

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday June 3, 2020

The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met virtually (Zoom) at 4:00 p.m.

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

Member(s) with regrets: Mr. Allan Alls.

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

Staff members in attendance were: Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Dr. Matthew Tenenbaum (AMOH), Mr. Kyle Wilson, Mr. Rob Cunnington, Ms. Karen Mulvey, Mr. Emerson Rajaram, Ms. Maria Simpson, Ms. Diane Wallace, Mr. Patryk Wardach, Mr. Danny Williamson and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: Ms. Joanne Shuttleworth, The Wellington Advertiser (Press), Alyssa Parkhill, Caledon Citizen, and Adam A. Donaldson, Guelph Politico.

1.0 Call to Order

G. Bridge (Chair), called the meeting to order at 4:00 p.m.

2.0 Disclosure(s) of Pecuniary Interest

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

3.0 Approval of Minutes

MOTION: “To approve the Minutes of March 4, 2020, as presented.”

Moved: C. White

Seconded: J. Hofland

CARRIED

4.0 MOH Updates

Testing for COVID-19

- The new provincial testing strategy (loosening restrictions on who can get a test) did not have much of an impact on WDGPH since the COVID-19 Assessment Centres in Guelph and Orangeville were already closely aligned with the new provincial testing strategy. The Guelph Assessment Centre has begun to expand their array of medical services to include: chest x-rays, writing prescriptions and managing people with a broader range of respiratory conditions. As people go back to work, broader testing

will be required and Assessment Centres are expected to be up and running for a long time to come.

Regionalization of Reopening

- Currently, there is no regionalized approach for reopening. However, the province is reviewing this approach. MOHs continue to add to the provincial direction in their individual local context. The Premier agrees that not every area of the province is the same. MOHs do not contradict provincial orders. However, MOHs can make things more restrictive if there is an increase in transmissions within their health unit jurisdictions to keep local populations safe.
- Dr. Mercer looks forward to more conversations with the province. MOHs think it is incredibly important to reopen the economy and to do so safely and to get people back to work in order to keep people healthy. Income is linked to health and having the economy opened is linked to mental health as well as economic health and physical health.

Childcare

- As the economy gets ready to re-open, WDGPH is offering advice to Wellington, Dufferin and Guelph on how to get more available childcare by connecting people looking for work to families looking for childcare (nanny/baby-sitting).
- Childcares are now reopening with many requirements on how to do so safely.
- Daycamps are allowed to run this summer with many restrictions so some have chosen not to reopen, including the Grand River Conservation Area.

5.0 Presentation(s)

- NONE.

6.0 Business Arising

- NONE.

7.0 Consent Agenda

- BH.01.JUN0320.C07 – 2019 West Nile Virus Summary – Program/Service Information Report.
- BH.01.JUN0320.C08 – 2019 Tick and Lyme Disease Summary – Program/Service Information Report.
- BH.01.JUN0320.C09 – Healthy Families 2019 – Program/Service Information Report.
- BH.01.JUN0320.C10 – Clinical Services 2019 – Program/Service Information Report.

Consent Agenda items BH.01.JUN0320.C08 – 2019 Tick and Lyme Disease Summary – Program/Service Information Report and BH.01.JUN0320.R10 – Clinical Services 2019 – Program/Service Information Report were pulled into the regular meeting by R. Manktelow.

BH.01.JUN0320.C08 – 2019 Tick and Lyme Disease Summary – Program/Service Information Report

Discussion took place around migration of ticks. It was noted that there is an increase of the number of ticks located within Wellington, Dufferin and Guelph, likely due to an increased awareness and willingness to submit ticks to Public Health for assessment.

BH.01.JUN0320.C10 – Clinical Services 2019 – Program/Service Information Report

Discussion took place around why the Report does not speak to Syphilis and HIV. Reasoning is due to the low numbers for Syphilis and HIV.

MOTION:

- (a) **“That the Board of Health receive the Consent Agenda item(s), which has been given due consideration, for information.”**

Moved: J. Hofland
Seconded: C. Billings **CARRIED**

8.0 BOH Report(s)

BH.01.JUN0320.R05 – Vaccine Wastage for 2019

R. Isley reviewed the contents of Report BH.01.JUN0320.R05.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0320.R05 – Vaccine Wastage for 2019, as presented, for information.”**

Moved: J. Hofland
Seconded: C. White **CARRIED**

BH.01.JUN0320.R06 – COVID-19 Impacts in Community Health Division

R. Isley reviewed the contents of Report BH.01.JUN0320.R06.

R. Isley highlighted and commended all staff at WDGPH including the 70 nurses within WDGPH at how diverse and nimble they have been throughout the COVID-19 response.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0320.R06 – COVID-19 Impacts in Community Health Division, as presented, for information.”**

Moved: R. Manktelow
Seconded: J. Hofland **CARRIED**

BH.01.JUN0320.R07 – Recovering Oral Health, Preschool Speech & Language and Vision Programs during COVID-19

Dr. Tenenbaum reviewed the contents of Report BH.01.JUN0320.R07.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.JUN0320.R07 – Recovering Oral Health, Preschool Speech & Language and Vision Programs during COVID-19, as presented, for information.”

Moved: G. Gardhouse
Seconded: R. Goller CARRIED

BH.01.JUN0320.R08 – Health Protection Annual Service Plan COVID-19 Disruption

C. Beveridge reviewed the contents of Report BH.01.JUN0320.R08. Services broken down using a colour-coded chart. Due to COVID-19, WDGPH will not be able to meet all requirements under the Accountability Agreement with the Ministry.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.JUN0320.R08 – Health Protection Annual Service Plan COVID-19 Disruption, as presented, for information.”

Moved: C. White
Seconded: J. Hofland CARRIED

MOTION:

- (b) “That the Board of Health acknowledge and approve the impact of COVID-19 on the 2020 Health Protection Division Annual Service Plan, as presented.”

Moved: C. Billings
Seconded: R. Manktelow CARRIED

BH.01.JUN0320.R09 – Information Systems and the COVID-19 Pandemic

K. Wilson reviewed the contents of Report BH.01.JUN0320.R09.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.JUN0320.R09 – Information Systems and the COVID-19 Pandemic, as presented, for information.”

Moved: J. Hofland
Seconded: R. Manktelow CARRIED

9.0 Committee (Verbal) Report(s)

Human Resources Committee Report:

- NONE.

Executive Committee Report:

G. Bridge, Chair, provided an update advising that the Executive Committee met, virtually, on May 11/20 to review/discuss the following matter(s):

WDGPH Staff Summary Presentation of 2019 Audit Findings for BOH

KPMG Audit Findings Report (2019) for WDGPH

BH.04.MAY1120.R05 – 2019 Draft Audited Financial Statements

Motion(s) passed at the Jun 3/20 BOH Meeting:

WDGPH Staff Summary Presentation of 2019 Audit Findings for BOH

(a) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and receives the WDGPH Staff Summary Presentation of 2019, as presented.”

Moved: C. Billings
Seconded: J. Hofland **CARRIED**

KPMG Audit Findings Report (2019) for WDGPH

(a) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and receives the KPMG Audit Findings Report (2019) for Wellington-Dufferin-Guelph Public Health for Year-Ended December 31, 2019, as presented.”

Moved: J. Hofland
Seconded: C. Billings **CARRIED**

BH.04.MAY1120.R05 – 2019 Draft Audited Financial Statements

(a) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and receives and approves the Draft Audited Financial Statements, as presented in Appendix “A” of Finance + Audit Committee Report BH.04.MAY1120.R05 – 2019 Draft Audited Financial Statements.”

Moved: J. Hofland
Seconded: G. Gardhouse **CARRIED**

Motion(s) passed at the Jun 3/20 BOH Meeting:

Finance + Audit Committee Report:

C. White, Chair, provided an update advising that the Finance + Audit Committee met, virtually, on June 3/20 to review/discuss the following matter(s):

BH.04.JUN0320.R06 – Facilities Update

- Report provides a snapshot of the key activities and projects pertaining to the Fergus, Guelph and Orangeville offices.

BH.04.JUN0320.R07 – Ministry of Health Accountability Framework for BOHs
Financial Aspects

- This Report serves as an annual reminder/resource to the WDGPH Board of Health (BOH) about the framework from which they are to operate within and the financial aspects that the BOH is responsible for, ensuring that they are using the Ministry funding appropriately.

BH.04.JUN0320.R08 – Compliance Report: Stewardship of Management Operations

- This Report addresses the BOH’s responsibility to meet the governance oversight included in the Accountability Framework section of the Ontario Public Health Standards.

BH.04.JUN0320.R09 – 2020 Insurance Renewal

- This is an annual Report.
- WDGPH obtains insurance coverage through The Ostic Group Insurance Brokers Limited, in Fergus, for Comprehensive Insurance Policy as well through Totten Insurance Group Inc. for our Cyber Risk Policy. WDGPH uses a separate provider as Frank Cowan is still developing their cyber insurance coverage. Preference would be to have all coverage under one Policy.
- There was an increase of 10% for the cost of renewal coverage through The Ostic Group (Frank Cowan Company), which is comparable with other public health agencies. There was no change in coverage for the Cyber Risk insurance (Totten Insurance Group Inc.).

