



HEALTH COMMITTEE

Wednesday, September 30, 2020

A virtual special meeting of the Health Committee was held on Wednesday, September 30, 2020, at 8:30 a.m.

Present were:

- Chair Michael Donohue
- Warden Debbie Robinson
- Vice-Chair Kim Love
- Councillor David Bennett
- Councillor Glenn Doncaster
- Councillor Debbi Grills
- Councillor Jennifer Murphy
- Councillor Cathy Regier

Regrets:

- Mayor Michael LeMay
- Councillor Patricia Lafreniere

Staff Present:

- Paul V. Moreau, Chief Administrative Officer/Clerk
- Michael Nolan, Director of Emergency Services
- Shelley Sheedy, Director of Long-Term Care
- Bruce Beakley, Director of Human Resources
- Craig Kelley, Director of Development and Property
- Jeffrey Foss, Director of Finance/Treasurer
- Rosalyn Gruntz, Deputy Clerk
- Dianne Johnston, Administrative Assistant

Chair Donohue called the meeting to order at 8:30 a.m. The roll was called, and no pecuniary interests were disclosed.

Mrs. Shelley Sheedy overviewed the Addendum to the Health Committee Report which is attached as Appendix A.

RESOLUTION NO. H-C-20-09-63

Moved by: Councillor Murphy

Seconded by: Councillor Regier

THAT Health Committee recommend County Council authorize the Warden and Chief Administrative Officer/Clerk to sign the Schedule G – Declaration of Compliance for the period April 1, 2019 to March 31, 2020, as part of the Multi-Sector Service Accountability Agreement (M-SAA) between the Champlain Local Health Integration Network (LHIN) and Bonnechere Manor Senior/Adult Day Program for the continuation of 100% funding. CARRIED.

RESOLUTION NO. H-C-20-09-64

Moved by: Councillor Grills

Seconded by: Councillor Bennett

THAT Health Committee recommend County Council approve part-time contract screener positions of 1610 hours at Bonnechere Manor and 1656 hours at Miramichi Lodge commencing October 1, 2020 to January 31, 2021 funded by the Federal Safe Restart Fund, if required, to fulfill the required COVID-19 screening and related administrative duties such as visit facilitation but also to reduce demand on direct care staffing resources and overtime costs for an estimated unbudgeted savings of approximately \$30,000 in the 2020 budget year. CARRIED.

RESOLUTION NO. H-C-20-09-65

Moved by: Warden Robinson

Seconded by: Councillor Murphy

THAT Health Committee recommend County Council authorize Bonnechere Manor and Miramichi Lodge to require family members provide proof of negative COVID-19 test within the last two (2) weeks for both indoor visits and when accompanying residents on short stay or temporary absences from the Homes. CARRIED.

RESOLUTION NO. H-C-20-09-66

Moved by: Councillor Love

Seconded by: Councillor Grills

THAT the Addendum to Health Committee Report attached as Appendix A be approved. CARRIED.

RESOLUTION NO. H-C-20-09-67

Moved by: Councillor Doncaster

Seconded by: Councillor Love

THAT this meeting adjourn and that the next regular meeting be held on October 14, 2020. Time 8:47 a.m. CARRIED.

ADDENDUM TO HEALTH COMMITTEE REPORT

September 30, 2020

INFORMATION

8. Director of Care Position – Bonnechere Manor

We are pleased to advise that the successful candidate for the Bonnechere Manor Director of Care position is Ms. Kim Saunders, who will commence her employment at Bonnechere Manor on October 19, 2020. Ms. Saunders has considerable nursing and management experience including working within the municipal sector as an Acting Director of Care and Acting Administrator. We welcome Ms. Saunders to the County of Renfrew team.

RESOLUTIONS

9. Bonnechere Manor Senior/Adult Day Program Schedule G – Declaration of Compliance

RESOLUTION NO. H-CC-20-09-62

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden and Chief Administrative Officer/Clerk to sign the Schedule G – Declaration of Compliance for the period April 1, 2019 to March 31, 2020, as part of the Multi-Sector Service Accountability Agreement (M-SAA) between the Champlain Local Health Integration Network (LHIN) and Bonnechere Manor for the continuation of 100% funding.

Background

Bonnechere Manor has been operating a Senior/Adult Day Program in Renfrew since February 1997 and in Cobden since May 2001. Both programs are currently on pause due to the COVID-19 pandemic, however for the continuation of 100% funding for the Bonnechere Manor Senior/Adult Day Program, the Champlain Local Health Integration Network

(LHIN) is requesting the signed Scheduled G – Declaration of Compliance for the period of April 1, 2019 to March 31, 2020.

