



Board of Health

Resources Committee Meeting

Tuesday, February 18, 2020

The Resources Committee meeting of Renfrew County and District Health Unit's Board of Health was held in the RCDHU Classroom at 7 International Drive, Pembroke, Ontario.

Present:

Daniel Janke	Chair
J. Michael du Manoir	Member
Janice Visneskie Moore	Member
Carolyn Watt	Member

Staff:

Heather Daly	Acting Chief Executive Officer/Director, Corporate
Services Marilyn Halko	Executive Assistant (Secretary)

1. Call to Order

D. Janke called the meeting to order at 9:04 a.m.

2. Agenda Approval

The agenda was approved with the following amendments:

- The first item on the agenda was an update by Jim Bell, Architect/Designer for the relocation project
- C. Watt's name was removed from the *Absent with Regrets*: column of the agenda, as Watt attended the meeting.

Resolution: # 1 RC 2020-Feb-18

A motion by J. Visneskie Moore; seconded by C. Watt; be it resolved that the Resources Committee approve the agenda, as amended.

Carried

3. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

4. Minutes of Previous Meeting (Approval)

- a. The Resources Committee meeting minutes were approved for Tuesday, January 28, 2020.

Resolution: # 2 RC 2020-Feb-18

A motion by C. Watt; seconded by J. Visneskie Moore; be it resolved that the Resources Committee approve the meeting minutes of Tuesday, January 28, 2020, as presented.

Carried

At 9:10 a.m., Carla Walters, Director, Health Promotion/Chief Nursing Officer and Jim Bell, President, Jim Bell Architectural Design Inc., joined the meeting.

5. Business Arising

- a. Relocation Project Update
Jim Bell, Architect/Designer, for the RCDHU relocation project, at 141 Lake Street, Pembroke provided the Committee with an update that included photographs, plans and a report.

Bell shared that last week, with the support of an associate, an inspection and visual review of the leased building was carried out. A follow-up with the RCDHU Senior Management Team took place on Thursday, February 13, 2020.

As per the following motion, the Board directed the Resources Committee to meet with the landlord:

Resolution: # 8 BoH 2020-Jan-30

A motion by C. Watt; seconded by W. Matthews; be it resolved that the Board ask the Resources Committee to meet with the landlord to discuss structural issues presented by the architect.

Carried

We will be moving forward to the prequalifying stage for contractors.

A request for proposal (RFP), will be sent out for prequalified contractors. With prequalification comes the necessary insurance levels, availability on the company's calendar for the project and workers that are already employed by the contractor to carry out the job.

At 9:40 a.m., J. Bell vacated the meeting.

C. Walters updated the Committee on the relocation contingency plan. SMT are exploring options for housing RCDHU Staff Members temporarily, if 141 Lake Street is not ready for full occupancy on July 1.

SMT recently met with County of Renfrew (CoR) staff, Paul Moreau, Chief Administrative Officer/Clerk and Craig Kelley, Director of Development and Property, to discuss collaborative solutions and strategies for the relocation.

At 10:14 a.m., C. Walters vacated the meeting.

A fulsome discussion ensued regarding the funds needed to support the relocation to 141 Lake Street.

At 10:30 a.m., C. Watt vacated meeting.

At the December 13, 2019 Special Board meeting, the Board recognized the possible need for additional funds required for capital costs in 2020:

Resolution: # 2 SBoH 2019-Dec-13

A motion by M. A. Aikens; seconded by C. Reavie; be it resolved that the Board approve the Obligated Municipal Levy for 2020, as presented and further to notify them that there may be additional funds required for capital cost and additional program costs in 2020.

Carried

Further to that discussion, the Resources Committee is recommending to the Board that the following motion be forwarded to the obligated municipalities:

Resolution: # 3 RC 2020-Feb-18

A motion by J. M. du Manoir; seconded by D. Janke; be it resolved that the Resources Committee recommend that the Board of Health request from the obligated municipalities per the HPPA, capital funds for the relocation project up to the current estimate of \$2,500,000., less previously allocated reserve funds of the RCDHU of \$480,000., for a net request of \$2,020,000., during the calendar year 2020.

Carried

- b. Annual Service Plan/2020 Budget
- H. Daly reported that the Annual Service Plan/2020 Budget will be

presented at the Regular Board meeting on February 25, 2020. The Annual Service Plan is due at the Ministry of Health on March 02, 2020 and includes a submission for capital funding for the office relocation project.

6. Staff Reports

None

7. New Business

a. Q4 Financial Report

H. Daly presented the *Q4 Financial Update* in the following report:

- [Briefing Note](#)—February 18, 2020,

The Briefing Note included updates for:

- Q4 Healthy Babies/Healthy Children (HBHC) (unaudited)
- Q4 2019 Standards Activity Report, Ministry of Health (unaudited)
- Program Variances Table
- Schedule A—RCDHU Summary of Expenditures for 2019—All Funding Sources—Q4 Report Actuals to Budget
- Schedule B—Budget vs Actuals—2019

Resolution: # 4 RC 2020-Feb-18

A motion by J. Visneskie Moore; seconded by D. Janke; be it resolved that the Resources Committee recommend that the Board accept the Q4 Financials.

Carried

b. Human Resources

The Committee discussed an email—[Impacts of News Articles on RCDHU](#)—sent to Chair Visneskie Moore from an RCDHU Staff Member. The correspondence was sent following an article that appeared in the February 5, 2020 edition of the Eganville Leader, reporting on the County of Renfrew—County Council meeting held on January 29th.

As a result of reactions to the article, Dr. Cushman met with Corporate Services staff members on the morning of Tuesday, February 11, 2020 to address their concerns.

At noon, on the same day, Dr. Cushman and H. Daly met with RCDHU Staff Members to address the Eganville Leader newspaper article, the Pembroke office relocation project and Public Health Modernization.

8. Closed Meeting

There was no closed meeting.

9. Date of Next Meeting

The next Resources Committee meeting is scheduled for Monday, April 20, 2020, at 9:00 a.m. in the RCDHU Classroom.

A Resources Committee meeting is not scheduled for the month of March 2020.

10. Adjournment

Resolution: # 5 RC 2020-Feb-18

A motion by J. Visneskie Moore; seconded by J. M. du Manoir; be it resolved that the Resources Committee meeting be adjourned at 12:05 p.m.

Carried

The Resources Committee meeting adjourned at 12:05 p.m.

Chair

These minutes were approved at the 2020-Aug-14 Resources Committee meeting held virtually during the COVID-19 pandemic.