

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

**Open Board Meeting
Minutes
Tuesday, February 28, 2017**

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

Present:

Martin Girash, Board Chair
Michael Hoare, Board Vice-Chair
Joseph Bisnaire, Board Director
Lindsay Boyd, Board Director

Staff:

Ralph Ganter, CEO
Pete Crvenkovski, Director (PQ&KM)
Alec Anderson, Director (CDP&M)
Shannon Sasseville, Director, (CPA & OD)

Regrets:

Nora Bressette, Board Director

Recorder:

Ruth Augi, Corporate Coordinator

1. Call to Order

The Open Board Meeting of the Erie St. Clair LHIN of February 28, 2017 was called to order at 1:02 pm by Martin Girash, Board Chair. It was noted there were fourteen (14) people in the audience and the meeting was broadcast via web cast.

2. Approval of Agenda

The agenda (*on file*) of the Open Board Meeting dated February 28, 2017 was reviewed and approved.

MOTION: *Moved by Joseph Bisnaire and seconded by Lindsay Boyd that the agenda of the Open Board Meeting dated February 28, 2017 be approved.*

Motion Passed

3. Declaration of Conflict of Interest

None declared.

...2

4. Open Mic
None.

Patient Experience

A video was displayed highlighting a patient's (Mary) experience with an Adult Day program.

5. Committee / Council Recommendations
Erie St. Clair LHIN Human Resources Policy Manual
(Agenda Item #09.2)

Ralph Ganter, Chief Executive Officer introduced Shannon Sasseville, Director, Communications, Public Affairs and Organizational Development who spoke to a Briefing Note (*on file*) distributed to the Board prior to the Board Meeting. Martin Girash, Board Chair thanked the Governance & Nominating Committee for their review of the manual and expressed appreciation to staff for incorporating the Committee's input and the hard work and inclusiveness of all staff to bring the Human Resources Manual (*on file*) forward. Next steps are to work with the ESC CCAC Human Resources Manual to coordinate the two Manuals with matters in the legislation and work environment.

MOTION: *Moved by Michael Hoare and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board approves the ESC LHIN Human Resources Policy Manual as presented and recommended by LHIN staff, and as reviewed and editing by the Erie St. Clair Governance & Nominating Committee.*

Motion Passed

6. Consent Agenda

MOTION: *Moved by Joseph Bisnaire and seconded by Lindsay Boyd that the Erie St. Clair LHIN Board accepts as presented or approves when required, by a single Consent Motion, the following items:*

- **Approval – Board Minutes**
 - **Open Board Meeting – January 24, 2017**
- **Receipt – Committee / Council Minutes**
 - **CEO Performance Evaluation & Compensation Committee**
 - **CEO PE&C Committee – October 11, 2015**
 - **Governance & Nominating Committee**
 - **Governance & Nominating Committee – January 13, 2017**
 - **Governance & Nominating Committee – January 20, 2017**
 - **Governance & Nominating Committee – January 24, 2017**

Motion Passed

7. Health Service Provider Financial Review

Pete Crvenkovski spoke to the Health Service Provider Financial Review document (*on file*) which was distributed to the Board prior to the Board meeting noting the data and information was as of December 31, 2016 and progress continues.

8. Funding

8.1 Urgent Priority Funds – 2016/2017 Operational Pressures

Pete Crvenkovski, Director, Performance, Quality & Knowledge Management introduced Ron Sheppard, Health System Manager, Windsor-Essex who spoke to the following three (3) Requests for Funds (RFF) which were distributed to the Board prior to the Board Meeting:

8.1.1 Request For Funds – Windsor Regional Hospital (WRH)

The RFF (*on file*) noted surge pressures and extraordinary costs requiring a one-time allocation of \$500,000. Rationale for the Expenditure:

- Significant pressures on the acute care system have been observed in terms of volumes of admissions, the acuity of care, and the length of stay of patients.
- In recent weeks, despite the attempts by Hôtel-Dieu Grace Healthcare (HDGH) and the local health care system to adjust, patient flow has not kept pace with available acute care capacity. As a result, WRH has created additional space within their facilities to manage patient needs at a cost to WRH as noted above.
- Temporary capacity has also assisted in maintaining emergency department processes and Critical Care Unit capacity.
- Increased volumes are expected to continue throughout the winter months with projections from Public Health Ontario indicating that there will be an increase in Influenza B cases at the end of March 2017.
- WRH's autoclave/sterilization system malfunction was an additional extraordinary and unexpected cost and are unsupported by typical revenue sources.

