

been finalized. The lease is outstanding due to delays with the City. The archeological dig was successfully completed. The Foundation will undertake a small capital campaign to build out the four clinic rooms at SCH.

- **Year End Surplus:** Of the \$375,000 surplus year end dollars, the LHIN has verbally approved \$275,000 reallocation for Pickwick and Street Health renovations and minor upgrades at other sites to improve patient and client safety, efficiencies and outcomes. WECHC has agreed to return \$100,000 in surplus monies. This will not affect next year's base budget.
- **AOHC:** Previously proposed to go to government to increase NP salaries across Ontario but no other health care providers. This has now changed to asking for increases across the board. WECHC is not getting involved in the petitioning.
- **Foundation:** Recently made a presentation to Rotary to highlight WECHC and services provided. This was well received and attended by 60. A request has been made to speak with the other 6 Rotary Clubs in the area. The presentation will be tweaked for the population of each area to best reflect the needs of the community. The golf tournament is set for May 29, 2017 at Essex Golf. There is a minimum requirement for 100 golfers. The option is to attend the dinner even if not golfing. Every effort by the Board to attend was requested.

Motion: A motion was made to approve the Executive Director's Report.

Moved: J. Mowat

Seconded: E. Clark

No Discussion

Carried

Committee Reports:

Finance Committee: E. Clark, Chair

- The Committee last met on December 21, 2016 and will meet again on February 22, 2017.
- The approved October 26, 2016 meeting minutes were included in the agenda package.

Staff Report: Facilities, CAPS & Year End Spending (P. Brown Reporting)

Facilities Verbal Reports

- **Diabetes / Lauzon Site:** Renovations on hold due to relocating the Active Aging Team to free up space to be utilized for counselling rooms at the Lauzon site.
- **Leamington and Area Mother and Babies (LAMB) & Leamington Satellite Clinic:** There was no dedicated air conditioner in the server room when the renovations were done. It will cost \$20k to resolve the issue. This will be covered with year-end surplus dollars to pay down lease hold improvements through the rent.
- **Pickwick:** The additional unit at Pickwick has been leased. Charges are effective January 1, 2017. The plans for two additional clinic rooms, a counselling room, a staff room and Multipurpose Room were reviewed following the quotes for the project being excessive (\$200k). Utilization of this space was reviewed and determination was made to put the additional 2 clinic rooms on hold. The Active Aging staff will move from Lauzon to Pickwick site into workstations (14 staff). This will free up space without the need for renovations to open up counselling rooms at Lauzon. The additional multipurpose space at Pickwick will be utilized for Community Programs and the Active Aging Team for programming negating recent additional rental costs. Reallocation request for year-end dollars is still outstanding from LHIN. When there is a proven capacity requirements for additional clinic rooms, a business case will be brought forward to LHIN.
- **SCH:** Reported in the Capital Report earlier.
- **Teen Health:** No updates.

CAPS & Year End Spending

Background: WECHC has a 3 year Multi Sector Accountability Agreement (MSAA) with the Ministry of Health that runs through to 2016/17. We would normally prepare a new three year submission, but due to the Patient's First Legislation, the Ministry of Health has decided to extend the MSAA for one additional year. We have been requested to prepare the CAPS based on the same 2016/17 budget and include any new funding since the last CAPS submission was made. We are asking the Board to approve the initial submission on the basis that there will not likely be any changes. Should there be changes to the CAPS, a revised report will be resubmitted to the Board and an electronic vote will be requested for approval of same.

Summary of Revenue and Expenses: LHIN funding has increased due to the additional funding for the Leamington clinic, recruitment and retention funding, NP Housing Support and the Insulin Pump program. Base funding remains the same with the exception of additional funding for the aforementioned programs (in the amount of \$1.9 million).

One time funding has decreased due to the end of the funding of new RN's through the Nursing Secretariat. Other funding sources revenue is not an increase in revenue but rather a change in reporting. The revenue and expenses related to these items were not originally included in the previous CAPS submission. Expenses have increased to reflect the additional funding. Salaries and benefits have increased due to the recruitment and retention funding and the Leamington clinic funding has impacted salaries, supplies and facility costs. Global indicators have also been adjusted to reflect staff changes and service level increases due to the new funding.

Windsor Essex Community Health Centre			
Summary of Revenue & Expenses			
Budget 2017/2018			
	Total	Total	Variance
	WECHC 2017/18	WECHC 2016/17	
	\$	\$	\$
Revenue			
Funding - Local Health Integration Network	13,145,876	\$ 11,252,837	\$ 1,893,039
Funding - Provincial MoHLTC (Allocation)	-	-	-
Funding - MoHLTC Other Funding Envelopes	463,365	463,365	-
Funding - LHIN's One Time	86,000	101,873	(15,873)
Funding - MoHLTC One Time	-	-	-
Paymaster Flow Through	86,244	86,244	-
Service Recipient Revenue	-	-	-
Subtotal Revenue LHIN/MOHLTC	\$ 13,781,485	\$ 11,904,319	\$ 1,877,166
Recoveries from External/Internal Sources	-	-	-
Donations	-	-	-
Other Funding Sources and Other Revenue	237,667	67,200	170,467
TOTAL REVENUE	\$ 14,019,152	\$ 11,971,519	\$ 2,047,633
EXPENSES			
Compensation			
Salaries and Wages (Worked + Benefit + Purchases)	6,302,731	\$ 5,235,586	\$ 1,067,145
Benefit Contributions	1,440,889	1,159,552	281,337
Employee Future Benefit Compensation	-	-	-
Nurse Practitioner Remuneration	1,655,390	1,251,178	404,212
Medical Staff Remuneration (physicians)	2,210,844	2,210,844	-
Sessional Fees	-	-	-
Service Costs			
Med/Surgical Supplies and Drugs	55,650	57,150	(1,500)
Supplies and Sundry Expenses	1,196,561	1,061,652	134,909
Community One Time Expense	86,000	101,873	(15,873)
Equipment Expenses	172,291	157,305	14,986
Amortization on Major Equip and Software License and Fees	804	-	804
Contracted Out Expense	47,664	47,664	-
Buildings and Grounds Expenses	850,328	688,715	161,613
TOTAL EXPENSES	\$ 14,019,152	\$ 11,971,519	\$ 2,047,633
NET SURPLUS/(DEFICIT) FROM OPERATIONS			\$ -
Amortization - Grants/Donations Revenue	-	-	-
SURPLUS/DEFICIT including amortization of Grants Donations	\$ -	\$ -	\$ -
FUND TYPE 3 - OTHER (MCYS, Maryvale, City of Windsor, Bingo)			
Total Revenue	269,495	\$ 269,495	\$ -
Total Expenses	269,495	269,495	-
NET SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -
ALL FUND TYPES			
Total Revenue	\$ 14,019,152	\$ 11,971,519	2,047,633
Total Expenses	14,019,152	11,971,519	2,047,633
NET SURPLUS/(DEFICIT)	\$ -	\$ -	\$ -
Total Administration Expenses Allocated to the TPBE's			
Undistributed Accounting Centres	\$ -	\$ -	\$ -
Administration and Support Services	2,418,781	2,085,460	333,321
Management Clinical Services	-	-	-
Medical Resources	-	-	-
TOTAL Administrative & Undistributed Expenses (included above)	\$ 2,418,781	\$ 2,085,460	\$ 333,321
Global Indicators	WECHC 2017/18	WECHC 2016/17	Variance
Staffing Summary	FTE	FTE	FTE
MOS	16.79	17.85	-1.06
UPP	73.49	63.44	10.05
Physician/NP FTE	20.49	16.49	4.00
Total FTE's	110.77	97.78	12.99
Compensation Summary			
Administration	1,028,056	975,478	52,578
Direct Service	6,408,558	5,112,694	1,295,864
NP	1,587,406	1,183,194	404,212
Physician	2,210,844	2,210,844	-
Client Statistical Summary			
Visits	69322	66,106	3,216
Service Provider Interactions	79980	67,370	12,610
Service Recipient Interactions-Non Uniquely Identified	6024	3,222	2,802
Individuals Served by FC	16053	11,874	4,179
Group Sessions	2822	2,598	224
Group Participant Attendance	25796	14,981	11,815
Service Provider Group Interactions	6120	5,952	168

