

## BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office  
975 Alloy Drive, Thunder Bay ON

March 28, 2017  
9:00 am (Eastern)

**Present** Gil Labine, Chair  
Dan Levesque, Vice Chair  
Tim Berube  
Herbert ZoBell  
Tina Copenace  
Carol Neff  
Darryl Allan  
Dorothy Piccinin  
Beatrice Metzler  
Cindy Jarvela

**Staff** Laura Kokocinski  
Susan Pilatzke  
Brian Ktytor  
Petronilla Ndebele

**Recording Secretary** Rhonda Ferguson

**Regrets** Cathy Farrell

Item #	To Be Accomplished	Action
<b>1.0</b>	<b>PROCEDURAL ITEMS</b>	
1.1	<p><b>Call to Order</b> Members were welcomed and round table introductions initiated. Guests included Jim Restall, Vice-Chair of the Board of Directors, North West CCAC and Diane Quintas, Executive Director, Réseau du mieux-être francophone du Nord de l'Ontario.</p> <p>The meeting was called to order at 9:13 am (Eastern) by Chair G. Labine.</p>	
1.2	<p><b>Declaration of Conflict of Interest</b> None declared.</p>	
1.3	<p><b>Approval of Agenda</b> The agenda was approved as presented.</p>	
1.4	<p><b>Business Arising</b> None.</p>	
<b>2.0</b>	<b>BOARD EDUCATION</b>	
	None.	
<b>3.0</b>	<b>BOARD LINKAGES</b>	
	None.	

Item #	To Be Accomplished	Action
3.1	<p><b>North West CCAC Board Meeting Update</b></p> <p>T. Berube attended the March 15, 2017 North West CCAC Board meeting and provided the following update:</p> <ul style="list-style-type: none"> <li>• Board budget metrics look good.</li> <li>• High level forecast, projections for fiscal year 2017/2018 \$56.6 million, shortfall \$3.2 million.</li> </ul> <p>It was noted that G. Labine also attended the March 15, 2017 North West CCAC Board meeting</p> <p>T. Berube was thanked for his report.</p>	
3.2	<p><b>Chair Report</b></p> <p>The Chair presented the Interim Board Chair, D. Levesque, with a thank you gift for his leadership, contributions and dedication to the North West LHIN.</p> <p>The Chair provided an update on recent activities including:</p> <ul style="list-style-type: none"> <li>• The North West LHIN Board Chair attended the Board Chair Council meeting on February 1, 2017. The focus of the discussion was transition and when T-day would be announced.</li> <li>• On February 8, 2017 the North West LHIN Board Chair attended the North West CCAC Board meeting.</li> <li>• The webinar presented by the Deputy Minister on February 27, 2017 covered priorities of transition and development of sub-regions.</li> <li>• Board Chair orientation took place on March 1, 2017.</li> <li>• On March 14, 2017 the North West LHIN Board Chair attended the Board Chair Council meeting.</li> <li>• The North West LHIN Board Chair and CEO met with the North West Public Health Unit. The health unit and health service providers expressed a lack of information sharing related to the transition.</li> <li>• G. Labine and B. Kytör attended a meeting with Hospice Northwest. Concern around integration messaging was raised.</li> <li>• The North West LHIN Board Chair and Interim Board Chair attended a new Board orientation session.</li> <li>• Political communication protocol currently in place with the LHINs. Information needs to be vetted and approved through the Ministry before going public.</li> </ul>	

<b>4.0</b>	<b>CONSENT AGENDA</b>	
4.1 4.2	<p><b>Board of Directors Meeting Minutes January 31, 2017 2016-17 Board Governed Agency Attestation</b></p> <p>G. Labine presented the consent agenda items for approval.</p> <p><b><u>Resolution #2017 - 10</u></b>  <b>Moved by D. Allan and seconded by H. ZoBell that the North West LHIN Board of Directors approve the Consent Agenda as presented.</b>  <b>CARRIED</b></p>	
<b>5.0</b>	<b>BOARD ENDS DISCUSSION</b>	
5.1	<p><b>ENDS Education</b> None.</p>	
5.2	<p><b>ENDS Discussion</b> None.</p>	
5.3	<b>ENDS Monitoring</b>	
5.3-1	<p><b>Ministry LHIN Accountability Agreement (MLAA) Indicator Report</b>  The Q3 Ministry LHIN Accountability Agreement Indicator Report was presented. An overview of the structure and purpose of the report was provided. Main contributors and initiatives underway to improve rates and alleviate pressures was provided. It was noted that there is an Overcapacity Plan in place at Thunder Bay Regional Hospital to assist with emergency department wait time. Phase 2 of Hogarth Riverview Manor will provide 128 new beds alleviating alternate level of care (ALC) pressures. Initiatives are underway to improve the rate of repeat emergency department visits for mental health patients.</p> <p>Discussion ensued; questions were addressed.</p> <p>It was suggested that an orientation/education session for new Board members be arranged to learn about Health Based Allocation Model (HBAM) and alternate level of care (ALC) measures.</p>	
5.3-2	<p><b>Draft 2017-2018 CEO Interpretation of the Ends Policy</b>  L. Kokocinski provided the Board with an overview of the Draft 2017-2018 CEO Interpretation of the Ends Policy and an explanation of the year-to-year process to determine metrics that will provide the Board with the most effective results on achievements of objectives. The CEO Interpretation document forms the CEO work plan for the period of 2017-18. A status update will be provided at the October 2017 Board Strategic Planning Session.</p> <p>It was noted that the CEO Interpretation document is presented based on the current Ministry LHIN Accountability Agreement (MLAA) as the MLAA for 2017-18 has not been finalized. It was further noted that the CEO Interpretation document reflects the</p>	

	<p>same interpretation as 2016-17. A fulsome report providing accomplishments in 2016-17 will be brought forward at the April Board of Directors meeting.</p> <p>Discussion ensued, questions were addressed. No changes to the CEO Interpretation document were noted.</p> <p>The Board was asked to support a motion to accept the Draft 2017-2018 CEO Interpretation of the Ends Policy.</p> <p><b><u>Resolution #2017 - 11</u></b>  <b>Moved by D. Allan and seconded by C. Neff that the North West LHIN Board of Directors approve the 2017-2018 Proposed CEO Interpretation of the North West LHIN Board's ENDS Policy as presented.</b>  <b>CARRIED</b></p> <p><i>A break was observed from 10:34 am to 10:46 am. The meeting reconvened following the break.</i></p>	
5.4	<p><b>Generative Discussion</b> None</p>	
<b>6.0</b>	<b>BOARD DECISIONS/PROCESSES</b>	
6.1	<b>Committee Reports</b>	
6.1-1	<p><b>Audit and Finance Committee</b>  The Audit and Finance Committee meeting package from February 15, 2017 was pre-distributed to the Board. A brief overview of the meeting was provided. It was noted that D. Allan was not present at the meeting and the Minutes of the February 15, 2017 meeting be amended. The North West LHIN 2017-18 Operating Budget was discussed.</p> <p>A brief overview of the meeting held on December 6, 2016 was provided. It was noted that the Terms of Reference for the Audit and Finance Committee has been changed to align with Governance and Nominations Committee ex officio voting status.</p> <p>The Board was asked to approve the North West LHIN 2017-2018 Operating Budget.</p> <p><b><u>Resolution #2017 - 12</u></b>  <b>Moved by H. ZoBell and seconded by T. Berube by that the North West LHIN Board of Directors approve the North West LHIN 2017-2018 Operating Budget as presented</b>  <b>CARRIED</b></p>	L. Corkum
6.1-2	<p><b>Governance and Nominations Committee</b>  The Governance and Nominations Committee meeting package from February 14, 2017 was pre-distributed to the Board. A brief overview of the meeting was provided.</p>	

