

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

**Open Board Meeting
Minutes
Tuesday, September 23rd, 2014**

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

Present:

Martin Girash, Board Chair
Mike Lowther, Board Director
Barb Bjarneson, Board Director
Robert Bailey, Board Director
Joseph Bisnaire, Board Director
Lindsay Boyd, 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 1:06 pm by Martin Girash, Board Chair.

2. Adjournment to In Camera Session

At 1:07 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
- o Matters subject to solicitor client privilege
- o Security of the LHIN and its directors
- o Matters prescribed by regulation

MOTION: Moved by Joseph Bisnaire and seconded by Mike Lowther that the Erie St. Clair LHIN Board move to an In Camera Session of the Open Board Meeting.

Motion Passed



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3. Call to Order – Meeting Reconvened

At 2:11 pm the Open Board Meeting of the Erie St. Clair LHIN of September 23rd, 2014 was reconvened.

MOTION: Moved by Robert Bailey and seconded by Barb Bjarneson that the Open Board Meeting of September 23rd, 2014 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:

- Personal or public interest
- Matters subject to solicitor client privilege.
- Security of the LHIN and its directors
- Matters prescribed by regulation

It was noted there were twelve (12) members of the public in attendance and the meeting was being webcast.

4. Approval of Agenda

The agenda (*on file*) of the Open Board Meeting dated September 23rd, 2014 was reviewed and amended by the Board:

- Item #7.1 – Open Board Minutes June 24th, 2014 moved to Item #11.3
- Item #7.5.1 – Finance & Audit Committee Recommendation #2 Delegation of Authority - tabled to a future meeting

MOTION: Moved by Joseph Bisnaire and seconded by Mike Lowther that the amended agenda of the Open Board Meeting dated September 23rd, 2014 be approved.

Motion Passed

5. Declaration of Conflict of Interest

None declared.

Martin Girash, Board Chair publically welcomed Lindsay Boyd to the ESC LHIN Board of Directors as our newest Board Member having been appointed via an Order-In-Council on September 8th, 2014. Mr. Boyd expressed his long-held interest in the work of the ESC LHIN and looks forward to working with the staff and Board of the LHIN to improve the delivery of health care in our region.

6. Open Mic

None registered.



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Gary Switzer, CEO, introduced a patient experience video displayed at the meeting, presenting Bert Serre a Windsor resident, who spoke of his journey through the health care system; the dedicated attention and assistance he received as well as the areas for improvement he saw through his experience received following a very serious accident. Mr. Serre noted that the little things are important and not to be overlooked and expressed concern re: lack of communications and attention to chart and file details. Mr. Serre also wanted to highlight that all staff, from the doctors to the blood-porters are essential to the delivery of good health care.

The Board Chair, Martin Girash thanked staff for preparing the video, highlighting the importance of keeping the stories of clients, patients and residents before the Board.

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 (*all on file*):

- #7.1 Minutes:
 - ESC LHIN "Special" Open Board Meeting Minutes - August 21st, 2014
 - ESC LHIN "Special" Open Board Meeting Minutes – August 26th, 2014
- #7.2 Health Service Provider Financial Review
- #7.3 Broader Public Sector Accountability Act 2010
 - Q1 2014/2015 Attestation (April 1, 2014 – June 30, 2014)
- #7.4 Receipt - Committee Minutes
 - #7.4.1 Finance & Audit Committee
 - Approved Committee Minutes - May 12th, 2014
 - #7.4.2 Governance & Nominating Committee
 - Approved Committee Minutes - June 16th, 2014
- #7.5 Committee / Council Recommendations
 - #7.5.1 Finance & Audit Committee
 - Recommendation - Committee Meeting – September 15th, 2014

MOTION: *Moved by Joseph Bisnaire and seconded by Robert Bailey that the Erie St. Clair LHIN Board approve the amended Consent segment of the Agenda of September 23rd, 2014 as presented.*

