



Hamilton

**PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE
MINUTES 19-001**

Wednesday, September 11, 2019

2:00 p.m.

**Room 192, Hamilton City Hall
71 Main Street West, Hamilton**

Present: Councillors T. Whitehead (Chair)
Dr. D. DiValentino (Vice-Chair), Councillor A. VanderBeek,
K. Loomis, Dr. B. Julian, Dr. S. Kinzie

**Absent
with Regrets:** Mayor F. Eisenberger – City Business, Councillor S. Merulla –
City Business

**THE FOLLOWING ITEMS WERE REFERRED TO THE BOARD OF HEALTH FOR
CONSIDERATION:**

1. Appointment of Chair and Vice-Chair (Item 1)

(VanderBeek/Loomis)

- (a) That Councillor Whitehead be appointed as Chair of the Physician Recruitment and Retention Steering Committee for the balance of the 2018-2022 term of Council; and
- (b) That Dr. DiValentino be appointed as Vice-Chair of the Physician Recruitment and Retention Steering Committee for the balance of the 2018-2022 term of Council or until a successor is appointed by Council.

CARRIED

**2. Physician Recruitment and Retention Terms of Reference Review –
REVISED (Item 10.1)**

(VanderBeek/Loomis)

That the Physician Recruitment and Retention Steering Committee Terms of Reference, be received.

CARRIED

3. Key Performance Indicators, Current Statistics, Physicians by Community, and Conferences and Events (Item 10.2)

(VanderBeek/Loomis)

That the Key Performance Indicators, Current Statistics, Physicians by Community, and Conferences and Events summaries, be received.

CARRIED

4. Budget and Cash Flow (Item 10.3)

(Kinzie/DiValentino)

(a) That the Year 16 (2019) Budget for December 1, 2018 to June 30, 2019, be received; and,

(b) That the Cash Flow Statement for December 1, 2018 to November 30, 2019, be received;

CARRIED

5. Review of Position of Director, Physician Retention (Item 11.1)

(DiValentino/Kinzie)

that the General Manager, Finance and Corporate Services, the General Manager, Healthy and Safe Communities, and the Executive Director, Human Resources and Organizational Development, or their designates, be asked to participate in the meetings of the Working Group of the Physician Recruitment and Retention Steering Committee, as required, to review the position of Director, Physician Retention.

CARRIED

6. Funding Update (Item 13.1)

(Kinzie/DiValentino)

That Jane Walker, Councillor Whitehead, and Keanin Loomis meet with Rob MacIsaac, President and CEO, Hamilton Health Sciences, to discuss securing funding for the Physician Recruitment Program.

CARRIED

7. Contract Renewal (Item 14.1)

(Loomis/Kinzie)

(a) That Jane Walker's resignation from the position of Director, Physician Recruitment, effective November 22, 2019, be received; and,

(b) That the Terms and Conditions of Employment for the Director, Physician Recruitment contract between the Employee and the City of Hamilton and the Hamilton Chamber of Commerce, be received.

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 2)

The Committee Clerk advised of the following change to the agenda:

1. DISCUSSION ITEMS (Item 10)

10.2 Key Performance Indicators, Current Statistics, Physicians By Community, and Conferences and Events

Page two of the Conferences and Events Report was included in error and is being withdrawn.

(Loomis/VanderBeek)

That the agenda for the September 11, 2019 meeting of the Physician Recruitment and Retention Steering Committee be approved, as amended.

CARRIED

(b) DECLARATIONS OF INTEREST (Item 3)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETING (Item 4)

(i) June 22, 2018 (Item 4.1)

(Loomis/Kinzie)

That the Minutes of the June 22, 2018 meeting of the Physician Recruitment and Retention Steering Committee be approved, as presented.

CARRIED

(ii) Clerk's Report – May 29, 2019 (Item 4.2)

(VanderBeek/Kinzie)

That the Clerk's Report – May 29, 2019 be received, as presented.

CARRIED

(d) REVIEW OF POSITION OF DIRECTOR, PHYSICIAN RECRUITMENT (Item 11.1)

(DiValentino/Kinzie)

That the Working Group of the Physician Recruitment and Retention Steering Committee meet to:

- (a) begin work to fill the position of Director, Physician Recruitment as soon as possible, including, but not limited to, examining the logistics of the hiring process, exploring the possibility of converting the position to a permanent position, and taking into consideration the realities and challenges associated with the role; and,
- (b) to discuss the position of the Physician Recruitment Coordinator and the realities and challenges associated with converting the position into a long-term contract or permanent position.

For further disposition of this matter, please refer to Item 5.

(e) GENERAL INFORMATION/OTHER BUSINESS (Item 13)

(i) Funding Update (Item 13.1)

Jane Walker, Director, Physician Recruitment, addressed the Committee respecting updates to funding sources.

(Kinzie/DiValentino)

That the Funding Update respecting funding opportunities for the Physician Recruitment program, be received.

CARRIED

(f) PRIVATE AND CONFIDENTIAL (Item 14)

(i) Contract Renewal (Item 14.1)

The Committee determined that discussion of Item 14.1, respecting the Contract Renewal for a Director, Physician Recruitment was not required, as the Director of Physician Recruitment has submitted her resignation, so the matter was addressed in Open Session.

For further disposition of this matter, please refer to Item 7.

(g) ADJOURNMENT (Item 15)

(Loomis/DiValentino)

That there being no further business, the Physician Recruitment and Retention Steering Committee meeting be adjourned at 3:12 p.m.

CARRIED

Respectfully Submitted,

Councillor Whitehead, Chair
Physician Recruitment and
Retention Steering Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk