

**HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT
BOARD OF HEALTH MEETING**

October 20, 2022

MINUTES

The meeting was convened by Mr. Marshall at 9:30 am at the Best Western in Cobourg, ON.

Those in attendance were Messrs. Marshall, Cane, Henderson, and Elmslie (via Teams), Mrs. Roberts, Mrs. Richardson, Dr. Bocking, Mrs. Vickery, Ms. Beaulac, and Mrs. Dickson (Recorder).

Mr. Crate was absent with regrets.

1. LAND ACKNOWLEDGEMENT

The Haliburton, Kawartha, Pine Ridge District Health Unit is situated on the traditional territories of the Michi Saagiig and Chippewa Nations. This includes the territories of Treaty 20 and Williams Treaties. We respectfully acknowledge that these Nations are the stewards and caretakers of these lands and waters for all time and that they continue to maintain this responsibility to ensure their health and integrity for generations to come.

The Haliburton, Kawartha, Pine Ridge District Health Unit recognizes the many harms done to Indigenous peoples and our collective responsibility to right those wrongs. As an organization that is rooted in a colonial system, we are committed to change, to building meaningful relationships with Indigenous communities and in improving our understanding of local Indigenous peoples as we celebrate their cultures and traditions, serve their communities, and responsibly honour all our relations.

2. ADOPTION OF AGENDA

Moved by Mrs. Roberts

Seconded by Mrs. Richardson

THAT the agenda be adopted as presented.

2022-130
carried

3. DECLARATION OF CONFLICT OF INTEREST

None

4. ADOPTION OF REGULAR MINUTES

Moved by Mr. Henderson

Seconded by Mr. Cane

THAT the regular minutes of the Board of Health meeting held on September 15, 2022 be approved.

2022-131
carried

5. BUSINESS ARISING

5.1 Letter to Minister Jones about provincial appointees

Moved by Mr. Cane

Seconded by Mr. Henderson

THAT the proposed letter to Minister Jones to inquire if we should continue to actively seek provincial appointees be approved and signed.

2022-132
carried

6. MEDICAL OFFICER OF HEALTH UPDATES

COVID-19 Updates

- **Current activity/epidemiology as of October 16, 2022**
 - Average daily new cases – 21
 - Active outbreaks – 12
 - Hospital admissions – 12
 - Test positivity – 18.27%
 - Wastewater surveillance, viral signal trend – low for all three sites
- **Fall preparedness**
 - Respiratory diseases dashboard (A. Harris demonstrated the new dashboard)
 - Significant pressures on health care system
 - New variants on the horizon have the potential to strain the health care system further
- **Take home messages**
 - Stay up to date with COVID-19 vaccinations

- Stay home if sick/symptoms until:
 - At least 24 hours with no fever and other symptoms have been improving for 24 hours
- Wear a mask for 10 days after symptoms started and avoid places with vulnerable populations
- Stay aware of local recommendations related to masking (based on local COVID-19 activity)
- Know whether you are eligible for COVID-19 treatment

- **Immunization**

- **COVID-19 Immunization**

- Everyone aged 12+ recommended to receive a fall booster dose
- Aged 5-11 = recommended to have received a booster dose (monovalent booster dose)
- Aged 0-4 = not yet eligible for a booster dose

- **Clinics**

- **Access to COVID-19 vaccine:**

- 37 health unit led clinics scheduled for October and November
- 41 GoVaxx Bus clinics scheduled for October and November
- Also available through pharmacies and some primary care teams

- **Ongoing Vaccine Support:**

- Long-term care homes and retirement homes
- Primary care clinics, EMS, and Pharmacy
- Inventory, logistics (e.g., fridge inspections), data support
- School-based immunization program and “No Family Doctor” immunization clinics

- **Program Restoration**

- Dr. Bocking reviewed program restoration in each division
- Restoring programs takes time
- Some staff are still supporting COVID-19 activities
- Program restoration does not fully take into account the catch-up activities required (no funding has been received for catch up activities)

Moved by Mr. Henderson

Seconded by Mrs. Roberts

THAT the Medical Officer of Health updates, including a demonstration of the Respiratory Diseases Dashboard be received for information.

