

**Board of Health
Minutes**

**October 19, 2022
9:15 am - 12:00 pm
Zoom Meeting**

Board Members Present: S. Cairns, R. Cipolla, L. Dollin, A. Dubeau, P. Koetsier, R. Milne, F. Pinto, S. Warnock, L. Oehm, S. Kinsella

Regrets: G. Harvey, P. Willmott, A. Kungl

Staff Present: C. Gardner, K. Ellis-Scharfenberg

1. Call To Order

The meeting was called to order at 9:15am.

1.1 Land Acknowledgement

1.2 Welcome to Dr. Emil Prikryl, Public Health and Preventative Medicine Resident

2. Approval of the Agenda

Motion 2.0

MOVED BY S. Cairns

SECONDED BY R. Cipolla

THAT the Board of Health approve the agenda as presented.

CARRIED

3. Declaration of Conflict of Interest

4. Minutes of Previous Meeting

4.1 Approval of Minutes from September 21, 2022.

Motion 4.1

MOVED BY L. Dollin

SECONDED BY S. Kinsella

THAT the Board of Health approve the minutes from the September 21, 2022 Board of Health meeting.

CARRIED

5. In Camera

5.1 Approval of Minutes

5.2 Finance Issue

Motion 5.0

MOVED BY P. Koetsier

SECONDED BY R. Cipolla

THAT the Board of Health go in camera to approve the September 21, 2022 in camera minutes and discuss one Finance Issue.

CARRIED

Motion 5.0.1

MOVED BY F. Pinto

SECONDED BY S. Warnock

THAT the Board of Health come out of in camera and report.

CARRIED

Motion 5.0.2

MOVED BY S. Cairns

SECONDED BY S. Warnock

THAT the Board of Health authorize staff to develop a draft 2023 cost-shared budget based on a 4.0% levy increase in the total of the annual levy allocated to the obligated municipalities in 2022;

AND FURTHER THAT the Board of Health authorize staff to develop a draft 2023 COVID-19 Extraordinary & Immunization Budget/Schedule based on written confirmation (see Appendix A) that the Ministry of Health will reimburse health units for COVID-19 expenses in 2023.

CARRIED

6. Business Arising

6.1 COVID-19 Response Planning and Organizational Structure Changes. Briefing Note. Dr. Charles Gardner, Colleen Nisbet, and Karen Ellis-Scharfenberg presenting.

C. Gardner provided an update noting that throughout the pandemic the Simcoe Muskoka District Health Unit (SMDHU) has operated under a modified organizational structure to better enable case management, outbreak response, public phone line support and COVID-19 immunization. Each revision has been

designed with the intention of eventually returning to the former pre-COVID structure.

This proposed revision will enable SMDHU to repatriate and secure permanent employees to their original programs throughout the agency, while at the same time stabilizing COVID-19 human resources and structure in response to the anticipated pandemic demands ahead in 2023.

It was identified that a recommended program name change (Health Equity, Health Promotion and Communication) in Program Foundations and Finance (PFF) would take effect immediately and the Clinical Service department (CSD) changes would take effect on January 2, 2023.

C. Nisbet provided Board members with additional rationale for the proposed organizational changes and the assumptions for planning into 2023.

Motion 6.1

MOVED BY S. Kinsella

SECONDED BY P. Koetsier

THAT the Board of Health receive this briefing note as information;

AND FURTHERMORE THAT the Board approve the updated Simcoe Muskoka District Health Unit Organizational Structure (see Appendix A) commencing January 2, 2023.

CARRIED

6.2 SMDHU Recovery – Measuring Progress. Briefing Note. Dr. Charles Gardner and Natalie Riewe presenting.

N. Riewe provided an update on the COVID-19 Recovery Framework which was approved by the Board of Health in October 2021. Since that time, SMDHU has been making efforts towards recovery across the six sections of the framework: Prevent and Protect, People, Program, Partners, Plan and Finance.

