

BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office
975 Alloy Drive, Thunder Bay ON

March 27, 2018
9:00 am (Eastern)

Present	Gil Labine, Chair Cathy Farrell, Vice-Chair Tim Berube Tina Copenace Carol Neff Dorothy Piccinin Cindy Jarvela Beatrice Metzler Darryl Allan Francois Hastir	Staff	Laura Kokocinski Susan Pilatzke Brian Ktytor Chrysta Burns Rakib Mohammed Petty Ndebele
		Recording Secretary	Betty-Anne Grey

Item #	To Be Accomplished	Action
1.0	PROCEDURAL ITEMS	
1.1	Call to Order The meeting was called to order at 9:03 am (Eastern) by Chair G. Labine. Guests and North West LHIN staff were introduced and welcomed to the meeting.	
1.2	Declaration of Conflict of Interest Gil declared conflict of interest as a family member is employed with Thunder Bay Regional Health Sciences Centre in the Pediatric ward. The conflict has been reported to the COI commissioner.	
1.3	Approval of Agenda The agenda was approved as presented. It was noted that 5.3-1 2018-2021 Ministry-LHIN Accountability Agreement has not been signed therefore this item has been deferred and moved to the Closed Board of Directors meeting.	
1.4	Business Arising None.	
2.0	BOARD EDUCATION	
3.0	BOARD LINKAGES	
3.1	Chair Report The Chair provided an update on recent activities including: <ul style="list-style-type: none"> - Attended a number of meetings with the CEO and various committees. 	

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	<ul style="list-style-type: none"> - G. Labine and North West LHIN Board members attended the Leadership Summit February 8, 2018. It was very informative. - Attended a number of Board Chair teleconferences and the LHIN Chairs retreat held in Toronto on February 22, 2018. Strategies and issues that are common to all LHINs were discussed. - Attended the Ethics executive orientation workshop. He noted that the Province has an ethics commissioner and integrity commissioner and he provided an explanation on the difference, - Attended a community engagement session last week in Thunder Bay. - B. Metzler and C. Jarvela have been chosen to attend the OHA Annual Rural and Northern Health Care Leadership Conference May 8th & 9th, 2018, in Toronto. If they are not able to attend, F. Hastir and T. Berube put their name forward to attend this conference. Attendees will provide a report to the Board on what was learned at the session. 	
4.0	CONSENT AGENDA	
4.1 4.2	<p>Board of Directors Meeting Minutes:</p> <ul style="list-style-type: none"> • January 30, 2018 • February 23, 2018 • March 5, 2018 <p>2017-18 Board Governed Agency Attestation</p> <p>G. Labine presented the consent agenda for approval. The January 30, 2018 minutes were revised to include the addition of <i>“If more information is required it can be brought forward at the next Board of Directors meeting”</i> under Item 8.1 Quality Report.</p> <p><u>Resolution #2018 - 23</u> Moved by D. Allan and seconded by F. Hastir that the North West LHIN Board of Directors approve the Consent Agenda with the above noted addition to the January 30, 2018 minutes. CARRIED</p>	
5.0	BOARD ENDS DISCUSSION	
5.1	ENDS Education None.	
5.2	ENDS Discussion None.	
5.3	ENDS Monitoring	
5.3-1	2018-2021 Ministry-LHIN Accountability Agreement This item was deferred and moved to the Closed Session meeting as the agreement has not been signed.	
5.3-2	Draft 2018-2019 CEO Interpretation of Ends Policy	

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	<p>L. Kokocinski provided the Board with an overview of the Draft 2018-2019 CEO Interpretation of the Ends Policy and an explanation of the year-to-year process. The approved CEO Interpretation document forms the CEO work plan for the period of 2018-2019.</p> <p>It was noted that an interim report of results is provided in the fall and a fulsome report is provided in April.</p> <p>Discussion ensued, questions were addressed. The Board agreed that #1 <i>Percent of the initiatives committed to in the North West LHIN Health Services Blueprint plan that are successfully implemented as planned in each fiscal year</i> and #22 <i>Wait time – MH&A services (days)</i> remain in the CEO Interpretation document. .</p> <p>The Board was asked to support a motion to accept the Draft 2018-2019 CEO Interpretation of the Ends Policy.</p> <p><u>Resolution #2018 - 24</u> Moved by F. Hastir and seconded by C. Jarvela that the North West LHIN Board of Directors approve the 2018-2019 Proposed CEO Interpretation of the North West LHIN Board’s ENDS Policy subject to the inclusion of #1 and #22 of the excluded ends. CARRIED</p> <p>Further discussion ensued to ask G&N to prepare a plan for generative discussions over the next year related to the ENDS Statements. Follow up required.</p>	
5.4	Generative Discussion	
6.0	BOARD DECISIONS/PROCESSES	
6.1	Committee Reports	
6.1-1	<p>Audit and Finance Committee (March 6, 2018) The Audit and Finance Committee meeting package from March 6, 2018 was pre-distributed to the Board. A brief overview of the meeting was provided.</p> <p><u>2018 North West LHIN Audit Work Plan</u> An overview of the 2018 North West LHIN Audit Work Plan was provided. The Board was asked to support a motion to approve the work plan. .</p> <p><u>Resolution #2018 - 25</u> Moved by T. Berube and seconded by D. Allan that the North West LHIN Board of Directors approve the 2018 North West LHIN Audit Work Plan as presented CARRIED</p>	

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	<p><u>Amended Terms of Reference</u> Minor changes to the Audit and Finance Committee Terms of Reference were presented. The Board was asked to support a motion to approve the amended terms of reference.</p> <p><u>Resolution #2018 - 26</u> Moved by T. Berube and seconded by D. Piccinin that the North West LHIN Board of Directors approve the amended Audit and Finance Committee Terms of Reference as presented CARRIED</p>	
6.1-2	<p>Governance and Nominations (February 13, 2018) The Governance and Nominations Committee meeting package from February 13, 2018 was pre-distributed to the Board. A brief overview of the meeting was provided.</p> <p>The updated IHSP Community Engagement Plan was distributed for review. It was noted that one Board member would attend each session. It was also noted that the French and Indigenous sessions are more of a focus group. G. Labine commended the staff on the excellent work done on the community engagement sessions.</p> <p>A discussion ensued regarding advertising as some Board members felt that the community wasn't aware of the sessions. It was noted that advertising was done through radio, TV interviews, letters to stakeholders, providers, MPPs, Mayor, Directors of Communications with libraries, emails to 800 people to spread the word, social media etc. Letters went out to the Chiefs and NAN communities. With regards to the Francophone sessions we worked closely with the Réseau.</p> <p>On behalf of the Board, G. Labine thanked C. Farrell and the committee for all of the work done with respect to the IHSP Community Engagement, and the CEO's retirement celebration event.</p> <p>The Governance and Nominations committee looked at responsibilities for Board member mentorship. More information will be brought back to the April Board of Directors Meeting.</p>	April Board Meeting
6.2	Policy Review	
6.2-1	EL-111 CEO Emergency Succession Plan No changes	
6.2-2	BC-100 Board Delegation to the CEO No changes	
6.3	<i>A break was observed at 10:30 am to 10:45 am.</i> LHIN Operations	

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6.3-1	<p>2018 – 2019 Operating Budget (approval) A Briefing note was pre-distributed to Board members. The Board was asked to approve the North West LHIN 2018-2019 Operating Budget.</p> <p><u>Resolution #2018 - 27</u> Moved by D. Allan and seconded by C. Jarvela that the North West LHIN Board of Directors approve the North West LHIN 2018-2019 Operating Budget as presented. CARRIED</p>	
6.3-2	<p>Conflict of Interest Guidelines The LHIN Conflict of Interest Rules for Board member review. It was noted that the LHIN COI guidelines are for LHINs only and have a higher standard of expectations. The guidelines are brought forward for review twice a year.</p>	October Agenda Item
6.3-3	<p>Transfer of Base Funding for Forensic Psychiatrists from Thunder Bay Regional Health Sciences Centre to St. Joseph Care Group A briefing note was provided to the Board. The Board was asked to approve the transfer of annualized funding for two (2.0) FTE Forensic Psychiatrists and related sub-specialty forensic psychiatry funding from St. Joseph 's Care Group (SJCG) to Thunder Bay Regional Health Sciences Centre (TBRHSC) effective April 1, 2018.</p> <p><u>Resolution #2018 - 28</u> Moved by C. Neff and seconded by T. Berube that the North West LHIN Board of Directors will not stop the voluntary integration between Thunder Bay Regional Health Sciences Centre and St. Joseph's Care Group from proceeding and authorizes the North West LHIN to notify Thunder Bay Regional Health Sciences Centre and St. Joseph's Care Group that it does not intend to give notice of a proposed decision or issue a decision under Section 27 of the Local Health System Integration Act, 2006. CARRIED</p>	
6.3-4	<p>Final SAA Templates The following final SAA templates were included in the Board package for information:</p> <ul style="list-style-type: none"> • 2018-2020 HSAA Template • 2018-19 LSAA Template • 2018 MSAA Template 	
7.0	MONITORING REPORTS	
7.1	<p>EL-106 Treatment of External Stakeholders Monitoring Report EL-106 Treatment of External Stakeholders was presented for approval.</p> <p><u>Resolution #2018 - 29</u> Moved by C. Farrell and seconded by C. Neff that the North West LHIN Board</p>	