➤ **Monthly Factual Certificate (November 2016)**

MONTHLY FACTUAL CERTIFICATE

**To: Board of Directors
Windsor Essex Community Health Centre (WE CHC)**

The undersigned hereby certifies that, to the best of his/her knowledge, information and belief after due inquiry, as at November 30, 2016.

1. The WE CHC is in compliance, as required by law, with all statutes and regulations relating to the withholding and/or payment of governmental remittances, including, without limiting the generality of the foregoing, the following:

- All payroll deductions at source, including Employment Insurance, Canada Pension Plan and Income Tax;
- Ontario Employer Health Tax;
- Harmonized Sales Tax
- Workplace Safety and Insurance Board (WSIB)

and they believe that all necessary policies and procedures are in place to ensure that all future payments of such amounts will be made in a timely manner.

2. The WE CHC is in compliance with all applicable Health and Safety legislation and all applicable Pay Equity legislation.
3. The WE CHC is in compliance with the requirements of the Corporations Information Act and has updated and verified its corporate public record, by submission of Form 1 within 15 days of any change to Board membership; last submission July 7, 2016.
4. The WE CHC is in compliance with the requirements of the Income Tax Act, and date of last filing of form T3010, Registered Charity Information Return is July 26, 2016.
5. The WE CHC is providing the prescribed standard of service in the performance of its functions and following the prescribed procedures and practices in accordance with our funding agreements, as reported to the Board of Directors of the WE CHC through the following reports:
 - Monthly Financial Report reviewed with Executive Director
 - Quarterly report to MOHLTC (MIS OHS TB) submitted: October 24, 2016.
 - Quarterly report to LHIN (SRI) report submitted: November 7, 2016
 - Quarterly reports to Board
 - Annual Reconciliation Report to Various MOHLTC Departments – June 29, 2016
 - CAPS Refresh submitted: November 18, 2016

Dated at Windsor, Ontario the 30th day of November, 2016



Hardeep Sadra
Executive Director

Recommendation: A Motion to accept the Finance Report, CAPS submission and Year End Spending as presented. Any adjustments to the CAPS submission will be presented to the Board and an electronic vote will be sought.

Motion: A Motion was made to accept the Finance Report and Year End Spending as presented.

Moved: E. Clark **Seconded:** T. Scislowski No Discussion Carried

Motion: A Motion was made to accept the 2017-18 CAPS submission as presented with agreement to an electronic vote should adjustments be made by the LHIN.

Moved: A. Deneweth **Seconded:** W. McClounie No Discussion Carried

Governance Committee: B. Fetherston, Chair

- The Committee met on December 21, 2016 and will next meet on February 22, 2017.
- The approved October 26, 2016 Meeting Minutes were included in the Agenda package.
- **Board Recruitment Update:** The Governance Committee is recruiting for one (1) vacant position.
- **Policy Update:** No update

Recommendations from December 21, 2016:

A recommendation was made to release the performance based hold back pay for H. Sadra and approve the expenses and hours for G. Bartlett between October and his start date of December 1, 2016.

- A recommendation was made to leave Board and Corporate / Board Work with Dana Young at Willis Law. The HR work be left at McTague Law.
- A recommendation was made for William McClounie to join the Governance Committee and ED Recruitment Committee.

Motion: A Motion was made to release the performance based hold back pay for H. Sadra.

Moved: E. Clarke **Seconded:** W. McClounie No Discussion Carried

Motion: A Motion was made to approve the expenses and hours for G. Bartlett between October and his start date of December 1, 2016.

