



North West Local Health
Integration Network

BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Boardroom, 1st Floor
975 Alloy Drive, Thunder Bay, ON

January 28, 2014
9:00 a.m. Eastern (EST)

Present: Joy Warkentin, Chair
Reg Jones
Dianne Miller
Tina Copenace
Cathy Farrell
Dan Levesque
Dianne Loubier

Staff: Laura Kokocinski
Brian Ktytor
Susan Pilatzke
Kellie Hudson

Recording Secretary: Robin Orr

Regrets: Dennis Gushulak

Agenda #	Topic	Action
1.0	PROCEDURAL ITEMS	
1.1	Call to Order The meeting was called to order at 9:03 a.m. (Eastern) by Chair J. Warkentin. Staff observers were welcomed to the meeting.	
1.2	Declaration of Conflict of Interest None declared.	
1.3	Approval of Agenda The agenda was presented for approval. Items 4.1.2 Governance and Nominations Committee Update and 6.6 H-SAA were added to the agenda. Resolution #2014 – 1 Moved by D. Loubier and seconded by C. Farrell that the agenda be approved as amended. CARRIED	
1.4	Approval of Minutes The minutes of the Board of Directors meeting of December 17, 2013, were presented for approval.	

	<p>Resolution #2014 – 2 Moved by C. Farrell and seconded by T. Copenace that the minutes of the Board of Directors meeting of December 17, 2013, be approved as presented. CARRIED</p>	
1.5	<p>Business Arising from the Minutes No business arising.</p>	
2.0	BOARD LINKAGES	
2.1	<p>Governance to Governance (G2G) January 27, 2014 Debrief J. Warkentin led the discussion on the G2G debrief. There was a general consensus that this was a good session with excellent presentations. It was also noted the session demonstrated a good use of technology.</p> <p>The session showed that common elements of integration exist for all sizes of organizations.</p> <p>Staff was recognized for an excellent job; L. Kokocinski will share recognition with the staff on behalf of the Board.</p>	L. Kokocinski
2.2	<p>Upcoming Community Engagement Sessions D. Miller noted the Governance and Nominations (G & N) Committee will revisit the 2014/15 community engagement schedule and provide an updated schedule at the March 25, 2014 Board meeting.</p>	G & N Committee
2.3	<p>Chair Report J. Warkentin briefed the Board on the January 2014 LHIN Leadership Council and Chair Council meetings. She noted the Minister attended the LHIN Leadership Council meeting and spoke about:</p> <ul style="list-style-type: none"> • Pressures with health funding and the need for good communication • The importance of engagement with patients in health care planning • Patient complaint process <p>J. Warkentin noted she will be Chairing a new committee that will liaise with and provide briefings to the Minister.</p> <p>Discussion ensued regarding public access to Board meeting materials. L. Kokocinski noted rules regarding how materials are shared with the public are laid out in the LHIN By-Laws.</p> <p>J. Warkentin noted an update on access to materials is expected to be addressed at the next Leadership Council in</p>	