10. Business Case: COVID-19 Pandemic Screener Positions

RESOLUTION NO. H-CC-20-09-63

Moved by Chair

Seconded by Committee

THAT County Council approve part-time contract screener positions of 1610 hours at Bonnechere Manor and 1656 hours at Miramichi Lodge commencing October 1, 2020 to January 31, 2021 funded by the Federal Safe Restart Fund, if required, to fulfill the required COVID-19 screening and related administrative duties such as visit facilitation but also to reduce demand on direct care staffing resources and overtime costs for an estimated unbudgeted savings of approximately \$30,000 in the 2020 budget year.

Background

Since March 2020, in compliance with “COVID-19 Directive #3 for Long-Term Care Homes under the Long-Term Care Homes Act, 2007 Issued under Section 77.7 of the Health Protection and Promotion Act (HPPA), R.S.O. 1990, c. H.7.”, Bonnechere Manor and Miramichi Lodge have ensured the completion of active COVID-19 screening of all persons entering and exiting the Homes. Active screening requires a designated individual to apply a provincial screening tool, including temperature check, as well as witness and recording of these results. Initially, not knowing how long this task would be required, we assigned it to various current staff. However, as the staffing resources have been reduced related to a host of reasons including students returning to school; and with the lifting of visitor restrictions as well as the addition of various types of visits that require coordination and facilitation (virtual/window/outdoor/indoor); and residents now permitted to leave the Homes, all occurring later this summer, we have had to temporarily assign some frontline staff to perform these ever-growing functions - negatively impacting our direct resident care resources and incurring overtime costs. To remedy this, the Homes require a temporary increase in staffing resources to ensure the task is completed without impacting direct resident care. The screening task and related visit/leave

facilitation is required 24/7 for incoming and outgoing residents, staff and visitors.

The Province has provided additional monthly COVID funding for each LTC Home but it is insufficient to cover the other unbudgeted costs such as 1:1 staffing, COVID testing, increased housekeeping hours and PPE. Therefore, it is recommended that these unbudgeted costs be resourced from the Federal Safe Restart Funding for municipalities, if required.

In order to fulfill the ongoing requirement of active COVID-19 screening and facilitation of visits and visitor without negatively impacting frontline staffing resources; a more structured approach is temporarily required. Staff recommend that Committee and Council approve the temporarily hiring of part-time contract Screeners for the purpose of COVID-19 screening and related duties funded by the Safe Restart Fund until January 31st, 2021 at which time the Director of Long-Term Care will either bring this issue back to Committee and Council through the 2021 budget process or eliminate earlier if Provincial directives are lifted.

11. Requirement to Provide Proof of Negative COVID-19 Test

RESOLUTION NO. H-CC-20-09-64

Moved by Chair

Seconded by Committee

THAT County Council authorize Bonnechere Manor and Miramichi Lodge to require family members provide proof of negative COVID-19 test within the last two (2) weeks for both indoor visits and when accompanying residents on short stay or temporary absences from the Homes.

Background

With support from Health Committee and County Council, Bonnechere Manor and Miramichi Lodge have implemented proactive yet unpopular measures to keep the residents and staff of the Homes as safe from COVID-19 as possible; specifically the requirement to work for a sole employer and the temporary pause on community admissions. At the same time we are experiencing significant increased COVID-19 spread in our local community, long-term care homes are under intense pressure trying to balance the government's requirements to open up the Homes; most recently to indoor

visitors and residents leaving the Homes for short stay or temporary absences. Currently, the provincial directive is a requirement for the family member to verbally attest to a negative COVID-19 test with two weeks prior to the indoor visit, with no requirements for COVID-19 testing by family members for short stay or temporary absences from the Homes. Ensuring family members are tested to keep all residents and staff safe is logical and timely. We are very sensitive to the social and emotional needs of residents and preserving independence. However, our primary responsibility is for the safety of our residents and staff. Therefore, we believe the proactive requirement for proof of negative COVID-19 status is timely in reducing risks at this critical juncture to prevent COVID-19 from entering and spreading in our Homes.

All of which is respectfully submitted.

Michael Donohue, Chair

And Committee Members: D. Bennett, G. Doncaster, D. Grills, K. Love, J. Murphy, C. Regier, D. Robinson

DECLARATION OF COMPLIANCE

Issued pursuant to the MSAA effective April 1, 2014

To: **The Board of Directors** of the Champlain Local Health Integration Network (the “LHIN”). Attn: Board Chair.

From: **The Board of Directors** (the “Board”) of the County of Renfrew Council (the “HSP”)

Date: September 20, 2020

Re: April 1, 2019 – March 31, 2020 (the “Applicable Period”)

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the MSAA between the LHIN and the HSP effective April 1, 2014.

The Board has authorized me, by resolution dated September 30, 2020, to declare to you as follows:

After making inquiries of the Shelley Sheedy, Director of Long-Term Care and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the service accountability agreement (the “MSAA”) in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the MSAA concerning applicable procurement practices;
- (ii) The *Local Health System Integration Act, 2006*; and
- (iii) The *Public Sector Compensation Restraint to Protect Public Services Act, 2010*.

