



**Minutes
of the April 23, 2020
MANITOULIN-SUDBURY DSB BOARD MEETING**

Present: Jill Beer, Les Gamble, Vern Gorham, Arthur Hayden, Michael Levesque, Paul Schoppmann, David Santi, Maureen Van Alstine, Ned Whycott, Bruce Killah, David Ham, Jim Rook

Regrets: Richard Stephens

Staff: Fern Dominelli, Connie Morphet, Donna Stewart, Melody Ouellette, Robert Smith, Ehren Baldauf

1.0 CALL TO ORDER

Chair, Les Gamble, called the meeting to order at 9:40 a.m.

2.0 DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

3.0 Closed Session

Resolution 20-27

Moved by: Jill Beer

Seconded by: Vern Gorham

BE IT RESOLVED THAT the Board move into closed session at 9:40 a.m.

Carried

Resolution 20-28

Moved by: Dave Ham

Seconded by: Bruce Killah

BE IT RESOLVED THAT the Board adjourn this closed session at 10:05 a.m. and move to the regular Manitoulin-Sudbury DSB Board meeting.

Carried

Draft Minutes
of the April 23, 2020
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Regrets: Richard Stephens

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Media: Mike Erskine, The Manitoulin Expositor
Tom Sasvari, The Manitoulin Recorder

1.0 Chair, Les Gamble, called the meeting to order at 10:00 a.m.

2.0 Adoption of Agenda

Resolution No. 20-29

Moved by: Michael Levesque

Seconded by: Jim Rook

BE IT RESOLVED THAT the Agenda be adopted.

Carried

3.0 Declarations of Conflict of Interest

4.0 Adoption of Minutes

Resolution No. 20-30

Moved by: Maureen Van Alstine

Seconded by: Ned Whycott

BE IT RESOLVED THAT the Minutes of the [February 27, 2020](#) meeting be approved.

Carried

5.0 Board Procedural By-Law

Fern Dominelli, CAO, walked the Board through the changes made to the DSB Procedural By-Law.

Resolution No. 20-31

Moved by: Arthur Hayden

Seconded by: David Santi

WHEREAS pursuant to section 20 of the [DSB Procedural By-Law](#) all Board Members were given 21 days' notice on April 1, 2020 to amend the by-law; and

WHEREAS the Manitoulin-Sudbury DSB has reviewed the revisions to Policy B.2.01 Board Procedural By-Law within the General Administration Policy and Procedure Manual.

THEREFORE BE IT RESOLVED THAT the Board approves the revisions to [Policy B.2.01 Board Procedural By-Law](#); and

FURTHERMORE BE IT RESOLVED that the Board approves the by-law as amended retroactively to March 17, 2020 the first day the province of Ontario declared a state of Emergency in relation to COVID-19 Pandemic.

Carried

6.0 MCCSS – Emergency Work Order: Redeployment and Staffing

Fern Dominelli, CAO, walked the Board through the Emergency Work Order: Redeployment and Staffing.

April 16, 2020, the government issued an emergency order to provide District Social Services Administration Boards with flexibility to deploy certain staff to where they are needed most at this critical time. The order is effective April 16 and will likely remain in effect for the duration of the provincial emergency.

This order is a temporary measure and provides our DSSAB with authority and flexibility like that just granted to municipalities under a separate order – the authority to take any reasonable measure necessary to respond to COVID-19 with respect to internal work deployment.

The Board must approve the exercise of authority under this order, which includes the ability for our DSB to redeploy certain staff within the same employer or use volunteers to perform bargaining unit work, cancel leaves and change assignment of work, for those priority services listed in the order. This order does not apply to individuals normally employed by the DSB in the operation of ambulance services under the *Ambulance Act*.

The order also specifies conditions under which the authority can be exercised. This includes requiring a DSSAB to provide at least 24 hours of advance notice to affected bargaining units before implementing a redeployment plan.

At this point the DSB staff do not envision the need to use this order but would consult with staff and the union where practical before any action is taken to use this authority.

As employers, DSSABs continue to be required to comply with all provincial orders, as well as any guidance and safety standards prescribed by the province for COVID-19.

We are also responsible for ensuring that any staff being reassigned to new duties have the required training and skills.

Resolution No. 20-32**Moved by:** Maureen Van Alstine**Seconded by:** Michael Levesque

WHEREAS on April 17, 2020 by an emergency Order in Council, the Province of Ontario issued the [Work Deployment Measures for District Social Services Administration Boards](#); and

WHEREAS the [direction](#) provided by the Assistant Deputy Minister for the Ministry of Children, Community and Social Services advises that the Board must approve the exercise of authority under this order.

THEREFORE BE IT RESOLVED THAT the Board approves the use of the authority provided under the emergency order in council and authorizes the CAO to exercise the use of these authorities as required in consultation with the Human Resources Consultant and the Board Chair.

Carried**7.0 2019 Audit Process**

Connie Morphet, Director of Finance and Administration walked the Board through the 2019 Audit Process.

The draft 2019 Financial Statements are currently being reviewed. The Financial Statements are usually presented to the Board during the May Board meeting. The Audit firm of Freedlant, Caldwell, Reilly is prepared to present the statements to the Board via conference call. The statements will be available to the board at least one week prior to the May meeting for review.

8.0 COVID-19 Department Updates**8.1 Integrated Social Services**

Donna Stewart, Director of Integrated Social Services, provided the Board with a department update with changes due to the COVID-19 pandemic.

Administrative Offices

- Our offices are closed to the public however we have intercoms or phones have been installed to communicate with clients. Only in extreme circumstances will staff let someone through our doors (i.e. homeless or no phone).
- We are operating as a skeleton crew in our offices to adhere to social distancing.
- We have also increased cleaning and disinfectant practices in the administration office, all housing locations and satellite offices.

Community Housing Buildings

- Locking common rooms and cancelling common room events (Income Tax Clinics, Community Paramedicine Clinics).
- Not offering any units (unless under exceptional circumstances).
- Triaging of work orders for only urgent matters pertaining to health & safety, life safety or fire safety.
- Postponing rent calculations and/or annual reviews for rent.
- Transitional Community Support Workers (TCSW) increasing their telephone contact with all the residents for the Manitoulin and LaCloche areas. TCSW have also started supporting tenants in Chapleau and Sudbury East.

Ministry of Children, Community and Social Services

As a result of the COVID-19 pandemic, the Ministry of Children, Community and Social Services has implemented the following measures on a temporary basis:

- Reducing the need for in-person contact by authorizing risk-based approaches to eligibility determination and other verification requirements, including deferral of visual verification requirements of original documents.
- Suspending the rule that limits emergency assistance provision to only once in a six-month period for individuals and families affected by COVID-19.
- Allowing people to receive emergency assistance for longer (48 days) without submitting a full Ontario Works application.
- A new one-time Emergency Benefit was created for both OW and ODSP to help with costs for personal protective equipment, cleaning supplies, additional costs for food or other essential supplies, etc. The maximum amounts that may be issued for COVID-19 related costs are \$100 for singles, and \$200 for families.

Ministry of Municipal Affairs and Housing (MMAH) Social Services Relief Fund (SSRF)

- MMAH is making an immediate investment of **\$148 million** for Service Managers under the Social Services Relief Fund. The investment will allow communities to expand a wide range of services and supports for vulnerable populations, based on local need, so they can better respond to this emergency.
- Under the Social Services Relief Fund, the Manitoulin-Sudbury District Services Board will be eligible to receive **\$938,400** in 2020-21. This funding is provided through the Community Homelessness Prevention Initiative. We are currently in the process of understanding our needs across the District in order for us to use this funding.
- The Manitoulin-Sudbury DSB has also received confirmation of our Community Homelessness Prevention Initiative funding for 2020-21 in the amount of \$766,183.

Ministry of Education

Closure of Publicly Funded Schools

- On March 13, 2020, the Ministry of Education released a memo regarding the closure of publicly funded schools. Based on advice from Ontario's Chief Medical Officer of Health, the Minister of Education issued a Ministerial Order to close all publicly funded schools in Ontario for two weeks following March break. Ontario schools have since been ordered to remain closed to May 1, 2020.
- The Ministerial Order did not apply to Child Care Centres. School Boards were tasked with making decisions on whether Child Care Centres in schools would remain open or would close.
- On March 13th, the 72 school boards in Ontario met and agreed that all schools would be closed from March 14, 2020. Each board provided individual communications to stakeholders. Child Care programs were closed, and staff were asked to remove all items from the centre as there would be no access for three weeks. Currently School Boards are working with CMSM's and DSSAB's to open Emergency Child Care Centres where required and feasible.

Early ON

- EarlyON Child and Family Centres are providing virtual support by telephone, with an emphasis on strengthening relationships between parents/caregivers and their children, self-care, balancing working from home, engaging activities that can be done at home.

8.2 Paramedic Services

Rob Smith, Chief of Paramedic Services, provided the Board with a department update with changes due to the COVID-19 pandemic.

Paramedic Services Operations

The COVID-19 response by Paramedics and senior staff has been ongoing since before the Provincial Emergency Declaration, with evolving efforts being put in place to address community needs, Paramedic and patient safety, with an understanding of the unique system design that has required our Paramedics to remain on the front line of this battle. While we mandate social distancing, and we establish processes for remote work presence, our Paramedics continue to operate in each community, answering calls for help.

Since the outset of this event, we have had a number of Paramedics placed in isolation by Public Health, and thankfully, all have tested negative for this disease, and have returned to work. Their attitude has been positive and clearly demonstrates the moral compass each member of this service has.

Since the pandemic began, there has not been even one hour of reduced deployment. Staff have reported to work when called to do so. This willingness to engage in an effort to defeat this virus must be noted.

Communication Strategy

A daily briefing is sent out from the CAO's office to all DSB staff. Additionally, Paramedic Services is hosting a call-in town hall to answer staff questions each Tuesday and Wednesday. Senior staff are also hosting a teleconference with OPSEU executive staff three days each week in order to address any concerns, and answer questions.

COVID-19 Response Team

In early March, Dr. Penny Sutcliffe made a recommendation to Ontario Health (north) that Paramedics be certified and deployed to perform COVID-19 testing in their community. Her rationale was that such a design would assist in ensuring distancing of potentially infected people from health care facility personnel, the public and from otherwise compromised patients. In response to this request, and further requests from senior staff from Health Sciences North, Espanola Regional Hospital, and other partner agencies, Paramedic Services engaged with our health system partners to see a specialty team of Paramedics deployed for home COVID-19 testing.

While Ontario Health funding has remained elusive, the benefit of the Paramedic Response Team has been significant, and the Province, through Emergency Health Services Branch has requested that Paramedic Services track all COVID-19 expenditures. Following the initial program design in concert with Espanola Regional Hospital, the team saw an immediate request from Health Sciences North for expansion to the areas of Sudbury East, including Markstay-Warren, St. Charles, French River, and Killarney, and north on the Highway 144 corridor to Gogama. In early April, Manitoulin Health Centre (MHC) requested DSB Paramedic Services expand home COVID-19 testing onto Manitoulin Island as part of the MHC approved program.

Unfortunately, Paramedic Services does not have capacity to operate in home COVID testing in the Chapleau area due to available staffing. The current model for testing is managed out of deployment as the time to safely doff equipment, and the risk for any breach in the protocol would be exacerbated should an in-deployment crew be paged for an emergency while in PPE for testing. Despite this, staff have collaborated with health and community partners and have established a process where infirmed of isolate community members in need of medications, will be able to have the on-duty Paramedics help to bring them the medications from the local Pharmacy.

COVID-19 Funding

The Province issued a tracking document and has requested that Paramedic services complete and submit confirmation of all costs directly related to COVID-19 costs. Additionally, the province has requested the service track all ongoing costs related to COVID-19 response by Paramedic Services.

2020 Paramedic Hiring

The annual hiring process for Paramedic Services was underway at the point where the COVID-19 Pandemic and Provincial Emergency was declared. This event had direct impact on the competition, which was suspended until such time as alternate methods could be established. Staff have redesigned the hiring and orientation process to ensure social distancing of candidates/employees. The process will leverage Paramedic Services' Learning Management System (LMS) and technology to ensure success.

Community Safety and Wellness planning

The completion and submission of Community Safety and Wellness plans for municipalities was set under legislation for January of 2021. The mandated implementation date has been postponed by the Ministry, but the new date has yet to be determined. This information has been shared with municipal partners.

8.3 Finance/Administration

Connie Morphet, Director of Finance and Administration provided the Board with a department update with changes due to the COVID-19 pandemic.

Operational

- All Finance Staff have been working remotely since Monday March 23.
- All staff have appropriate access to perform all their duties.
- The conversion to electronic filing and processing in the past 5 years has resulted in very little change for the Finance Dept.
- The Finance Dept is ensuring that all processes, especially the priority ones, are documented so that any of the Finance staff can perform them if there is a staff shortage.

Accounts Payable

- All vendors have been requested to send invoices by email.
- Manual cheques are no longer being issued; all vendors have been encouraged to convert to EFT.
- In the event that the finance assistants have been reduced to one staff member, the processing of invoices will be prioritized.

Accounts Receivable

All Municipalities have been contacted, to request that they pay electronically. There are still a few that state they do not have the ability.

Payroll

There is a detailed instruction binder that Payroll follows each pay period; this binder is available for all finance staff to process payroll if needed.

9.0 Discussion about future Board meetings

Each attendee will be assigned a personal passcode for future meetings.

Board meetings will be sent via a meeting request as well as email from now on so that Board members calendars will be populated.

Board members were told that if they have a unique community need to reach out to the CAO as the DSB may be able to fund/help.

10.0 Next Meeting – May 28, 2020

11.0 Adjournment

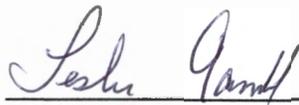
Resolution 20-33

Moved by: Jill Beer

Seconded by: Maureen Van Alstine

BE IT RESOLVED THAT we do now adjourn at 11:00 a.m. until the next regular meeting to be held on May 28, 2020.

Carried



Chair



CAO (Secretary-Treasurer
of the Corporation)