MOTION: *Moved by Joseph Bisnaire and seconded by Michael Hoare that the Erie St. Clair LHIN Board approves \$500,000 in one-time funding to Windsor Regional Hospital to support patient capacity demand costs and to assist in the unexpected costs related to medical equipment sterilization system breakdowns, as presented and recommended by LHIN staff.*

Motion Passed

8.1.2 Request For Funds – Community Support Centre of Essex County

The RFF (*on file*) noted a LHIN-wide transportation plan requiring a one-time allocation of \$341,500. Rationale for the Expenditure:

- Per the CareLink Repository, there are currently three vehicles that have been decommissioned due to disrepair and five that are to be considered for immediate replacement.
- All decommissioned and prioritized vehicles for replacement are within Windsor-Essex, which has had an impact on access to transportation services within the region. The situation requires immediate attention to minimize any potential for more significant impacts should vehicles deteriorate beyond their current status.
- Repair costs for vehicles have contributed to financial pressures for CareLink providers in Windsor-Essex this fiscal.
- The current purchasing agreement will allow for the purchase of replacement vehicles by March 31, 2017.
- As the lead agency for CareLink, Community Support Centre of Essex County has historically been the paymaster/custodian for funding and has supported the procurement of new vehicles on behalf of all ESC LHIN-funded agencies based on the prioritization of the CareLink Repository.

MOTION: *Moved by Lindsay Boyd and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board approves \$341,500 in one-time funding to the Community Support Centre of Essex County to act as paymaster / custodian for funding and support the procurement of new vehicles on behalf of all ESC LHIN-funded agencies based on the prioritization of the CareLink Repository, as presented and recommended by LHIN staff.*

Motion Passed

8.1.3 Request For Funds – Leamington District Memorial Hospital (LDMH)

The RFF (*on file*) noted extraordinary costs exceptional to this year requiring a one-time allocation of \$300,000. Rationale for the Expenditure:

- LDMH has experienced significant unexpected costs related to equipment breakdowns and infrastructure, specifically the purchase of a replacement CT scanner and rental of a unit during the transition. These costs were originally difficult to anticipate when developing its 2016/2017 operating budget.
- The hospital is seeking assistance in developing strategies to adjust its internal process to better meet the impact of health system funding reform (HSFR). The hospital also anticipates leveraging these strategies in order to become a leader within the local sub-region.
- LDMH is anticipating funding challenges due to lower than expected volumes within their Quality-Based Procedures (QBPs). As a small to medium sized hospital LDMH is more vulnerable to the impacts of fluctuating QBP volumes, and potential loss of revenue when volumes are below targets.

5.

- LDMH is forecasting a year-end deficit of approximately \$1M, which is net of \$200K previously provided by the ESC LHIN this fiscal year based on pressures financial acknowledged at that time.
- Any residual deficit that the LDMH is unable to mitigate in the remainder of fiscal 2016/17 will be deferred to 2017/18 and managed through mitigations identified through HSFR review that will take place.

MOTION: *Moved by Lindsay Boyd and seconded by Michael Hoare that the Erie St. Clair LHIN Board approves \$300,000 in one-time funding to Leamington District Memorial Hospital for extraordinary pressures, as well as assistance in local process changes linked to the advancement of the sub-region, as presented and recommended by LHIN staff:*

Motion Passed

9. New Business

9.1. Leamington District Memorial Hospital (LDMH) / Leamington and Area Family Health Team (LAFHT)

9.1.1 Voluntary Integration

Ralph Ganter, CEO introduced Ron Sheppard, Health System Manager, Windsor-Essex acknowledging his efforts to bring the materials and details together for this voluntary integration. Ron spoke to a Briefing Note (*on file*) highlighting the ongoing history of collaboration between LDMH and LAFHT noting the Memorandum of Understanding (MOU) that has been executed between the two parties, LDMH will be providing the following back office and Chief Executive Officer (CEO) functions to LAFHT:

- Finance
- Human Resources
- Information Technology
- Facility Maintenance
- Security
- Overall General Management

The proposed integration has been negotiated independently by the two providers and as such can be defined as a voluntary integration Section 27. (1) of the Local Health System Integration Act. The MOU states that the agreement will encompass a one year period with the option to extend, re-negotiate, or expire, as well as terms to cancel mid-term with 90-days' notice. The provision of back office services are on a purchase service basis and are cost neutral. Additionally, both agencies are acknowledged as "separate and distinct organizations".