2022-133
carried

7. REPORTS

Dr. Bocking, Medical Officer of Health, provided the Board of Health with an update on the Strategic Plan.

In June 2019, the Board of Health approved the HKPR District Health Unit's 2019-2023 Strategic Plan. The Strategic Plan includes three strategic objectives: *Lead*, *Partner*, and *Deliver*.

Strategic Plans are important for any organization wanting to set a course for success. Prior to the onset of the COVID-19 pandemic, HKPR District Health Unit staff had made good progress in several initiatives related to the Strategic Plan. However, throughout the first two years of the pandemic (2020-2021), staff were redeployed to the COVID-19 response and implementation of the Strategic Plan stalled.

The leadership team at HKPR District Health Unit has provided a detailed update through the *Strategic Plan 2019-2023 Progress Report*. The report identifies those activities that have been completed, those that are in progress, and those that have not yet started. In doing this analysis, the leadership team has identified priority initiatives for 2023.

To date, activities identified in the Strategic Plan have been funded through the HKPR District Health Unit's base operational budget. However, in order to achieve implementation of the remaining strategic initiatives, a one-time injection of funding is being requested.

Strategic Objective #1 – LEAD

The COVID-19 pandemic has had a significant toll on the public health workforce locally and provincially. A healthy public health workforce is key to maintaining a strong public health system that can respond to community needs and emerging threats such as infectious diseases and health hazards.

One-time funding is required for the development and implementation of a People Strategy. This supports the strategic goal of investing in our employees so they can provide the public health services needed in our communities. Examples of activities under the People Strategy include development and implementation of key human resource initiatives (e.g., rewards and recognition, recruitment, and retention, etc.), training and support for leadership development, and infrastructure for the achievement of psychological health and safety in the workplace.

Strategic Objective #2 - PARTNER

Progress has been made towards the development of knowledge products, such as population health and surveillance reports, that are shared with our partners to inform community health needs. However, further work is required in the development of a Visibility and Engagement Strategy. This will ensure that community members understand who HKPR District Health Unit is, our role in serving the community, and that HKPR District Health Unit is a trusted voice in responding to health priorities for the community.

Strategic Objective #3 – DELIVER

Our third strategic priority has six internal actions identified that contribute to improving client-centred services and accessibility as well as prioritizing our resources and efforts to see the greatest health impact. Significant financial investments have already been made in the procurement and implementation of an electronic health record. We have seen immediate benefits of this investment in streamlined documentation and improved customer service. There remain some work tasks under this strategic objective for which additional financial allocations are required. This includes additional training elements for employees and the roll-out of the customer experience standards.

Board of Health members noted the number of work tasks and suggested prioritizing within the objectives. The Board also acknowledged that the Strategic Plan will likely need to be extended beyond 2023.

Moved by Mrs. Richardson

Seconded by Mr. Henderson

THAT the Board of Health receive the *Strategic Plan 2019-2023 Progress Report* for information purposes; and THAT staff allocate a total of up to \$300,000 towards one-time Strategic Plan related projects until the end of 2023. Should Ministry funding not be approved to support these one-time funding requests, then staff are approved to allocate up to \$300,000 from cash surplus reserves.

2022-134

carried

8. NEW BUSINESS

8.1 Finance – Unaudited Month-End Financial Statements, Investments & 2023 Budget

The Health Unit received written notification on September 29, 2022, that the Ministry of Health has approved the School-Focused Nurses Initiative for the remainder of the 2022-2023 school year and that mitigation funding will continue for 2023. The anticipated revenue in 2023 for these two initiatives is \$400,000 and \$773,300, respectively. Also included in the notification letter is confirmation that the Ministry of Health will continue to fund COVID-19 in 2023, including vaccine related expenses.

Moved by Mrs. Roberts

Seconded by Mrs. Richardson

THAT the Board of Health receive the Financial Update for information.

2022-135

carried

Unaudited Operating Statements

Year-to-date funding received should be at approximately 75% at the end of September. Our actual funding received at the end of September was 71.76%. Currently the Province has approved a portion of our budgeted amount for COVID 19. The Province has communicated that they will review additional COVID-19 funding submissions after Q2.

The actual expenditures incurred year-to-date at the end of September were 68.86%, which is 6.14% less than budgeted. This is primarily because of labour and supply shortages; as we successfully source equipment, supplies and contractors, for the last quarter of the year, actual expenditures will closer align with our budgeted amounts.

Moved by Mrs. Roberts

Seconded by Mr. Cane

THAT the draft non-audited Operating Statements for the nine-month period ending September 30, 2022, be received for information.

2022-136

carried

2023 Budget

The HKPR District Health Unit's proposed budget for 2023 is \$25,107,620 which includes \$18,754,498 in shared funding between the Province and Obligated Municipalities, \$4,945,588 in Provincial one-time funding, and \$1,357,533 in other revenue. Other revenue includes \$1,019,533 from the Ministry of Children, Community and Social Services for the Healthy Babies, Healthy Children Program and \$388,000 in excess revenue and recoveries.

Budgeted one-time funding includes: \$773,300 in mitigation funding, \$1,681,559 for COVID-19 Extraordinary costs, \$1,991,730 for COVID-19 Vaccine Program, \$59,000 for the Needle Exchange Program, \$40,000 for the Public Health Inspector Practicum program and \$400,000 for the School-Focused Nurses Initiative.

The proposed budget represents a 0% increase to each Obligated Municipality. Assuming that we will receive all requested one-time funding, the HKPR District Health Unit is presenting a balanced budget for 2023. There continue to be many unknowns related to COVID-19, such as ongoing requirements for COVID-19 booster doses and surges in COVID-19 activity, which could result in the ongoing need for mass immunization clinics and outbreak management, and these unknowns could change the costs significantly. The proposed budget assumes all OPHS programs will be fully restored which includes anticipated ongoing COVID-19 expenditures based on 2022 year-to-date trends.

Moved by Mr. Henderson

Seconded by Mrs. Richardson

THAT the Board of Health approve the 2023 Budget in the amount of \$25,107,620, which represents a 0% increase over the 2022 allocation from our Obligated Municipalities for the 2023 funding year.

2022-137

carried

Investments

At the March 15, 2018, Board of Health meeting, the Board approved an investment of the Reserve Fund which included investing \$500,000 for three years in a non-redeemable GIC and \$500,000 for three years in a redeemable GIC. Both GIC's matured March 31, 2021. The decision was made to not re-invest the GIC's for another term as the interest rate in our general bank account was earning a higher rate of return than GICs. Interest rates for GICs continue to rise. As noted during the first week of October, a one-year locked in GIC was earning a rate of return of 4.5% and a one-year redeemable GIC was earning 3.5%, while the general banking interest rate of return was 3.73%. As the rates for GICs fluctuate daily, Finance staff would like to request the Board of Health approve an investment of the Reserve Fund to invest the following:

- \$1,000,000 into a locked-in GIC, for a one-year term, at a rate of 4.5% or higher at the time of investment.

Moved by Mrs. Richardson

Seconded by Mr. Cane

THAT we the Board of Health approve an investment of the Reserve Funds, of \$1,000,000, in a one-year term non-redeemable GIC.

2022-138

carried

8.2 Q2-2022 Annual Service Plan Reporting

The Ministry of Health Q2 2022 Standards Activity Report Program Data was submitted to the Ministry on September 27, 2022, and the Q2 financial report was submitted August 26, 2022. Highlights of the report include a \$0 variance between our annual budget and forecasted expenditures. Should we not receive the remaining COVID-19 general program and COVID-19 vaccine program funding request approvals, we are projecting a deficit of \$1,578, 065 in COVID-19 expenditures.