BH.04.JUN0320.R10 – 2020 First Quarter Financials

- D. Kingma provided an overview. The Report is a snapshot of the Agency in the First Quarter with a small positive variance of \$65,606.
- The Agency has incurred a very significant increase that is not captured in this report and will be reflected in the Second Quarter regarding COVID-19 related costs. Operating costs are greatly under budget due to the program shut-down.
- As at June, \$800,000 has been spent for staffing, including additional temporary staff brought on as part of the response, operating seven days per week, and overtime payouts for public health employees with an additional \$200,000 going towards COVID-19 related supplies. WDGPH’s does not anticipate costs to continue at this rate as things have flattened out somewhat and the Agency has responded with longer term solutions.
- Future Quarterly Financials will likely reflect an increase in costs related to the COVID-19 response.
- WDGPH expects to receive reimbursement in the Third Quarter. Ministry has advised that it has put aside 100 Million dollars to assist Public Health Units with these costs.

Motion(s) passed at the Jun 3/20 BOH Meeting:

BH.04.JUN0320.R06 - Facilities Update

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.JUN0320.R06 – Facilities Update, as presented, for information.”

Moved: G. Bridge
Seconded: J. Hofland **CARRIED**

BH.04.JUN0320.R07 – Ministry of Health Accountability Framework for Boards of Health: Financial Aspects

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.JUN0320.R07 – Ministry of Health Accountability Framework for Boards of Health: Financial Aspects, as presented, for information.”

Moved: R. Goller
Seconded: J. Hofland **CARRIED**

BH.04.JUN0320.R08 – Compliance Report: Stewardship of Management Operations

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.JUN0320.R08 – Compliance Report: Stewardship of Management Operations, as presented, for information.”

Moved: J. Hofland
Seconded: R. Manktelow **CARRIED**

BH.04.JUN0320.R09 – 2020 Insurance Renewal

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.JUN0320.R09 – 2020 Insurance Renewal, as presented, for information.”

Moved: J. Hofland
Seconded: G. Bridge **CARRIED**

BH.04.JUN0320.R10 – 2020 First Quarter Financials

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.JUN0320.R10 - 2020 First Quarter Financials, as presented.”

Moved: J. Hofland
Seconded: R. Manktelow **CARRIED**

10.0 Correspondence

- Guelph and Area OHT Letter to Ontario Health President and CEO re Collaborations with Wellington-Dufferin-Guelph Public Health.

The BOH acknowledged that this letter speaks volumes about the leadership at WDGPH. The BOH thanked all staff for the wonderful work that they do and continue to do during the COVID-19 Pandemic and otherwise.

BOH directed and authorized that this letter be sent to the Premier of Ontario and to the Wellington, Dufferin and Guelph MPPs.

MOTION:

- (a) **“That the Board of Health receive the above-noted Correspondence, as presented, for information.”**

Moved: G. Gardhouse
Seconded: R. Manktelow

CARRIED

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.

(5:00) The Open Session portion of the meeting ended and everyone disconnected from the meeting.

11.0 CLOSED SESSION

- To approve the March 4, 2020 Closed Session BOH Minutes.
- Human Resources Committee Chair Update re MOH Performance Appraisal Results [personal matters about an identifiable individual, including BOH employees].

(5:00)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of March 4, 2020 and to obtain/discuss Human Resources Committee Chair Update re MOH Performance Appraisal Results [personal matters about an identifiable individual, including BOH employees].”

Moved: J. Hofland
Seconded: C. White

CARRIED

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE BOARD OF HEALTH
Wednesday June 3, 2020

CLOSED SESSION

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

Member(s) with regrets were: Mr. Allan Alls.

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

Staff member(s) in attendance were: Mr. David Kingma, Mr. Kyle Wilson and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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(6:00) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the June 3, 2020 Board of Health meeting.”

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

Motion(s) brought forward from Closed Session:

MOTION: “To approve the Closed Session Minutes of March 4, 2020, as presented.”

Moved: J. Hofland
Seconded: C. Billings **CARRIED**

(a) MOTION: “To receive the completed 2019 Medical of Officer of Health Performance Review, for information.”

Moved: J. Hofland
Seconded: R. Goller **CARRIED**

(a) MOTION: “That the Board of Health adjust the WDGPH Medical Officer of Health’s vacation allowance in response to the COVID-19 Pandemic.”

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

G. Bridge requested that the BOH hold (Wed) July 8, 2020 for a BOH meeting. Purpose of the meeting is for BOH members to keep up-to-date with the ever evolving COVID-19 Pandemic directions from the Ministry.

12.0 Adjournment

The meeting was adjourned at 6:00 p.m.

MOTION: “To adjourn the meeting.”

Moved: C. Billings
Seconded: J. Hofland **CARRIED**