Motion Passed



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8. Reports

8.1. Board Chair Report

Martin Girash, Board Chair spoke to a written report (*on file*) which had been distributed to the Board prior to the meeting, highlighting the visit of Dr. Eric Hoskins, Minister of Health & Long-Term Care to Windsor on July 25, 2014 during which funding was announced for the Angioplasty Expansion (Cardiac Catheterization Lab) – Windsor Regional Hospital (Ouellette Campus) and his visit to the Village of St. Clair Long-Term Care home preview opening where the Minister was a key note speaker of the long awaited facility. The Board Chair updated the Board regarding the LHIN's CEO and Board Chair's attendance at a Board meeting of the House of Sophrosyne, an addiction treatment centre for women in West Windsor. The Board is very committed to their work and are looking forward to moving into a more adequate facility. A tour of the present facility, a renovated church, quickly reinforced the need for such a move.

MOTION: Moved by Lindsay Boyd 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 CEO Report (*on file*), which had been distributed to the Board prior to the Board Meeting, highlighting some staffing changes: Frank Chalmers' retirement and Janet Reddam's resignation, however that both may be working on a part-time basis for the ESC LHIN in the future and also expressed thanks to staff for their continuing hard work on the development of the ESC LHIN web site. The Board was advised that the addiction strategic plan was being brought back to the Board today in the funding framework (Item #10.2). The CEO also highlighted that the LHIN is working to create a central ortho wait list to be compiled from individual wait lists as patient choice has an impact on wait times.

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

Motion Passed

9. Strategic Discussion

9.1. ESC LHIN Strategic Plan (Refresh)

Matthew Little, CFO spoke to a PowerPoint presentation (*on file*), which had been distributed to the Board prior to the Board Meeting, highlighting the critical role of the Board to achieve an appropriate process; challenge the information provided; explore options; ensure risks are managed and ensure alignment with Ministry action plans. The process overview was examined with a detailed workplan. The Board suggested it would be helpful to see an actual "where we are" example in each year for each item as it is important to reflect and report back.



Staff sought suggestions from the Board re: community input and it was suggested staff consider meetings or focus groups as a strategic plan directs functional change. The Board indicated they would appreciate updates and refreshers regularly and noted that this Plan was owned by the LHIN and not a Ministry document that required approval. While the CEO Report does provide updates, the Board suggested staff provide the community engagement plan related to the strategic plan (a plan within a plan).

10. Funding

10.1. Transform Shared Services Organization – Integrated Decision Support

Pete Crvenkovski, Director, Performance Quality & Knowledge Management spoke to a Briefing Note which was distributed to the Board prior to the Meeting and a Request For Funds which was updated and circulated at the Meeting (*both on file*) outlining that TransForm Shared Services Organization's (TransForm) member hospitals and the Erie St. Clair LHIN have considered both the need for, and possible options related to, the planning and implementation of a regional Business Intelligence (BI) Tool. These considerations included a readiness assessment, as well a high-level costing related to acquiring an independent solution within Erie St. Clair. It was described how the tool would allow the user(s) to be flagged within the system and will result in capacity improvements for patients and physicians with quality-based procedures held to accountability milestones.

3:19 pm – Board Member Lindsay Boyd left the meeting

The Board commented that while a great idea, they had concerns that more metrics may be required about how the information would be used – that there was a need to interface with the rest of the health care system, including those outside of the LHIN – build relationships with primary care.

The Board was advised that the LHIN had negotiated to pay over two (2) years and if a commitment letter were issued, the tool was expected to be up and running in the fall of 2015.