Moved: B. Fetherston **Seconded:** J. Mowat No Discussion Carried

Motion: A Motion was made to leave Board and Corporate / Board Work with Dana Young at Willis Law. The HR work be left at McTague Law.

Moved: T. Scislowski **Seconded:** J. Mowat No Discussion Carried

Motion: A Motion was made for William McClounie to join the Governance Committee and ED Recruitment Committee.

Moved: B. Fetherston **Seconded:** T. Scislowski No Discussion Carried

Motion: A Motion was made to accept the Governance Report as presented.

Moved: J. Mowat **Seconded:** A. Deneweth No Discussion Carried

Quality Utilization and Risk Committee: T. Scislowski

- The Committee last met on December 14, 2016 and will next meet on February 23, 2017.
- The approved October 18, 2016 meeting minutes were included in the Agenda package.
- **French Language Initiative:** 10% of staff provide verbal and written services in French. All providers who speak other languages have been identified and will be posted at each site.
- **Data Entry:** Quality initiatives underway to improve data quality.
- **Privacy:** Chart Audits are done monthly on front desk staff, randomly selected staff, new hires and any staff who have had a privacy breach to ensure appropriate monitoring.
- **NP for Housing Supports:** Funding received for full time NP to support Victoria Manor, Bruce Villa.
- **Harm Reduction Supplies:** Distributed through Street Health in partnership with the AIDS Committee of Windsor.
- **Naloxone:** Approval received to distribute Naloxone (nasal spray) at Street Health site.

- **Insulin Pump Training:** Currently 00 clients with insulin pumps. Hospital clients are being transitioned from the hospital to Diabetes Wellness with the transfer expected to be completed by the end of March 2017.
- **Leamington:** A new physician started 3 days / week in December. There are a large number of migrant workers in the area who cannot access health care. W. McClounie has met with the Town of Leamington and the Ontario Greenhouse Vegetable Growers to assist with connecting to services for migrant workers at the Leamington site. A meeting will be facilitated between WECHC and these agencies.

Motion: A Motion was made to accept the Quality Utilization and Risk Committee Report as presented.
Moved: E. Clark **Seconded:** A. Deneweth No Discussion Carried

In-Camera – HR/Personnel/Finance Issues

Motion: A motion was made to move in-camera at 6:40 p.m.
Moved: J. Mowat **Seconded:** B. Fetherston No discussion Carried

Motion: A motion was made to move back to the regular Board meeting at 6:56 p.m.
Moved: B. Fetherston **Seconded:** J. Mowat No Discussion Carried

In camera discussion took place about the recruitment process for the Executive Director. The attributes and qualities required for the successful candidate were discussed in detail.

There were no other in camera items.


Adjournment: A motion was made by to adjourn the meeting at 7:00 p.m.

	Action	Agent	Date of Completion
1.	Board Development Opportunities ✓ Presentation from a Low speaking German Group in Leamington ✓ Media Training ✓ Quality Workshop Facilitator: provide two (2) or three (3) top tools the Board could use for decision making	Governance Committee	Booked for May 24, 2017 To reschedule
2.	Leamington District Memorial Hospital (LDMH) Board Presentation ✓ LAMB (formerly the Navigation Centre).	K. Hengl	To be determined
3.	WECHC/AOHC Board Liaison ✓ Email Board members the webinar link for viewing online. ✓ Provide brief synopsis of key issues in the webinar	T. Scislowski	September 2016 January 2017
4.	ED Recruitment ✓ Job Description Finalization ✓ Recruitment Process ✓ Recruitment Committee Membership ✓ Advertise Job	Governance Committee, President & Vice President	Completed

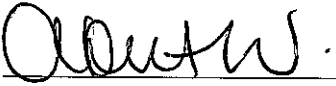
Respectfully submitted by Lynn Thomson, Recorder

Approved March 29, 2017

Kathryn Hengl
President



Angela Deneweth
Secretary



Lynn Thomson
Recorder

