



**WORKING GROUP
OF THE
PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE
MINUTES 19-003**

Tuesday, November 12, 2019 at 2:00 p.m.
Room 222, 2nd Floor
Hamilton City Hall
71 Main Street West, Hamilton

Present: Councillor T. Whitehead (Chair), Mr. Keanin Loomis, and Dr. Sarah Kinzie

Absent with Regrets: Dr. Dennis DiValentino (Vice-Chair), - Personal

Also Present: Lora Fontana, Executive Director, Human Resources and Organizational Development
Paul Johnson, General Manager, Healthy and Safe Communities
Karen Leslie, Acting Manager, Finance and Administration
Tamara Bates, Legislative Coordinator
Jane Walker, Director, Physician Recruitment and Retention

1. APPROVAL OF AGENDA (Item 1)

(Loomis/Kinzie)

That the agenda for the October 7, 2019 meeting, be approved.

CARRIED

2. APPROVAL OF MINUTES OF THE PREVIOUS MEETING (Item 2)

2.1 October 7, 2019

(Loomis/Kinzie)

That the minutes of October 7, 2019, be approved.

CARRIED

3. DISCUSSION ITEMS (Item 3)

3.1 Update on Short Term Needs and Proposed Transition Plan

3.2 Physician Recruitment Coordinator Job Description

These items were discussed together.

Members were provided with an overview of the short-term needs of the program, which include providing advice to residents, assisting physicians with locums, as well as attending some upcoming conferences.

In response to questions, the Working Group heard that there are two organizations in Ontario that provide recruitment services for physicians. MDSearch were slow in responding to enquiries; their services are very expensive and do not include follow up after introduction.

Members were reminded of the discussion at the last meeting surrounding the issues related to the Director, Physician Recruitment and Retention becoming a position within the City of Hamilton. It was noted that the concerns are related more to time and fit than to money. It is necessary to ensure that the program can still function the way it needs to within the City, given the various policies and procedures that would need to be followed. The position may be more compatible with the Ontario Health Team.

Members agreed that there is a need to have both a short- and a long-term plan in place. It was suggested that in the immediate short term, someone could be employed to answer phones and keep the office running. Other members indicated that keeping the program working well would require someone with experience in the field.

Jane Walker reported that she has identified some individuals who may be good candidates who could fill the Physician Recruitment Coordinator role in the short term.

(Loomis/Kinzie)

That the Working Group of the Physician Recruitment and Retention Steering Committee move into Closed Session at 2:31 p.m. to discuss Items 3.1-3.2 and 4.1-4.2, pursuant to Section 8.1, Sub-section (b) of the City's Procedural By-law 18-270, and Section 239(2), Sub-section (b) of the *Ontario Municipal Act, 2001*, as amended, as the subject matter pertains to personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

3. DISCUSSION ITEMS (Item 3) (CONTINUED)

- 3.1 Update on Short Term Needs and Proposed Transition Plan
- 3.2 Physician Recruitment Coordinator Job Description

(Loomis/Kinzie)

That the Update on Short-Term Needs and Proposed Transition Plan, be received.

CARRIED

(Loomis/Kinzie)

That the Physician Recruitment Coordinator Job Description, be received.

CARRIED

(Loomis/Kinzie)

That the Executive Director, Human Resources, be directed to facilitate the hiring of a temporary Physician Recruitment Coordinator.

CARRIED

(Loomis/Kinzie)

That the current Director, Physician Recruitment's contract be extended from November 23, 2019 to December 17, 2019 to provide consulting services during the temporary Physician Recruitment Coordinator's transition period.

CARRIED

4. PRIVATE AND CONFIDENTIAL (Item 4)

4.1 Closed Session Minutes of October 7, 2019

(Loomis/Kinzie)

That the Closed Session minutes of October 7, 2019, be approved and remain confidential.

CARRIED

4.2 Prospective Candidates

(Loomis/Kinzie)

That the information on Prospective Candidates, be received.

CARRIED

6. ADJOURNMENT

(Kinzie/Loomis)

That there being no other business, the Working Group of the Physician Recruitment and Retention Steering Committee, be adjourned at 3:18 p.m.

CARRIED

Respectfully submitted,

Councillor Terry Whitehead
Chair, Working Group of the Physician
Recruitment and Retention Steering Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk