



North West Local Health
Integration Network

**BOARD OF DIRECTORS OPEN MEETING
MINUTES**

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

April 29, 2014
8:30 a.m. Eastern (ET)

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

Staff: Laura Kokocinski
Brian Ktytor
Kim Callaghan

Recording Secretary: Tracy MacIntyre

Regrets: Dianne Loubier
Susan Pilatzke

		Action:
1.0	PROCEDURAL ITEMS	
1.1	Call to Order The meeting was called to order at 8:32 a.m. (Eastern) by Chair J. Warkentin. The Chair welcomed staff observer, Adele Gigliotti.	
1.2	Declaration of Conflict of Interest None declared.	
1.3	Approval of Agenda The agenda was presented for approval. <u>Resolution #2014 – 41</u> Moved by D. Gushulak, and seconded by C. Farrell, that the agenda be approved as presented. CARRIED	
1.4	Approval of Minutes The minutes of the Board of Directors meeting of March 25, 2014, were presented for approval. <u>Resolution #2014 – 42</u> Moved by D. Levesque, and seconded by C. Farrell, that the minutes of the North West LHIN Board of	T. MacIntyre

	<p>Directors meeting of March 25, 2014, be approved as amended, with the following change on page 12, item 9.3, Date of Next Meeting, change start time of meeting from “9:00 am ET” to “8:30 am ET.” CARRIED</p>	
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 reported the May 2014 Non-Health Service Provider (HSP) Community Engagement events in Kenora and Dryden will be re-scheduled to June 2014.</p>	S. Pilatzke
2.2	<p>Upcoming Community Engagement with Key Stakeholders:</p> <ul style="list-style-type: none"> • North West Community Care Access Centre, Kenora Chiefs Advisory, and Fort Frances Tribal Area Health Services – L. Kokocinski reported a meeting has been scheduled in June 2014. • Kenora Physicians – L. Kokocinski reported a dinner meeting is being arranged for Monday, May 26th, from 5:00 – 8:00 pm CT at the Super 8 Motel in Kenora. 	
2.3	<p>Rainy River Integrated District Network (IDN) Non-Health Service Providers Community Engagement Sessions Update D. Gushulak reported he and S. Pilatzke led the sessions and provided an update:</p> <ul style="list-style-type: none"> • Rainy River – 10-15 participants; discussed assisted living, transportation and volunteer drivers, and US linkages. • Emo & Fort Frances – 35-40 participants; discussed supportive housing and treatment concerns. • Atikokan – 25-30 participants; discussed desire for on-going North West LHIN meetings (every six months), support for community paramedicine and the work of the North West LHIN. <p>Thanks were expressed to staff for the preparation of the materials for the events.</p>	L. Kokocinski
2.4	<p>Local Health System Integration Act (LHSIA) Review Update A report on the work of the Standing Committee on Social Policy of the Legislative Assembly of Ontario was provided. New information has been requested from the LHINs.</p>	

3.1.2	<p>CEO Performance & Evaluation 2014/15 J. Warkentin advised that, following L. Kokocinski's presentation today, a CEO Evaluation Survey will be sent out to all Board members next week, and the results will be reviewed at the next Board Meeting in Kenora on May 27th.</p>	T. MacIntyre All Members
3.2	ENDS Discussion	
3.3	ENDS Monitoring	
3.3.1	<p>Ministry LHIN Performance Agreement (MLPA) Scorecard The MLPA Scorecard was presented and reviewed.</p>	
3.3.2	<p>ENDS Policy Monitoring – CEO Performance Evaluation L. Kokocinski reported on ENDS Policy Monitoring – CEO Performance Evaluation.</p> <p>2013/14 was a year of transformation in regards to organizational development; the North West LHIN organization embarked on high performance transformation; several learnings to support high performance transformation, and all staff have participated in corporate culture and line of sight to ENDS statements training. This work will continue into next year. A report will be provided at the June Board meeting.</p> <p>Discussion followed.</p> <p>T. Copenace required information regard the Aboriginal Health Services Advisory Committee (AHSAC).</p> <p>The Board agreed to proceed to Board Agenda Item 3.3.3 and have one combined motion for both reports, 3.3.2 and 3.3.3.</p>	<p>June Agenda Item</p> <p>T. MacIntyre</p>
3.3.3	<p>ENDS – CEO Interpretation of ENDS – Presentation of Accomplishments L. Kokocinski provided Board members with a high level overview of the CEO Interpretation of ENDS report – Presentation of Accomplishments, recognizing the continued high quality and high quantity of work produced by the CEO and staff throughout 2013/14.</p> <p>Discussion followed.</p> <p>Resolution # 2014 – 43 Moved by C. Farrell, and seconded by D. Gushulak, that the Board approve both the ENDS Policy Monitoring – CEO Performance Evaluation report and the ENDS – CEO Interpretation of ENDS – Presentation</p>	

