

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday March 4, 2020

The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 4:00 p.m. at the GUELPH Office.

Members in attendance were: Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets: Mr. George Bridge (Chair).

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 Cunningham, Mr. Chuck Ferguson, Ms. Marlene Jantzi-Bauman, Ms. Janice Walters and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: Tony Saxon (Guelph Today) and Ms. Joanne Shuttleworth, The Wellington Advertiser (Press).

1.0 Call to Order

C. Billings, Vice-Chair called the meeting to order at 4:00 p.m. in the absence of G. Bridge (Chair).

Dr. Mercer announced the retirement of J. Walters, Manager of Control of Infectious Diseases and Tuberculosis, on March 19, 2020, after over thirty (30) years of service.

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 February 5, 2020, as presented.”

Moved: J. Hofland
Seconded: A. Alls

CARRIED

4.0 MOH Updates

BOH Appointments

- The terms of the two (2) remaining WDGPH BOH Public Appointments (L. Otten and N. MacDonald) expire on April 25th and May 9th, 2020, respectively.

Hep C – Ipac Lapse

- Victoria Nails, in Guelph had an infection control lapse. Individuals were advised to be tested if they were patrons between April 2018 to February 2020 for Hep B and HIV (blood-borne) testing and counselling. Over 300 people attended, today, at WDGPH's Guelph site, to be tested.

ISPA – Student Suspensions

- 96 high school students to be suspended.
- 1,530 elementary students on the list of suspensions. Letters go out next week.

Strategic Framework

- It was WDGPH's intention to conduct a Strategic Planning Process in 2019 but deferred it due to the proposed Ministry Modernization of Public Health. Instead, WDGPH developed a Strategic Framework document outlining Strategic Priorities for 2020.

COVID-19

- COVID-19 is in the news daily and is currently impacting more than 100 countries. WDGPH went into IMS on January 27, 2020 and continues to function in IMS. Dr. Tenenbaum is the Incident Commander and C. Beveridge is the alternate Incident Commander and Emergency Preparedness Officer for this IMS event. While in IMS, a number of program changes will occur within WDGPH to free-up staff to respond to the COVID-19 situation. This will include activating our Business Continuity Plan and ceasing to do low-risk programs. High-risk activities will continue in order to ensure that the residents of Wellington, Dufferin and Guelph receive these important public health services.

5.0 Presentation(s)

COVID-19 is a New Disease

Dr. Tenenbaum commenced his presentation:

- Coronaviruses are a family of viruses that cause a wide range of illness ranging from the common cold to more severe disease. Seven (7) coronaviruses are known to circulate in humans and many more circulate in animals. It is unknown at this time how this virus crossed from animal to human.
- The World Health Organization (WHO) was advised in December 2019 of an outbreak of pneumonia of unknown cause in Wuhan, China. Cases were initially believed to be linked to a seafood market. Infection has since spread to other parts of the world. The number of impacted areas is changing. Now appearing in people not travelling but within their own jurisdictions.
- Symptoms include: Fever, dry cough and shortness of breath.

- Data indicates that it is easily passed from person-to-person and, for about 20% of infected individuals, can cause severe illness.
- WDGPH has made this a priority and employees have been reassigned to work on IMS.
- System Partners and Roles – include federal, provincial and local responses.
- WDGPH IMS Response Goals including: working with health sector partners to ensure that they are informed and prepared; providing public information and addressing concern within the community; and ensuring that WDGPH is prepared to manage cases or outbreaks locally.

Discussion took place around the role of the BOH which was identified to be that of supporting and/or resourcing WDGPH as we shift Public Health work in order to manage this event.

6.0 Business Arising

- NONE.

7.0 Consent Agenda

- BH.01.MAR0420.C06 – Universal Influenza Immunization Program Including Hospital and Long-Term Care Staff Immunization Rates – Program/Service Information Report.

Consent Agenda item BH.01.MAR0420.C06 – Universal Influenza Immunization Program Including Hospital and Long-Term Care Staff Immunization Rates – Program/Service Information Report was pulled into the regular meeting by L. Otten.

Discussion took place around the importance of healthcare providers getting immunized for the safety of their patients.

MOTION:

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

Moved: R. Manktelow
Seconded: L. Otten **CARRIED**

MOTION:

- (b) **“That the Board of Health authorizes and directs the BOH Chair to write a letter to each of the organizations that have low staff immunization rates to encourage them to increase their staff immunization rates and to remind them of the avoidable negative impact on their patients and offer a suggestion of implementing a mandatory immunization policy.”**

Moved: R. Manktelow
Seconded: L. Otten **CARRIED**

8.0 BOH Report(s)

BH.01.MAR0420.R03 – WDGPH Annual Privacy Program Update

K. Wilson reviewed the contents of Report BH.01.MAR0420.R03.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.MAR0420.R03 – WDGPH Annual Privacy Program Update, as presented, for information.”**

Moved: L. Otten

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 on Mar 4/20 to review/discuss the following matter(s):

KPMG Audit Planning Report (2019) for WDGPH

- Auditors attended and provided update how they will be conducting the audit.

