

**Wellington-Dufferin-Guelph Public Health
BOARD OF HEALTH MINUTES
Wednesday, November 3, 2021**

The Board of Health of Wellington-Dufferin-Guelph Public Health met virtually via Zoom platform at 4:00 p.m.

Members in attendance were: Mr. George Bridge (Chair), Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller (via teleconference), Ms. June Hofland, Mr. Ralph Manktelow and Mr. Chris White.

Member(s) with regrets: None

Ex-officio member(s) in attendance: Dr. Mercer, Medical Officer of Health & CEO

Staff members in attendance were: Dr. Matthew Tenenbaum (AMOH), Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Mr. Kyle Wilson, Mr. Rob Cunnington, Ms. Lisa Hebden, Ms. Marlene Jantzi, Ms. Mary Anne Kozdras, Ms. Karen Mulvey, Ms. Laura Kelly (Recording Secretary), Ms. Shelley Nuhn, Ms. April Pollington, Mr. Emerson Rajaram, Mr. Chuck Ferguson, Ms. Anna Vanderlaan, Mr. Patryk Wardach, Ms. Rosalyn LaRochelle and Ms. Kelly Briscoe.

Guests in attendance were: (MEDIA) Alison Sandstrom (Guelph Today), Ms. Joanne Shuttleworth (Wellington Advertiser), Randy Pettipiece (MPP), and member(s) of the public.

1.0 Call to Order

G. Bridge, Chair, called the meeting to order at 4:01 p.m.

2.0 Disclosure(s) of Pecuniary Interest

3.0 There are no disclosures of pecuniary interest declared at this time.

3.0 Approval of Minutes

MOTION: “To approve the Minutes of September 8, 2021, as presented.”

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| Moved: | J. Hofland | |
| Seconded: | A. Alls | CARRIED |

4.0 MOH Update(s)

Dr. Mercer provided the following update:

- Dr. Mercer congratulates the staff on their continued efforts during the pandemic and reviews the 2020 Community Report, including public distribution of the same.
- An update was provided with regards to the provincial announcement of eligibility for third doses, Wellington-Dufferin-Guelph Public Health’s (WDGPH) response to this announcement, booking booster doses for priority populations including those age 70+.

indigenous individuals and their families, Healthcare workers and the anticipated rollout of the vaccine to the 5-11-year-old age group.

5.0 Presentation(s)

NONE

6.0 Business Arising

- None

7.0 Consent Agenda

- BH.01.NOV0321.C05 – Health Protection 2021 Third Quarter Performance Indicator Summary
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MOTION: “That the Board of Health receive the Consent Agenda item(s) which have been given due consideration, for information.”

Moved: C. Billings
Seconded: J. Hofland CARRIED

8.0 BOH Report(s)

BH.01.NOV0321.R10 – COVID-19 Response Liaison Team

N. Mercer introduced, and C. Beveridge reviewed BOH Report BH.01.NOV0321.R10, as follows:

- The report outlines the important role that the liaison team has played throughout the pandemic with IMS as the tool used to ensure our community response has been robust.
- The responsibilities of the liaison team are to engage with the Agency’s partners, providing key information to the operations team and guide how processes are rolled out, and to provide updates to our healthcare providers to ensure they are kept informed and up to date.
- Throughout the pandemic, there has been a constant need for information from public health. The liaison and communications teams have been critical to the Agency’s success in getting information out into the community.

MOTION: “That the Board of Health receive BOH Report BH.01.NOV0321.R10 – COVID-19 Response Liaison Team, as presented, for information.”

Moved: A. Alls
Seconded: J. Hofland CARRIED

BH.01.NOV0321.R11 – COVID-19 Response Call Centre

N. Mercer introduced, and L. Hebden reviewed BOH Report BH.01.NOV0321.R11, as follows:

- The call centre has been the barometer for the community, healthcare practitioners and public health.
- The call centre team has adapted to change quickly throughout the pandemic to provide information in a standardized manner and continues to be the driving force behind managing our community intake.
- As the call volume grew, the call centre team has not only liaised with communications, but also IT and health analytics to ensure the appropriate technology was put in place to manage the pandemic appropriately.
- The call centre team provides a touchpoint to IMS command about what is happening in the community.

MOTION: “That the Board of Health receive BOH Report BH.01.NOV0321.R11 – COVID-19 Response Call Centre, as presented, for information.”

Moved: C. Billings
Seconded: J. Hofland

CARRIED

BH.01.NOV0321.R12 – Case Management and School Team

N. Mercer introduced, and A. Pollington reviewed BOH Report BH.01.NOV0321.R12, as follows:

- Case management started in March 2020 at the beginning of the COVID-19 pandemic.
- Since then, WDGPH has integrated the school team into the case management team because of the similarities between the two.
- The case management and school team is responsible for monitoring outbreaks in community settings including workplaces, outpatient settings and schools, while providing Infection Prevention and Control) IPAC consultation visits to supply continuous information.
- Strong collaborative relationships with workplaces and schools have been instrumental in the success of this initiative.

MOTION: “That the Board of Health receive BOH Report BH.01.NOV0321.R12 – Case Management and School Team as presented, for information.”