Board members received a high-level overview on the fifty-nine indicators that have been developed to assist with monitoring progress on addressing the goals and objectives outlined in the Recovery Framework. A full report will be provided to the Board of Health in 2023.

An employee survey conducted in April 2022 has provided information to help SMDHU identify and develop a plan to address staff needs. It was noted that staff are engaged in reorientation into their roles to develop the knowledge, skill and competencies required. This employee survey also identified that 1 in 6 were struggling to cope throughout the pandemic.

The implementation of the hybrid workplace plan was reviewed which will continue to protect staff from COVID-19 transmission and capitalize on our learnings for implementing an expanded work from home program.

Board members reviewed the programs and services noting that routine programs are now being reestablished, however, this continues to be a gradual process due to ongoing requirements for some redeployment and significant employee turnover requiring orientation of these employees.

Motion 6.2

MOVED BY R. Cipolla

SECONDED BY R. Milne

THAT the Board of Health receive this briefing note as information.

CARRIED

- 6.3 Financial Commitments, Pressures & Risks – Budget 2023. Briefing Note. Dr. Charles Gardner and Karen Ellis-Scharfenberg presenting.

K. Ellis-Scharfenberg presented this item noting that in preparation for the 2023 budget, operating cost categories as well as COVID-19 related expenses were analyzed to identify commitments, pressures and risks for 2023.

As noted to the Board previously, the Ministry informed the agency that SMDHU was approved for only 38% of our COVID-19 General budget. Recently the Ministry has stated that they will provide further COVID-19 funding in 2022 by early November.

Board members reviewed the information and provided feedback including the large allotment of vacation time for 2020 and 2021. K. Ellis-Scharfenberg identified that SMDHU is returning to enforcing its vacation policy in 2022 vs the temporary vacation policy that existed during the pandemic.

Insurance rates were discussed which increased by approximately 17% during the current year renewal process. This increase is lower than many peer health units experienced in 2022 and SMDHU's policy continues to have cyber insurance which is not available to all health units.

Motion 6.3

MOVED BY L. Oehm

SECONDED BY F. Pinto

THAT the Board of Health receive the Financial Commitments, Pressures and Risks briefing note as information and reference in the deliberation of the budget proposals for 2023.

CARRIED

7. New Business

- 7.1 Request for Quote – Purchase of Agency Vehicles. Briefing Note. Dr. Charles Gardner and Karen Ellis-Scharfenberg presenting.

C. Gardner and K. Ellis-Scharfenberg provided an update of SMDHU's owned and leased vehicles which are utilized by all departments for program delivery and operations. It was discussed that it is both financially and environmentally positive for staff to utilize agency vehicles rather than personal vehicles.

In order to receive the vehicles prior to year-end, sealed quotes for the RFQ will be received by Friday November 4, 2022, followed by a board of health email vote approving a vendor; this will occur from November 8 – 11, 2022. The email vote will provide the awarded vendor enough time to deliver the vehicles to the agency by the deadline of December 15, 2022.

Motion 7.1

MOVED BY S. Warnock

SECONDED BY R. Milne

THAT the Board of Health receive this briefing note as information;

AND FURTHERMORE THAT the Board of Health endorse the awarding of the Request for Quotes (RFQ) for the purchase of vehicles via e-mail prior to the November Board of Health meeting.

CARRIED

- 7.2 Appointment of Auditor for the 2022 Fiscal Year. Briefing Note. Dr. Charles Gardner and Karen Ellis-Scharfenberg presenting.

K. Ellis-Scharfenberg provided information on the annual appointment of the auditor for the 2022 fiscal year. In 2012, BDO was appointed as auditor for SMDHU based on a transparent RFP process. In June 2020, the Board did not support management engaging in an RFP process due to the impact of COVID-19 on the agency and the fact that SMDHU had installed a new electronic financial information system in 2019.