Terms of Reference

- The Terms of Reference were reviewed for the newly combined Finance + Audit Committee. The document is a combination of the previous Audit and the Finance + Facilities Committees Terms of Reference.

BH.04.MAR0420.R01 – 2019 Fourth Quarter Financials

- WDGPH has a small positive variance of \$59,274, which was predicted in the 2019 Third Quarter Financials.

BH.04.MAR0420.R02 – Reserves and Reserve Funds Status as at Dec 31/19

- WDGPH is recommending that an updated Reserve Fund Study be conducted to determine how much should be placed in our reserve funds in response to WDGPH’s evolving operating context.

BH.04.MAR0420.R03 – 2020 Annual Service Plan & Budget Submission

- The Ministry of Health introduced the Annual Service Plan & Budget Submission approximately three (3) years ago. Document allows linkages to the Standards and allows Public Health Units to demonstrate that they are using funds appropriately.
- Next Steps – Annual Service Plan is due to the Ministry on March 2, 2020. Spring 2020 – Ministry to confirm 2020 allocations/adjustments to funding.

Motion(s) passed at the Mar 4/20 BOH Meeting:

KPMG Audit Planning Report (2019) for WDGPH

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives the KPMG Audit Planning Report for Year-Ending December 31, 2019, as presented.”

**Moved: J. Hofland
Seconded: L. Otten CARRIED**

Terms of Reference

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves the Finance + Audit Committee Terms of Reference, as presented.”

**Moved: G. Gardhouse
Seconded: A. Alls CARRIED**

BH.04.MAR0420.R01 – 2019 Fourth Quarter Financials

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives BH.04.MAR0420.R01 – 2019 Fourth Quarter Financials, as presented, for information.”

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

BH.04.MAR0420.R02 – Reserves and Reserve Funds Status as at Dec 31/19

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives BH.04.MAR0420.R02 – Reserves and Reserve Funds Status as at Dec 31/19, as presented, for information.”

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

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves the transfer of the \$59,274 Cost-Shared Mandatory Programs surplus to the Contingency Reserve Fund.”

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

(c) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves the initiation of an updated Reserve Fund Study in response to the evolving operating context of the organization.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves the Annual Service Plan & Budget Submission, as presented.”

Moved: A. Alls
Seconded: G. Gardhouse CARRIED

(5:12) C. White left meeting

10.0 Correspondence

- John Yakabuski, Minister of Natural Resources and Forestry Response Letter to the WDGPH BOH Chair re Protecting Drinking Water Resources.
- Carmen McGregor, alpha President, Letter to Alexander Bishop, Director, Legalization of Cannabis Branch re Cannabis Consumption Establishments/Special Occasion Permits.

MOTION:

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

Moved: A. Alls
Seconded: J. Hofland CARRIED

11.0 CLOSED SESSION

- To approve the February 5, 2020 Closed Session BOH Minutes.
- Closed Session BOH Report BH.01.MAR0420.R04 – A Digitally Fueled WDGPH [property matters including security of property and/or a proposed or pending acquisition of land by the Board].
- Finance + Audit Committee Report from Chair: - MAR 4/20:
 - ▶ Closed Session Finance + Audit Committee Report BH.04.MAR0420.R04 – 2020 One-Time Grants [a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality of local board].
- MOH Update(s) [personal matters about an identifiable individual, including BOH employees].

(5:28) R. Goller left meeting.

(5:28)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of February 5, 2020; to review/discuss Closed Session BOH Report BH.01.MAR0420.R04 – A Digitally Fueled WDGPH [property matters including security of property and/or a proposed or pending acquisition of land by the Board]; to review/discuss Finance + Audit Committee Report BH.04.MAR0420.R04 – 2020 One-Time Grants [a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality of local board]; and to obtain MOH Update(s) [personal matters about an identifiable individual, including BOH employees].”

Moved: A. Alls
Seconded: L. Otten CARRIED

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MINUTES OF THE BOARD OF HEALTH
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CLOSED SESSION

Members in attendance were: Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Ralph Manktelow and Mr. Lambert Otten.

Member(s) with regrets were: Mr. George Bridge (Chair), Mr. Rodrigo Goller and Mr. Chris White.

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

Staff member(s) in attendance were: Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Mr. Kyle Wilson, Dr. Matthew Tenenbaum (Physician Consultant) 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 March 4, 2020 Board of Health meeting.”

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

Motion(s) brought forward from Closed Session:

MOTION: “To approve the Closed Session Minutes of February 5, 2020, as presented.”

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

MOTION:

(a) “That the Board of Health receive Closed Session BOH Report BH.01.MAR0420.R04 – A Digitally Fueled WDGPH, as presented, for information.”

Moved: A. Alls
Seconded: L. Otten **CARRIED**

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives the Closed Session Finance + Audit Committee Report BH.04.MAR0420.R04 – 2020 One-Time Grants, as presented, for information.”

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

12.0 Adjournment

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

MOTION: “To adjourn the meeting.”

Moved: L. Otten
Seconded: J. Hofland **CARRIED**