Moved: A. Alls
Seconded: G. Gardhouse

CARRIED

9.0 Committee (Verbal) Report(s)

Executive Committee Report:

- None

Human Resources Committee Report:

- None

Finance + Audit Committee Report:

C. White, Chair, provided an update advising that the Finance + Audit Committee met, virtually on November 3, 2021 to review/discuss the following matters:

BH.04.NOV0321.R09 – 2021 3rd Quarter Financials

C. White introduced and D. Kingma reviewed BOH Report BH.04.NOV0321.R09, as follows:

- As the pandemic progresses, a large portion of budget dollars continue to be spent on COVID-19 expenditures.
- There is a Ministry expectation that agency monies would contribute to the cost of the COVID response
- COVID-19 expenditures are tracked separately and WDGPH expects to receive 100% reimbursement from the Ministry of Health.
- COVID-19 expenditure summary represents a combination of vaccination response, cost of operating clinics, staff travel as well as management operational costs, etc.

MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.NOV0321.R09 – 2021 3rd Quarter Financials, as presented, for information.”

Moved: C. Billings
Seconded: G. Gardhouse **CARRIED**

BH.04.NOV0321.R10 – 2022 Draft Budget

C. White introduced and D. Kingma reviewed BOH Report BH.04.NOV0321.R10, as follows:

- D. Kingma shares the 2022-23 Draft budget with the Board and reviews as follows:
- Ministry funded school nursing initiative program is scheduled to end in 2022 and therefore there is a variance between 2022 and 2023 draft budgets.
- An overview of COVID-19 expenses is shared and noted as independent from the 2022 budget. These expenses include a combination of vaccination response and staff travel. These expenses are treated independently and are covered primarily through Ministry reimbursement.
- Bank balances are expected to be lower in 2022 due to the cash outflows from COVID-19 efforts.

- An expenses breakdown was shared with the Board outlining employee salaries as the biggest expense (76%), followed by building occupancy expenses (9%) and other (15%).
- An agreement was reached between WDGPH and the Ontario Nursing Association (ONA). Due to this agreement staff salaries and benefits will be increasing by 1.75% in 2022 and 2.0% in 2023.
- A decrease in staff travel and programs is expected due to the Agency's shift to a hybrid work model in 2022.
- Risk areas are identified as COVID-19 duration uncertainty, possible future reductions in provincial funding as well as future impacts of the Province's public health amalgamation efforts which were put on hold at the start of the pandemic.

MOTION (1): "That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.NOV0321.R10 – 2022 Draft Budget, as presented, for information."

Moved: R. Goller
Seconded: G. Gardhouse CARRIED

MOTION (2): "That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves Finance + Audit Committee Report BH.04.NOV0321.R10 – 2022 Draft Budget, as presented, for information."

Moved: R. Goller
Seconded: G. Gardhouse CARRIED

BH.04.NOV0321.R11 – Facilities Update

C. White introduced and G. Bridge reviewed BOH Report BH.04.NOV0321.R11, as follows:

- A brief update is provided outlining the 3 WDGPH locations and their respective efficiency throughout the COVID-19 pandemic.
- As WDGPH moves to a hybrid work model, the expectation is that staff will return to the office on a part time basis beginning in early 2022, with all required public safety measures in place.
- As restrictions are lifted across the province, the Board discusses a return to in-person meetings at WDGPH's Guelph location with public safety measures in place, including proof of vaccination and masking.
- Question was raised about the province allowing virtual meetings moving forward. Staff will investigate and an update will be provided to the Board.

MOTION: "That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.NOV0321.R11 – Facilities Update, as presented, for information."

Moved: C. Billings
Seconded: J. Hofland
CARRIED

10.0 Correspondence

- NONE

Media and Public attendees were asked to disconnect from the meeting, at this time, as this Board of Health meeting contains a “Closed Session” section which falls under the exemptions pursuant to Section 239 of the *Municipal Act*. Please note that this session is **not** open to members of the public or the press.

(5:32) The Open Session portion of the meeting ended, and everyone disconnected from the meeting.

11.0 CLOSED SESSION

- To approve the Closed Session Board of Health Minutes of September 8, 2021
- Verbal Report – 2021 IT Security and Risk Assessment [property matters including security of property and/or a proposed or pending acquisition of land by the Board].
- MOH Updates – [personal matters about an identifiable individual, including BOH employees].

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of September 8, 2021; to receive Verbal Report – 2021 IT Security and Risk Assessment [property matters including security of property and/or a proposed or pending acquisition of land by the Board]; and to obtain MOH Updates [personal matters about an identifiable individual, including BOH employees].”

Moved: J. Hofland
Seconded: R. Goller
CARRIED

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE BOARD OF HEALTH
Wednesday, November 3, 2021

CLOSED SESSION

Members in attendance were: Mr. George Bridge (Chair), Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Mr. Ralph Manktelow and Mr. Chris White.

Member(s) with regrets were: None

Ex-officio member(s) in attendance were: Dr. Mercer, Medical Officer of Health & CEO.

Staff member(s) in attendance were: Dr. Matthew Tenenbaum, Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Mr. Kyle Wilson, Ms. Shelley Nuhn and Ms. Laura Kelly (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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(5:59) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the September 8, 2021 Board of Health meeting.”

Moved: J. Hofland
Seconded: A. Alls **CARRIED**

Motion(s) passed and brought forward from the September 8, 2021 Closed Session Meeting:

MOTION: “To approve the Closed Session Minutes of September 8, 2021, as presented.”

Moved: A. Alls
Seconded: J. Hofland **CARRIED**

MOTION: “To receive Closed Session Verbal Report 2021 IT Security and Risk Assessment, as presented, for information.”

Moved: R. Goller
Seconded: R. Manktelow **CARRIED**

12.0 Adjournment

The meeting was adjourned at 6:02 p.m.

MOTION: “To adjourn the meeting.”

Moved: C. Billings
Seconded: G. Gardhouse **CARRIED**