	<p>April; she will report back to the Board on the discussion. Following the update, the Board will determine if a need exists to revisit the North West LHIN process.</p> <p>J. Warkentin updated the Board on the recent French Language Service (FLS) Forum that she and L. Kokocinski attended. The North West LHIN and North East LHIN presented with the FLS Entities. It was noted we were the only LHIN that reported on metrics.</p> <p>L. Kokocinski shared compliments sent by the Assistant Deputy Minister, D. Hallett, on the Northern presentation.</p>	
3.0	BOARD ENDS DISCUSSION	
3.1	ENDS Education None.	
3.2	ENDS Discussion	
3.2.1	<p>ENDS Policy 2 – Care Experience</p> <p>R. Jones led the discussion on the ENDS Policy 2 - Care Experience. He noted this discussion will provide an opportunity for better understanding of the current policy and assist in determining if a need exists for revision, and what implications it may have going forward.</p> <p>R. Jones outlined details of the ENDS Policy and referred to attachments 2.1 to 2.4.</p> <p>He noted that Board discussion should focus not only on strategic, but generative governance as it related to the ENDS policy.</p> <p>Discussion ensued regarding specifics of the ENDS Policy 2 and the CEO Interpretation Document. Several items were tabled for future discussion:</p> <p><u>General Observations</u></p> <ul style="list-style-type: none"> • Metrics are absent for “as close to home as possible” – need a sub-end <i>Action: The CEO was asked to consider these items in the preparation for the 2014/15 CEO Interpretation Document</i> • 2.1 – Emergency Department/Alternate Level of Care – this needs to be reworked and delete the MEANs words <i>Action: To be brought forward for future discussion</i> • 2.2 – Patient Engagement – all Health Service Providers are doing patient satisfaction surveys and reporting to the LHIN. Are we seeing year over year improvements? 	<p>L. Kokocinski</p> <p>Future Agenda Item</p>

	<p><i>Action: Access to Primary Care to be brought forward for future discussion</i></p> <ul style="list-style-type: none"> • 2.3 – Good metrics – no changes noted • 2.4 – Access to Health Care is Improved Coordination is a proxy, how are services being coordinated; benefit of self-management, how can the LHIN help to connect and coordinate <ul style="list-style-type: none"> ○ Need to simplify the metrics ○ Telemedicine is a good proxy <p><i>Action: Reword and define what do we mean by “coordination” to be brought forward for future discussion.</i></p> <p>A draft revision of the CEO Interpretation Document will be presented for discussion at the March 25, 2014, Board meeting.</p>	<p>Future Agenda Item</p> <p>Future Agenda Item</p> <p>L. Kokocinski</p>
3.3	ENDS Monitoring	
3.3.1	<p>Ministry LHIN Performance Agreement (MLPA) Scorecard</p> <p>J. Warkentin referred to the MLPA Scorecard.</p> <p>B. Ktytor noted there are few changes from the last report.</p>	
4.0	BOARD DECISIONS/PROCESSES	
4.1.	Committee Reports	
4.1.1	<p>Audit and Finance (A&F) Committee</p> <p>No update to report.</p>	
4.1.2	<p>Governance and Nominations (G&N) Committee</p> <p>D. Miller noted that at the last Board meeting, it was agreed Board Committee minutes would be brought directly to the Board instead of creating briefing notes. Discussion ensued regarding sharing minutes prior to being approved by respective Committees. It was agreed Committee minutes would be presented to the Board in DRAFT format and verbal motions would be addressed by the Committee Chair. Following Committees’ approval, minutes will be posted to the North West LHIN website as official.</p> <p>Further discussion ensued regarding what Committee materials should be posted to the website.</p>	
4.2	<p>Board Operating Budget</p> <p>B. Ktytor led discussion on the Board budget, outlining Year-To-Date for 2013 and forecast for 2014/15. B. Ktytor recommended, that based on historical information, the forecast for 2014/15 will be sufficient to support the Board. As well, it was suggested that funding exists to purchase computers for the Board in this fiscal.</p>	

