

**Erie St. Clair Local Health Integration Network
(ESC LHIN)**

**Open Board Meeting
Minutes
Tuesday, February 24th, 2015**

**ESC LHIN
180 Riverview Drive, Chatham, ON
Lake Erie Boardroom**

Present:

Martin Girash, Board Chair
Michael Hoare, Board Vice Chair
Mike Lowther, Board Director
Barb Bjarneson, Board Director
Joseph Bisnaire, Board Director
Lindsay Boyd, Board Director (via teleconference)

Staff:

Gary Switzer, CEO
Ralph Ganter, Senior Director (HSD&I)
Pete Crvenkovski, Director (PQ&KM)
Shannon Sasseville, Director (C&PA)

Recorder:

Anne Marie Ryan, Executive Assistant

Regrets:

Robert Bailey, Board Director

1. Call to Order / Welcome

The Open Board Meeting of the Erie St. Clair LHIN was called to order at 1:03 pm by Martin Girash, Board Chair. It was noted there were 9 members of the public in attendance and the meeting was being webcast with 3 parties online.

The Board Chair acknowledged Board Director Lindsay Boyd who was participating via teleconference.

2. Approval of Agenda

The agenda (*on file*) of the Open Board Meeting dated February 24th, 2015 was reviewed, amended, and approved by the Board as follows:

- Item #9.2 under New Business, Board Evaluations be added for discussion
- Consent Agenda Item #5.1 Minutes ESC LHIN Open Board Meeting November 25th, 2014 be moved to discussion immediately following Consent Agenda
- Consent Agenda Item #5.1 Minutes ESC LHIN "Special" Open Board Meeting November 27th, 2014 be moved to discussion immediately following Consent Agenda

MOTION: Moved by Barb Bjarneson and seconded by Mike Lowther that the amended agenda of the Open Board Meeting dated February 24th, 2015 be approved.

Motion Passed

3. Declaration of Conflict of Interest

None declared.

4. Open Mic

None registered.

Shannon Sasseville, Director Communications and Public Affairs, introduced and presented a patient experience video at the meeting. The video presented Jim Lambert, a Point Edward resident who shared his personal experience with our local health care system. Jim had suffered a stroke and received great care through the Bluewater Health Stroke Program. The Board commented on success Bluewater Health has achieved with this Program and the patient-centred approach for Jim's care. It was recommended that the Board Chair send a letter to Bluewater Health complimenting them on their Stroke Coordination Program and the quality of service.

5. Approval of the Consent Agenda

The ESC LHIN Board reviewed and approved as presented, by a single Consent Motion, the following items (*on file*):

- #5.1 Minutes:
 - ESC LHIN "Special" Open Board Meeting Minutes of November 12th, 2014
 - ESC LHIN Open Board Meeting of January 27th, 2015
- #5.2 Committee / Council Recommendations
 - Finance & Audit Committee Minutes of:
 - Minutes September 15th, 2014
 - Minutes December 10th, 2014

MOTION: *Moved by Barb Bjarneson and seconded by Joseph Bisnaire that the ESC LHIN Board approve the amended Consent segment of the Agenda of February 24th, 2015 as presented.*

Motion Passed

Minutes of: ESC LHIN Open Board Meeting – November 25th, 2014

Item #8.5 Victoria Street Manor (Amherstburg) to be amended to include a notation regarding the closure and assessment process for the residents being moved from the Victoria Street Manor location would have them be placed near to home and that the LHIN Board was assured that this would take place.

Open Mic

Include under issues and concerns raised by Rex Isaac, Walpole Island Councillor, Health Portfolio with respect to responsibilities of being a member of the Chatham-Kent Community Health Centre (CK CHC) Board of Directors and the resulting conflicts. The LHIN Board recognizes this as a governance issue. Martin Girash, Board Chair acknowledged that the LHIN needs to address this in the future and will explore other ways in which input could be provided to the CK CHC Board.

MOTION: *Moved by Barb Bjarneson and seconded by Mike Lowther that the ESC LHIN Board approve the amended Minutes of the ESC LHIN Open Board Meeting of November 25th, 2014 with amendments as presented.*

Motion Passed

Minutes of: ESC LHIN "Special" Open Board Meeting – November 27th, 2014

Board Director Mike Lowther requested an amendment to the Minutes to include a request that was made. The Chatham-Kent Health Alliance (CKHA) and the CK CHC would both be invited to make presentations to the ESC LHIN Board at a future Open Board Meeting. This invitation would be extended to each organization for their respective Board or Board representatives to attend and present.

MOTION: *Moved by Mike Lowther and seconded by Joseph Bisnaire that the ESC LHIN Board approve the amended Minutes of the ESC LHIN "Special" Open Board Meeting of November 27th, 2014 with the amendment as presented.*

Motion Passed

6. Reports

6.1. Board Chair

Martin Girash, Board Chair spoke to a written report (*on file*) which was distributed to the Board prior to the Board Meeting. The Chair highlighted the Agencies & Appointees Directive, 2015 and its requirements. The Chair also spoke about Governance Training for Appointees of Board-Governed Classified Agencies that is mandated by the Premier's office. This training, most recently taken by Martin and Lindsay, focused on the need to be aligned and effective in collaborative relationship in order to fulfill our roles and objectives.

MOTION: *Moved by Joseph Bisnaire and seconded by Barb Bjarneson that the ESC LHIN Board receive the Board Chair Report as presented.*

Motion Passed

6.2. Chief Executive Officer

Gary Switzer, CEO spoke to a written report (*on file*) which was distributed to the Board prior to the Board Meeting. The CEO highlighted the Newcomer Immigrant Health Planning and the work the Canadian Mental Health Association Windsor Essex County Branch (CMHA WECB) is providing to clients within the Multicultural Council (MCC) of Windsor and Essex County and the partnering the MCC is doing with the Windsor Essex Community Health Centre.

With the support of Chatham-Kent Health Links, eNotification has been launched and a narrative will be provided to the Board on the effectiveness of this initiative.

The Patient Experience Survey was discussed and the means in which the distribution is taking place. It was explained that this is in the pilot stage at this time in order to gather responses that will provide statistically significant information. This gathering of information will continue to evolve.

Aboriginal Health Care was highlighted and the work taking place with CK CHC, Walpole Island, and CKHA to improve relationships.

The CEO referred to the Community Capacity Plan for the New Hospital Site selection process in Windsor Essex.

MOTION: *Moved by Michael Hoare and seconded by Joseph Bisnaire that the ESC LHIN Board receive the CEO Report as presented.*

Motion Passed

7. Strategic Discussion

7.1. IHSP4 Workplan

Ralph Ganter, Senior Director Health System Design and Implementation spoke to a slide (on file) outlining the vision to move forward with the IHSP4 that will centre on the Minister's themes of better patient outcomes. The seven phases of this will span from February through to December 2015.

7.2. Strategic Plan – 2015 – 2016 Update

Gary Switzer, Chief Executive Officer spoke to a PowerPoint presentation (on file) outlining a current process overview for our Strategic Plan and how the Ministry strategic priorities continue to evolve as evident within the mandate letters issued by the Premier.

It is recommended that the timelines for both our IHSP and Strategic Plan be aligned and ultimately combine both plans into one overarching plan. The current Strategic Plan would be extended to expire with the IHSP in March 2016.

The LHIN Board supported this goal of alignment.

7.3. Annual Business Plan 2015 - 2016

Ralph Ganter, Senior Director Health System Design and Implementation spoke to a slide (on file) outlining the current process overview for the Annual Business Plan for 2015 – 2016. In March, a draft will be provided to the Ministry and will be revised with any updates based on the presentation of the provincial budget strategies when tabled.

7.4. Annual Report Workplan

Shannon Sasseville Director Communications and Public Affairs spoke to a slide (on file) outlining the current process overview for the Annual Report for 2014 – 2015. The draft report will be given to the Finance and Audit Committee for review in early May and then presented to the Board at the May Board Meeting. The intention is to keep the cost low while still adhering to the basic requirement guidelines.

7.5. Ministry LHIN Performance Agreement (MLPA)

Pete Crvenkovski Director Performance, Quality and Knowledge Management spoke to a PowerPoint presentation (on file) about the MLPA and the Q3 Scorecard. Pete highlighted how this data is tied into the provincial mandate and reported both monthly and quarterly. He also reviewed the quarterly Stocktake process between the Ministry and each individual LHIN to review indicators. Our LHIN has quarterly meetings with the Ministry, hospitals, and each health service provider to review this data, highlight successes, and opportunities for improvement. There are three categories that the Performance Indicators fall into; i) access to health care services, ii) integration and coordination of care, and iii) quality and improved health outcomes. The Board Members inquired about trending and how this could open good conversations with our HSPs and their Boards.

8. Funding

8.1. Requests for Funding

8.2.1 Hôtel-Dieu Grace Healthcare (HDGH) Reallocation

- i) Hôtel-Dieu Grace Healthcare (Flu capacity); and
- ii) Erie St. Clair Community Care Access Centre (CCAC)
(extraordinary LTCH related costs)

Ralph Ganter, Senior Director, Health System Design & Implementation, reviewed Request for Funds, document (*on file*) which was distributed to the Board prior to the Board Meeting. Ralph explained the short-term sub-acute capacity provided to HDGH of \$210,000 will provide temporary relief to the acute care system for patients needing care during the times of influenza outbreaks as well as for any possible home and community care service flow pressure.

The CCAC incurred extraordinary costs during the Village at St. Clair LTCH transition of approximately 350 to 400 patients and this \$600,000 will aid in supporting these costs. Windsor Regional Hospital will also be retaining \$780,000 of surplus program funding for temporary capacity support during influenza outbreaks, as well as any related home and community care services flow pressures.

MOTION: Moved by Michael Hoare and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board approve, as recommended by staff, the one-time funding reallocation of \$210,000 to HDGH for temporary capacity relief.

and

It is also recommended that the ESC LHIN Board approve the one-time reallocation of \$600,000 to the ESC CCAC to address the extraordinary costs identified by the ESC CCAC during the transition of patients to the Village at St. Clair LTCH.

