SOUTHWESTERN
Public Health
Oxford · Elgin · St.Thomas

Governance Standing Committee Meeting
MS Teams Electronic Participation
Monday, October 3rd, 2022
11:00 a.m.

Item	Agenda Item	Lead	Expected Outcome
AGENDA			
1.0 COVENING THE MEETING			
1.1	Call to Order, Recognition of Quorum • Introduction of Guests, Board of Health Members and Staff	Larry Martin	
1.2	Approval of Agenda	Larry Martin	Decision
1.3	Reminder to disclose Pecuniary Interest and the General Nature Thereof when Item Arises including any related to a previous meeting that the member was not in attendance for.	Larry Martin	
1.4	Reminder that Meetings are Recorded for minute taking purposes	Larry Martin	
2.0 APPROVAL OF MINUTES			
2.1	Approval of Minutes from June 15, 2022	Larry Martin	Decision
3.0 APPROVAL OF CONSENT AGENDA ITEMS			
	None.		
4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION			
	None.		
5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.ACCEPTANCE.DECISION			
5.1	Chief Executive Officer's Report for October 3rd, 2022	Cynthia St. John	Decision
6.0 NEW BUSINESS/OTHER			
7.0 CLOSED SESSION			
8.0 RISING AND REPORTING OF THE CLOSED SESSION			
9.0 FUTURE MEETINGS & EVENTS			
	To Be Determined		
10.0 ADJOURNMENT			

MEETING DATE: October 3, 2022

SUBMITTED BY: Cynthia St. John

SUBMITTED TO:
☐ Board of Health
☐ Finance & Facilities Standing Committee
☒ Governance Standing Committee

PURPOSE:
☒ Decision
☐ Discussion
☒ Receive and File

AGENDA ITEM # 5.1

RESOLUTION # 2022-GSC-1003-5.1

1) **Board of Health Orientation** (Decision):

We have developed a Board of Health orientation plan for 2023. Of note, we had originally planned for Orientation sessions to begin in late 2022, but with the pending municipal election and with board meetings being held on an ad hoc basis, we felt that restarting the sessions in the new year was the best course of action.

The orientation plan includes a variety of subjects ranging from the role of public health, a deep dive into our programs and services, an overview of SWPH's After Action Review of the COVID-19 pandemic, and a visioning session that works on having a cohesive aim and understanding expectations of all. The latter session will be a facilitated session with the help of a consultant familiar with SWPH. Each orientation session will include a presentation and generous amount of time for generative discussion.

The goal of this orientation plan is to ensure all Board Members, with varying degrees of public health knowledge, will have a common understanding of SWPH's work, will be well positioned to govern with the right information at the right time, and will have clear expectations of each other and of the CEO and the Medical Officer of Health.

2) **Committee Workplan for 2023** (Decision):

Attached is the 2023 workplan for the Committee to review and recommend approval to the Board.

The workplan does not have proposed meeting dates because there will be a change in Chair and new Committee members following the 2023 Board of Health appointments. The Committee will be canvased in the new year once a new Board of Health and Standing Committees have been formed.

> **MOTION: (2022-GSC-1003-5.1)**
> That the Governance Standing Committee for Southwestern Public Health accept the Chief Executive Officer's Report for October 3, 2022.

Board of Health
Orientation Outline for 2023

Month	Programs/Divisions	Orientation Highlights
January 2023	Environmental Health Infectious Diseases Vaccine Preventable Diseases	• Overview of Programs and Services • Learnings from COVID-19 and public health's important role in containing the disease • Climate Change Initiatives at SWPH
February 2023	Who SWPH wants to be?	• Visioning Work with Michael Schlesinger, LBCG • Similar to the workshop that was conducted in 2018
March 2023	School Health Chronic Disease and Injury Prevention	• Overview of Programs and Services • SWPH's collaborative role with partners during the COVID-19 pandemic.
April 2023	Who is SWPH? Part 1	• General Overview of Public Health and our role within the greater system.
May 2023	Who is SWPH? Part 2	• Review of the SWPH Governance Model • General Overview of Programs and Services • Review of SWPH's Leadership Philosophy
June 2023	Healthy Growth and Development Oral Health & Vision Sexual Health	• Overview of Programs and Services
September 2023	Corporate Services Human Resources Finance & Facilities	• Administration Portfolio Overview related to: o Human Resources

Month	Programs/Divisions	Orientation Highlights
		o Communications o Electronic Records Management o Financial Reporting o Facilities management
October 2023	Foundational Standards	• Overview of Programs and Services • Highlight Program Planning, Evaluation & Data Analysis
November 2023	Emergency Management Continuous Quality Improvement (CQI) Risk Management	• Overview of Programs and Services • After Action Review from COVID-19 pandemic • Presentation of New Emergency Management Plan

Quarter	Period	Meeting Date	Deliverables
1	January 1 – March 31	Date to be determined.	• Review and recommend to the Board the acceptance of the current year's risk register with suggested mitigation strategies. (2023) • Review Committee and Board meeting evaluations • Review biennial Board Member Self Evaluation results and recommend Board acceptance of report (2023) • Review and recommend Provincial Appointees to the BOH
2	April 1 – June 30	Date to be determined.	• Review Committee and Board meeting evaluations • Review current inventory of Board member knowledge and skills related to Board Functions.
3	July 1 – September 30	Date to be determined. (*will have meeting if other items arise only*)	• Review Committee and Board meeting evaluations.
4	October 1 – December 31	Date to be determined.	• Review the orientation plan for new Board members and continuing education program plan for existing board members which includes a framework for what and how information is shared with the Board. • Review Committee and Board meeting evaluations. • Review and approval of workplan for the Governance Standing Committee and the Board of Health for 2024. • Review the outcomes related to the risk mitigation strategies that were put in place for 2023.

Approved: (insert date of Governance Standing Committee approval)