

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

**Open Board Meeting
Minutes** * amended (Page 5)
Tuesday, January 28th, 2014

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

Present:

Martin Girash, Board Chair
Michael Hoare, Board Vice Chair
Mike Lowther, Board Director
Barb Bjarneson, Board Director
Robert Bailey, Board Director
Joseph Bisnaire, Board Director

Staff:

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

Recorder:

Ruth Augi, Corporate Coordinator

1. Call to Order / Welcome

The Open Board Meeting of the Erie St. Clair LHIN was called to order at 1:01 pm by Michael Hoare, Board Vice Chair who chaired the Board meetings of January 28th, 2014 at the request for the newly appointed ESC LHIN Board Chair.

2. Adjournment to In Camera Session

At 1:03 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 Robert Bailey and seconded by Joseph Bisnaire that the Board move to an In Camera Session of the Open Board Meeting.*

Motion Passed

3. Call to Order – Meeting Reconvened

At 2:03 pm the Open Board Meeting of the Erie St. Clair LHIN of January 28th, 2014 was reconvened.

MOTION: *Moved by Joseph Bisnaire and seconded by Mike Lowther that the Open Board Meeting of January 28th, 2014 be reconvened.*

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

It was noted there were 8 members of the public in attendance and the meeting was being webcast.

Michael Hoare, Board Vice Chair acknowledged the presence of Martin Girash, the new ESC LHIN Board Chair and welcomed him to his first Board Meeting. Martin Girash, Board Chair thanked Michael Hoare, Board Vice Chair for all his hard work and expressed appreciation for his role, over the past year, as “acting” Board Chair.

4. Approval of Agenda

The agenda (*on file*) of the Open Board Meeting dated January 28th, 2014 was reviewed by the Board and approved.

MOTION: *Moved by Robert Bailey and seconded by Joseph Bisnaire that the agenda of the Open Board Meeting dated January 28th, 2014 be approved.*

Motion Passed

5. Declaration of Conflict of Interest

None declared.

6. Open Mic

None registered.

7. Approval of the Consent Agenda

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

- #7.1 Minutes:
 - ESC LHIN Open Board Meeting Minutes of November 26th, 2013
- #7.2 Health Service Provider Financial Review
- #7.3 Broader Public Sector Accountability (BPSA) Act 2010
 - Q3 2013/2014 (October 1st, 2013–December 31st, 2013) Attestation
- #7.4 CEO Performance Evaluation & Compensation Committee
 - Approved Committee Minutes of October 29th, 2013

MOTION: *Moved by Robert Bailey and seconded by Joseph Bisnaire that the ESC LHIN Board approve the Consent Agenda of January 28th, 2014 as presented.*

Motion Passed

8. Reports

8.1. Board Chair Report

Martin Girash, Board Chair provided a verbal report, highlighting his attendance at the LHIN Leadership and LHIN Board Chairs’ meetings in Toronto on January 16th, 2014.

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

Motion Passed

8.2. Chief Executive Officer

Gary Switzer, CEO spoke to a written report (*on file*) which was distributed to the Board prior to the Board Meeting, highlighting the "LEADS" program and the Health Links announcement.

MOTION: Moved by Robert Bailey and seconded by Mike Lowther that the ESC LHIN Board receive the CEO Report as presented.

Motion Passed

9. Committee/Council Recommendations

9.1. CEO Performance Evaluation & Compensation Committee

Terms of Reference revision was tabled to future Open Board Meeting.

9.2. Finance & Audit Committee

Mike Lowther, Finance & Audit Committee Chair spoke to the recommendation of the Finance & Audit Committee Meeting of December 13th, 2013 (*on file*) which was distributed to the Board prior to the Board Meeting.

MOTION: Moved by Mike Lowther and seconded by Joseph Bisnaire that the ESC LHIN Board approve as recommended by the Finance & Audit Committee:

Recommendation #1 (Meeting of December 13th, 2013)

The Finance & Audit Committee recommends that the ESC LHIN Board approve the acceptance of the Deloitte Audit Plan for the Year Ended March 31, 2014 as reviewed by the Committee on December 13th, 2013.

Motion Passed

9.3. Governance & Nominating Committee

Michael Hoare, Governance & Nominating Committee Chair spoke to the recommendations of the Governance & Nominating Committee Meeting of January 14th, 2014 (*on file*) which were distributed to the Board prior to the Board Meeting.

MOTION: Moved by Robert Bailey and seconded by Barb Bjarneson that the ESC LHIN Board approve as recommended by the Governance & Nominating Committee:

Recommendation #1 (Meeting of January 14th, 2014)

The Governance & Nominating Committee recommends that the ESC LHIN Board approve the ESC LHIN Committee Membership / Committee Chairs' slate as prepared by the Committee on January 14th, 2014 and revised with Committee approval on January 15th, 2014.

