



## Board of Health

### Resources Committee Meeting, via GoToMeeting

Friday, September 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	Acting 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 8:59 a.m.

#### 02. Agenda Approval

The agenda was accepted as presented.

#### Resolution: # 1 RC 2020-Sep-18

A motion by C. Watt; 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-Aug-14  
The meeting minutes for the Resources Committee meeting held on Friday, August 14, 2020, were approved, as presented.

**Resolution: # 2 RC 2020-Sep-18**

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, August 14, 2020 be approved as presented.

Carried

**06. Business Arising**

There was no business arising.

**07. Correspondence**

There was no correspondence.

**08. Staff Reports**

H. Daly presented the following report to the Committee:

- [Briefing Note](#)—September 2020, including Attachment A and B

Discussion ensued surrounding the items listed below, contained in the *Note*:

- a. Relocation/Renovation Update: 141 Lake Street  
Strategies for deploying RCDHU Staff were broken down into the following teams:
  1. Team One—Public Services/Programs—Location in Negotiations
  2. Team Two—Pandemic Response—Command Centre Renfrew Office
  3. Team Three—Corporate Services Base—Location in Negotiations
  4. Team Four—Remote/Home Office.

This is a major undertaking for plans to be finalized in the next six to eight weeks. A further extension of the lease at 7 international Drive, Pembroke is not available. Occupancy of the space will be terminated by the County of Renfrew on October 31, 2020.

- b. COVID-19 Funding and Human Resources Planning—Attachment A  
*Attachment A* is a detailed breakdown of expenditures during the COVID-19 pandemic, up to June 30, 2020. The *Attachment* included the cost of additional and redeployed staffing requirements for Renfrew

County and District Health Unit during this time. It was noted that the motion shown below had a sunset clause of September 30, 2020:

As per the motion shown below, the Committee discussed in length, the Board-direction for the extension of the hiring of staff:

**Resolution: # 4 SBoH 2020-Jul-28**

*A motion by M. Donohue; seconded by P. Emon; be it resolved that the Board move to postpone the preceding motion Resolution: # 7 SBoH 2020-Jul-28 by J.M. du Manoir and seconded by M. A. Aiken—to extend the hiring date of staff to December 31, 2020—until a report comes forward to the Board at the Regular Board meeting scheduled for September 29, 2020, providing more detail and history regarding the hiring of staff in response to the COVID-19 public health emergency, and that the information provide the detail of authority and with that authority the extension of the hiring date of staff, until December 31, 2020.*

*Carried*

And in reference to the extension of hiring for additional staffing at RCDHU, due to the COVID-19 pandemic, per the following Board of Health motion that has a sunset clause of September 30, 2020:

**Resolution: # 7 BoH 2020-Mar-31**

*A motion by M. Donohue; seconded by M. A. Aikens; be it resolved that:*

*WHEREAS the COVID-19 pandemic has now spread across the globe and has required a significant increase of public health professionals to respond;*

*AND WHEREAS the Provincial Government declared a Provincial State of Emergency on March 17, 2020 and extended the state on March 30, 2020;*

*AND WHEREAS there have now been two confirmed positive cases of COVID-19 within the Renfrew County and District Health Unit;*

*AND WHEREAS there is an urgent requirement for the Renfrew County and District Health Unit to increase staff capacity to respond to this emergency;*

*NOW THEREFORE BE IT RESOLVED that the Board of Health for Renfrew County and District Health Unit authorize the Acting Medical Officer of Health to hire staff as required to respond to this public health emergency;*

*AND FURTHER that a report be made to the Board at each monthly meeting on the number of staff engaged;*

*AND FURTHER that this authorization shall extend to September 30, 2020.*

The Committee anticipates there will be a need to maintain resourcing flexibility and capacity as the COVID-19 pandemic continues and recommends to the Board that the following motion be lifted off the table and voted on:

***Resolution: # 3 SBoH 2020-Jul-28***

*A motion by J. M. du Manoir; seconded by M. A. Aikens; be it resolved that the last sentence of Resolution: # 7 BoH 2020-Mar-31 be revised to extend the hiring date of staff to December 31, 2020.*

***Resolution: # 3 RC 2020-Sep-18***

A motion by M. A. Aikens; seconded by C. Watt; be it resolved that the Resources Committee recommend that Resolution: # 3 SBoH 2020-Jul-28 be approved by the Board at the September 29, 2020 Board meeting.

Carried

c. Cyber insurance/IT Security Audit—CCM Funding

The cost of cyber insurance and the IT security audit were discussed. This is a requirement for the CCM platform and CCM Funding will be applied to some or all of the additional costs. The additional insurance will be added at the time of policy renewal in December 2020.

d. Ministry 2020 Funding Announcements

The Note gives a breakdown of all funding announced to date by the Ministry of Health for Renfrew County and District Health Unit. The Ministry's funding and amending agreement was released on September 10, 2020. Highlights include a new School-Focused Nurse Initiative, 100% funded by the Ministry of Health in response to the COVID-19 pandemic. Recruitment efforts are underway for the staffing the six FTE nurse positions.

- e. Q2 Financial Report RCDHU  
Attachment B—Budget vs Actuals—2020 includes the Q2 financials as part of the Briefing Note.

H. Daly stepped through the spreadsheet line by line.

- f. *GoToMeeting* Survey  
The Survey was completed by eight of the ten Board Members.

The Committee reviewed and discussed the *Survey Results*.

**Resolution: # 4 RC 2020-Sep-18**

A motion by J. Visneskie Moore; seconded by C. Watt; be it resolved that the Resources Committee recommend to Board, the use of the virtual platform—*GoToMeeting*—for conducting meetings; and also that two iPads be purchased so that Board Members who are experiencing computer equipment challenges can participate.

Carried

M. Halko will connect with Board Members who asked for a platform trial run through before the next Board meeting.

*GoToMeeting* will be the virtual platform used at the September 28 Board meeting.

**09. Board Committee Reports**

There were no Board committee reports.

**10. By-Laws**

There were no items in by-laws.

**11. New Business**

Going forward, the *Action List* generated at Regular Board meetings will be added to the Resources Committee agenda as item 06.

**Follow-up per Action List—2020-Jul-28**

The Resources Committee were tasked with the following items on the Action List:

**01. Staff Reports**

**b. Contingency Plan**

**Action:**

- Add to Resources Committee agenda—construction contingency plan

- *H. Daly included contingency plans in both the August 2020 and September 2020 Briefing Notes.*
- *Included in Report to the Board*

**03. Tabled Motion re: Extension of the Hiring of Staff**

**Action:**

- *Put tabled motion, regarding extension of the hiring of casual staff, on Resources Committee agenda*
- *Discussion—Resources Committee*
- *Report with recommendation to the Board.*

**05. Meeting Platform—GoToMeeting—Survey Results**

**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: # 5 RC 2020-Sep-18**

A motion by J. Visneskie Moore; seconded by M. A. Aikens; that the Resources Committee move into 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.

Carried

The Committee Chair rose to report 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 Tuesday, October 20, 2020 at 9:00 a.m., via *GoToMeeting*.

**15. Adjournment**

**Resolution: # 6 RC 2020-Sep-18**

A motion by J. Visneskie Moore; seconded by M. A. Aikens; be it resolved that the Resources Committee meeting be adjourned at 11:04 a.m.

Carried

The Resources Committee meeting, held by *GoToMeeting*, adjourned at 11:04 a.m.

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Committee Chair

*The Committee approved the meeting minutes at the 2020-Oct-20 Resources Committee meeting.*