	of Accomplishments report as presented. CARRIED	
4.0	BOARD DECISIONS/PROCESSES (<i>Approval of Policy, Committee Reports & Capital Approval</i>)	
4.1	Committee Reports	
4.1.1	Audit and Finance (A & F Committee) No report.	
4.1.2	Governance & Nominations (G & N Committee)	
4.1.2-1	Draft G & N Committee Minutes – April 7, 2014 The draft G & N Committee Minutes of April 7, 2014, were provided for information.	
4.1.2-2	DRAFT Governance to Governance (G2G) Summary Report – January 27, 2014 The Draft G2G Summary Report was discussed and recommended for approval by the Board. <u>Resolution #2014 – 44</u> Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve the amended Governance to Governance (G2G) Summary Report of January 27, 2014, as presented. CARRIED	T. MacIntyre
4.1.2-3	Board Education Plan 2014/15 D. Miller provided an overview of the Board Education Plan for 2014/15. Discussion followed and it was recommended for approval by the Board. <u>Resolution #2014 – 45</u> Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve the Board Education Plan for 2014/15, as presented. CARRIED	
4.1.2-4	DRAFT G2G Health Service Providers Board Survey D. Miller presented a draft Health Services Provider (HSP) Board Survey, which had been tested with four HSPs. The Board was asked for feedback. Survey questions were then discussed with the following suggestions: <ul style="list-style-type: none"> • Question 1; define or make clear who are the “other Boards?” • Question 6, agreed to leave as is. • Question 8, agreed to open ended; at end of question, add sentence, “Identify top 3.” • Add question 11, “What can the LHIN Board do to support HSP Boards meet their obligations regarding their accountability agreements and 	

	<p>Health Service Blueprint deliverables?”</p> <p>The proposed deadline of May 30, 2014, for response from HSPs was discussed. It was agreed to extend the date as far as possible into June, but returned so results can be presented to the Board at the June 24, 2014, Board Meeting.</p> <p>Board consensus to support the survey and support the G & N Committee in making any necessary changes to the survey as a result of HSP suggestions.</p>	G & N Committee
4.1.2-5	<p>DRAFT Request for Proposal (RFP) for Board G2G Session 2014/15 and Board Strategic Planning Session 2014</p> <p>D. Miller provided background on, and an overview of, the RFP for the 2014/15 Board G2G Session and the 2014 Board Strategic Planning Session. Discussion ensued.</p> <p>It was noted, and agreed, references to “Collaborative Governance” within the draft RFP document should read, “Collaborative/Generative Governance.”</p> <p>Resolution #2014 – 46 Moved by D. Miller, and seconded by C. Farrell, that the North West LHIN Board of Directors approve the Request for Proposal deliverables for facilitation of the 2014/15 Board Governance to Governance (G2G) Sessions and the 2014 Board Strategic Planning Session, as amended. CARRIED</p>	S. Pilatzke
4.2	Policy Review	
4.2.1	Board-CEO Linkage Review	
4.2.1-1	<p>BC-100 Board Delegation to CEO</p> <p>D. Miller reported the G & N Committee had no changes to recommend to the Board for Policy BC-100 Board Delegation to CEO.</p> <p>The Board reviewed the policy and had no changes.</p>	T. MacIntyre
4.2.1-2	<p>BC-101 CEO Job Description</p> <p>D. Miller reported, for Policy BC-101 CEO Job Description, the G & N Committee had no changes to recommend to the Board.</p> <p>The Board reviewed the policy and had no changes.</p>	T. MacIntyre

<p>4.2.2</p>	<p>Executive Limitations Review</p>	
<p>4.2.2-1</p>	<p>EL-106 Treatment of Public / Providers / Customers (Renaming to EL-106 Treatment of External Stakeholders) D. Miller led discussion on the recommended G & N Committee changes to Policy EL-106 Treatment of Public / Providers / Customers, which included renaming the policy to Policy EL-106 Treatment of External Stakeholders. Discussion followed.</p> <p><u>Resolution #2014 – 47</u> Moved by D. Miller, and seconded by T. Copenace, that the North West LHIN Board of Directors approve amended Policy EL-106 106 Treatment of Public / Providers / Customers, and amend the policy name to EL-106 Treatment of External Stakeholders, as presented. CARRIED</p>	<p>T. MacIntyre</p>
<p>4.2.2-2</p>	<p>EL-107 Treatment of Staff D. Miller provided background and reviewed the G & N Committee’s proposed changes to Policy EL-107 Treatment of Staff.</p> <p>Discussion followed, resulting in the following additional changes:</p> <ul style="list-style-type: none"> • Amend Bullet 1, moving “(a)” to follow the word, “which,” and at the end of the sentence add, “and (d) provide for effective staff education and development, “ to read as follows: <ul style="list-style-type: none"> ○ Operate without written human resource policies which (a) clarify the expectations and working conditions for staff; (b) provide for effective handling of grievances; (c) protect against wrongful conditions such as nepotism and preferential treatment for personal reasons; and (d) provide for effective staff education and development. • Bullet 6 - Delete in its entirety. • Bullet 7 – Delete the word and subsequent comma, “attitudes,.” • Bullet 8 – Delete in its entirety as now addressed in Bullet 1, above. • Bullet 9 – Delete in its entirety. • Re-number bullet list accordingly to reflect changes noted above. <p>The Board agreed to send Policy EL-107 Treatment of Staff back to the G & N Committee for further review and revisions.</p>	<p>G & N Committee</p>