	<p>The Board Planning for Agenda Control document was presented to members. The document outlines community engagement, governance and health service provider sessions, board education, ENDS monitoring and policy review for 2017-18. It was noted that the location may change for the regional meeting scheduled to take place in May 2017.</p> <p>The Workplace Harassment and Sexual Harassment Policy HR-108 was brought forward to the Board for review and insertion into members' policy binder. It was noted the policy applies to all North West LHIN staff and Board members.</p>	All Members
6.2	<b>Policy Review</b>	
6.2-1	<p><b>EL-104 Asset Protection</b> Policy EL-104 Asset Protection was tabled for discussion. It was agreed this policy meets monitoring requirements; no changes were recommended.</p>	
6.3	<b>LHIN Operations</b>	
6.3-1	<p><b>Nipigon District Memorial Hospital Voluntary Integration</b> B. Kytort provided an overview of the proposed voluntary integration of Nipigon District Memorial Hospital and Nipigon District Family Health Team as detailed in the previously distributed briefing note. Background information on the Health Services Blueprint was provided. It was noted that Nipigon is one of the early adopter sites.</p> <p>Discussion ensued, questions were addressed.</p> <p>The Board was asked to support a motion to not oppose the voluntary integration of Nipigon District Memorial Hospital and Nipigon District Family Health Team as outlined in the briefing note recommendation.</p> <p><b><u>Resolution #2017 - 13</u></b> <b>Moved by D. Levesque and seconded by D. Piccinin that the North West LHIN Board of Directors not oppose the proposed voluntary integration of Nipigon District Memorial Hospital and Nipigon District Family Health Team, effective July 2017, and that the North West LHIN will provide a one-time funding transfer of \$253,620 in 2017-2018 to support integration activities, as funding is available through the Small Hospital Transformation Fund. CARRIED</b></p>	
6.3-2	<p><b>Thunder Bay Regional Health Sciences Centre: One-Time Funding</b> B. Kytort provided an overview of the one-time funding for Thunder Bay Regional Health Sciences Centre for Deficit/Residual Overcapacity Pressures and Transformational Regional Quality Improvement Initiatives as detailed in the previously distributed briefing note.</p> <p>Discussion ensued; questions were addressed.</p>	

	<p>The Board was asked to approve the one-time funding as outlined in the briefing note recommendation.</p> <p><b><u>Resolution #2017 - 14</u></b>  <b>Moved by H. ZoBell and seconded by B. Metzler by that the North West LHIN Board of Directors approve the following one-time funding allocations, totalling \$1,372,736, for 2016-2017 for Thunder Bay Regional Health Sciences Centre to address the following:</b></p> <ul style="list-style-type: none"> <li>• \$1,193,554 for deficit and residual overcapacity pressures;</li> <li>• \$119,182 for Provincial Digital Order Sets and Quality Based Procedures (QBPs) Adoption; and</li> <li>• \$60,000 for Central Intake Software and Implementation for Regional Orthopaedics Program.</li> </ul> <p><b>CARRIED</b></p>	
<b>7.0</b>	<b>MONITORING REPORTS</b>	
7.1	<p><b>EL-106 Treatment of External Stakeholders</b>  Monitoring Report EL-106 Treatment of External Stakeholders was presented for approval.</p> <p><b><u>Resolution #2017 - 15</u></b>  <b>Moved by T. Berube and seconded by C. Neff that the North West LHIN Board of Directors approve Monitoring Report EL-106 Treatment of External Stakeholders as presented.</b></p> <p><b>CARRIED</b></p>	
7.2	<p><b>EL-107 Treatment of Staff</b>  Monitoring Report EL-107 Treatment of Staff was presented for approval.</p> <p><b><u>Resolution #2017 - 16</u></b>  <b>Moved by T. Copenace and seconded by D. Allan that the North West LHIN Board of Directors approve Monitoring Report EL-107 Treatment of Staff as presented.</b></p> <p><b>CARRIED</b></p>	
7.3	<p><b>EL-108 Budget Development</b>  Monitoring Report EL-108 Budget Development was presented for approval.</p> <p><b><u>Resolution #2017 - 17</u></b>  <b>Moved by H. ZoBell and seconded by C. Neff that the North West LHIN Board of Directors approve Monitoring Report EL-108 Budget Development as presented.</b></p> <p><b>CARRIED</b></p>	