The Ministry will be using data from the Q2 2022 Standards Activity Report to adjust cashflow related to COVID-19 general programs and the COVID-19 vaccine program. To date the Ministry has approved 50% of our request for one-time funding for COVID-19 General Programs and 75% of our request for one-time funding for COVID-19 vaccine administration.

The 2022 year-end forecasts related to COVID-19 program expenditures reflect that we will spend \$3,371,878 in the COVID-19 general program and \$2,700,379 in the COVID-19 vaccine program. Should we not be able to cover our COVID-19 expenditures with our one-time funding approvals and our mandatory program surplus, we can expect an adjustment from the Ministry to our one-time funding approvals.

Moved by Mrs. Roberts

Seconded by Mrs. Richardson

THAT Q2-2022 Annual Service Plan Report be received for information.

2022-139
carried

8.3 Interim Report for the Baby Friendly Initiative (BFI)

Dr. Bocking shared the interim report for the Baby Friendly Initiative, which is a requirement to maintain the Health Unit's BFI designation.

Moved by Mr. Henderson

Seconded by Mrs. Richardson

THAT the interim report for the Baby Friendly Initiative be received for information.

2022-140
carried

8.4 Joint Health and Safety Report for 2021

Moved by Mr. Cane

Seconded by Mrs. Roberts

THAT the Joint Health and Safety Report for 2021 be received for information.

2022-141
carried

8.5 Calling & Proceedings of Meetings Bylaw

Moved by Mr. Cane

Seconded by Mrs. Richardson

THAT the Board of Health approve the revision of the definition of quorum from members “present” to members “appointed” and that the bylaw be considered read a first, second, third, and final time.

2022-142
carried

8.6 Policies

Moved by Mrs. Roberts

Seconded by Mr. Tracy

THAT review and/or revision of the following policies be approved:

- Board Member Requests for Information
- Board of Health Honoraria and Expenses
- Duties and Responsibilities
- Election of Officers/Committees
- The Medical Officer of Health
- Request for Board of Health Action or Resolution
- Records Management
- Internal Financial Controls
- Investments

2022-143
carried

9. BUSINESS FROM BOARD MEMBERS

Mr. Marshall shared a presentation on orientation plans for new incoming Board of Health members and asked for feedback.

Moved by Mr. Henderson

Seconded by Mrs. Roberts

THAT the information on Board of Health orientation be received for information.

2022-144
carried

10. CORRESPONDENCE

Moved by Mrs. Richardson

Seconded by Mrs. Roberts

THAT the following correspondence be received and filed:

- Letter from the City of Kawartha Lakes RE: 2023 Budget
- alPHa Information Break – August
- Thank you note from alPHa

2022-145
carried

11. IN-CAMERA SESSION

Moved by Mr. Henderson

Seconded by Mr. Cane

THAT the Board of Health move in-camera to review the closed session minutes from the September 15, 2022 meeting.

2022-146
carried

Moved by Mr. Henderson

Seconded by Mrs. Richardson

THAT the in-camera be dissolved, and the membership return to the Board of Health open session.

2022-147
carried

Moved by Mrs. Roberts

Seconded by Mr. Cane

THAT the Board of Health approve the in-camera minutes from September 15, 2022.

2022-148
carried

12. DATE OF NEXT MEETING

The next meeting of the Board of Health will be held at Lindsay office on November 10, 2022 at 9:30 am. If COVID-19 cases are high, the meeting will be switched to virtual.

13. ADJOURNMENT

Moved by Mrs. Richardson

Seconded by Mr. Cane

THAT the meeting be adjourned. The meeting adjourned at 11:35 am.

2022-149
carried

Board of Health Chair
Approved November 10, 2022

Recorder