<p>4.2.3</p>	<p>Governance Process</p>	
<p>4.2.3-1</p>	<p>GP-106 Board Education and Development D. Miller provided an overview of the G & N Committee recommended changes to GP-106 Board Education and Development and discussion followed.</p> <p>Resolution #2014 – 48 Moved by D. Miller, and seconded by T. Copenace, that the North West LHIN Board of Directors approve amended Policy GP-106 Board Education and Development, as presented. CARRIED</p>	<p>T. MacIntyre</p>
<p>4.2.3-2</p>	<p>GP-107 Board Succession Planning D. Miller advised Policy GP-107 Board Succession Planning was reviewed by the G & N Committee and there were no changes to recommend to the Board.</p> <p>The Board reviewed the policy and had no changes.</p>	<p>T. MacIntyre</p>
<p>4.2.3-3</p>	<p>GP-107 Board Director – New and Reappointment Process D. Miller reviewed the G & N Committee recommended changes to GP-106 Board Education and Development.</p> <p>Discussion followed, resulting in the following additional changes being recommended for approval:</p> <ul style="list-style-type: none"> • Under Board Appointment Process, Bullet 2, change, “discrepancy,” to “discretion.” • Under Board Renewal, first paragraph, line 2, remove, “s,” to read, “Directors.” • Under Board Renewal, second bullet, change, “is,” to “in.” • Add a revised date to the footer of the document. <p>Resolution #2014 – 49 Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve Policy GP-107 Board Director – New and Reappointment Process, as amended. CARRIED</p>	<p>T. MacIntyre</p>
<p>4.3</p>	<p>Board Planning Cycle for Agenda Control 2014/15 The 2014/15 Board Planning Cycle for Agenda Control document was reviewed and discussed.</p> <p>Following discussion, it was agreed to change “Non-HSP Kenora IDN,” noted under Linkage, from “May 2014,” to “June 2014.”</p>	

	<p><u>Resolution #2014 – 50</u> Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve the 2014/15 Board Planning Cycle for Agenda Control, as amended. CARRIED</p>	T. MacIntyre
4.4	<p>Information Technology Acceptable Use Policy J. Warkentin reported no comments or changes were received from Board members in regards to the Information Technology Acceptable Use Policy and is now enacted for all LHIN staff and Board members.</p>	
5.0	MONITORING REPORTS	
6.0	CONSENT AGENDA	
6.1	<p>Declaration of Compliance L. Kokocinski presented the quarterly Declaration of Compliance and noted two items that are under review.</p> <p><u>Resolution #2014 – 51</u> Moved by D. Miller, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve the only consent agenda item, the Declaration of Compliance for the period of January 1, 2014, to March 31, 2014, 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>	T. MacIntyre
7.0	INFORMATION	
7.1	<p>CEO Report</p> <ul style="list-style-type: none"> • L. Kokocinski presented her report and discussion followed. • Recognition and thanks were extended to North West LHIN staff on the effort and talent evident in the development and submission of the 2014/15 City of Thunder Bay Overcapacity Plan. • A thank you and best wishes letter will be sent on behalf of the North West LHIN Board to Lexie Plenko. • Healthcare Insurance Reciprocal of Canada (HIROC) Claims Audit Letter for 2013/14 reported no claims were reported by the North West LHIN to HIROC. 	<p>L. Kokocinski</p> <p>T. MacIntyre</p>
8.0	<p>CLOSED SESSION</p> <p><u>Resolution #2014-52</u> Moved by D. Miller, and seconded by T. Copenace, that at 12:54 p.m. (Eastern) the Board members attending</p>	

	<p>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> And further that the following persons be permitted to attend: L. Kokocinski, B. Ktytor, and T. MacIntyre. CARRIED</p> <p><i>Meeting reconvened following the closed session.</i></p>	
	Report out of Closed	
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 May 27, 2014, in Kenora, ON.</p>	
9.4	<p>Adjourn</p> <p><u>Resolution #2014-58</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>	