<b>8.0</b>	<b>INFORMATION</b>	
8.1	<p><b>Orthopaedic Program Update</b> B. Ktytor provided an update on the North West LHIN Regional Orthopaedic Program. The North West LHIN has been working on the program for 4 years. Rather than having individual programs in place at separate hospitals, this program creates collective governance, standards and technology resulting in improved wait times, outcomes, use of operating rooms and will benefit small hospitals as well.</p> <p>The Ministry recently released a provincial approach and strategy and will roll out investments to LHINs on best practise approaches to orthopaedics.</p> <p>The North West LHIN is well positioned as an early adopter site for Musculoskeletal Centre of Excellence.</p>	
8.2	<p><b>Ontario MD LHINs Q3 Report: October-December 2016</b> A copy of the Ontario MD LHINs Q3 Report was previously distributed to the Board as information. An overview of the purpose of the report was provided. Members were referred to Appendix N which covers the North West LHIN. Discussion ensued around electronic medical records systems: Ontario Lab Information System (OLIS), Health Report Manager (HRM) and e-Notifications. It was noted that the North West LHIN implemented Physician Office Integration (POI) collection and information system, however the Ontario MD does not include POI systems in their report, resulting in a low score for the North West LHIN.</p>	
8.3	<p><b>North West LHIN Annual Community Engagement Strategy 2017-2018</b> A copy of the North West LHIN Annual Community Engagement Strategy for 2017-2018 was previously distributed to the Board as information. The members were informed that the plan is a requirement through the Ministry LHIN Accountability Agreement. The plan will be submitted to the Ministry as part of the North West LHIN compliance requirement.</p>	
8.4	<p><b>CEO Report</b> The CEO Report was presented to the Board for information. An outline of the purpose and structure of the CEO report was provided for the benefit of new members.</p> <p>Additionally, the CEO provided the Board with a copy of the Quality Improvement Plan (QIP) narrative for Health Care Organizations in Ontario which is provided by the CCAC.</p> <p>Questions raised were addressed.</p> <p><i>A lunch break was observed from 11:38 am - 12:07 pm prior to commencing the Closed Session.</i></p>	

9.0	<p><b>CLOSED SESSION</b></p> <p><b><u>Resolution #2017 - 18</u></b>  <b>Moved by D. Allan and seconded by T. Copenace that at 12:07 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></b>  <b>(a) <i>Personal or Public Interest</i></b>  <b>(g) <i>Personnel Matters</i></b>  <b>And further that the following persons be permitted to attend:</b>  <b>L. Kokocinski, B. Ktytor, S. Pilatzke and R. Ferguson.</b>  <b>CARRIED</b></p>	
9.1	<p><b>Report out of Closed Session</b>  The following motions were brought from the closed session.</p> <p><b><u>Resolution #2017 - 20</u></b>  <b>Moved by D. Levesque and seconded by D. Allan that the North West LHIN Board of Directors approve the October 27, 2014, as amended, October 26, 2015 and October 24, 2016 Board Strategic Planning Session Reports be released to the public and posted to the North West LHIN website.</b>  <b>CARRIED</b></p> <p><b><u>Resolution #2017 - 26</u></b>  <b>Moved by D. Levesque and seconded by D. Allan that the North West LHIN Board of Directors agree to appoint Cathy Farrell as the Interim Vice-Chair of the Board until such time one is appointed by Order in Council.</b>  <b>CARRIED</b></p>	
10.0	<b>ADJOURNMENT</b>	
10.1	<p><b>Meeting Evaluation</b>  Completed evaluations to be provided to R. Ferguson.</p>	
10.2	<p><b>Future Agenda Items</b>  Agenda items to be forwarded to the Chair or to R. Ferguson by April 4, 2017.</p>	All members
10.3	<p><b>Date of Next Meeting</b>  The next meeting is scheduled for April 25, 2017.</p>	
10.4	<p><b>Adjournment</b></p> <p><b><u>Resolution #2017 - 28</u></b>  <b>Moved by T. Berube and seconded by T. Copenace that at 2:35 pm (Eastern) the meeting be adjourned.</b>  <b>CARRIED</b></p>	
	<p><b>Chair _____</b></p> <p><b>Secretary _____</b></p>	