



**WORKING GROUP
OF THE
PHYSICIAN RECRUITMENT AND RETENTION STEERING COMMITTEE
MINUTES 22-001**

Tuesday, July 12, 2022
1:00 p.m.
WebEx

Present: Dr. Sarah Kinzie (Vice-Chair), Councillor Arlene VanderBeek, and Marie Nash

Absent with Regrets: Dr. Jason Profetto

Also Present: Tamara Bates, Legislative Coordinator
Aleah Whalen, Legislative Assistant
Brad van den Heuvel, Physician Recruitment Program Coordinator
and Practice Advisor
Mike Zegarac, General Manager, Corporate Services
Angela Burden, General Manager, Healthy and Safe Communities
Susan Nicholson, Solicitor

**THE FOLLOWING ITEMS WERE REFERRED TO THE PHYSICIAN RECRUITMENT
AND RETENTION STEERING COMMITTEE FOR CONSIDERATION:**

**1. Proposal to Transfer Program into the Greater Hamilton Health Network &
Formalize Existing Funding Relationships (Item 4.1)**

The Working Group reviewed the Proposal to Transfer Program into the Greater Hamilton Health Network & Formalize Existing Funding Relationships.

Members heard that the Physician Recruitment and Retention Steering Committee cannot be disbanded right away, as it needs to be in place to oversee the program until it has been fully transferred. If the date of transfer is after the end of this term of Council, the Steering Committee must be established for the new term of Council. It was agreed that the recommendation should be to transfer the program no later than February 28, 2023, which coincides with the end of the Recruitment Specialist's current contract.

Members also heard that a "sub-working group," made up of one member from each stakeholder group, including the Greater Hamilton Health Network, to do

the work required for the transfer. That group should report to the Working Group of the Physician Recruitment and Retention Steering Committee. It was agreed that this would be included in the recommendations to the Steering Committee.

In response to questions, it was confirmed that the expectations under the proposed model include an annual (or more frequent) report on recruitment activities to the Executive Council of the Greater Hamilton Health Network, which includes representatives from all but one of the current funding partners for the current Recruitment and Retention Program. It was suggested that a representative from the Chamber of Commerce could be invited to the Executive Council meetings at which the recruitment activities would be discussed or an annual (or more frequent) report could be submitted to them.

The Working Group agreed to put forward the following recommendations to the Physician Recruitment and Retention Steering Committee for approval:

- (a) That Physician Recruitment and Retention Program (Hamilton Physicians), be transferred to the Greater Hamilton Health Network (GHHN), as an independent department therein, reporting to the Executive Director of the GHHN, on a date mutually agreed upon and no later than February 28, 2023;
- (b) That from the date of the transfer, Physician Recruitment and Retention Program (Hamilton Physicians) staff will become employees of the Greater Hamilton Health Network (GHHN):
 - (i) with the same terms and conditions of employment;
 - (ii) from which time they will adhere to GHHN policies; and
 - (iii) may have the opportunity to become permanent employees of the GHHN;
- (c) That the Key Performance Indicators (KPI) of the Physician Recruitment and Retention Program (Hamilton Physicians) will remain unchanged upon the initial transfer of the Program to the Greater Hamilton Health Network (GHHN) and any future changes will require approval of the Executive Council of the GHHN;
- (d) That the following be transferred to the Greater Hamilton Health Network (GHHN):
 - (i) All existing property purchased by Hamilton Physicians, including all office furniture, equipment and supplies;
 - (ii) Administration for payroll and expenses;

- (iii) The balance of the City of Hamilton's current contribution to the Physician Recruitment and Retention Program (Hamilton Physicians) operating budget of \$75,000;
 - (iv) Payments from existing funding partnership arrangements;
 - (v) All Physician Recruitment and Retention Program (Hamilton Physicians) surplus funds (as of May 31, 2022, this amount is \$515,116.05), net any outstanding liabilities; and
 - (vi) The Hamilton Physicians brand, which will be maintained by the Greater Hamilton Health Network (GHHN);
- (e) That the Greater Hamilton Health Network will commit all budgeted future Physician Recruitment and Retention Program (Hamilton Physicians) funding payments to physician recruitment and retention efforts;
- (f) That the Greater Hamilton Health Network (GHHN) will pursue formal funding arrangements with the Physician Recruitment and Retention Program (Hamilton Physicians) current partners and with other stakeholders, including the other municipalities within its mandate;
- (g) That an ad-hoc working group, be established, as follows:
 - (i) The ad-hoc working group shall consist of one representative from each of the Physician Recruitment and Retention Program stakeholders
 - (ii) The ad-hoc working group shall report to the Working Group of the Physician Recruitment and Retention Steering Committee;
 - (iii) The ad hoc working group shall investigate the details of the program transfer from the Hamilton Physicians partnership to the Greater Hamilton Health Network (GHHN) including, but not limited to, those considerations set out in subsections (a) through (f);
- (h) That the Physician Recruitment and Retention Steering Committee:
 - (i) be established for the 2022-2026 Term of Council; and
 - (ii) be disbanded upon the transfer of the Physician Recruitment and Retention Steering Committee to the Greater Hamilton Health Network; and
- (i) That the Executive Director of the Greater Hamilton Health Network, or their designate, be invited to attend the next meeting of the Recruitment and Retention Steering Committee.

2. Program Updates (Items 7.1 (a)-(d) and 7.2 (a)-(d))

The Working Group agreed to recommend the following program updates for 2021 and 2022, attached to Working Group of the Physician Recruitment and Retention Steering Committee Report 22-001 as Appendix A, to be received:

(a) 2021 Program Updates

- (i) 2021 Budget to Actual Comparison
- (ii) Cashflow Statement
- (iii) KPI Summary
- (iv) Physician Retirements and Departures, Recruited Physicians, and Active Physicians by Community

(b) 2022 Program Updates

- (i) Cashflow Statement
- (ii) KPI Summary
- (iii) Physician Retirements and Departures, Recruited Physicians, and Active Physicians by Community
- (iv) Planned Recruitment Events 2022

3. Proposed Budget

The Working Group agreed to recommend the 2022 Proposed Budget, attached to Working Group of the Physician Recruitment and Retention Steering Committee Report 22-001 as Appendix B to the Physician Recruitment and Retention Steering Committee, for approval.

FOR INFORMATION:

(a) APPROVAL OF AGENDA (Item 1)

The Working Group was advised that, in anticipation of losing quorum, the agenda items would be considered in the following order:

- 4.1 Program Review – Business Case, Final Draft
- 3.1 2021 Program Updates
 - (a) 2021 Budget to Actual Comparison
 - (b) Cashflow Statement
 - (c) KPI Summary
 - (d) Physician Retirements and Departures, Recruited Physicians, and Active Physicians by Community
- 3.2 2022 Program Updates

- (a) Cashflow Statement
 - (b) KPI Summary
 - (c) Physician Retirements and Departures, Recruited Physicians, and Active Physicians by Community
 - (d) Planned Recruitment Events 2022
 - (e) 2022 Proposed Budget
- 2.1 October 29, 2021
 - 2.2 November 23, 2021
 - 2.3 December 14, 2021

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

The following were accepted:

- (i) October 29, 2021 (Item 2.1)
- (ii) November 23, 2021 (Item 2.2)
- (iii) December 14, 2021 (Item 2.3)

(c) ADJOURNMENT (Item 4)

There being no other business, the meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Sarah Kinzie
Vice-Chair, Working Group of the Physician
Recruitment and Retention Steering Committee

Tamara Bates
Legislative Coordinator
Office of the City Clerk