



Board of Health

Resources Committee Meeting, via GoToMeeting

Wednesday, November 18, 2020

The meeting of Renfrew County and District Health Unit's Resources Committee was held via the online video conferencing platform—*GoToMeeting*. All members were available by video.

Members:

J. Michael du Manoir	Chair
M. Ann Aikens	Member
Janice Visneskie Moore	Member
Carolyn Watt	Member

Staff:

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

01. Call to Order

J. Michael du Manoir called the meeting to order at 9:00 a.m.

02. Agenda Approval

The agenda was approved as presented.

Resolution: # 1 RC 2020-Nov-18

A motion by M. A. Aikens; seconded by J. Visneskie Moore; be it resolved that the Resources Committee approve the agenda, as presented.

Carried

03. Declarations of Conflict of Interest

There were no declarations of conflict of interest.

04. Delegations

There were no delegations.

05. Minutes of Previous Meetings (Approval)

- a. Resources Committee Meeting Minutes 2020-Oct-20
The meeting minutes for the Resources Committee meeting held on Tuesday, October 20, 2020, were approved, as presented.

Resolution: # 2 RC 2020-Nov-18

A motion by C. Watt; seconded by J. Visneskie Moore; be it resolved that the meeting minutes for the Resources Committee meeting held on Tuesday, October 20, 2020 be approved, as presented.

Carried

06. Business Arising

- a. Action List—2020-Oct-27—from BoH meeting.
 - i. Report re: discussion with Ottawa public Health—AMOH
 - ii. Staffing updates report
 - iii. Update on renovation progress with cost information.

The Committee Chair reported that all items earmarked for the Resources Committee in the Action List would be addressed in the reports that followed.

07. Correspondence

There was no correspondence.

08. Staff Reports

- a. **Report re: discussion with Ottawa Public Health—AMOH**
On behalf of Dr. Robert Cushman and the Senior Management Team, H. Daly updated the Committee regarding this agenda item in a closed session—13. Closed Meeting.
- b. H. Daly presented the following report to the Committee:
 - [Briefing Note—November 2020.](#)

Discussion ensued around the items listed below and contained in the *Note*:

Relocation Update: Pembroke Mall Swing Space

H. Daly reported to the Committee that RCDHU had a successful relocation to the Pembroke Mall, during the last week of October 2020.

Renovation Update: 141 Lake Street

Renovations continue at 141 Lake Street with ongoing challenges typical for a project of this scale.

It is anticipated that the vaccine refrigerators, currently housed at PRH, will be moved to 141 Lake Street during the first week of January 2021.

System furniture will be installed the first and second week of the new year. It is anticipated that the staff will move in by the end of January, 2021.

RCDHU is consistent with the budget at the time of this report.

Human Resources—COVID-19 Response

As shown on *Table 1: RCDHU temporary new hires to October 31, 2020 in response to COVID-19*, RCDHU currently has 22 additional temporary hires assisting with the pandemic response.

Human Resources Headcount and FTEs

Table 2: Budget to Actual and October 31 Regular Staff FTE RCDHU, provides a summary by category of the number of full-time equivalent staff members at Renfrew County and District Health Unit, at October 31, 2020.

H. Daly reported that RCDHU budget to actual FTE count, at the end of October, was down by four (4).

Several factors impacting headcount include:

- Unanticipated retirements
- Backfilling leaves of absence
- PHI recruitment challenges
- Delay of launch of OSDCP program.

Resolution: # 3 RC 2020-Nov-18

A motion by M. A. Aikens; seconded by C. Watt; be it resolved that the Resources Committee accept the Briefing Note presented by H. Daly, Acting Chief Executive Officer/Director, Corporate Services.

Carried

09. Board Committee Reports

There were no Board Committee reports.

10. By-Laws

There were no items in by-laws.

11. New Business

Long Service Awards

The Committee discussed how to safely present Long Service Awards to RCDHU Staff Members during the COVID-19 pandemic. They will ask for the input from the Board on this matter.

Committee Members were appreciative of the efforts of RCDHU Staff to go above and beyond their duties during the relocation project and the COVID-19 pandemic and put forward the following recommendation:

Resolution: # 4 RC 2020-Nov-18

A motion by M.A. Aikens; seconded by C. Watt; be it resolved that the Resources Committee recommend to the Board approval for up to \$1000, in lieu of a luncheon, to show the Board's appreciation to RCDHU Staff with the purchase of a small token of appreciation and card for Staff Members.

Carried

12. Notice of Motion

There was no notice of motion.

13. Closed Meeting

Before moving into the closed session, the Committee Chair asked all those present at the meeting if they were in a secure location and alone. Everyone confirmed compliance with both requests.

Resolution: # 5 RC 2020-Nov-18

A motion by M. A. Aikens; seconded by J. Visneskie Moore; be it resolved that the Resources Committee move into a closed meeting at 10:21 a.m. to discuss: k. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Carried

The Committee Chair rose to report at 11:10 a.m., that the Resources Committee met in a closed meeting to discuss: k. a position, plan, procedure, criteria or instruction to be applied to any negotiations carried or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

14. Date of Next Meeting

The next Resources Committee meeting is scheduled for Tuesday, December 08, 2020 at 9:00 a.m., via *GoToMeeting*.

15. Adjournment

Resolution: # 6 RC 2020-Nov-18

A motion by J. Visneskie Moore; seconded by C. Watt; be it resolved that the Resources Committee meeting be adjourned at 11:24 a.m.

Carried

The Resources Committee meeting, held by *GoToMeeting*, adjourned at 11:24 a.m.

Committee Chair

The meeting minutes were approved by the Committee at the 2002-Dec-08 Resources Committee meeting.