	<p>Computer options were discussed in support of the Board moving to a paperless system.</p> <p>Additional items discussed included use of computers, support required, policy, security and ongoing training.</p> <p>It was agreed each member will select one of the three tablets identified in attachment 4.2, to a maximum of \$600.00 and to provide this information to R. Orr by February 7, 2014.</p> <p>C. Elliott will review the current Information Technology policy, order equipment to be delivered by March 31, 2014, and provide training at the April Board meeting. May 2014 will be the first planned paperless Board meeting.</p> <p><u>Resolution #2014-3</u> Moved by D. Loubier and seconded by C. Farrell that the North West LHIN Board of Directors authorizes the purchase of one device per member, as outlined in attachment 4.2, up to a maximum of \$600.00, to facilitate the move to paperless Board meetings. CARRIED</p> <p>Discussion ensued regarding Board education and the current policy regarding Board education and professional development. It was suggested a statement be incorporated outlining expectations of education and professional development, and to include specifics regarding the number of training sessions a member should attend based on tenure, and if Governance to Governance (G2G) sessions should be considered professional development. Further discussion followed regarding available funds for Board education and professional development.</p> <p>The Governance and Nominations Committee was asked to prepare guidelines and recommendation for Board education and ongoing professional development.</p> <p>J. Warkentin to follow up with other LHIN Chairs to determine what policies exist regarding Board education and annual costs associated.</p>	<p>G & N Committee</p> <p>J. Warkentin</p>
<p>5.0</p>	<p>MONITORING REPORTS</p>	
<p>5.1</p>	<p>EL-104 Asset Protection EL-104 Asset Protection monitoring report was presented for approval.</p> <p><u>Resolution #2014-4</u></p>	

	<p>Moved by R. Jones and seconded by D. Levesque that the North West LHIN Board of Directors approve Monitoring Report EL-104 Asset Protection as submitted. CARRIED</p>	
6.0	<p>CONSENT AGENDA Item 6.4, Allocation Surplus, and 6.6, H-SAA, were pulled from the Consent Agenda for further discussion.</p> <p>A blanket motion, as follows, was passed for the following Consent Agenda Items:</p> <ul style="list-style-type: none"> • 6.1 M-SAA • 6.2 Declaration of Compliance • 6.3 LHINs Conflict of Interest • 6.5 HAGI – Voluntary Integration of Transportation Services <p><u>Resolution #2014-5</u> Moved by D. Loubier and seconded by C. Farrell that the North West LHIN Board of Directors approve items under Consent Agenda, including resolution numbers 2014-6, 2014-7, 2014-8, and 2014-9. CARRIED</p>	
6.1	<p>M-SAA</p> <p><u>Resolution #2014-6</u> Moved by D. Loubier and seconded by C. Farrell that the North West LHIN Board of Directors approve the LHIN’s use of the draft template Multi-Sector Service Accountability Agreement (M-SAA) for 2014-2017 as presented to this Board; and to authorize the Board Chair and LHIN CEO to execute the M-SAAs on behalf of the LHIN provided that the execution version of the M-SAA is substantially the same as the draft template attached to the minutes of this meeting. CARRIED</p>	
6.2	<p>Declaration of Compliance</p> <p><u>Resolution #2014-7</u> Moved by D. Loubier and seconded by C. Farrell that the North West LHIN Board of Directors approve the Declaration of Compliance for the period of October 1, 2013 to December 31, 2013 and give direction to the Board Chair to certify that this attestation has been approved by the Board of the North West LHIN. CARRIED</p>	
6.3	<p>LHINs Conflict of Interest</p>	

	<p>Resolution #2014-8 Moved by D. Loubier and seconded by C. Farrell that the North West LHIN Board of Directors approve the LHIN Conflict of Interest Rule for submission to the Conflict of Interest Commissioner for approval and posting pursuant to Section 59 of the <i>Public Service of Ontario Act, 2006.</i> CARRIED</p>	
6.4	<p>Allocation Surplus B. Kytzor reported on the status of the allocation surplus and noted that, at this time, all options under consideration are under \$1 million. Should the allocation surplus exceed \$1 million, the item will be brought back to the Board for review and approval.</p>	
6.5	<p>HAGI - Voluntary Integration of Transportation Services Resolution #2014-9 Moved by D. Loubier and seconded by C. Farrell that the North West LHIN Board of Directors not oppose the voluntary integration of dialysis transportation services transitioning from HAGI to the City of Thunder Bay effective April 1, 2014. CARRIED</p>	
6.6	<p>H-SAA (Hospital Service Accountability Agreement) L. Kokocinski reported that negotiations are still underway to finalize the H-SAA, and that LHIN Legal is currently preparing notice for a one year extension. The Board is being asked to approve the H-SAA extension for one year. Further discussion ensued. It was agreed that in the Chair's absence, the Vice-Chair be allowed to sign for the Chair.</p> <p>Resolution #2014-10 Moved by D. Loubier and seconded by C. Farrell that the North West LHIN Board of Directors authorize the Board Chair to execute H-SAA amending agreements as indicated by LHIN Legal. CARRIED</p> <p><i>Broke for lunch from 12:10 - 12:55 pm.</i></p>	
7.0	INFORMATION	
7.1	<p>MLPA Agreement L. Kokocinski advised the Board the new MLPA has been signed and submitted to the Minister.</p>	
7.2	CEO Report	

