

BRIEFING NOTE

Board of Health

One-Time Funding Requests

February 27, 2020

SUMMARY:

Every year the Health Unit is asked to submit our Annual Service Plan to the ministry. The ministry will consider up to five (5) one-time funding requests which are approved by the Board of Health prior to submission.

RECOMMENDATION

The Finance, Audit, Property and Risk Management Committee recommends:

- That the Board of Health approve the following one-time funding requests for submission to the Ministry of Health:
 - 2 Public Health Inspector Practicum Students (Safe Water, Food Safety) (\$20,000)
 - 3 Vaccine Fridges (\$29,191)
 - Capital Requests (\$58,500)
 - Boiler replacement \$22,500;
 - Plumbing upgrades at the Brockville Health Unit site \$20,000;
 - Installation of handicap access buttons to the clinic doors at the Brockville Health Unit site and the Smiths Falls Clinic site \$16,000.
- That the Board of Health approve the use of the Reserve for the Capital Projects if funding is not approved by the Ministry of Health.

BACKGROUND

Given the current fiscal environment the Ministry of Health has indicated that it will consider up to five (5) one-time funding requests for the following categories from each public health unit:

1. Capital – the ministry will consider one-time funding requests for minor capital and infrastructure improvement projects. The projects must meet the following criteria: be a very urgent and minor infrastructure renewal project that can be completed by March 31, 2021; is not part of an existing approved project that is funded by the ministry; is a tangible Asset or capital leased Asset that will have a useful life extending beyond one year and is intended to be used on a continual basis; extends the useful life of the Asset or improves the facility's quality or functionality; is capitalizable; costs between \$5,000 and \$1.0M, inclusive; does not require an increase to the operating budget; and, the board of

health is not planning to move to a new site over the next 24 months.

2. New Purpose-Built Vaccine Refrigerators – the ministry will consider one-time funding requests for new purpose-built vaccine refrigerators. The one-time funding request should include costs for peripheral devices (e.g., temperature monitoring and recording device, voltage safeguard, alarm), freight, refrigerator setup, warranty and applicable taxes. Requests should include: a rationale as to why a new purpose-built vaccine refrigerator is required (e.g., refrigerator failure or imminent likelihood of failure, new sub-office, refrigerator capacity, currently using non purpose-built refrigerators, etc.); the size of the refrigerator(s) (in cubic feet); and, the number of refrigerators required.

3. Public Health Inspector Practicum Program – The ministry will consider one-time funding requests for one (1) or more practicum position(s). Each practicum position is eligible for up to \$10,000 in one-time funding to cover student salaries, wages and benefits, transportation expenses associated with the practicum position, equipment, and educational expenses. A maximum of 25 practicum placements may be supported under this program. Please ensure that the request for one-time funding includes: the ability of the hosting board of health to comply with the requirements of the Canadian Institute of Public Health Inspectors (CIPHI) Board of Certification (BOC) for field training for a 12 week period; and, the availability of a qualified supervisor/mentor to oversee the practicum student's term.

4. Extraordinary Costs – The ministry will consider one-time funding requests for extraordinary costs incurred or expected to be incurred by a board of health over and above the approved budget associated with the provision of the Standards (i.e., infrequent and unexpected costs incurred over and above regular business/programming, such as outbreak costs).

ONE TIME FUNDING REQUESTS

Boiler Replacement (\$22,500)

The boiler system which provides a measured level of humidity to the workspaces and clinical areas of the Brockville office is inoperable and has been deactivated due to age-related failure of mechanical parts. This is causing a lack of humidity in the air of the building which is having a negative impact on staff and clients, particularly during the colder winter months when the heating system is activated.

The Brockville site was built in 1990 and the boiler is original to the build. In January of 2019, the boiler was inspected by a local HVAC company (Upper Canada HVAC Systems) who discovered that the boiler was not operating properly and needed to be shut down. Many parts of the boiler would need to be replaced in order to bring the boiler back to a level of serviceability. These include replacing heating elements, water level electrodes and the pressure relief valve. Corrosion that was impeding boiler operations was also evident.