It is recommended that an open, competitive, RFP process for auditing services be initiated in 2023 when the membership of the Board of Health is established post municipal election.

Motion 7.2

MOVED BY R. Cipolla

SECONDED BY S. Kinsella

THAT the Board of Health appoint BDO Canada LLP to audit all accounts and transactions of the Board for the year ending December 31, 2022.

CARRIED

- 7.3 Post-Election Engagement with Obligated Municipalities. Briefing Note. Dr. Charles Gardner presenting.

C. Gardner discussed the upcoming municipal election and the potential outreach to the new council members of the obligated municipalities to highlight the importance of the public health mandate. This information would assist council in their decision to seek membership on the Board of Health.

It is also recommended that the Medical Officer of Health as well as the Board of Health Chair present to the councils of the obligated municipalities early in 2023 providing them with orientation to the mandate and the present status of the health unit.

Motion 7.3

MOVED BY P. Koetsier

SECONDED BY R. Milne

THAT the Board of Health support the provision of the letter in Appendix A to the council members for the obligated municipalities.

CARRIED

8. Consent Agenda

Motion 8.0

MOVED BY L. Oehm

SECONDED BY F. Pinto

THAT the Board of Health receive the following consent agenda item for information:

8.1 Health and Safety Annual Reporting

CARRIED

9. Announcements

A. Dubeau provided an update of the current status of the Board of Health meetings and recommended that they remain virtual at this time. This is to be reviewed for the January or February Board meeting.

R. Cipolla requested an update of the Legionnaires' outbreak in Orillia. C. Gardner provided some background of the disease and noted that SMDHU is currently conducting an investigation.

S. Kinsella discussed the timing of the current Board members Provincial Appointment schedule and requested clarification that these expire in 2024. C. Miller to follow up with an email to Board members confirming this information.

10. Items of Education

11. Items of Information

11.1 SMDHU News Release: Health unit investigating cluster of Legionnaires' disease in Orillia.

- 11.2 Letter from Dr. Charles Gardner, Medical Officer of Health for the Simcoe Muskoka District Health Unit to Community Partners and Stakeholders re Health unit launches weekly update on local COVID-19 Community Risk Level.
- 11.3 Letter from Mayor Andy Mitchell, Board Chair for Peterborough Public Health to the Honourable Sylvia Jones, Minister of Health re AMO Submission - Strengthening Public Health in Ontario: Now and For the Future.
- 11.4 Letter from Carman Kidd, Board Chair for Timiskaming Health Unit to the Honourable Merrilee Fullerton, Ministry of Children, Community and Social Services re Funding for the Healthy Babies, Health Children (HBHC) Program.
- 11.5 Letter from Doug Elmslie, Board Chair for the Haliburton, Kawartha, Pine Ridge District Health Unit to the Honourable Merrilee Fullerton, Ministry of Children, Community and Social Services re Healthy Babies Healthy Children (HBHC) Funding.
- 11.6 Letter from René Lapierre, Board Chair for Public Health Sudbury & Districts to the Honourable Doug Ford, Premier of Ontario re Saving Lives Through Lifejacket and Personal Flotation Device Legislation.
- 11.7 Letter from Mayor Andy Mitchell, Board Chair for Peterborough Public Health to the Honourable Sylvia Jones, Minister of Health, the Honourable Monte McNaughton, Minister of Labour, Immigration, Training and Skills Development and the Honourable Victor Fedeli, Minister of Economic Development, Job Creation and Trade re Niagara Region Public Health – Paid Sick Leave.

12. Date of Next Meetings

- November 16, 2022
- January 18, 2023

13. Adjournment

Motion 13.0

MOVED BY S. Warnock

SECONDED BY R. Cipolla

THAT the Board of Health meeting be adjourned at 10:43am.

CARRIED

ORIGINAL Signed By:

Anita Dubeau

Chair, Board of Health

ORIGINAL Signed By:

Dr. Charles Gardner

Medical Officer of Health