

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

**Open Board Meeting
Minutes
Tuesday, March 25th, 2014**

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

Present:

Martin Girash, Board Chair
Mike Lowther, Board Director
Barb Bjarneson, Board Director
Robert Bailey, Board Director (*via telephone*)
Joseph Bisnaire, Board Director

Staff:

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

Regrets:

Michael Hoare, Board Vice Chair
Pete Crvenkovski, Director (PQ&KM)

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 1:04 pm by Martin Girash, Board Chair.

2. Adjournment to In Camera Session

At 1:05 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

Only the Board and Chief Executive Officer remained for the In Camera Session, all other staff and the recorder were excused from the meeting.

MOTION: *Moved by Mike Lowther and seconded by Barb Bjarneson that the 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 2:31 pm the Open Board Meeting of the Erie St. Clair LHIN of March 25th, 2014 was reconvened.

MOTION: *Moved by Mike Lowther and seconded by Joseph Bisnaire that the Open Board Meeting of March 25th, 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:

- o Personal or public interest

It was noted there were 13 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 March 25th, 2014 was reviewed by the Board and approved as presented.

MOTION: *Moved by Joseph Bisnaire and seconded by Mike Lowther that the agenda of the Open Board Meeting dated March 25th, 2014 be approved.*

Motion Passed

5. Declaration of Conflict of Interest

None declared.

6. Open Mic

None registered.

7. Presentation

Transform Shared Services Organization (TSSO)

Gary Switzer, CEO introduced Shona Elliott, Transform Shared Services Organization (TSSO) CEO who provide the Board with the an overview of her personal background in ESC LHIN regional healthcare and spoke to a PowerPoint presentation (*on file*) displayed at the Board Meeting, detailing the history of Consolidated Health Information Services (CHIS) and PROcure and the background leading to the creation of the TSSO as a transformation engine.



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Martin Girash, ESC LHIN Board Chair thanked Shona Elliott on behalf of the Board and acknowledged the growth and development of TSSO from the CHIS foundation and expressed excitement about the future and the possible partnership opportunities ahead.

8. 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*):

- #8.1 ESC LHIN Open Board Meeting Minutes – February 25th, 2014
- #8.2 Health Service Provider Financial Review
- #8.3 CEO Performance Evaluation & Compensation Committee
 - Approved Committee Minutes of January 28th, 2014
 - Approved Committee Minutes of February 21st, 2014
- #8.4 Finance & Audit Committee
 - Approved Committee Minutes of September 16th, 2013
 - Approved Committee Minutes of December 13th, 2013
- #8.4 Finance & Audit Committee
 - Recommendation - Committee Meeting of March 4th, 2014

MOTION: Moved by Joseph Bisnaire and seconded by Barb Bjarneson that the ESC LHIN Board approve the Consent segment of the Agenda of March 25th, 2014 as presented.

Motion Passed

Abstention: Mike Lowther (absent from February 25th, 2014 Open Board meeting)

9. Reports

9.1. 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.

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

Motion Passed

9.2. 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 the strength of the LHIN via the attendance at a meeting this morning organized by a health service provider regarding hoarding, as an excellent example of the LHIN bringing a diverse group of people together for the betterment and education of the patient.



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The CEO also spoke to the French Language Health Planning Entity toolkit displayed at the Board meeting advising the Board of the joint efforts by both the ESC LHIN and SW LHIN in the creation of the materials and information contained in the toolkit.

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

Motion Passed

10. Strategic Discussion

10.1. Strategic Plan – Semi-Annual Review

Gary Switzer, CEO spoke to a PowerPoint presentation (*on file*) which was displayed at the Board meeting, highlighting the importance of aligning the LHIN strategic plan with the Integrated Health Service Plan (IHSP) and noted that future LHIN strategic plans should be four (4) year plans.

Next steps were outlined:

- Update Scorecard for June 2014 Board Meeting
- Update Board re: changes to Provincial Priorities if applicable
- Strategic Plan cycle to begin September 2014
- Four-Year Strategic Plan 2015/2016 to 2019/2020

(Note: IHSP 4: 2016/2017 to 2019/2020)

11. Funding

11.1. Funding Source Amendment Hôtel-Dieu Grace Healthcare

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, outlining the need to amend the funding source for the previously Board approved funding of the alternate level of care transitional capacity program at Hôtel-Dieu Grace healthcare in January 28th, 2014.

At the January 28th, 2014 Erie St. Clair LHIN Board Meeting, the Board had approved “up to \$1,000,000” in one-time funding to Hôtel-Dieu Grace Healthcare in order to develop additional temporary capacity for sub-acute patient populations. The January 28th, 2014 approval was based on the Erie St. Clair LHIN having access to a more significant year-end funding recovery from the Erie St. Clair Community Care Access Centre which did not fully materialize as expected. As a result other funding sources have now been secured to accomplish the same program service goals. New sources include the availability of year-end community agencies surpluses, and the remaining unallocated Urgent Priority Funding (UPF) allocation for 2013/14.



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MOTION: Moved by Barb Bjarneson and seconded by Joseph Bisnaire that the Erie St. Clair LHIN Board accepts the new funding source allocation for the Alternate Level of Care Transitional Capacity as follows:

Urgent Priority Funds	\$320,380
In-Year Reallocations	\$489,000
TOTAL	\$809,380

Motion Passed

11.2 Request For Funds

Hotel-Dieu Grace Healthcare – Stabilization LEAN Consultation

Ralph Ganter, Senior Director, Health System Design & Implementation spoke to a Request for Funds document (*on file*) which was distributed to the Board prior to the Board meeting, detailing Hôtel-Dieu Grace Healthcare (HDGH), in partnership with Windsor Regional Hospital (WRH), has identified an additional \$200,000 in one-time expense for a grand total of \$500,000 to address the fees for a consultant that will be engaged by both organizations. The initiative will support the development, facilitation, implementation, and monitoring of a sustainable Lean Management System, which is needed as a result of the significant program transfers that occurred between Windsor Regional Hospital and Hôtel-Dieu Grace Healthcare during fiscal year 2013/14.

The funds will be used to help standardize patient care practices between the two organizations. Any unused funds that remain from this allocation, by fiscal year end, can be used for other unforeseen community related expenses incurred by HDGH. It is estimated that the overall cost for this work will be in excess of \$1.3 million.

MOTION: Moved by Joseph Bisnaire and seconded by Robert Bailey that the Erie St. Clair LHIN Board approves this request for additional one-time funding of \$200,000 for fiscal year 2013/14 to improve the quality and efficiency of patient care process between the Windsor hospitals.

Motion Passed

12. New Business

12.1. ESC LHIN Operating Budget - 2014 / 2015

Annual Approval

Matthew Little, CFO spoke to a Briefing Note (*on file*) which was distributed to the Board prior to the Board meeting, advising that the 2014/2015 ESC LHIN operating budget was prepared in stages beginning in December 2014 and after some iterations with the senior management team over a few months, a draft budget was determined and reviewed by the Finance & Audit Committee at their March 4th, 2014 meeting with recommendation for Board approval.



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Total revenue is assumed to remain flat for 2014/2015. If there are significant changes after the Ministry finalizes their allocations for the fiscal year, an update will be provided.

Some of the assumptions are as follows (primarily for statement line items with a variance larger than 10% or \$10,000)

1. Includes performance based salary increases where possible and two vacant roles being filled
2. Reduced expense line items based on strategy changes for travel, communication, consulting, print & translation, training & development, and equipment and software.
3. Includes full year new lease rate for Chatham Office
4. Expanded capacity within Communications & Community Engagement expenses

Note: it is expected that there will be vacancies from time to time, any funds unspent can be re-allocated to other projects as necessary to meet additional needs

MOTION: Moved by Barb Bjarneson and seconded by Mike Lowther that the Erie St. Clair LHIN Board approves the Draft 2014/2015 ESC LHIN Operating Budget as recommended by the Finance & Audit Committee.

Motion Passed

12.2. Hospital Service Accountability Agreements (H-SAAs)

Amending Agreement - Extension

Gary Switzer, CEO spoke to a Briefing Note (*on file*) which was distributed to the Board prior to the Board meeting, advising the progress that has been made provincially and with respect to the development and signing of the Hospitals/LHINs Hospital Service Accountability (H-SAA) Amending Agreement extensions. It is important to note that the current H-SAAs are due to expire on March 31, 2014.

The Local Health System Integration Act (LHSIA) 2006 requires that LHIN have a Service Accountability Agreement (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 March 31, 2014. In December 2013, the H-SAA Steering Committee met and determined that there were still substantive issues to work through before a new H-SAA agreement (to commence April 1, 2014) could be finalized.

The MoH<C will not be able to provide funding targets before the H-SAA extensions are finalized. In the absence of definitive funding targets, the agreement will be based on a planning assumption of 0% base revenue adjustment for the term of the agreement. 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.



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Overview and Status of Erie St. Clair LHIN 2014-2015 H-SAA Process:

1. The extension agreement is currently with the Ontario Hospital Association (OHA) for review and has not been released to the LHINs at the time the briefing note was prepared
2. The final amending agreement extension letter was sent from the Erie St. Clair LHIN to the hospitals for approval and signatures on March 14, 2014
3. Amending agreements are to be signed and received by the Erie St. Clair LHIN by March 31, 2014
4. The amending agreement letter extends the current Hospital H-SAA to June 30, 2014

MOTION: Moved by Mike Lowther and seconded by Barb Bjarneson that the Erie St. Clair LHIN Board authorizes the Erie St. Clair LHIN Board Chair and Chief Executive Officer to execute the Hospital Service Accountability Agreement (H-SAA) extension to June 30, 2014 and on behalf of the Erie St. Clair LHIN:

- **authorizes an extension of the H-SAA for a period not to exceed 6 months**
- and**
- **approves the proposed Hospital Service Accountability Agreement Extension Agreement Template for 2014/15**

Motion Passed

13. Action Items – Review Status & Update New Items

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

Ralph Ganter, Senior Director, Health System Design & Implementation spoke to Action Item #2 - ESC LHIN Annual Business Plan (ABP), providing an update to the process including the impact of community engagement to the development of the ABP.

14. Board Business

Ruth Augi, Corporate Coordinator reminded the Board to advise availability dates and to deliver any shredding materials to the LHIN office for disposal.



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15. Next Meeting

The next ESC LHIN Open Board Meeting is scheduled for Tuesday, May 27th, 2014, off-site at the Tayfour Campus of Hôtel-Dieu Grace Healthcare, located at 1453 Prince Road, in Windsor, ON.

16. Adjournment to In Camera Session

At 4:18 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 Joseph Bisnaire and seconded by Mike Lowther that the Board move to an In Camera Session of the Open Board Meeting.

Motion Passed

17. Call to Order – Meeting Reconvened

At 4:29 pm the Open Board Meeting of the Erie St. Clair LHIN of March 25th, 2014 was reconvened.

MOTION: Moved by Barb Bjarneson and seconded by Mike Lowther that the Open Board Meeting of March 25th, 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:

- o Personal or public interest

18. Adjournment

MOTION: Moved by Joseph Bisnaire and seconded by Barb Bjarneson to adjourn the ESC LHIN Open Board Meeting @ 5:02 pm.

Motion Passed

Approved: _____

Martin Girash
Martin Girash
Board Chair

Date: _____

May 27.14



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