

Minutes of the Board of Health Regular Meeting
 Thursday, May 21, 2020
 Teleconference
 4:00 p.m. – 5:40 p.m.

Present:

Doug Malanka, Chair	Anne Warren
Bill Dobson	Ray Young
Jeff Earle	
Peter McKenna	Paula Stewart, Medical Officer of Health
Doug Struthers	Heather Bruce, Executive Assistant
Shani Gates, Director - QIPS	Michelle Foote, Public Health Resident - OMOH
Jane Hess, Director - HLD	Paul Armstrong, IT Supervisor
Jane Lyster, Director - CHP	Sherryl Smith, Toni Surko, John Cunningham, Candace Kaine

1. Call to Order

Doug Malanka called the meeting to order at 4:00 p.m. and welcomed Candace Kaine former Vice Chair, and Wayne Lowrie from the press. The terms of our provincial representatives have come to an end and he has invited Sherryl Smith and Toni Surko to join the call.

2. Traditional Land Acknowledgement Statement

Doug Malanka read the Traditional Land Acknowledgement Statement.

3. Approval of the Agenda

The agenda items were reviewed. Appointment of sewage system inspector was added to the agenda. The board of health is the principle authority for Part V111 of the Ontario Building Code Act.

*Motion: That the agenda of the May 21, 2020 Regular Meeting be approved as amended.
 Motion Carried.*

4. Conflict of Interest Declaration

None declared.

5. Consent Agenda

Motion: That the following items on the consent agenda be approved as circulated:

- 5.1. Approval of the Minutes from the Board of Health Regular Meeting held on April 16, 2020
- 5.2. General Correspondence
- 5.3. MOH/CEO Duty of Care Report

- 5.4. *Governance and Quality Assurance Committee Duty of Care Report*
 - 5.5. *Governance and Quality Assurance Committee Report*
 - 5.5.1. *Board Policy V-85-0 Non-Union Compensation*
 - 5.5.2. *Governance and Quality Assurance Committee Terms of Reference*
 - 5.5.3. *Finance, Audit, Property and Risk Management Committee Terms of Reference*
 - 5.6. *Q1 Financial Report*
- Motion Carried.*

A separate motion for the appointment of sewage system inspector was read.

Motion: That the Board of Health appoint Shannon McKirdy as a sewage system inspector under Part V111 of the Ontario Building Code Act.

Motion carried.

6. New Business:

6.1. Certificate of Appreciation for Candace Kaine

This is an opportunity to formally thank Candace Kaine for her service to the Board of Health over her 3 year term on behalf of the Board and Staff. She was sent a certificate of appreciation for her commitment to the Board and Doug Malanka thanked her for her support and guidance in her role as Vice Chair.

Candace Kaine thanked everyone advising that it was a privilege to serve on the Board of Directors and wished everyone well.

6.2. Interim Board Vice Chair Appointments

Doug Malanka advised that once Candace's term ended we needed to look for a Vice Chair quickly and Anne Warren indicated that if no one put their name forward she would let her name stand and he is very pleased because of her expertise and experience. He also wanted someone that could provide strong support from Lanark in the north. Peter McKenna agreed to be the second vice-chair and will ensure he has a full understanding of the northern region.

The question was raised about the need for two interim Board Vice Chairs instead of one. Doug Malanka advised that due to the lack of public appointments and the increase in work both members have experience that will be helpful to him as Board Chair. The Governance and Quality Assurance Committee has put forward this motion and this is his preference.

Motion:

WHEREAS the Board of Directors of the Leeds, Grenville and Lanark District Health Unit is currently without a Board Vice Chair, and

WHEREAS no Board members responded to a recent request for expressions of interest in this position, and

WHEREAS it is very important that the Board Vice Chair position be filled as soon as possible, and

WHEREAS the work of the Leeds, Grenville and Lanark District Health Unit, and respectively of the Board Executive has increased significantly as a result of various factors (Public Health Modernization; COVID-19, lack of Public Appointments to the Board)

It is therefore recommended that the composition of the Board Executive be reorganized, on an interim basis (until 31 December, 2020) to allow for an increased support to the Board Chair in his various areas of responsibility, as follows:

1st Vice Chair – Anne Warren

2nd Vice Chair – Peter McKenna

Motion Carried.

6.3. Update on Provincial Appointments

Doug Malanka has been speaking with MPP Steve Clark's office in an effort to get Public Appointments to reappoint Toni Surko and Sherryl Smith. A replacement for Candace Kaine has also been recommended. He is hopeful we will be successful in these appointments.

Doug Malanka asked members if Toni Surko and Sherryl Smith could participate in the discussion with questions they might have. Given he thinks we could be moving ahead with their reappointments he would like to keep them involved. Members agreed. The Chair has the right to have people comment on the agenda as long as it is not an in camera meeting.

6.4. COVID-19 Situation Report

COVID-19 surveillance reports are available on our website and updated every weekday at 4:00 pm under the COVID-19 tab under the section called surveillance reporting.

- Since mid-March ER visits for respiratory disease have seen a drastic drop in day to day visits locally and across the province as well.
- Our day to day ER visits for respiratory symptoms are down two-thirds from what we would normally see this time of year.
- Lab confirmed positive people with COVID-19 saw a peak in April, and now is on the decline. There have been no new lab confirmed cases between today and yesterday – quieted down locally. We will track to see if there is an increase when social distancing requirements are relaxed.
- Currently there are 336 lab confirmed cases in LGL and 49 deaths. The majority of cases are located in long-term care and retirement homes.
- 90% of community and healthcare workers have recovered.

Doug Malanka thanked John Cunningham for his presentation.

6.5. COVID-19 Update

Paula Stewart advised that the Leeds, Grenville and Lanark (LGL) region has had many days within the last week or so with no community cases. A phenomenal job was done with the testing of long-term care homes (over 3000 tests done in 12 days) and our Public Health Inspectors have completed infection control audits in all long-term care and retirement homes.

Within the health unit we are planning for the next phase and have established good process maps, guidelines and procedures along with cross training of outbreak staff to prepare us in the event of a second wave. Shani Gates is leading planning with the managers and directors about what this will look like for us going forward and we are actively looking at what we could pick up.

The Ministry of Health has stated that the role of public health is in case and contact management, and the testing of community members is to be done by the hospital sponsored Assessment Centres. Public Health supports the Assessment Centre by providing communication to the public about the hours of opening, location and how to access the centre. In addition, public health nurses provide information, either in person or through handouts, on the need to self-isolate or to self-monitor until results come back, as part of our case and contact role.

6.6. COVID-19 Verbal Update

Shani Gates, Director of Quality, Information and People Services gave an update to the Board.

From an administrative point of view, the systems and supports we have put in place to support the COVID-19 response are going well; supporting COVID-19 work has become the new norm for how we are functioning.

- Our workforce remains healthy (COVID-19 free);
 - the majority of our staff are working to deliver and support COVID-19 activities or other essential services;
 - we still operating 7-days week for priority COVID-19 activities, although staffing needs for the weekend has decreased slightly;
 - continue to build our human resource capacity in priority COVID-19 response areas, either through re-deployment or recruitment of new staff to fill gaps (i.e. infection control, epidemiology).
- We continue to build our IT infrastructure to support COVID-19 activities. About 40 people are working from home (27%); currently installing more fax lines to receive test results from labs more efficiently; supporting case contact management database.
- Regarding communications, the number of followers on our Facebook and Twitter accounts continues to grow and we have a daily presence in local media, either through published media releases or interviews.
- The Multi-Workplace Joint Health and Safety Committee continues to meet biweekly. The controls that we have put in place are working well and being continuously reviewed and improved. We continue to implement daily staff self-assessment, physical distancing, hand washing and cleaning of frequently touched surfaces twice daily. We have been

able to procure sufficient supplies and PPE, with help from partners, with some minor delays.

Planning for the next phase:

- We are planning for the priority COVID-19 activities that will be required (enhanced or reduced) for the next phase; and will be basing this on an evaluation of the initial phase and what worked well and what needs improvement.
- As far as essential services, we are developing criteria for the re-introduction of other services that have been suspended during the initial phase will be developed (demand, risk, HR capacity, IT capacity). As part of this process, we will discuss the re-opening of our offices to the walk-in public.

Jane Hess, Director of the Healthy Living and Development Department gave an update to the Board.

- Calls have taken place with community partners to provide guidance regarding how to safely manage face to face client service.
- There is a new database platform for case and contact tracing which will support staff to more efficiently manage their workload.
- Public calls have decreased over time.
- Public Health Inspectors continue to support the emergency childcare centres.

Jane Lyster, Director of the Community Health Protection Department gave an update to the Board.

- Continuing on with essential services in CHP as well as COVID-19 response. Staff have been involved in that response for 116 days.
- Beginning seasonal programs i.e. West Nile Virus
- There are 500 small drinking water systems starting up.
- Have had 200 animal bites up until yesterday – heading for more animal bites than we routinely have and part of that is attributable to people at home with their pets.
- Following up other reportable diseases, and infection prevention and control issues.
- Proactive public health inspector assessment visits in LTC and retirement homes without an outbreak to look at infection prevention and control measures.
- Have had 1101 calls to duty desk ask of May 20 when a typical year has 1400 – 807 of the calls have been COVID-19 related.
- Developed wonderful partnerships with the police and OPP in Lanark and Leeds and Grenville.
- Land control will likely have a very busy season – already have many permits.
- Developed public health guidance for business in LGL. This has been sent out to all clerks in LGL to pass on to decision makers in each municipality. Other resources will be provided to municipal partners as well.
- Supporting Farmers' Markets to open with curbside and open market options.

7. Time, Date and Location of Next Meeting:

Thursday, June 18, 2020

8. Adjournment

Motion: That the meeting adjourned at 5:40 p.m.

Motion Carried.

Doug Malanka, Chair

Date

Heather Bruce, Executive Assistant

Date

c: Board members