need is much lower, and much more dispersed, and hence the OPS model would not be well suited.

It was noted that an OPS does not require any public consultation, however that the data from the public consultation for supervised consumption facilities (SCF) would be used insofar as it is applicable.

Mr. Helmer noted that it would be important to tell the community that this is a temporary fix and will be replaced with a permanent site.

It was moved by Mr. Fulton, seconded by Mr. Peer, *that the Board of Health;*

- 1) *Receive report No. 076-17 re: Expanding Opioid Response as Crisis Grows; and*
- 2) *Direct Health Unit staff to apply to the Ministry of Health and Long-Term Care and direct Health Unit staff to consider bringing necessary resources to ensure public health and safety for an Opioid Prevention Site (OPS) in London in response to the public health emergency here and across the Province.*

Carried

OTHER BUSINESS

Mr. Helmer reviewed the next meeting dates for the Board of Health and its sub-committees:

- Next Governance Committee meeting: January 18, 2018 @ 6:00 p.m.
- Next Board of Health meeting: January 18, 2017 @ 7:00 p.m.
- Next Finance & Facilities Committee meeting: February 1, 2018 @ 9:00 a.m.

CORRESPONDENCE

It was moved by Mr. Smith, seconded by Ms. Kasi, *that the Board of Health receive items a), through k).*
Carried

CONFIDENTIAL

At 6:48 p.m., it was moved by Mr. Hunter, seconded by Ms. Vanderheyden, *that the Board of Health move in-camera to discuss matters regarding identifiable individuals, labour relations, and a proposed or pending acquisition of land by the Middlesex-London Board of Health.*

Carried

At 7:43 p.m., it was moved by Ms. Fulton, seconded by Ms. Cassidy, *that the Board of Health rise and return to public session.*

Carried

At 7:43 p.m., the Board of Health returned to public session.

ADJOURNMENT

At 7:45p.m., it was moved by Mr. Peer, seconded by Mr. Meyer., *that the meeting be adjourned.*

Carried

JESSE HELMER
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2018 January 18

ELECTION OF 2018 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

Recommendations

It is recommended that the Board of Health:

- 1. Elect a Chair and Vice-Chair for the current term;*
- 2. Appoint the Medical Officer of Health / Chief Executive Officer as Secretary-Treasurer for 2018; and*
- 3. Recognize and appoint members to the Finance and Facilities Committee and the Governance Committee.*

Board Membership Update

The current Board of Health consists of the following Members:

- 1. Five (5) Provincial Appointees:** Ms. Trish Fulton, Mr. Ian Peer, Ms. Tino Kasi, Dr. Michael Clarke, (one vacant)
- 2. Three (3) City of London Appointees:** Mr. Jesse Helmer, Ms. Maureen Cassidy, and Dr. Trevor Hunter
- 3. Three (3) Middlesex County Appointees:** Mr. Marcel Meyer, Mr. Kurtis Smith and Ms. Joanne Vanderheyden

The terms of Board of Health Members can be found in [Appendix A](#).

Procedures for the First Meeting of the Year

Bylaw No. 3 of the Board of Health regulates the proceedings of the Board. Section 18.0 of this Bylaw addresses Elections and the Appointment of Committees. It reads as follows:

- 18.1 At the first meeting of each calendar year the Board shall elect by a majority vote a Chair, Vice- Chair, and Secretary-Treasurer for that year.*
- 18.2 The Chair of the Board shall be selected for one year with a possible renewal of an additional year. The Chair shall rotate among the City, County and Provincial appointees.*
- 18.3 The Vice-Chair and Secretary-Treasurer shall be elected for a one-year term.*
- 18.4 The Secretary-Treasurer function is customarily performed by the Medical Officer of Health / Chief Executive Officer.*
- 18.5 At the first meeting of each calendar year, the Board shall appoint the representative or representatives required to be appointed annually at the first meeting by the Board to other Boards, bodies, or commissions where appropriate.*
- 18.6 The Board may appoint committees from time to time to consider such matters as specified by the Board (e.g., Finance and Facilities, Governance, etc.).*

Election of Executive Officers

Chair: As per the current Bylaw No. 3 Section 18.2, as stated above, the Chair is elected for one year, with a possible renewal of one additional year, and rotates among the three representative bodies. The Chair for 2017, Mr. Jesse Helmer, is a City of London appointee.

Vice-Chair: Bylaw No. 3 Section 18.3 stipulates that the Vice-Chair is elected for a one-year term. Ms. Joanne Vanderheyden, Middlesex County appointee, was the 2017 Vice-Chair.

Secretary-Treasurer: Bylaw No. 3 Section 18.4 the Secretary-Treasurer function is customarily performed by the Medical Officer of Health / Chief Executive Officer.

Establishment of Standing Committees

In Section 1.3 (ii) of Board of Health Policy No. 1-010 Structure and Responsibilities of the Board of Health, the Board determines whether it wishes to establish one or more Standing Committees at its inaugural meeting of the year. In 2013, the Board of Health created the Finance and Facilities Standing Committee which meets the first Thursday of the month and/or at the call of the Committee Chair. At the December 2013 meeting, the Board created the Governance Committee which has been meeting quarterly or at the call of the Committee Chair, immediately preceding the Board of Health meeting.

1. Finance and Facilities Committee (The Terms of Reference is attached as [Appendix B](#)).

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

2. Governance Committee (The Terms of Reference is attached as [Appendix C](#))

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

All Board of Health members are able to attend the Finance & Facilities and Governance Committees, but only Committee members can vote.

Meeting Schedule for 2018

The 2018 Proposed Meeting Schedule was sent electronically on January 11, 2018 to Board members for their review. This Schedule is attached as [Appendix D](#) for approval by the Board of Health.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health and CEO



Middlesex London Board of Health

Appendix A to Report 001-18

Title	First Name	Last Name	Appointed By	First Appointed	Term Expires on
Mr.	Jesse	Helmer	City of London	December 1, 2014	November 30, 2018
Dr.	Trevor	Hunter	City of London (Citizen Appointee)	March 10, 2015	November 30, 2018
Ms.	Maureen	Cassidy	City of London	September 27, 2016	November 30, 2018
Mr.	Marcel	Meyer	County of Middlesex	January 12, 2011	December 31, 2018
Mr.	Kurtis	Smith	County of Middlesex	December 17, 2014	December 31, 2018
Ms.	Joanne	Vanderheyden	County of Middlesex	December 17, 2014	December 31, 2018
Ms.	Tino	Kasi	Province of Ontario	November 2, 2016	November 1, 2019
Mr.	Ian	Peer	Province of Ontario	November 14, 2016	November 13, 2019
Ms.	Patricia	Fulton	Province of Ontario	January 9, 2013	January 8, 2020
Dr.	Michael	Clarke	Province of Ontario	March 1, 2017	February 29, 2020

Last updated 1/10/2018

FINANCE & FACILITIES COMMITTEE

PURPOSE

The committee serves to provide an advisory and monitoring role. The committee's role is to assist and advise the Board of Health, the Medical Officer of Health /Chief Executive Officer (MOH / CEO), and the Associate Director, Finance in the administration and risk management of matters related to the finances and facilities of the organization.

REPORTING RELATIONSHIP

The Finance & Facilities Committee is a committee reporting to the Board of Health of the Middlesex-London Health Unit. The Chair of the Finance & Facilities Committee, with the assistance of the Associate Director, Finance and the MOH / CEO, will make reports to the Board of Health as a whole following each of the meetings of the Finance & Facilities Committee.

MEMBERSHIP

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

The Secretary-Treasurer will be an ex-officio non-voting member.

Staff support includes:

- Director, Corporate Services;
- Associate Director, Finance; and
- Executive Assistant to the Board of Health and Communications or the Executive Assistant to the Medical Officer of Health depending on availability.

Other Board of Health members are able to attend the Finance & Facilities Committee but are not able to vote.

CHAIR

The Finance & Facilities Committee will elect a Chair at the first meeting of the year to serve for a one or two-year term. The Chair of the Committee may be appointed for additional terms following the completion of an appointment to enhance continuity of the Committee.