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	<p>of Directors approve Monitoring Report EL-106 Treatment of External Stakeholders as presented. CARRIED</p>	
7.2	<p>EL-107 Treatment of Staff Monitoring Report EL-107 Treatment of Staff was presented for approval.</p> <p><u>Resolution #2018 - 30</u> Moved by F. Hastir and seconded by C. Farrell that the North West LHIN Board of Directors approve Monitoring Report EL-107 Treatment of Staff as presented. CARRIED</p>	
7.3	<p>EI-108 Budget Development Monitoring Report EL-108 Budget Development was presented for approval.</p> <p><u>Resolution #2018 - 31</u> Moved by D. Allan and seconded by C. Jarvela that the North West LHIN Board of Directors approve Monitoring Report EL-108 Budget Development as presented. CARRIED</p>	
8.0	QUALITY AND ETHICS	
8.1	<p>2018-2019 New Quality Improvement Plan (QIP) The 2018-2019 Quality Improvement Plan (QIP) was pre-distributed to the Board. Quarterly reports will be provided throughout the year.</p> <p>The Board was asked to support a motion to approve the 2018-2019 Home and Community Care Quality Improvement Plan per Health Quality Ontario (HQO) requirements. .</p> <p><u>Resolution #2018 - 32</u> Moved by C. Farrell and seconded by C. Neff that the North West LHIN Board of Directors approve the 2018-2019 North West LHIN Home and Community Care Quality Improvement Plan as presented. CARRIED</p> <p>A presentation of the new RAI MAPLe score will be provided to the Board at the April or May Board of Directors Meeting.</p>	<p>April-May Board Meeting – R. Mohammed</p>
9.0	INFORMATION	
9.1	Transition Update	
9.1-1	<p>Quarter 3 Report An overview of the following was provided:</p> <ul style="list-style-type: none"> - North West LHIN Renewal Transformation Milestone Map 2017/18 - Patients First Implementation – Transition Phase 2 Status Update 	

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	<ul style="list-style-type: none"> - Final Summary for Patients First Implementation – Transition Phase 2 as of March 9, 2018 - Transition Bi-Weekly Progress Summary “Placemat” June 16, 2017 	
9.1-2	<p>Risk Report An update was provided on the North West LHIN Risk Register. It was noted that one item relating to IT was reported as high risk.</p>	
9.2-1	<p>CEO Report The CEO Report was distributed to the Board for information. L. Kokocinski highlighted the success of the Women in Leadership Forum. The Board acknowledged this success and suggested that ongoing leadership development be continued. G&N will take the leadership in preparing a plan. Follow up required.</p> <p>Board members were allotted time for questions. Board members agreed that the names of new hires be included in the Human Resources portion of the report.</p> <p>L. Kokocinski noted that if Board members would like more information to contact B. Grey with their request. L. Kokocinski noted that there will be a full review of all achievements for 2017-2018 presented at the April Board of Directors meeting.</p> <p>G. Labine on behalf of the Board of Directors, thanked L. Kokocinski for a very comprehensive and thorough report.</p>	April Meeting
9.2-2	<p>Ministry LHIN Accountability Agreement (MLAA) Indicator Report The Q3 Ministry LHIN Accountability Agreement Indicator Report was provided to the Board. Ten out of thirteen indicators saw improvement or stayed the same.</p> <p><i>A break was observed at 11:50 am to 12:32 pm prior to commencing the Closed session.</i></p>	
10.0	<p>CLOSED SESSION</p> <p>Resolution #2018 - 33 Moved by C. Neff and seconded by D. Allan that at 12:32 pm (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> (a) Personal or Public Interest (g) Personnel Matters And further that the following persons be permitted to attend: L. Kokocinski, B. Ktytor, S. Pilatzke, P. Ndebele, C. Burns, R. Mohammed and B. Grey. CARRIED</p>	
10.1	<p>Report out of Closed Session</p>	

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11.0	ADJOURNMENT	
11.1	Meeting Evaluation Completed evaluations to be provided to B. Grey.	
10.2	Future Agenda Items Agenda items to be forwarded to the Chair or to B. Grey by April 2, 2018.	All members
11.3	Date of Next Meeting The next meeting is scheduled for April 24, 2018.	
11.4	Adjournment <u>Resolution #2018 - 40</u> Moved by C. Farrell and seconded by F. Hastir that at 3:06pm (Eastern) the meeting be adjourned. CARRIED	
	Chair _____ Secretary _____	