



Board of Health

Resources Committee Meeting, via GoToMeeting

Tuesday, October 20, 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 audio or 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 9:01 a.m.

02. Agenda Approval

The agenda was approved as presented.

Resolution: # 1 RC 2020-Oct-20

A motion by J. Visneskie Moore; seconded by C. Watt; 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-Sep-18
The meeting minutes for the Resources Committee meeting held on Friday, September 18, 2020, were approved, as presented.

Resolution: # 2 RC 2020-Oct-20

A motion by M. A. Aikens; seconded by J. Visneskie Moore; be it resolved that the meeting minutes for the Resources Committee meeting held on Friday, September 18, 2020 be approved as presented.

Carried

06. Business Arising

- a. Action List from 2020-Sep-29 BoH meeting.
Everything assigned to the Resources Committee from the 2020-Sep-29 BoH Action List was included on the meeting agenda. The items were reviewed and discussed by the Committee.

- i. Platform for Meetings—GoToMeeting—Comments from Board Members

A fulsome discussion ensued about the virtual meeting platform. It was confirmed that travel related expenses incurred by Board Members to establish an internet connection for a virtual Board and Committee meetings is considered an eligible expense for reimbursement.

It was emphasized that business conducted by Board Members on behalf of the Board is reimbursable e.g. travel to a location for internet connect to the virtual *GoToMeeting* platform.

A toll-free telephone number will be added to the *GoToMeeting* options,

- ii. Strategies for Human Resources and Support—EAP
This item will be addressed by H. Daly in the October 2020 Briefing Note.

07. Correspondence

There was no correspondence.

08. Staff Reports

H. Daly presented the following report to the Committee:

- [Briefing Note—October 2020](#)

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

Renovation/Relocation Update: 141 Lake Street

Corporate Services' focus is the Pembroke office relocation to 141 Lake Street. The lease with the County of Renfrew at 7 International Drive expires on October 31, 2020. The Corporate Services Team is putting out little "fires" every day in order to enable a smooth, seamless transition to the new location. Arrangements are fluid and change daily.

The Team is concentrating on the following:

- Moving the server to temporary swing space at the Pembroke Mall and ensuring VOIP phone services will be fully functional.
- Moving vaccine refrigerators to a safe, accessible location—Pembroke Regional Hospital.
- Working with service providers to maintain connectivity with the public and community partners.

Teams 1, 2 and 3—Programs, Pandemic Response and Corporate Services

Teams 1, 2 and 3 will be temporarily housed at the Pembroke Mall until the renovations are completed at 141 Lake Street. Corporate Services will have a store front location provided, by the Mall.

Internet/fibre is being installed at the Pembroke Mall to provide connectivity for the organization.

Team 4: Remote/Home Office

Other team members will work off-site or have rotating hoteling opportunities at the Pembroke Mall or RCDHU Renfrew office.

HR and COVID-19

A table contained in the *Note* captured the number of staff hired during the COVID-19 pandemic. H. Daly provided clarification on the lines included in the table during the discussion.

Staff Supports during COVID-19

Per the item on the Action List, H. Daly updated the Committee on the resources available for RCDHU staff support.

The Committee recommended that a list of the trained and certified staff members in mental health first aid be made available to all RCDHU staff members. It could be posted to the Staff Portal.

Financial/Other

Pandemic Pay 2020 Final Report

The final report was submitted to the Ministry on October 15, 2020.

H. Daly clarified some of the criteria needed for nurses to qualify for pandemic pay:

- Unable to maintain physical distancing of two metres when:
 - Immunizing clients
 - Swabbing clients for COVID-19 tests
 - Infection Prevention and Control (IPAC) visits to long-term care homes.

Resolution: # 3 RC 2020-Oct-20

A motion by J. Visneskie Moore; 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

There was no new business.

12. Notice of Motion

There was no notice of motion.

13. Closed Meeting

Before moving into the closed session of the meeting, the Committee Chair asked all Resources Committee Members if they were in a secure location and alone. All Members confirmed compliance with both requests.

Resolution: # 4 RC 2020-Oct-20

A motion by J. Visneskie Moore; seconded by C. Watt; be it resolved that the

Resources Committee move into a closed meeting at 9:36 a.m. to discuss: d. labour relations or employee negotiations; and 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 9:56 a.m. that the Resources Committee met in a closed meeting to discuss: d. labour relations or employee negotiations; and 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 Wednesday, November 18, 2020 at 9:00 a.m., via *GoToMeeting*.

15. Adjournment

Resolution: # 5 RC 2020-Oct-20

A motion by J. Visneskie Moore; seconded by M. A. Aikens; be it resolved that the Resources Committee meeting be adjourned at 9:59 a.m.

Carried

The Resources Committee meeting, held by *GoToMeeting*, adjourned at 9:59 a.m.

Committee Chair

The Committee approved the meeting minutes at the 2020-Nov-18 Resources Committee meeting.