3:28 pm – Board Member Lindsay Boyd returned to the meeting

MOTION: Moved by Joseph Bisnaire and seconded by Robert Bailey that the ESC LHIN Board endorses the Erie St. Clair LHIN staff recommendation to move forward with the implementation and adoption of Integrated Decision Support through an Agreement to Participate with Hamilton Health Sciences Centre with the Erie St. Clair LHIN's provision of one-time implementation costs of \$1.246M (*to be paid over a 2-year period), and the collective agreement with member hospitals to be responsible to support the ongoing annual operational costs of Integrated Decision Support.

and

that the Erie St. Clair LHIN Board approves the Integrated Decision Support initiative in the amount of \$1,246,000 one-time, funded between 2014/15 and 2015/16 from the following sources:

- Up to \$810,000 TransForm Community Analytics surplus 2014/15
- Up to \$150,000 Urgent Priority Funds 2014/15
- Up to \$436,000 Urgent Priority Funds 2015/16

Motion Passed



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10.2. Funding Framework Guideline

2014-2015 Community Investments (new funding not yet determined)

Ralph Ganter, Senior Director, Health System Design & Implementation spoke to a Briefing Note which was distributed to the Board prior to the Meeting and a PowerPoint presentation which was displayed at the Meeting (*both on file*) highlighting the establishment of an overall funding framework (in anticipation of ministry funding allocations) to provide guidance for decision making behind the distribution of community related funding within the 2014/2015 fiscal year. Funding investments will focus on improving the system pillars of capacity, capability, competencies and coordination, however, will not focus on inflationary increases or back office increases. Inflationary pressures will be primarily supported by efficiencies and greater back office integration. All new funding will be prioritized for incremental volume, program expansion or coordination improvements.

MOTION: Moved by Lindsay Boyd and seconded by Mike Lowther that the Erie St. Clair LHIN Board:

- 1) **approves in principle the proposed ESC LHIN Funding Framework Guideline that can be utilized for any new funding decision-making in fiscal year 2014/2015,**
and
- 2) **endorses and delegates to the Chief Executive Officer and Board Chair, distribution of funding to the previous year's commitments (identified in Appendix- Table A) as funding becomes comes available,**

**Appendix - Table A - Previous Commitments for Base Funding
 (Stemming from Previous Year and Current Fiscal Year (FY) Actions)**

Agency/Item	Funding Commitment	Base / One-Time	Interim Funding Source	Comments
Assisted Living Southwestern Ontario	\$1,026,800	base	2013/2014 Assistant Deputy Minister (ADM) ALC Pressures letter. Urgent Priority Funding (UPF) in FY 2014/2015	- Sub-acute community capacity enhancements continuation
Assisted Living Southwestern Ontario	\$264,000	base	UPF in FY 2014/2015	- Medically complex patient support
Leamington Court LTC (45 interim LTC bed capacity)	\$1,390,545	base	2013/2014 ADM ALC Pressures letter. Urgent Priority Funding (UPF) in FY 2014/2015	- Community capacity enhancement for ALC pressures (note \$1.9M annualized in FY 2015)
Totals	\$2,681,345			



and

- 3) endorses a future base funding commitment (identified in Appendix-Table B) to the House of Sophrosyne for capacity expansion, subject to the appropriate due diligence.

Appendix - Table B – Future Base Funding Endorsements (FY 2015/2016)

Agency/Item	Funding Commitment	Base / One-Time	Interim Funding Source	Comments
House of Sophrosyne	Up to \$1,300,000	base	n/a	<ul style="list-style-type: none"> – Subject to due diligence – Includes project management cost consideration

Motion Passed

11. New Business

11.1. Hospital Service Accountability Agreements (H-SAAs)

Approval of Extension to March 31st, 2015

Pete Crvenkovski, Director, Performance Quality & Knowledge Management spoke to a Briefing Note (*on file*) which was distributed to the Board prior to the Board meeting, highlighting the Local Health System Integration Act (LHSIA) 2006 which requires that LHINs have an SAA in place with each health service provider (HSP) that it funds. The H-SAAs covering the period from 2008-2010, have been amended and extended on three occasions since 2010 and are due to expire on September 30, 2014. The Ministry will not be able to provide funding targets before the H-SAA extensions are finalized and in the absence of definitive funding targets, the agreements will be based on a planning assumption of 0% base revenue adjustment for the term of the agreements. HSPs are expected to maintain a minimum of the 2013-2014 approved service activity levels within the 0% revenue increase planning assumption until further commitments on funding can be provided by the Ministry.

