

BRANT COUNTY BOARD OF HEALTH
Wednesday, April 21, 2021, 9:30 a.m., Zoom
MINUTES

PRESENT: John Bell (County), Chair
David Bailey (County)
Nancy Church
Mario Colombo
Kevin Davis (City)
Joy O'Donnell
John Sless (City)
Brian Van Tilborg (City)

Dr. Elizabeth Urbantke ((A) MOH)
Dr. Malcolm Lock (incoming (A) MOH)
Jo Ann Tober (CEO)
Brent Richardson (Director, HR)
Lisa DiDonato (Director, Finance)
Alexey Babayan (Director, Foundational)
Janet Kwansah (Director, Programs)
Lorraine Johnson (recorder)

GUEST: Susan Brown

ALSO PRESENT: Colin Hulks, Manager, Information Technology
Diane Paxton, Millards Accountants
Gerry Moniz, Manager, Chronic Diseases and Injury Prevention
Tin Vo, Drugs Strategy Coordinator

1. CALL TO ORDER

Chair Bell called the meeting to order at 9:30 a.m.

2. CONFLICT OF INTEREST

Chair Bell reminded Members to declare a conflict of interest, if one so arises, at the time the item is discussed.

3. ADDITIONS TO AGENDA

Moved by: David Bailey

Seconded by: John Sless

“THAT the Board of Health approve the Agenda as presented.”

Carried.

4. APPROVAL OF MINUTES

4.1 Brant County Board of Health Minutes of March 17, 2021 *Deferred.*

5. FINANCIAL REPORT

5.1 2020 Audited Financial Statement

Diane Paxton of Millards presented the updated draft 2020 Audited Financial Statement, as distributed on April 20. She reviewed the statement of financial position, payables on year-end expenses, Health Canada repayment, decreasing prepaid amounts, and dental equipment purchased in 2020 for use in 2021. In 2020, the Ministry of Health rolled a number of previously 100%-funded program funds into the cost shared provincial funding formula. Lisa DiDonato noted that significant reductions and efficiencies were realized in the 2020 budget to absorb provincial cost share funding changes with minimal impact on municipalities; therefore, the Health Unit was ineligible for the Ministry's provincial cost sharing change mitigation funds of \$413,500. Diane spoke to the management letter which will be provided with the final statements, practices in place to protect against fraud, and vacation and compensatory pay. Diane stated that it was a clean audit without issues. There are funds owed back to the Ministry; no funds are due back to either municipality.

Moved by: Joy O'Donnell
Seconded by: John Sless

“THAT the Board of Health ~~accept~~ approve the draft audited Financial Statement for the calendar year ending December 31, 2020, including the general Program-Based Grant programs and specifically-funded programs listed herein:

Schedule 1 Brant County Health Unit Cost-Shared Programs
Schedule 2 Canada Prenatal Nutrition Program
Schedule 3 Healthy Babies, Healthy Children Program
Schedule 4 Ontario Senior Dental Program.”

Carried.

Diane Paxton left the meeting at 10:04 a.m.

5.2 Report from the Finance and Audit Committee

The Finance and Audit Committee met on April 20. Diane Paxton presented the draft 2020 Audited Financial Statements. The Committee received the Reconciliation of Internal Reporting to the Audited Financial Statements for information. COVID-19 costs for 2020 totaled \$5.2 million and were absorbed within the 2020 budget. The 2021 Annual Service Plan (ASP) and Budget Submission was approved by the Committee for submission to the Ministry of Health. For 2021, the ASP contains financial content.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 Report from the Chair

On behalf of the Board, Chair Bell thanked Dr. Elizabeth Urbantke for her service at the Brant County Health Unit and wished her well in future endeavours. Dr. Urbantke's last official day will be April 30. Chair Bell welcomed Dr. Malcolm Lock back to Brant County Health Unit (BCHU) as Interim Acting Medical Officer of Health effective April 30. Chair Bell advised that Vice-Chair Susan Brown's provincial appointment expired on April 9 and there has been no information from the Province about a renewal. As well, Joy O'Donnell's provincial appointment will expire on April 24; likewise, no renewal has been received to date.

6.2 Report from the Acting Medical Officer of Health

Dr. Urbantke presented the Medical Officer of Health Report, dated April 21, 2021, as distributed with the agenda. An investigation is underway at a Brantford dentistry clinic for a lapse in infection prevention and control practices. The Health Unit has been in touch with Public Health Ontario (PHO) regarding a recall. An expert opinion was submitted in support of the dentistry office and is under review internally and by PHO. See also Items 6.5.1 and 6.6.

6.3 Report from the Chief Executive Officer

Jo Ann Tober presented the Chief Executive Officer Report, dated April 21, 2021, as distributed with the agenda. The report provided an update on the annual conference for the Association of Local Public Health Agencies, and on activities of the Brantford Brant Ontario Health Team. See also Items 6.5.2.

6.4 Food Safety Disclosure Report

No report.

6.5 COVID-19 Reports

6.5.1 COVID-19 Case Management Report

Dr. Urbantke presented the COVID-19 Case Management Report, dated April 21, 2021, as distributed with the agenda. The report provided current statistics on positivity, variant cases, and local case numbers. There has been an increase in outbreaks in different sectors. The workload in schools is reduced with school closures. Temporary farm workers are being tested prior to and upon arrival in Canada, and all farm worker cases were in isolation at onset. The provincial workforce will be aiding the Health Unit with case and contact management. Brantford will be participating in the waste water surveillance initiative. Access to the data will complement existing data sources to inform changes in trends. Dr. Urbantke responded to questions about hospitalizations, reproductive rate, and workplace outbreaks in other areas where the worksite have been shut down. Section 22

orders or letters of instruction can be used as applicable in providing local direction or addressing non-compliance. Section 22 orders and letters of instruction are posted to the Health Unit’s website and announced through the media.

Colin Hulks joined the meeting at 10:20 a.m.

6.5.2 COVID-19 Immunization Report

Jo Ann Tober presented the COVID-19 Immunization Report, dated April 21, 2021, as distributed with the agenda. There have been 42,450 doses of vaccine administered to date, and 4,092 second doses were completed. The Province did not identify Brant as a hotspot. The Health Unit continues to follow Ministry direction on sequencing, and opening clinics as vaccine supply permits. The Province lowered the age limit for AstraZeneca vaccine to 40+ years yesterday; this vaccine is currently administered by pharmacies and primary care providers. The contract with the City is being finalized to use the Wayne Gretzky Centre for clinics and usage is planned for early May.

Jo Ann responded to Members’ inquiries about client flow at the 1 Market St. clinic to enhance social distancing, addressing vaccine hesitancy, sequencing for teachers, response time for calls to the Health Unit, and vaccine availability for second dose clinics in June.

Gerry Moniz and Tin Vo joined the meeting at 10:31 a.m.

6.5.3 COVID-19 Website Report

Brent Richardson and Colin Hulks presented the COVID-19 Website Report, dated April 21, 2021, as distributed with the agenda. Brent advised that BCHU decided to utilize the existing, internal booking system before the provincial system was available, and continues to evaluate other systems. The BCHU system allows for internal adjustments to eligibility parameters and clinic logistics. Significant strides were made on April 17-18 to optimize the functionality and speed of the system. Colin advised that surveillance mechanisms are in place to alert BCHU when stressors or outages impact the system.

Colin Hulks left the meeting at 10:50 a.m.

6.6 Harm Reduction Program Report

Gerry Moniz and Tin Vo presented the Harm Reduction Program Report, dated April 21, 2021, as distributed with the agenda. The report provided an update on activities regarding the Brantford-Brant Drugs Strategy, Harm Reduction program, and opioid surveillance. Approval of the Drugs Strategy action plan is anticipated through the Coordinating Committee next week. An agreement with the City will see four needle bins installed at the recommended locations. Tin reported that, from April 1 to 20, there were 7,420 needles and 60 gift cards distributed through the Needle Return Incentive (NRI). This return rate is substantially higher than during 2021 Q1. Comparative data will be reviewed and an evaluation will be conducted after three months. Members inquired about data on incoming and duplicate calls for needle pick-ups, decreasing calls to the City and streaming them to the Health Unit for response, and promoting the NRI. Members requested a scripted message for City staff to use in response to calls.

Moved by: Mario Colombo
Seconded by: Kevin Davis

“THAT the Brant County Board of Health accept reports 6.1 through 6.6 as presented.” Carried.

Janet. Kwansah left the meeting at 10:56 a.m.

7. NEW BUSINESS

7.1 Substance Use and Smoke-Free Ontario Act Program Report

Gerry Moniz presented the Substance Use and Smoke-Free Ontario Act Program Report, dated April 21, 2021, as distributed with the agenda. The report provided a summary of activities in 2021 including inspections, compliance checks, and ticketing as required. Most in-person health education sessions were cancelled; instead, social media was used to distribute public health messaging on various topics.

Gerry Moniz and Tin Vo left the meeting at 11:08 a.m.

7.2 Whistleblower Policy and Procedure Revision

Brent Richardson presented the Whistleblower Policy and Procedure Revision, dated April 21, 2021, as distributed with the agenda. The report outlined changes to the wording of the procedure regarding anonymous complaints, as recommended by the Ministry of Health auditors.

Moved by: Joy O'Donnell

Seconded by: Nancy Church

“THAT the Brant County Board of Health amend the current whistleblower policy and procedure based on the recommendation of the Ministry of Health auditors.” **Carried.**

8. CORRESPONDENCE *(Board members may request a copy of items that are not attached from Board of Health Secretary)*

8.1 Correspondence received from Peterborough Health Unit, dated February 12, 2021, re Food Literacy for Students Act.

8.2 Correspondence received from Chatham-Kent Public Health, dated February 16, 2021, re paid sick leave.

8.3 Correspondence received from Peterborough Public Health, dated February 16, 2021, paid sick leave.

8.4 Correspondence received from Grey Bruce Health Unit, dated March 24, 2021, re legislative authority for boards of health.

Moved by: David Bailey

Seconded by: Joy O'Donnell

“THAT the Brant County Board of Health receive the correspondence for information.” **Carried.**

9. IN-CAMERA MEETING

Moved by: Brian Van Tilborg

Seconded by: Mario Colombo

“THAT the meeting move to In-Camera at 11:12 a.m. regarding personal matters about an identifiable individual; and risk management issues that pose potential liability for the organization.” **Carried.**

The regular Board of Health meeting resumed at 11:52 a.m.

During the Incamera session, no motions were passed.

10. QUESTIONS/ANNOUNCEMENTS None.

11. FUTURE AGENDA ITEMS

12. NEXT MEETING DATES

Wednesday, May 19, 2021, at 9:30 a.m.

13. ADJOURNMENT

Moved by: Nancy Church

“THAT the Board of Health meeting be adjourned at 11:53 a.m.” **Carried.**

Chair

Date

Secretary

Date