Due to the age of the boiler, extent of the repairs needed and the expected service life of the Brockville site, replacement is a better option than repair at this time. The current location of the boiler is also very close to building electrical equipment, and the installation of a new boiler allows the physical movement of the boiler to a safer location where any potential future leaks will be less likely to impact building electrical operations.

Brockville Plumbing Updates (\$20,000)

A new area for reprocessing dental equipment is required for the Seniors Dental Program. The best space is the current workroom for the Public Health Inspectors. Another small room can serve this purpose if a sink can be added to it along with minor renovations. (\$5,000)

The caretakers of the Brockville site are currently using a janitor sink on legs to discard contaminated (used) mop water from large, industrial mop buckets as part of their duties. The weight of a filled mop bucket can be as much as 40 lbs and the use of a janitor sink on legs requires caretaking staff to lift a bucket to at least waist height. This exposes the staff to potential repetitive stress injuries, as well as impact injuries related to dropping a full bucket onto their legs and feet. These potential injuries could be avoided by the removal of the sinks on legs and subsequent installation of a floor drainage system commonly known as “slop sinks” on both the ground level and 2nd floor of the building. The Health Unit requested a quote from Houle Plumbing and Heating to replace the 2 plastic janitor sinks with 2 more ergonomically friendly slop sinks. Houle has estimated a cost of \$7,500 per sink, one to be located on the ground floor and another to be located on the 1st floor. (Total \$15,000)

Brockville and Smiths Falls Mechanical Access Buttons (\$16,000)

The Brockville site clinic door currently does not have mechanical access buttons installed on the building at the clinic doors. This presents an increase of difficulty for anyone experiencing a physical challenge from accessing the services of the clinic. The Health Unit is required to ensure all services are fully accessible for these same services or work opportunities. The Health Unit requested and received a quote from Secureway Locksmiths in November of 2018 for the installation of the required devices and buttons on the clinic doors. The quote given was in the amount of \$7,791, with an increase of roughly 2% bringing the 2020 cost to approximately \$8,000.

The Smiths Falls site also has 2 interior doors which allow client access to the PSL and clinic area but which do not currently have mechanical access buttons installed. Using the quote provided for the Brockville site, we will additionally ask for another \$8,000 to have the buttons installed.

Vaccine Fridges (\$29,191)

The Health Unit has three vaccine fridges that are nearing 9 years of age. All fridges support the dissemination of vaccines to local Health Care Providers and support our school, health unit office and outreach clinics.

It has been recommended to us that these be replaced before we experience any mechanical failures that could lead to a serious cold chain break and the subsequent loss of a large supply of publicly funded vaccines.

We will meet our vaccine storage and handling requirements under OPHS, while ensuring our vaccine supply is kept in a fridge that is less likely to break down and thus cause a cold chain break.

- 2 X Size: 23 (approx.) cubic feet (size will be dependent on cost of unit plus other variables such as delivery, installation, alarms, etc.). \$6247 Ea. plus approx. \$600 for White Glove delivery as specified by ministry (we recently purchased in January 2020 for Kemptville, Brockville and Smiths Falls).
- 1 X Size: 29.2 (approx.) cubic feet (size will be dependent on cost of unit plus other variables such as delivery, installation, alarms, etc.). \$8500-\$9250 Revco TSX model (approx.) with \$600 for White Glove delivery.

PHI Practicum Students (\$20,000)

The funding would provide a practicum to two fourth year public health students to meet their field training requirement for Certification. We provide a diverse field training program to the students, supported by a mentor and coach including: beach monitoring program; recreational water program; vector borne program; and food safety program, healthy environment and emergency management. The students will be exposed to various public health programs; encouraged to become a self-confident, knowledgeable, and respectful Public Health Inspector. Nearing the end of their practicum, we expect the students to be able to conduct inspections in various programs, answer client calls, and complete basic reports, all with the guidance of their mentor and their proven ability.

This is for a 12 week period either the summer or the fall 2020 (preferably in the summer) with the funds covering salary, benefits and mileage.

Without the PHI students support, PHI staff will carry these duties many of which are seasonal in nature (winter/summer), thus potentially having less time to complete other normalized work -year round high risk, medium risk premises.

Submitted by:

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February 27, 2020