MOTION: Moved by Barb Bjarneson and seconded by Mike Lowther that the Erie St. Clair LHIN Board authorizes, on its behalf, the Erie St. Clair LHIN Board Chair and Chief Executive Officer to execute the Hospital Service Accountability Agreements (H-SAAs) extension to March 31, 2015.

Motion Passed



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11.2. Windsor Regional Hospital - Stage 1 Part A Program and Service Delivery Model

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, providing a status update and context for the final endorsement by the ESC LHIN Board on the final submission of the Stage 1 Proposal - Part A 1.0 Program and Service Delivery Model (Stage 1A Proposal) to the Ministry and to seek support for the Windsor/Essex Phase 1 - Community Capacity Plan Report which is in response to, and was completed in parallel to the Stage 1 A Proposal work in order to ultimately identify the vision for non-acute health capacity/services in Windsor/Essex. The Stage 1A Proposal serves as the final Hôtel-Dieu Grace Healthcare (HDGH), and Windsor Regional Hospital (WRH) Service Delivery Model Report for the new acute care hospital in Windsor/Essex. The purpose of the Stage 1A Proposal is to identify the volume and high level service delivery parameters that create the framework for hospital capital planning.

Windsor Regional Hospital Stage 1 Part A - Program and Service Delivery Model

MOTION: *Moved by Barb Bjarneson and seconded by Joseph Bisnaire that the ESC LHIN Board supports by its endorsement, the submission to the Ministry of Health and Long-Term Care (MOHLTC) of the Final Stage 1A Proposal. This endorsement will complete the Ministry/LHIN alignment requirements for the Stage 1 Capital Services Approval Process.*

Motion Passed

Windsor Regional Hospital Stage 1 Part A - Program and Service Delivery Model

MOTION: *Moved by Robert Bailey and seconded by Barb Bjarneson that the ESC LHIN Board supports the submission to the Ministry of Health and Long-Term Care (MOHLTC) of the Community Capacity Plan Report which completes Phase 1 of the Windsor/Essex Community Capacity Plan*
and;
supports the commencement of Phase 2 work that will begin in Q3 of fiscal year 2014/2015.

Motion Passed

11.3. Open Board Meeting Minutes – June 24th, 2014 (moved from Consent Item #7.1)

The Open Board Meeting Minutes of June 24th, 2014 were removed from the single-motion Consent segment of the Agenda to note that Board Member Barb Bjarneson expressed her abstention.

MOTION: *Moved by Joseph Bisnaire and seconded by Robert Bailey that the ESC LHIN Board Open Board Meeting Minutes of June 24th, 2014 be approved as presented.*

Motion Passed

(abstention – B. Bjarneson)



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12. Action Items – Review Status & Update New Items

Ruth Augi, Corporate Coordinator reviewed the status of recorded Action Items (*on file*) noting:

- #2 ESC LHIN Annual Business Plan
 - In progress – an update will be provided in November 2014

13. Next Meeting

The next ESC LHIN Open Board Meeting is scheduled for Tuesday, November 25th, 2014 with consideration for an “off-site” Board Meeting.

14. Adjournment to In Camera Session

At 4:16 pm the ESC LHIN Board moved into Part #2 of the 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:

- Personal or public interest
- Matters subject to solicitor client privilege
- Security of the LHIN and its directors
- Matters prescribed by regulation

MOTION: Moved by Mike Lowther and seconded by Lindsay Boyd that the Board move to Part #2 of the In Camera Session of the Open Board Meeting.

Motion Passed

15. Call to Order – Meeting Reconvened

The Open Board Meeting of the Erie St. Clair LHIN of September 23rd, 2014 was reconvened.

In Camera Session Report

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

- Personal or public interest
- Matters subject to solicitor client privilege
- Security of the LHIN and its directors
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16. Adjournment

Approved: _____

Martin Girash
Board Chair

Date: _____

JAN 27, 2015



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