



Ontario

North West Local Health
Integration Network

BOARD OF DIRECTORS OPEN MEETING MINUTES

North West LHIN Office
975 Alloy Drive, Thunder Bay, ON

March 25, 2014
9:00 a.m. Eastern (EST)

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

Staff: Laura Kokocinski
Brian Ktytor
Susan Pilatzke
Kim Callaghan
Robin Orr

Recording Secretary: Tracy MacIntyre

Regrets: Dianne Loubier

		Action:
1.0	PROCEDURAL ITEMS	
1.1	Call to Order The meeting was called to order at 9:00 a.m. (Eastern) by Chair J. Warkentin.	
1.2	Declaration of Conflict of Interest None declared.	
1.3	Approval of Agenda The agenda was presented for approval. Board Agenda Item 5.3, Monitoring Report EL-108 Budget Development, will be moved to Agenda Item 4.1.1 b, North West LHIN 2014/15 Operations Budget. Resolution #2014 – 19 Moved by D. Gushulak, and seconded by C. Farrell, that the agenda be approved as amended. CARRIED	

1.4	<p>Approval of Minutes The minutes of the Board of Directors meeting of January 28, 2014, were presented for approval.</p> <p>Resolution #2014 – 20 Moved by D. Levesque, and seconded by T. Copenace, that the minutes of the North West LHIN Board of Directors meeting of January 28, 2014, be approved as amended, with the following change on page 3, item 3.2.1, ENDS Policy 2 – Care Experience, second paragraph, to read as follows: <i>R. Jones outlined details of the ENDS Policy and referred to attachments 2.1 to 2.4.</i> CARRIED</p>	T. MacIntyre
1.5	<p>Business Arising from the Minutes No business arising.</p>	
2.0 BOARD LINKAGES		
2.1	<p>Upcoming Community Engagement Sessions D. Miller outlined the schedule.</p>	
2.2	<p>Thunder Bay Regional Health Sciences Centre (TBRHSC) Stakeholder Engagement Session Report – February 8, 2014 L. Kokocinski and D. Miller reported on the session, which focused on discussions regarding meeting expectations of an academic health sciences centre.</p> <p>The demand on TBRHSC's Emergency Department was discussed. L. Kokocinski and Dr. Almond are working on a primary care strategy to help alleviate some of these demands.</p>	L. Kokocinski
2.3	<p>Chair Report</p> <p>i.) Board Member Terms</p> <ul style="list-style-type: none"> • J. Warkentin reported that R. Jones will not be renewing his Order In Council Appointment with the North West LHIN Board, and she extended thanks and appreciation to R. Jones for the significant leadership demonstrated in advancing the health system in the North West LHIN during his tenure on the Board. R. Jones expressed his thanks to Board and staff. A vacancy posting for this position will occur as soon as possible. • J. Warkentin reported the Public Appointment Secretariat (PAS) has approved D. Levesque's re-appointment for a second three-year term on the North West LHIN Board, commencing April 18, 	T. MacIntyre

	<p>2014.</p> <ul style="list-style-type: none"> • The current vacancy remains outstanding. <p>ii.) Thunder Bay Regional Health Sciences Centre 10th Anniversary J. Warkentin and L. Kokocinski attended this session.</p> <p>iii.) Ministry of Health and Long-Term Care Funding Announcement of \$14 Million for the North West LHIN The Minister of Health and Long-Term Care announced \$14 million in funding for the North West LHIN to address overcapacity issues in the City of Thunder Bay March 14, 2014.</p> <p>iv.) HealthAchieve 2014 The Ontario Hospital Association’s annual conference will be held November 3 – 5, 2014, in Toronto, and HealthAchieve North will be held at the same time in Thunder Bay. All Members were asked to let J. Warkentin know if they are interested in attending, and which location they prefer.</p> <p>v.) LHINs Board Evaluation Committee J. Warkentin advised she has stepped back from this Committee, and she reported that LHIN Board Member evaluations will be completed again next year.</p> <p>vi.) LHINs Board Chairs Role J. Warkentin reported that she is part of the LHIN Chairs Minister Ministry Strategic Communications Work Group and noted that, in regards to Ministry strategic positioning, the Board Chairs’ role will become more strategic and proactive.</p> <p>vii.) Kenora Chiefs Advisory (KCA) - Regina Qu'Appelle Health Region, SK, and Sioux Lookout Meno Ya Win Health Centre, ON Discussion took place and it was agreed Kenora Chiefs Advisory (KCA) will be encouraged to view and assess Sioux Lookout MYW Health Centre, as it is very similar to Regina’s Qu'Appelle Health Region in SK, as Ontario examples can be beneficial.</p> <p>viii.) Governance Development Network J. Warkentin discussed meeting Mr. Terry Copenace, Executive Director of the Governance Development Network. L. Kokocinski will connect with Mr. Copenace in regards to the North West LHIN’s Aboriginal Advisory Committee.</p>	<p>All Members</p> <p>L. Kokocinski</p> <p>L. Kokocinski</p>
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<p>2.4</p>	<p>Local Health System Integration Act (LHSIA) Review</p> <p>i.) Standing Committee on Social Policy of the Legislative Assembly of Ontario – LHSIA Review R. Jones provided an update on the Standing Committee on Social Policy of the Legislative Assembly of Ontario, which was conducting a review of the Local Health System Integration Act (LHSIA), which met in Thunder Bay on February 5, 2014. He noted that the North West LHIN’s presentation was strong, presentations by our partners were positive, and there was Aboriginal representation.</p> <p>ii.) R. Jones further reported: That during a break at the Standing Committee’s LHSIA Review meeting on February 5, 2014, he had an opportunity to discuss Aboriginal home care services with the North West Community Care Access Centre (CCAC). It was suggested to have a representative from both CCAC and the North West LHIN Boards meet with the Kenora Chiefs Advisory and Fort Frances Tribal Area Health Services to discuss possibilities related to Aboriginal Health Services.</p> <p>iii.) LHSIA Standing Committee Presentations The Board requested access to the Standing Committee’s LHSIA Review presentations from Kenora Chiefs Association and Fort Frances Tribal Area Health Services.</p> <p>iv.) LHSIA Review Updates were discussed.</p>	<p>L. Kokocinski & J. Warkentin</p> <p>T. MacIntyre</p>
<p>2.5</p>	<p>DRAFT Governance to Governance (G2G) Health Service Providers (HSP) Board Survey R. Jones led discussion on the draft G2G HSP Board Survey. Board Members provided suggestions for survey questions.</p> <p>The Governance and Nominations (G&N) Committee will revise the survey and will bring back to the April Board Meeting.</p>	<p>G&N Committee</p>
<p>3.2</p>	<p>ENDS Discussion</p> <p>D. Levesque led the Board discussion on Policy EN-100, Board ENDS, Care Experience - Continuous Quality Improvement. Key points from the discussion are presented below.</p> <p>Continuous Quality Improvement</p> <ul style="list-style-type: none"> • Health Quality Ontario (HQO) is developing indicators 	

	<p>to measure healthcare and will define quality; system quality. The LHINs are working with HQO.</p> <ul style="list-style-type: none"> • Monitor HQO progress for opportunities to influence quality metrics. • HealthLinks data, “No decision about me without me.” Evidence based approach to be used. • Future Quality Based Procedures (QBPs) statistics will assist LHINs with planning. • Primary Care Provider – Does the patient/client understand what this means? How can HSPs inform their patients? • System redesign, HSP level, QBPs, all promote efficiencies – There are a number of layers to manage and drive efficiencies in the health care system. • Future measure – Emergency Department efficiency goes down when walk-in clinics primary care physicians goes up. Need to look at better linkages and coordination. • To set the expectation of the HSP continuing efforts to improve the patient experience, the LHIN needs to consider: <ul style="list-style-type: none"> ○ Asking for evidence, and ○ Encouraging growth as organizations interpret and consider what they need to do to grow as an organization; trying to grow the capabilities of our HSPs. <p>Care delivery is centered on patient needs and experience</p> <ul style="list-style-type: none"> • Metrics were discussed at length; no concerns. • Review survey(s) – Robust; consider survey sector audiences in future. • Refine – Area of what will measure; more defined, measuring care experience. • Consider defining Aboriginal and Francophone population needs more clearly. <p>Evidence informed practices are identified and utilized</p> <ul style="list-style-type: none"> • QBPs – Models Leading Practice; decision making, priority setting framework. • QBPs & Health Funding Reform – Future Board Education agenda items. • Incorporating Primary Care aspect important. • Accountability Agreements – Knowledge exchange, gap analysis; then broader perspective. <p>Patients transition seamlessly across levels of care</p> <ul style="list-style-type: none"> • The patient journey was discussed at length, including regionally. • Future metrics will be generated through automated 	<p>G&N Committee</p>
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	<p>referral pathways.</p> <ul style="list-style-type: none"> • Need to develop more Resource Matching and Referral (RM+R) pathways. • HQO will provide evidence. <p>Summative Questions</p> <ul style="list-style-type: none"> • Quality improvement plans are required. • Clarity in roles discussed. • Pay for performance and quality control were discussed. <p>The Board requested a copy of Health Quality Ontario's, "2012 Report on Ontario's Health System," regarding page 57, North West LHIN's metrics.</p>	T. MacIntyre
	<p>MLPA Scorecard The MLPA Scorecard was reviewed.</p>	
4.0	BOARD DECISIONS/PROCESSES	
4.1.	Committee Reports	
4.1.1	<p>Audit and Finance (A&F) Committee The draft minutes were reviewed.</p> <p>In regards to the Budget process, R. Jones advised the A&F Committee requested that the G&N Committee formalize a professional development process for Board Members and include the annual costs on an on-going basis and to move the delivery of their budget component in their Workplan from January to November, for review by the A&F Committee in December, and presentation to the Board in January.</p>	G&N Committee
4.1.1 a	<p>Policy Review – EL 104 Asset Protection R. Jones advised the policy was reviewed by the Committee and there were no changes to recommend to the Board.</p>	
4.1.1 b	<p>North West LHIN 2014/15 Operations Budget – For Approval The Briefing Note and Memorandum for Monitoring Report EL-108 Budget Development were reviewed and discussed. Monitoring Report EL-108 Budget Development was recommended by the Committee for approval as presented.</p> <p><u>Resolution #2014 – 21</u> Moved by R. Jones, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve Monitoring Report EL-108 Budget Development, as presented.</p>	

	<p>CARRIED</p> <p>The Briefing Note and draft North West LHIN 2014/15 Operations Budget were reviewed ,discussed, and recommended to the Board for approval as presented.</p> <p><u>Resolution #2014 – 22</u> Moved by R. Jones, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve the North West LHIN 2014/15 Operations Budget as presented. CARRIED</p>	
4.1.1 c	<p>North West Community Care Access Centre 2014/15 Funding Pressures – For Approval The Briefing Note was reviewed, discussed, and recommended for approval by the Board.</p> <p><u>Resolution #2014 – 23</u> Moved by R. Jones, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve base funding of \$800,000 in 2014/15 for the sustainment of Home First, and one-time funding of \$1,079,445 for pressures relating to the closure of the Thunder Bay Interim Long-Term Care Centre, including increases in Wait at Home service pressures. CARRIED</p>	
4.1.2	<p>Governance & Nominations (G&N) Committee The draft minutes were discussed.</p>	
4.1.2 a	<p>Community Engagement with Key Stakeholders: North West Community Care Access Centre (CCAC), Kenora Chiefs Advisory (KCA), Lake of the Woods District Hospital (LWDH), Physicians L. Kokocinski provided background and received support from the Board to proceed with the Community Engagement plan.</p>	L. Kokocinski
4.1.2 b	<p>Policy Review – EL 102 Public Image The proposed revisions to Policy EL-102 Public Image were discussed.</p> <p><u>Resolution #2014 – 24</u> Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve removing the phrase, “as authorized by the Chair,” from policy item number three, of Policy EL-102, Public Image, as presented. CARRIED</p>	

<p>4.1.2 c</p>	<p>2013/14 Strategic Planning Session Report The draft report was discussed and the Board agreed with the Committee’s recommendation to amend the report as presented.</p> <p><u>Resolution #2014 – 25</u> Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve the 2013/14 Strategic Planning Session Report with the following amendment included on page 13, section “7.0 Closing Remarks and Wrap Up,” under “Potential Actionable Items Requiring Further Board Discussion,” bullet five, to be modified and read as follows: <i>Internal preparation to determine resources, workload, and strategic planning should new responsibilities, or changes to the mandate of the North West LHIN occur.</i> CARRIED</p>	
<p>4.2</p>	<p>Funding for the City of Thunder Bay Overcapacity Plan B. Kytors provided an update and shared background development of the \$14 million funding submission approved by the Ministry.</p> <p>He reported that funding contracts are in process for the implementation of the Plan. Regular progress reports will be presented to the Board.</p>	
<p>4.3</p>	<p>Thunder Bay Regional Health Science Centre (TBRHSC) New Build on Oliver Road B. Kytors led discussion on the Briefing Note. Discussion followed regarding TBRHSC’s non-compliance with Section 4.4 of the <i>Public Hospitals Act</i> and recommended the following motion be approved:</p> <p><u>Resolution #2014 – 26</u> Moved by R. Jones, and seconded by C. Farrell, that, despite non-compliance, the North West LHIN Board of Directors endorse the business case provided by Thunder Bay Regional Health Sciences Centre for the lease of land at 1040 Oliver Road for the purposes of the construction of a Health Services Centre, in accordance with the protocol outlined under Section 4(4) of the <i>Public Hospitals Act</i>, with final approval to be made by Ministry of Health and Long-Term Care. CARRIED</p>	
<p>4.4</p>	<p>NorWest Community Health Centres Stage 2 Capital Framework B. Kytors presented the Briefing Note. Discussion followed regarding the recommendation.</p>	

	<p><u>Resolution #2014 – 27</u> Moved by C. Farrell, and seconded by D. Levesque, that the North West LHIN Board provide a conditional endorsement of the NorWest Community Health Centre’s Functional Program for an expansion on 525 Simpson Street, subject to confirmation that sufficient funds are available to fund the increased building occupancy costs estimated at \$209,000 per year. CARRIED</p>	
4.5	<p>2014 H-SAA Extension The Briefing Note was reviewed and the recommendation was discussed.</p> <p><u>Resolution #2014 – 28</u> Moved by D. Gushulak, and seconded by T. Copenace, that the North West LHIN Board of Directors approve the proposed H-SAA Amending Agreement made as of the 1st of April, 2014, and amending the 2008-14 H-SAA by extending its term to June 30, 2014, as presented. CARRIED</p>	B. Ktytor
4.6	<p>Tablet Training – Set Date & Time J. Warkentin led discussion on possible training dates. Consensus the Board will meet for tablet training Monday, April 28th, at 4:00 pm in the North West LHIN Boardroom. Catering for supper will be provided.</p>	T. MacIntyre
4.7	<p>North West LHIN Policy IT-2 Information Technology Acceptable Use The revised Policy, IT-2 Information Technology Acceptable Use, was reviewed. The Board will provide questions or feedback on the policy prior to the training session on April 28th.</p> <p>The Board was reminded the April Board Meeting packages will be distributed in both paper and electronic form; and subsequent Board Meeting packages in May and June will be paperless.</p>	All members.
4.8	<p>Meno Ya Win Health Centre – Long Term Care (LTC) Planning and Development B. Ktytor reviewed the Briefing Note. Discussion followed.</p> <p>It was noted that the increase in LTC beds in Sioux Lookout was included in the City of Thunder Bay Overcapacity Plan submission to the Ministry to reduce Alternate Level of Care (ALC) beds and allow for repatriation of patients to their home community.</p>	

	<p><u>Resolution #2014 – 29</u> Moved by T. Copenace, and seconded by D. Gushulak, that the North West LHIN Board of Directors endorses Part A of the Pre-Capital Submission Form, as provided by Sioux Lookout Meno Ya Win Health Centre to expand Eldcap beds. CARRIED</p>	
5.0	MONITORING REPORTS	
5.1	<p>EL-106 Treatment of Public / Providers / Customers The Monitoring Report for EL-106 Treatment of Public / Providers / Customers was presented, discussed, and recommended for approval.</p> <p><u>Resolution #2014 – 30</u> Moved by D. Levesque, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve Monitoring Report EL-106 Treatment of Public / Providers / Customers, as presented. CARRIED</p> <p>Policy EL-106 Treatment of Public / Providers / Customers was referred back to the G&N Committee for revision.</p>	G&N Committee
5.2	<p>EL-107 Treatment of Staff The Monitoring Report for EL-107 Treatment of Staff was presented, discussed, and recommended for approval</p> <p><u>Resolution #2014 – 31</u> Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve Monitoring Report EL-107 Treatment of Staff as presented, while recognizing the recommended policy changes have not been made to the policy, which will be reviewed and revised by the Governance and Nominations Committee. CARRIED</p> <p>Policy EL-1076 Treatment of Staff was referred back to the G&N Committee for revision.</p>	G&N Committee
5.3	<p>EL-108 Budget Development This topic was addressed previously under Agenda Item 4.1.1.b.</p>	
5.4	<p>DRAFT 2014/15 CEO Interpretation Document L. Kokocinski provided an overview of the proposed amendments for 2014/15 and discussion followed. B. Ktytor circulated a handout of recommended amendments 2.2.1, 2.4.14, and 2.4.15, which were also reviewed and</p>	

	<p>discussed. It was agreed the recommended changes will be approved.</p> <p><u>Resolution #2014 – 32</u> Moved by D. Gushulak, and seconded by D. Levesque, that the North West LHIN Board of Directors approve the 2014/15 CEO Interpretation, as presented, and include the addition of 2.2.1, 2.4.14, 2.4.15, which were circulated at the meeting. CARRIED</p>	
6.0	CONSENT AGENDA	
7.0	INFORMATION	
7.1	<p>CEO Report L. Kokocinski provided an overview of the report and lead discussion on the Visual Identify System LHIN Guideline. Government has changed its brand; as a Crown Agency, the new brand will be adopted for alignment. The LHIN CEO Council has agreed each LHIN will keep its own brand colours and will move to the arc/fan design.</p>	
8.0	<p>CLOSED SESSION</p> <p><u>Resolution #2014-33</u> Moved by D. Miller, and seconded by T. Copenace, that at 12:54 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) Personal or Public Interest (vii) Personnel Matters And further that the following persons be permitted to attend: L. Kokocinski, B. Ktytor, S. Pilatzke, and T. MacIntyre. CARRIED</p> <p><i>Meeting reconvened following the closed session.</i></p>	
	<p>Report out of Closed Session</p> <p><u>Resolution #2014-36</u> Moved by D. Miller and seconded by C. Farrell, that the North West LHIN Board of Directors request L. Kokocinski consider a proactive media relations response regarding the North West LHIN City of Thunder Bay Integrated District Network Overcapacity Plan. CARRIED</p>	

	<p><u>Resolution #2014-37</u> Moved by D. Miller, and seconded by C. Farrell, that the North West LHIN Board of Directors proactively meet with Board Governor(s) from the North West Community Care Access Centre, St. Joseph’s Care Group, and Thunder Bay Regional Health Sciences Centre to monitor progress of the North West LHIN City of Thunder Bay Integrated District Network Overcapacity Plan. CARRIED</p> <p><u>Resolution #2014-38</u> Moved by D. Miller, and seconded by C. Farrell, that the North West LHIN Board of Directors approve proceeding with posting a Board Vacancy Ad with the Public Appointment Secretariat, with the inclusion of the phrase, “Financial background required.” CARRIED</p>	
9.0	ADJOURNMENT	
9.1	<p>Meeting Evaluation Completed evaluations to be provided to T. MacIntyre.</p>	All members.
9.2	<p>Future Agenda Items Agenda items to be forwarded to the Chair or to T. MacIntyre.</p>	All members
9.3	<p>Date of Next Meeting The next meeting has been scheduled for April 29, 2014, at 9:00 am (Eastern).</p>	
9.4	<p>Adjourn</p> <p><u>Resolution #2014-18</u> Moved by D. Miller, and seconded by C. Farrell, that at 2:35 p.m. (Eastern) the meeting be adjourned. CARRIED</p>	
	<p>Chair _____</p> <p>Secretary _____</p>	