Paul V. Moreau
Chief Administrative Officer/Clerk

Debbie Robinson
Warden, County of Renfrew

Schedule G – Form of Compliance Declaration Cont'd.

Appendix 1 - Exceptions

[Please identify each obligation under the MSAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.]



Business Case – Staffing Report

Date: September 30, 2020

Department: LTCHs Bonnechere Manor & Miramichi Lodge

Report Prepared by: Shelley Sheedy, Director of Long-Term Care

Proposal	Addition of Temporary Part-Time Screener positions to fulfill COVID-19 screening and related administrative duties such as visit facilitation.
Position	Non-Union Temporary Contract Part-time Screener positions Group One, Step One \$18.82 per hour
Summary <ul style="list-style-type: none"> • Background • Discussion 	<p><u>Background</u></p> <p>Since March 2020, in compliance with “COVID-19 Directive #3 for Long-Term Care Homes under the Long-Term Care Homes Act, 2007 Issued under Section 77.7 of the Health Protection and Promotion Act (HPPA), R.S.O. 1990, c. H.7.”, Bonnechere Manor and Miramichi Lodge have ensured the completion of active COVID-19 screening of all persons entering and exiting the Homes. Active screening requires a designated individual to apply a provincial screening tool, including temperature check, as well as witness and recording of these results.</p> <p>Initially, not knowing how long this task would be required, we assigned it to various current staff. However, as the staffing resources have been reduced related to a host of reasons including students returning to school; and with the lifting of visitor restrictions as well as the addition of various types of visits that require coordination and facilitation (virtual/window/outdoor/indoor); and residents now permitted to leave the Homes, all occurring later this summer, we have had to temporarily assign some frontline staff to perform these ever-growing functions - negatively impacting our direct resident care resources and incurring overtime costs. To remedy this, the Homes require a temporary increase in staffing resources to ensure the task is completed without impacting direct resident care.</p> <p>The screening task and related visit/leave facilitation is required 24/7 for incoming and outgoing residents, staff and visitors.</p> <p>The Province has provided additional monthly COVID funding for each LTC Home but it is insufficient to cover the other unbudgeted costs such as 1:1 staffing, COVID testing, increased housekeeping hours and</p>



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Report Prepared by: Shelley Sheedy, Director of Long-Term Care

PPE. Therefore, it is recommended that these unbudgeted costs be resourced from the Federal Safe Restart Funding for municipalities, if required.

Discussion

In order to fulfill the ongoing requirement of active COVID-19 screening and facilitation of visits and visitor without negatively impacting frontline staffing resources; a more structured approach is temporarily required. I am seeking Committee and Council approval to temporarily hire part-time contract Screeners for the purpose of COVID-19 screening and related duties funded by the Safe Restart Fund until January 31st, 2021 at which time I will either bring this issue back to Committee and Council through the 2021 budget process or eliminate earlier if Provincial directives are lifted.

Recommendation

THAT Health Committee recommend to County Council the temporary creation of part-time contract Screener positions of 1610 hours at Bonnechere Manor and 1656 hours at Miramichi Lodge commencing October 1, 2020 to January 31, 2021 funded by the Federal Safe Restart Fund, if required, to fulfill the required COVID-19 screening and related administrative duties such as visit facilitation but also reduce demand on direct care staffing resources and overtime costs for an estimated unbudgeted savings of approximately \$30,000 in this budget year.

Financial Considerations

Expense:

Bonnechere Manor - October 01/20 – Dec 31/20*

Current unbudgeted expense: Salary & Benefit using Front Line staff \$54,135

Proposed expense:

Salary & Benefit cost using proposed PT Screener hours at \$18.82/hour: \$38,130

Net Bonnechere Manor Financial Saving in Salary and Benefits - Oct 01/20 – Dec 31/20 **\$16,005**



Business Case – Staffing Report

Date: September 30, 2020

Department: LTCHs Bonnechere Manor & Miramichi Lodge

Report Prepared by: Shelley Sheedy, Director of Long-Term Care

Miramichi Lodge - October 01/20 – Dec 31/20*

Current unbudgeted expense: Salary & Benefit cost using Front Line staff \$49,494

Proposed expense:

Salary & Benefit cost using proposed PT Screener hours at \$18.82/hour: \$39,219

Net Financial Miramichi Lodge Saving in Salary and Benefits - Oct 01/20 – Dec 31/20 **\$10,275**

Revenue:

Federal Safe Restart Funding for Municipalities **\$73,978**

* NOTE: Temporary contract positions will be terminated earlier if active screening directive eliminated or requested to continue through to the 2021 budget process should it be required to continue.