Recommendation #2 (Meeting of January 14th, 2014)

The Governance & Nominating Committee recommends that the ESC LHIN Board approve the ESC LHIN 2014 Board Retreat "planning" document as prepared by the Committee on January 14th, 2014.

Motion Passed

10. Strategic Discussion

10.1. Chronic Disease Prevention & Management

Ralph Ganter, Senior Director, Health System Design & Implementation and Alec Anderson, Director, Chronic Disease Prevention & Management spoke to a PowerPoint presentation (*on file*) which was displayed at the Board Meeting. Pete Crvenkovski, Director, Performance Quality & Knowledge Management spoke to the data collection process to support the Chronic Disease Prevention & Management program.

11. Funding

11.1. Reallocations – Q3 2013/2014

Recovery of In-Year Surpluses and Disbursement

Gary Switzer, CEO and Ralph Ganter, Senior Director, Health System Design & Implementation, spoke to a PowerPoint presentation and Request for Funds document for the Access and Restore Program – On Going Funding at Leamington District Memorial Hospital and the Request for Funding document for the Alternate Level of Care Transitional Capacity at Hôtel-Dieu Grace Healthcare (*all on file*) which were distributed to the Board prior to the Board Meeting.

MOTION: Moved by Joseph Bisnaire and seconded by Barb Bjarneson that the Erie St. Clair LHIN Board approves:

- i. a recovery up to \$2,000,000 from the Erie St. Clair Community Care Access Centre for the 2013/2014 fiscal year*
- ii. an allocation of \$864,000 for Leamington District Memorial Hospital for Assess & Restore*
- iii. an allocation of up to \$1,000,000 for Hôtel-Dieu Grace Healthcare for interim sub-acute Alternate Level of Care beds at the Tayfour Campus*

Motion Passed

11.2. Requests for Funding

New Community Funding Allocation – Fiscal Year 2013/2014

Ralph Ganter, Senior Director, Health System Design & Implementation spoke to a PowerPoint presentation and Request for Funds documents:

- Palliative Liaison Nurse Program - Hôtel-Dieu Grace Healthcare
- Health Links Local Investments – Erie St. Clair Community Care Access Centre
- Primary Care-Health Links Enhancement – Erie St. Clair Community Care Access Centre
- Windsor Regional Hospital Stabilization LEAN Consultation – Windsor Regional Hospital

(*all on file*) which were distributed to the Board prior to the Board Meeting.

MOTION: Moved by Joseph Bisnaire and seconded by Robert Bailey that the Erie St. Clair LHIN Board approves the allocation of funding for the suggested remaining community investments identified in the following table:

| Agency or Funded Element | Funding Source | Funding One-Time 2013/14 | Funding Base 2013/14 | Funding One-Time 2014/15 | Funding Base 2014/15 (Annualized) |
|---|---|--------------------------|----------------------|--------------------------|-----------------------------------|
| Hôtel-Dieu Grace Healthcare: • Palliative Liaison Nurse Program | Community Funding Allocation – Fiscal 13/14 | \$0 | \$100,000 | | \$100,000 |
| Erie St. Clair Community Care Access Centre: • Health Links Local Investments | Community Funding Allocation – Fiscal 13/14 | \$1,000,000 | \$0 | | \$0 |
| Erie St. Clair Community Care Access Centre: • Primary Care-Health Links Enhancements - Telehomecare Equipment | Community Funding Allocation – Fiscal 13/14 | \$500,000 | \$0 | | \$0 |
| Total One-Time / Total Base Funding | | \$1,500,000 | \$100,000 | | \$100,000 |
| Total Funding / Year | | \$1,600,000 | | \$100,000 | |

Motion Passed

MOTION: Moved by Barb Bjarneson and seconded by Joseph Bisnaire that the Erie St. Clair Board approves, from urgent priority funding, the one-time funding of \$300,000 for fiscal year 2013/14 * for Windsor Regional Hospital Stabilization LEAN Consultation , to improve the quality and efficiency of acute patient care.

Motion Passed

12. New Business

12.1. Windsor Essex Community Health Centre (WE CHC) Endorsement – Stage 1A Capital Submission

Ralph Ganter, Senior Director, Health System Design & Implementation, spoke to a Briefing Note (*on file*) which was distributed to the Board prior to the Board Meeting.

MOTION: Moved by Robert Bailey and seconded by Joseph Bisnaire:

- 1) that the Erie St. Clair LHIN Board endorses the Windsor-Essex Community Health Centre Stage 1A Capital Proposal as submitted by the Windsor-Essex Community Health Centre;
- and
- 2) that the Erie St. Clair LHIN staff forward the submission of the Windsor-Essex Community Health Centre Stage 1A Capital Proposal to the Ministry of Health and Long-Term Care for the alignment work that will take place in preparation for a final Stage 1 approval.

Motion Passed

**12.2. Sarnia/Lambton Integrated Care Centre
Endorsement – Stage 1A Capital Submission**

Ralph Ganter, Senior Director, Health System Design & Implementation, spoke to a Briefing Note (*on file*) which was distributed to the Board prior to the Board Meeting.

MOTION: Moved by Mike Lowther and seconded by Barb Bjarneson:

1) that the Erie St. Clair LHIN Board endorses the Sarnia Lambton Integrated Care Centre Stage 1A Capital Proposal, as submitted by the Canadian Mental Health Association – Lambton Kent; North Lambton Community Health Centre, and the Erie St. Clair Community Access Centre;

and

2) that the Erie St. Clair LHIN staff forward the submission of the Sarnia Lambton Integrated Care Centre proposal to the Ministry of Health and Long-Term Care for the alignment work that will take place in preparation for a final Stage 1 approval.

Motion Passed

**12.3. ESC LHIN Annual Business Plan (ABP)
Timeline**

Gary Switzer, CEO spoke to a PowerPoint slide (*on file*), which was distributed to the Board prior to the Board Meeting. The first draft will be provided to the Board prior to the March Board Meeting and the final Annual Business Plan will be submitted to the Ministry by June 30th, 2014. Engagement will follow the release of the provincial budget which will highlight the Ministry's priorities.

**12.4. Voluntary Integration
Cardiac Rehabilitation – Sarnia / Lambton**

Ralph Ganter, Senior Director, Health System Design & Implementation spoke to a Briefing Note (*on file*), which was distributed to the Board prior to the Board Meeting.

**12.5. Multi-Sector Service Accountability Agreements (M-SAAs)
Approval re: 2014 /2017 Template**

Pete Crvenkovski, Director, Performance Quality & Knowledge Management spoke to a Briefing Note and two (2) draft templates (*all on file*), which were distributed to the Board prior to the Board Meeting, highlighting the changes.

MOTION: Moved by Barb Bjarneson and seconded by Mike Lowther that:

- **the Erie St. Clair LHIN Board of Directors approves the LHIN's use of the draft template Multi-Sector Service Accountability (M-SAA) for 2014-2017 as presented to this Board;**

and

- **to authorize the LHIN Board Chair and LHIN CEO to execute the M-SAAs on behalf of the LHIN provided that the execution version of the M-SAA is substantially the same as the draft template attached to the minutes of this Board meeting.**

Motion Passed

12.6. Conflict of Interest

Approval re: LHIN Legal / Commissioner Recommendation

Michael Hoare, Board Vice Chair spoke to the LHIN Conflict of Interest Rules document (*on file*), which was distributed to the Board prior to the Board Meeting.

MOTION: Moved by Joseph Bisnaire and seconded by Robert Bailey that the Erie St. Clair LHIN Board of Directors approves the LHIN Conflict of Interest Rules for submission to the Conflict of Interest Commissioner for approval and posting pursuant to Section 59 of the Public Service of Ontario Act, 2006.

Motion Passed

13. Action Items – Review Status & Update New Items

Ruth Augi, Corporate Coordinator reviewed the status of recorded Action Items.

14. Board Business

14.1 Gary Switzer, CEO advised the Board of the on-going process to-date regarding the Local Health System Integration Act (LHSIA) review and the planned presentation by the ESC LHIN Board Chair & CEO to the Standing Committee on January 30th, 2014 in Windsor. The Board was advised that the ESC LHIN has been identified, by several of its health service providers; media and politicians as the gold-seal in LHIN transparency and a model to other LHINs for the disclosure of information and materials. The Board will be provided with a transcript or link of the presentations pertaining to the ESC LHIN, as soon as available.

14.2 Ruth Augi, Corporate Coordinator advised the Board of the availability of the newly crafted ESC LHIN Expense Claim Forms revised to accommodate the input of post-dated entries. Matt Little, CFO has also advised that a new ESC LHIN Per Diem form will follow shortly.

15. Next Meeting


The next ESC LHIN Open Board Meeting is scheduled for February 25th, 2014 in the Boardroom of the ESC LHIN office, located at 180 Riverview Drive, in Chatham, ON

16. Adjournment

MOTION: Moved by Mike Lowther and seconded by Barb Bjarneson to adjourn the ESC LHIN Open Board Meeting @ 3:54 pm.

Motion Passed

APPROVED:



Michael Hoare
Board Vice Chair, Brie St. Clair LHIN
(Chair of January 28th, 2014 Open Board Meeting)

DATE:

25 February 2014