



**Northwestern
Health Unit**

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**BOARD OF HEALTH FOR THE
NORTHWESTERN HEALTH UNIT**

MINUTES of the Regular Board of Health Meeting
March 28, 2024
Virtual

PRESENT: Doug Lawrance, Janelle Zacharias, Wendy Brunetta, Lucille MacDonald
Bob Bernie, Trudy Sachowski, Bekkie Vineberg, Jamie Kristoff

IN ATTENDANCE:

Alexie Schussler, Director of Corporate Service
Kit Young Hoon, MOH
Lindsay Koch

GUESTS:

REGRETS: Marilyn Herbacz, CEO

ABSENT:

1. CALL TO ORDER

Chair Doug Lawrance called the meeting to order at 1:01pm

2. APPROVAL OF AGENDA

Motion / Resolution: # 17-2024 CARRIED	W. Brunetta J. Zacharias
THAT the Agenda for the Board of Health meeting dated March 28, 2024 be approved.	

3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None declared.

4. CHAIR'S ACTIVITY REPORT

- a. As a member of the NWHU-TBDHU Voluntary Merger Assessment Committee, Doug provided an update on the work of the committee. The Committee received the draft final report this week and will be meeting April 2nd to finalize.
- b. The Board of Health will hold a special meeting on Monday, April 15th at 1:00pm to receive the Voluntary Merger Assessment final report.

5. MINUTES OF BOARD OF HEALTH MEETING, MARCH 1, 2024

Motion / Resolution: # 18-2024 CARRIED	L. MacDonald J. Kristoff
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held March 1, 2024 be approved as written.	

6. PROGRAM PRESENTATIONS

No presentations.

7. EXECUTIVE COMMITTEE MEETING UPDATES – Meeting held March 7, 2024

Vice Chair, Wendy Brunetta shared the following updates from the recent Executive Committee meeting:

- Each year at its first meeting, the Executive Committee reviews the Whistleblower Policy and Procedure as the Vice Chair and the Committee have a role to play in the event of a whistleblower report. The committee reviewed the policy and procedure and no changes were recommended.
- Further to discussions at Executive and Board of Health meetings in 2023, the MOH and CEO Performance Appraisal procedures have been updated and are recommended for approval by the Executive Committee. The updated procedures were included in the meeting package and are on today’s agenda for discussion under Corporate Administration. Once approved, the Chair and Vice Chair will begin the Performance Appraisal process for both the MOH and CEO, as provided for in the procedure and the Board of Health constitution.
- The Committee discussed the board member remuneration process. Marilyn and Lindsay took questions and suggestions from the committee and intend to bring forward a report back at the next meeting of the Executive.

Motion / Resolution: # 19-2024 CARRIED	J. Kristoff L. MacDonald
THAT the verbal report of the Executive Committee meeting held March 7, 2024 be received.	

8. alPHa UPDATES

Trudy Sachowski, alPHa Representative shared a verbal report about the 2024 alPHa AGM and Conference being held June 5-7, 2024 in Toronto.

Additionally, the BOH Executive Committee has nominated NWHU’s Board of Health Chair, Doug Lawrance for the alPHa Distinguished Service Award which recognizes people for their outstanding contributions to public health. Trudy Sachowski took a moment to read the nomination letter, which was added to the Board of Health package. Doug gracefully accepted the nomination and accolades from his colleagues around the table.

Trudy shared that Dr. Kieran Moore’s report is being tabled in the legislature and will be released in the coming days. The report covers Tobacco, Alcohol, Cannabis, and Opioids.

Motion / Resolution: # 19-2024 CARRIED	W. Brunetta L. MacDonald
THAT the Board of Health approve the following members to attend the 2024 alPHa AGM and Conference to be held June 5-7, 2024 in Toronto: <ul style="list-style-type: none"> • Trudy Sachowski • Doug Lawrance • Bob Bernie AND FURTHER THAT all expenses will be covered by Northwestern Health Unit.	

9. CORPORATE ADMINISTRATION

9.1 CEO & Finance Report *Marilyn Herbacz, CEO. Reference #2024.03.28-9.1 the report will be kept on file.*

Alexie Schussler, Director of Corporate Services attended on behalf of Marilyn Herbacz and offered a verbal overview of the CEO’s written report.

Of note, the 2023 Audit began this week, with our newly appointed auditors, BDO. Once BDO has completed their planning phase, we will receive an updated timeline for completion.

Members of the Board expressed their appreciation for departing Manager of Speech, Infant Hearing, and Vision who gave nearly 16 years to the health unit and was well-respected. She is wished well in her next chapter.

Motion / Resolution: #20-2024 CARRIED	J. Zacharias B. Bernie
THAT the following Corporate Administration Reports be received: - 2024.03.28-9.1 CEO & Finance Report	

Alexie Schussler left the meeting at 1:47pm

9.2 MOH and CEO Performance Appraisal Procedures

The procedures that speak to the MOH and CEO Performance Appraisals were revised to simplify the process and specify a timeline for effective evaluation. After some discussion about which positions should be interviewed as part of the 360 evaluation process, the Board agreed that the Leadership Council in full will be invited to participate, and that once the new Directors have settled into their roles, the procedures will be brought forward for amendment.

Motion / Resolution: #21-2024 CARRIED	T. Sachowski W. Brunetta
THAT the Board of Health approves the Medical Officer of Health Performance Appraisal Procedure and the Chief Executive Officer Performance Appraisal Procedure as amended.	

10. PUBLIC HEALTH PROGRAMS

10.1 Medical Officer of Health Update *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.03.28-10.1; the Report will be kept on file.*

Dr. Young Hoon provided a high-level overview of her written report.

10.2 Cessation Services in NWHU *Dr. Kit Young Hoon, Medical Officer of Health.*

Reference #2024.03.28-10.2; the Report will be kept on file.

NWHU's smoking cessation program is quite small and has served to fill gaps in other cessation programs which exist in primary care and Indigenous health organizations in our region. NWHU does not see many clients for this service. Some other health units offer this program, and some do not; however, some of the others that do are also exploring ceasing this program offering.

Motion / Resolution: # 22-2024 CARRIED	J. Zacharias J. Kristoff
THAT the following Public Health Program Reports be received: <ul style="list-style-type: none">• 2024.03.28-10.1 Medical Officer of Health Update• 2024.03.28-10.2 Cessation Services in NWHU	

11. NEXT MEETING DATE

Special Meeting: April 15, 2024 at 1:00pm
Regular Meeting: May 3, 2024 at 8:30am

12. ADJOURNMENT

The Chair accepted a motion to adjourn the meeting at

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS03..... DAY OFMAY.....2024



MEETING CHAIR, BOARD OF HEALTH


RECORDER