TERM OF OFFICE

At the first Board of Health meeting of the year the Board will review the committee membership. At this time, if any new appointments are required, the position(s) will be filled by majority vote. The appointment will be for at least one year, and where possible, staggered terms will be maintained to ensure a balance of new and continuing members. A member may serve on the committee as long as he or she remains a Board of Health member.

DUTIES

The Committee will seek the assistance of and consult with the MOH / CEO, the Director, Corporate Services and the Associate Director, Finance for the purposes of making recommendations to the Board of Health on the following matters:

1. Reviewing detailed financial statements and analyses.
2. Reviewing the annual cost-shared and 100% funded program budgets, for the purposes of governing the finances of the Health Unit.
3. Reviewing the annual financial statements and auditor's report for approval by the Board.
4. Reviewing annually the types and amounts of insurance carried by the Health Unit.
5. Reviewing periodically administrative policies relating to the financial management of the organization, including but not limited to, procurement, investments, and signing authority.
6. Monitoring the Health Unit's physical assets and facilities.
7. Reviewing annually all service level agreements.
8. Reviewing all funding agreements.

FREQUENCY OF MEETINGS

The Committee will meet monthly between Board of Health meetings, if a meeting is deemed to be not required it shall be cancelled at the call of the Chair of the Committee.

AGENDA & MINUTES

1. The Chair of the committee, with input from the Associate Director, Finance and the Medical Officer of Health & Chief Executive Officer (MOH / CEO), will prepare agendas for regular meetings of the committee.
2. Additional items may be added at the meeting if necessary.
3. The recorder is the Executive Assistant to the Board of Health and Communications.
4. Agenda & minutes will be made available at least 5 days prior to meetings.
5. Agenda & meeting minutes are provided to all Board of Health members.

BYLAWS:

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

REVIEW

The terms of reference will be reviewed every 2 (two) years.

GOVERNANCE COMMITTEE

PURPOSE

The committee serves to provide an advisory and monitoring role. The committee's role is to assist and advise the Board of Health, the Medical Officer of Health / Chief Executive Officer (MOH / CEO), and the Director, Corporate Services in the administration and risk management of matters related to Board membership and recruitment, Board self-evaluation and governance policy.

REPORTING RELATIONSHIP

The Governance Committee is a committee reporting to the Board of Health of the Middlesex-London Health Unit. The Chair of the Governance Committee, with the assistance of the Director, Corporate Services and the MOH / CEO, will make reports to the Board of Health as a whole following each of the meetings of the Governance Committee.

MEMBERSHIP

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

The Secretary-Treasurer will be an ex-officio non-voting member.

Staff support includes:

- Director, Corporate Services;
- Executive Assistant to the Board of Health and Communications or the Executive Assistant to the Medical Officer of Health depending on availability; and
- Manager, Strategic Projects.

Other Board of Health members are able to attend the Governance Committee but are not able to vote.

CHAIR

The Governance Committee will elect a Chair at the first meeting of the year to serve for a one or two-year term. The Chair of the Committee may be appointed for additional terms following the completion of an appointment to enhance continuity of the Committee.

TERM OF OFFICE

At the first Board of Health meeting of the year the Board will review the committee membership. At this time, if any new appointments are required, the position(s) will be filled by majority vote. The appointment will be for at least one year, and where possible, staggered terms will be maintained to ensure a balance of new and continuing members. A member may serve on the committee as long as he or she remains a Board of Health member.

GOVERNANCE COMMITTEE

DUTIES

The Committee will seek the assistance of and consult with the MOH / CEO and the Director, Corporate Services for the purposes of making recommendations to the Board of Health on the following matters:

1. Assist with the recruitment of suitable Board members.
2. Orientation and training of Board members.
3. Performance evaluation of individual members, the Board as a whole, and committees of the Board.
4. Compliance with the Board of Health Code of Conduct.
5. Performance evaluation of the MOH / CEO.
6. Governance policy and by-law review and development.
7. Compliance with the Organizational Standards.
8. Strategic Planning.

FREQUENCY OF MEETINGS

The Committee will meet quarterly or at the call of the Chair of the Committee.

AGENDA & MINUTES

1. The Chair of the committee, with input from the Director, Corporate Services and the MOH / CEO, will prepare agendas for regular meetings of the committee.
2. Additional items may be added at the meeting if necessary.
3. The recorder is the Executive Assistant to the Board of Health.
4. Agenda & minutes will be made available at least 5 days prior to meetings.
5. Agenda & meeting minutes are provided to all Board of Health members.

BYLAWS:

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

REVIEW

The terms of reference will be reviewed every 2 (two) years.

Implementation Date: June 20, 2013

Revision Date: April 21, 2016

2018 DRAFT Board of Health & Sub-Committee Meeting Dates

2018 DRAFT Board of Health & Governance Committee Meeting Dates		
Thursday, Jan. 18	BOH and Governance Committee	
Thursday, Feb. 15	BOH	
Thursday, Mar. 15	BOH and Governance Committee	*March break: March 12 - 16, 2018
Thursday, April 19	BOH	
Thursday, May 17	BOH	
Thursday, June 21	BOH and Governance Committee	
Thursday, July 19	BOH	
Thursday, Aug. 16	*This meeting is usually cancelled	
Thursday, Sept. 20	BOH and Governance Committee	
Thursday, Oct. 18	BOH	
Thursday, Nov. 15	BOH and Governance Committee	
December meeting - TBD	BOH	*conflict due to County Inaugural on December 13
2018 DRAFT Finance & Facilities Committee Meeting Dates		
Thursday, Feb 1	FFC	
Thursday, Mar 1	FFC	
Thursday, Apr 5	FFC	
Thursday, May 3	FFC	
Thursday June 7	FFC	
Thursday, July 5	FFC	
Thursday, Aug 2	*This meeting is usually cancelled	
Thursday, Sept 6	FFC	
Thursday, Oct 4	FFC	
Thursday, Nov 1	FFC	
Thursday, Dec 6	FFC	

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health/CEO

DATE: 2018 January 18

HEALTH EQUITY INDICATOR PRIORITIZATION FOR 2018

Recommendation

It is recommended that Report No. 002-18 re: “Health Equity Indicator Prioritization for 2018” be received for information.

Key Points

- The Health Equity Advisory Taskforce (HEAT) completed a high-level review of organizational compliance with the Health Equity Indicators for Ontario Local Public Health Agencies, and prioritized indicators, and their associated areas of work, based on identified criteria.
- More in-depth assessment, with recommendations for action, will guide efforts from 2018–20.

Background

Following the completion of a PHO-supported Locally Driven Collaborative Project, the “[Health Equity Indicators for Ontario Local Public Health Agencies User Guide](#)” (April 2016) was shared with health units across the province. The User Guide provides a comprehensive set of evidence-based, pilot-tested indicators that support public health units in working to address health inequity. These indicators are intended for application at the local public health-unit level.

Initial Assessment of Compliance

In 2017, a sub-group of the Health Equity Advisory Taskforce (HEAT) completed a high-level review of organizational compliance with the Health Equity Indicators for Ontario Local Public Health Agencies. During this review, it was noted that various individuals and/or groups at MLHU are currently working toward, or are in the planning stages of, initiatives to enhance compliance with some of the recommended health equity indicators (e.g., MLHU’s new Planning and Evaluation Framework is directly relevant to implementation of seven of the fifteen indicators; and the approved Health Equity Staff Capacity Building Plan will support compliance with the indicator on health equity training for all staff). Much of the health equity work MLHU is currently undertaking aligns closely with the identified health equity indicators.

The following criteria were used to prioritize health equity indicators/action areas:

1. Relationship to Draft Revised Ontario Public Health Standards
2. Relationship to strategic plan
3. Current state
4. Resource requirements for development and implementation
5. Ability to track
6. Sequence priority

Prioritized Indicators for 2018

Indicators approved by Senior Leadership for prioritization in 2018, based on the above criteria, include:

Assess and Report

Role 1-1: Routine data analysis of health outcomes of public health importance stratified by demographic and/or socioeconomic variables

Role 1-2: Identification of and planning for priority populations that have experienced (or are at risk of experiencing) health inequities