Motion Passed

8.2.2 Phase 2 Community Capacity Plan Windsor Essex

Ralph Ganter, Senior Director, Health System Design and Implementation, together with Sandra Lariviere, Health System Design Manager, reviewed a Request for Funds (*on file*) which was distributed to the Board prior to the Board Meeting. Ralph and Sandra spoke about the roadmap for the transition of services from acute care that can be delivered in the community. Divestment to the community of services, and which providers could be outside of the hospital at multiple sites are components being looked at.

Phase 1 is currently sitting with the Ministry who has provided feedback and asked questions. Phase 2 will focus on the review and finalization of services for transition with the goal to ensure patient care in the appropriate setting.

MOTION: Moved by Barb Bjarneson and seconded by Michael Hoare that the Erie St. Clair LHIN Board approve, as recommended by staff, one-time funding of up to \$250,000 from the next fiscal year's 2015-2016 urgent priority funding allocation to complete the Phase 2 component of the Community Capacity Plan.

Motion Passed

8.2 Health Service Provider Financial Review

Pete Crvenkovski Director, Performance, Quality and Knowledge Management, reviewed a document (*on file*) which was distributed to the Board prior to the Board Meeting. Pete referenced that the CCAC was on track with their performance improvement plan and currently trending in the right direction.

MOTION: *Moved by Barb Bjarneson and seconded by Mike Lowther that the Erie St. Clair LHIN Board accepts, as presented, the Health Service Provider Financial Review.*

Motion Passed

9 New Business

9.1 Hospital Service Accountability Agreement (H-SAA) Extension to the Existing Hospital Service Accountability Agreement (H-SAA) Amending Agreement extending the term to March 31, 2016 and replacing the Schedules

Gary Switzer, CEO provided the Board a brief update on the request to extend the existing 2008 – 2015 H-SAA amending agreement to March 31, 2016 and the corresponding schedules.

MOTION: *Moved by Joseph Bisnaire and seconded by Barb Bjarneson that the Erie St. Clair LHIN Board approve as presented the proposed H-SAA Amending Agreement to be made as of April 1, 2015 and amending the 2008/15 H-SAA by extending its term to March 31, 2016 and by replacing the 2014/15 Schedules with 2015/16 Schedules.*

Motion Passed

9.2 Erie St. Clair LHIN Board and Board Chair Evaluations

Michael Hoare, Board Vice Chair spoke to a report (on file) and distributed to the Board prior to the Board Meeting on the Erie St. Clair LHIN Board and Board Chair Evaluations conducted in January 2015. Michael acknowledged the work by Communications Coordinator Julie Franchuk to prepare the survey material and compile the responses. Six of the seven Board Members completed the survey and four of the six senior staff responded. The responses will be distributed electronically to the Board Members and tabled for discussion at the next Board Retreat. Michael has prepared a letter to the Minister's office acknowledging the completion of this work.

10. Action Items – Review Status & Update New Items

Gary Switzer, Chief Executive Officer reviewed the status of recorded Action Items.

11. Next Meeting

The Board discussed and confirmed the location of the next ESC LHIN Open Board Meeting March 24th, 2015 as follows:

- Location - ESC LHIN Boardroom, Chatham, ON or an alternate location
- Open Board Meeting - 1:00 pm

12. Adjournment to In Camera Session

At 3:45 pm the ESC LHIN Board moved into an In Camera Session pursuant to LHIN Bylaws and section s.9(5) of the Local Health Systems Integration Act 2006 to discuss confidential matters re:

- o Personal or public interest

MOTION: *Moved by Barb Bjarneson and seconded by Mike Lowther that the Board move to an In Camera Session of the Open Board Meeting.*

Motion Passed

13. Call to Order – Meeting Reconvened

At 6:28 pm the Open Board Meeting of the Erie St. Clair LHIN of February 24th, 2015 was reconvened.

MOTION: *Moved by Lindsay Boyd and seconded by Mike Lowther that the Open Board Meeting of February 24th, 2015 be reconvened.*

Motion Passed

In Camera Session Report

The ESC LHIN Board reported that the following confidential matters were discussed during the In Camera Session:

- o Personal or public interest

During the In Camera Session of the Open Board Meeting of February 24th, 2015, the Erie St. Clair LHIN Board determined that two motions be tabled to the Open portion of the Board Meeting. The following two motions were presented and passed for disclosure to the Open Board Meeting.

MOTION: *Moved by Mike Lowther and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board approve up to \$1 Million in one-time funding to the Erie St. Clair Community Care Access Centre in order to partially address the projected Year End deficit position of the organization.*

and

MOTION: *Moved by Mike Lowther and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board approve up to \$200K in one-time funding to Leamington District Memorial Hospital in order to partially address the extra ordinary operational pressures of the organization.*

Motions Passed

14. Adjournment

**MOTION: Moved by Michael Hoare and seconded by Lindsay Boyd
to adjourn the Open Board Meeting @ 6:29 pm.**

Motion Passed

APPROVED: _____



**Martin Girash
Board Chair
Erie St. Clair LHIN**

DATE: _____

March 31, 2015