MOTION: *Moved by Lindsay Boyd and seconded by Michael Hoare that the Erie St. Clair LHIN Board endorses the voluntary integration, and as per our obligation under the Local Health System Integration Act (LHSIA), provide notice to Leamington District Memorial Hospital and Leamington and Area Family Health Team that the Erie St. Clair LHIN does not intend to give notice of a proposed decision under subsection (4) or issue a decision under subsection (6), as presented and recommended by LHIN staff.*

Motion Passed

...6

Leamington District Memorial Hospital (LDMH)

9.1.2 Hospital Name Change

Ron Sheppard, Health System Manager, Windsor-Essex spoke to a Briefing Note (*on file*) which was distributed to the Board prior to the Board Meeting highlighting the name change has been under contemplation for some time by hospital administration as it recognized the opportunity and need to better reflect the geographic area and population which it services (Essex, Harrow, Leamington, Kingsville, and Wheatley), as well as to become a rural hub for a broad range of health and social services for the area. Currently LDMH plays a leadership role in the planning for the Essex County South Shore Health Links which sought to create a coalition of providers unified around the cohort of high user patients, using care coordination and care planning as a driving force for creating a preventative focus for improved wellness and utilization. The new hospital name, Erie Shores Health Care, is in keeping with:

- the geographic area and population served by the hospital
- the growing mandate and role of the LDMH as a rural hub
- the informal partnerships and pending formal partnerships that acknowledge the role of the hospital beyond that of inpatient and outpatient hospital care
- the new sub region area created through the passage of Bill 41, *Patients First Act*

LDMH has indicated the completion of community engagement with municipal and third party stakeholders. No objections or concerns were expressed regarding the proposed name change.

MOTION: *Moved by Michael Hoare and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board endorses the name change of Leamington District Memorial Hospital to Erie Shores Health Care, and provide notification to the Ministry of Health and Long-Term Care to support their processing of the submission, as presented and recommended by LHIN staff.*

Motion Passed

10. Reports

10.1 Board Chair

Martin Girash, Board Chair spoke to a written report (*on file*) which was distributed to the Board prior to the Board Meeting, highlighting Patients First Act and Medical Assistance in Dying, to which the following Motion was tabled:

MOTION: *Moved by Michael Hoare and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board ask the Erie St. Clair CCAC MAID Regional Steering Committee to:*

- 1. Develop a Protocol to ensure the entire process involved in medical assistance in dying is available to all patients (regardless of where they reside at the time of the request) in a manner that is consistent with "patients first" principles;***

7.

2. **Obtain Boards' authorizations of this Protocol from all organizations on the Steering Committee, and**
3. **Provide the Erie St. Clair LHIN with the Boards' authorizations allowing the former to place this protocol in the Service Accountability Agreements with each service provider.**
4. **Report back advising a plan and timeframe to address this request.**

Motion Passed

MOTION: Moved by Michael Hoare and seconded by Lindsay Boyd that the ESC LHIN Board receive the Board Chair Report as presented.

Motion Passed

10.2 Chief Executive Officer

Ralph Ganter, CEO spoke to a written Acting CEO Report (*on file*) which was distributed to the Board prior to the Board Meeting noting specific acknowledgement and thanks to the many staff engaged with the ongoing efforts involved with transition.

MOTION: Moved by Michael Hoare and seconded by Lindsay Boyd that the ESC LHIN Board receive the Acting CEO Report as presented.

Motion Passed

11. Action Items – Review Status & Update New Items

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

12. Next Meetings

The Board confirmed the dates for the next ESC LHIN Open Board Meetings as follows:

- March 28, 2017 @ 1:00 pm – ESC LHIN
180 Riverview Drive, Chatham, ON
- April 25, 2017 @ 1:00 pm – ESC LHIN
180 Riverview Drive, Chatham, ON

...8

13. Adjournment

13.1 Adjourn to In Camera Session

At 3:07 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 prescribed by regulations

MOTION: *Moved by Michael Hoare and seconded by Lindsay Boyd that the Board move to an In Camera Session of the Open Board Meeting.*

Motion Passed

13.2 Reconvened Open Board Meeting

At 6:31 pm the ESC LHIN Board moved out of the Camera Session and reconvened the Open Board Meeting.

MOTION: *Moved by Michael Hoare and seconded by Lindsay Boyd that the Board reconvene the Open Board Meeting.*

Motion Passed

14. Adjournment

At 6:32 pm the ESC LHIN Board adjourned the Open Board Meeting of February 28, 2017.

MOTION: *Moved by Joseph Bisnaire and seconded by Michael Hoare that the Open Board Meeting of February 28, 2017 be adjourned.*

Motion Passed

APPROVED: _____


Martin Girash
Board Chair, Erie St. Clair LHIN

DATE: _____

March 28.17