Lead/Participate and Support

Role 4-1: Annual vetting and approval by the Board of Health of position and policy statements that reflect advocacy for priority populations experiencing (or at risk of experiencing) health inequities

Role 4-2: Public health unit staff working in SDOH area(s) have been engaged in cross-sectoral advocacy for policy development

Organization and System Development

Role 5-1: Board of Health strategic plan's description of how equity issues will be addressed

Role 5-2: Human resources strategy to consider workforce diversity (e.g., by age, gender, race/ethnicity, disability, Indigenous/Aboriginal identity) within the public health agency

Role 5-3: Provision of health equity training to all staff

Next Steps

Program managers and other key stakeholders will be consulted to provide further in-depth assessment information, which will support the development of specific action recommendations for each prioritized indicator, with next steps identified for 2018. These recommendations will be taken to the Senior Leadership Team (SLT) for approval and resource mobilization.

Processes for ongoing monitoring and reporting of MLHU compliance with health equity indicators will be developed in consultation with epidemiologists and the Planning and Evaluation Team; information gathered will inform future health equity prioritization and planning throughout MLHU. Based on this assessment, further prioritization of the remaining eight indicators for work in 2019 and 2020 will be presented to the SLT for feedback and approval prior to the end of 2018.

This report submitted by the Health Equity Core Team, Office of the Chief Nursing Officer.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

This report addresses the following requirement(s) of the Ontario Public Health Standards:
Population Health Assessment: 1, 4–6; Health Equity: 1–2, 4; Program Planning, Evaluation and Evidence-Informed Decision Making: 1–6, 8.

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health / Chief Executive Officer

DATE: 2018 January 18

MEDICAL OFFICER OF HEALTH ACTIVITY REPORT, JANUARY

Recommendation

It is recommended that the Board of Health receive Report No. 003-18 re: Medical Officer of Health Activity Report for January for information.

The following report presents activities of the Medical Officer of Health for the period of November 30, 2017 to January 5, 2018.

- November 30 Attended the 2017 Staff Appreciation Day event at Western Fair District
 Attended a special meeting of the Board of Health
 Presented at a meeting of the Urban League on supervised consumption facilities (SCF)
- December 1 Attended the Nurse Family Partnership (NFP) launch announcement
 Interview with CBC Radio regarding SCF
- December 4 Met with City staff to discuss needle recovery initiatives
 Interview with Colin Butler, CBC Radio regarding Naloxone Kits
 Spoke at the Lucan-Biddulph county meeting regarding the work of the Health Unit
- December 6 Presented at Western “Why Public Health”
 Presented at London Ward 1 drop in meeting regarding SCF
- December 7 Attended the Finance & Facilities Committee meeting
 Attended the Middlesex County Inaugural meeting
- December 11 Participated in a Ministry teleconference in regards to the Ministry Opioid announcement
 Met with Ministry staff via teleconference to discuss questions regarding SCF
 applications and support
- December 12 Had a phone meeting with Dr. David Williams to discuss SCF and overdose prevention
 sites (OPS)
- December 13 Met with Ray Deleary, At^Lohsa Native Family Healing Services to discuss opioid crisis
 Attended the MLHU 2017 Holiday Celebration
- December 14 Attended the Board of Health meeting and Annual Dinner
- December 15 Interview with Janis Wallace, from The Londoner regarding the recent NFP
 announcement
 Met with John Fleming, City of London and Mel Sheehan to discuss the opioid crises
 Via teleconference, met with Neal Roberts, EMS to discuss SCF/OPS

- December 18 Met with Regional HIV/AIDS Connection and London InterCommunity Health staff to discuss OPS staffing issues
Attended a signing ceremony of the Community Violence Threat Risk Assessment (VTRA) Protocol
- December 19 participated in many interviews regarding OPS; CBC, London Free Press, AM980 Global News, CTV
- December 20 Met with Peter Fragiskatos, MPP to discuss SCF/OPS
Attended the Youth Opportunities Unlimited Holiday Social
- December 21 via the phone, participated in a meeting with Clint Shingler, MOHLTC to discuss SCF/OPS

This report was submitted by the Office of the Medical Officer of Health.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / CEO