



**Northwestern  
Health Unit**

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**BOARD OF HEALTH FOR THE  
NORTHWESTERN HEALTH UNIT**

MINUTES of the Regular Board of Health Meeting  
June 28, 2021  
Electronic Meeting

**PRESENT:** Doug Lawrance – Chair, Shayne MacKinnon, Trudy Sachowski, Sharon Smith, Jim Belluz, Wendy Brunetta, Sally Burns, Jerry O’Leary, Nicole Brown

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch  
Lee Pitt, Manager – IT & Operations  
Judy Lynch, Manager – Human Resources

**GUESTS:**

**REGRETS:**

**1. CALL TO ORDER**

Doug Lawrance called the meeting to order at 8:30am.

**2. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 64-2021 CARRIED</b>	<b>S. Smith T. Sachowski</b>
THAT the Agenda for the Board of Health meeting dated June 28, 2021 be approved.	

**3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None declared.

**4. CHAIR’S ACTIVITY REPORT**

Doug Lawrance commended the NWHU team who supported the alpha AGM and Conference which all NWHU BOH members attended.

**5. MINUTES OF BOARD OF HEALTH MEETING, MAY 28, 2021**

<b>Motion / Resolution: # 65-2021 CARRIED</b>	<b>S. Burns J. O’Leary</b>
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held May 28, 2021 be approved.	

**6. IN CAMERA**

<b>Motion / Resolution: # 66-2021 CARRIED</b>	<b>W. Brunetta S. Smith</b>
<p>THAT the Board of Health moves to an in camera session at 8:33am to discuss:</p> <ul style="list-style-type: none"> <li>• A trade secret or scientific, technical, commercial or financial information that belongs to the Board and has monetary value or potential monetary value (1 item – Municipal Levy)</li> <li>• Labour Relations or Employee Negotiations (MOH &amp; CEO Performance Appraisals)</li> </ul>	
<b>Motion / Resolution: # 67-2021 CARRIED</b>	<b>W. Brunetta N. Brown</b>
<p>THAT the Board of Health move out of in-camera at 9:13am and resume the regular meeting.</p>	

**7. aPHa Update**

**7.1 aPHa Representative Report**

*2021.06.28-7.1 Trudy Sachowski – the report will be kept on file.*

Trudy Sachowski expressed her appreciation for NWHU staff and BOH Members who supported the 2021 aPHa AGM and Conference held June 8, 2021.

<b>Motion / Resolution: #69-2021 CARRIED</b>	<b>S. MacKinnon S. Burns</b>
<p>THAT the Board of Health receive the following report:</p> <ul style="list-style-type: none"> <li>• 2021.06.28-7.1 aPHa Representative report June 2021</li> </ul>	

**8. CORPORATE ADMINISTRATION**

**8.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2021.06.28-8.1 The report will be kept on file.*

Marilyn Herbacz spoke to her written report, and noted that the Leadership Council is meeting bi-weekly to discuss the organization’s Recovery and Rebuilding in an ongoing manner as we begin to move back into regular programming and demobilize the COVID-19 response. A report and plan will come to the Board as this work is done.

**8.2 Infrastructure and Capital Projects** *Lee Pitt, Manager – IT & Operations. Reference #2021.06.28-8.2 The Report will be kept on file.*

Lee Pitt joined the meeting and presented a plan for Capital Projects over the next few years, noting that funds for these plans and projects would come from a \$100,000 sum

taken from reserves each year from 2022-2024 and will be replenished through one-time funding. This would enable projects to begin earlier in the year, and span across years, rather than waiting for the third quarter of the year to assess the organization’s forecasted surplus, and then have limited time to complete projects within the calendar year. The MOH and CEO will review and approve project lists at the onset of each year, and updates will be provided to the Board as projects are completed.

There is a moderate risk that one-time funding will not be received, resulting in non-replenishment of the reserve dollars used for projects or the use of gap dollars to cover expenses.

Marilyn highlighted that having a plan like this in place will enable NWHU to use a project management process, and that our auditor has indicated their support of the plan.

**8.3 Tactical Plan** *Marilyn Herbacz, CEO. Reference #2021.06.28-8.3 The report will be kept on file.*

Marilyn suggested as part of the recommendations in the tactical plan, that NWHU send a letter to the Ministry of Health and ask our member municipalities to also submit letters advocating for additional mitigation funding and consideration of budget increases for health units to help offset costs related to the new cost sharing model. The Board was in support of this proposal, with the addition of asking municipalities to request delegations with the Ministry to advocate for these same things.

It was also agreed that the full Board of Health will review and make a plan on how to move forward with the tactical plan. This work will begin at the August BOH meeting.

**8.4 Volunteer Confidentiality** *Judy Lynch, Manager – Human Resources. Reference #2021.06.28-8.4 The Report will be kept on file.*

Trudy Sachowski, who has regularly been volunteering at NWHU’s Mass Immunization Clinics, requested that volunteers at clinics review and sign a thorough confidentiality package. This work has been done, in addition to a recognition process for all volunteers, of which there are 214 throughout the NWHU catchment area.

Judy Lynch joined the meeting to review the contents of the volunteer package. Clinic leads are working to get the package and related attestation form out to all volunteers.

Board of Health members expressed their appreciation for all volunteers, and for the opportunity to work at clinics, noting how rewarding it has been.

Dr. Young Hoon shared her appreciation for all of our community partners who have supported our clinics in various ways. It has been a true community effort.

<p><b>Motion / Resolution: # 70-2021</b> <b>APPROVED</b></p>	<p><b>J. Belluz</b> <b>J. O’Leary</b></p>
<p>THAT the Board of Health receive the following Corporate Administration reports:</p> <ul style="list-style-type: none"> <li>• 2021.06.28-8.1 CEO &amp; Finance Report</li> <li>• 2021.06.28-8.2 Infrastructure &amp; Capital Projects Update</li> <li>• 2021.06.28-8.3 Tactical Plan Review</li> </ul>	

<ul style="list-style-type: none"> <li>2021.06.28-8.4 Volunteer Confidentiality Report</li> </ul>	
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**9. PUBLIC HEALTH PROGRAMS**

**9.1 Medical Officer of Health Update**

Dr. Young Hoon shared a presentation highlighting the current state of COVID-19 testing, vaccines, cases and reporting being done.

**9.2 Opioid Overdose and Related Programming** *Dr. Young Hoon on behalf of Gillian Lunny, Manager – Sexual Health and Harm Reduction. Reference #2021.06.28-9.2 The Report will be kept on file.*

Dr. Young Hoon provided an overview of the Opioid overdose rates in the Northwestern Health Unit catchment area, which has seen an increase since the start of the pandemic.

**9.3 Community Pathways Partnership** *Dr. Young Hoon and Marilyn Herbacz on behalf of Shannon Robinson, Manager – Chronic Disease Prevention. Reference #2021.06.28-9.3 The Report will be kept on file.*

<p><b>Motion / Resolution: # 71-2021 CARRIED</b></p>	<p><b>T. Sachowski S. MacKinnon</b></p>
<p>WHEREAS education is a determinant of health,</p> <p>AND WHEREAS educational outcomes are lower for indigenous people than those for Canadians overall,</p> <p>AND WHEREAS the Northwestern Health Unit is mandated by the Ministry of Health to address social determinants of health and health equity,</p> <p>AND WHEREAS the Ministry of Health has provided funding specifically for the Northwestern Health Unit Community Pathways Partnership within the Keewatin Patricia District School Board (KPDSB) Four Directions Program and provides other funding for the development of indigenous partnerships,</p> <p>And WHEREAS the Community Pathways Partnership via Student Support Navigators has shown success in the initial years of partnership with KPDSB and both partners are looking to improve program sustainability,</p> <p>And WHEREAS expansion of the Partnership beyond the Kenora district and into the Rainy River district involves additional School Board Partners,</p> <p>And WHEREAS moving the Student Support Navigator positions from annual contracts for purchased services with KPDSB to permanent Northwestern Health Unit employees enables program sustainability as well as provides the opportunity for expansion,</p> <p>AND WHEREAS the Canadian Office and Professional Employees Union (COPE) Local 521 has agreed in principle to this addition,</p>	

<p>THEREFORE BE IT RESOLVED THAT the Board of Health for the Northwestern Health Unit approves the addition of a Student Support Navigator to the COPE Group D Classification to implement the Community Pathways Partnership in collaboration with local school boards,</p> <p>AND FURTHER, THAT the Board of Health for the Northwestern Health Unit authorizes the CEO to execute a Letter of Understanding with COPE to add language reflecting these additions to the Collective Agreement as appropriate.</p>	
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<p><b>Motion / Resolution: # 72-2021 CARRIED</b></p>	<p><b>T. Sachowski J. O’Leary</b></p>
<p>THAT the Board of Health receive the following Public Health Program reports:</p> <ul style="list-style-type: none"> <li>• 2021.06.28-9.1 Medical Officer of Health Update</li> <li>• 2021.06.28-9.2 Opioid Overdose &amp; Related Programming</li> <li>• 2021.06.28-9.3 Community Pathways Partnership</li> </ul>	

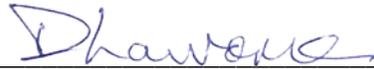
- 10. **BOH MEETING SCHEDULE**  
Doug Lawrance proposed shifting meetings to Mondays instead of Fridays. The group opted to stick with Fridays.
- 11. **AMENDMENTS:** None.
- 12. **NEXT MEETING DATE**
  - Friday, August 27, 2021 via GoTo Meeting at 8:30am
- 13. **ADJOURNMENT**  
The Chair accepted a motion to adjourn the meeting at 11:42am.

<p><b>Motion / Resolution: # 73-2021 CARRIED</b></p>	<p><b>J. Belluz S. Smith</b></p>
<p>THAT the Board of Health Meeting of June 28, 2021 be adjourned at 11.42am.</p>	

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS .....27..... DAY OF .....AUGUST.....2021



MEETING CHAIR, BOARD OF HEALTH



RECORDING SECRETARY