	<p>L. Kokocinski provided clarification regarding item b ii), Improving Access to Mental Health and Additions Services on page 2, and item 1) Multi-Service Accountability Agreement on page 4.</p> <p>Additional Updates</p> <p>L. Kokocinski provided an update on the City of Thunder Bay Overcapacity and noted this continues to be an issue with Thunder Bay Regional Health Sciences Centre, North West Community Care Access Centre, and St. Joseph’s Care Group. She further noted partners continue to meet regularly to work on solutions. An overcapacity plan has been signed off by partners and submitted to the Ministry for review and discussion. An update was provided on the surge plan that was created prior to the Christmas holidays for the City of Thunder Bay; feedback received from partners was the approach was successful in reducing health system pressures in the City of Thunder Bay.</p> <p>On behalf of the LHIN Board and staff, a donation was made to the Cancer Foundation in memory of D. Loubier’s husband. D. Loubier thanked the Board for their support and well wishes.</p> <p>The Board was reminded that the Standing Committee for Social Policy reviewing LHSIA will be in Thunder Bay on February 5, 2014. The LHIN has received notice to attend, and that L. Kokocinski and R. Jones will attend and make a presentation.</p> <p>Members were referred to “The Governance Coach” brochure; there are two sessions on policy governance scheduled in Winnipeg for April 7 and 8, 2014.</p> <p>A memorandum, from June Kelloway-Tarrant, Director, Regional North regarding a Regional Realignment Initiation was circulated to the Board. The memorandum outlined the Regional Realignment Initiative of the Ministry of Children and Youth Services (MCYS) and the Ministry of Community and Social Services (MCSS) being implemented this year.</p>	
<p>8.0</p>	<p>CLOSED SESSION</p> <p><u>Resolution #2014-11</u> Moved by D. Loubier and seconded by C. Farrell that at 1:11 p.m. (Eastern) the Board Members attending the meeting, specified above, move into a Closed Session pursuant to the following exception(s) set out in s. 9 (5) of the <i>Local Health System Integration Act (LHSIA), 2006:</i> <i>(i) Personal or Public Interest</i> <i>(vii) Personnel Matters</i></p>	

	<p>And further that the following persons be permitted to attend: L. Kokocinski, B. Ktytor, S. Pilatzke, K. Hudson and R. Orr. CARRIED</p> <p><i>Meeting reconvened following the closed session.</i></p>	
8.1	<p>Report out of Closed Session None.</p>	
9.0	ADJOURNMENT	
9.1	<p>Meeting Evaluation Completed evaluations to be provided to R. Orr.</p>	All Members
9.2	<p>Future Agenda Items Agenda items to be forwarded to the Chair or to R. Orr.</p>	All Members
9.3	<p>Date of Next Meeting The next meeting has been scheduled for March 25, 2014, at 9:00 a.m. EST.</p>	
9.4	<p>Adjourn</p> <p><u>Resolution #2014-18</u> Moved by D. Loubier and seconded by T. Copenace that at 2:25 p.m. (Eastern) the meeting be adjourned. CARRIED</p>	
	<p>Chair _____</p> <p>Secretary _____</p>	