

## BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office  
975 Alloy Drive, Thunder Bay ON

June 26, 2018  
9:00 am (Eastern)

<b>Present</b>	Gil Labine, Chair Cathy Farrell t/c Tina Copenace Carol Neff Dorothy Piccinin Cindy Jarvela Beatrice Metzler Darryl Allan	<b>Staff</b>	Rhonda Crocker Ellacott Susan Pilatzke Brian Ktytor Rakib Mohammed Petty Ndebele Sarah Newbery t/c
		<b>Recording Secretary</b>	Betty-Anne Grey
<b>Regrets</b>	Tim Berube Francois Hastir		

Item #	To Be Accomplished	Action
<b>1.0</b>	<b>PROCEDURAL ITEMS</b>	
1.1	<b>Call to Order</b> The meeting was called to order at 9:00 am (Eastern) by Chair G. Labine. Guests and North West LHIN staff were welcomed to the meeting.	
1.2	<b>Declaration of Conflict of Interest</b> G. Labine declared conflict of interest as a family member is employed with Thunder Bay Regional Health Sciences Centre in the Pediatric ward	
1.3	<b>Approval of Agenda</b> The agenda was approved as presented.	
1.4	<b>Business Arising</b> None.	
<b>2.0</b>	<b>BOARD EDUCATION</b>	
2.1	<b>Home and Community Care</b> R. Mohammed provided an overview of the North West LHIN Home and Community Care division as outlined in the previously distributed presentation. Highlights included: <ul style="list-style-type: none"> <li>• History and background</li> <li>• Home and Community Care services</li> <li>• Home and Community Care patient</li> <li>• Patient's journey</li> <li>• Care coordination</li> <li>• 2017-18 Facts and Figures</li> </ul>	

Item #	To Be Accomplished	Action
	<ul style="list-style-type: none"> <li>• Contracted Service Provider Organizations</li> <li>• Direct Nursing Programs</li> <li>• Future Goals and Priorities               <ul style="list-style-type: none"> <li>○ Patients First: A Roadmap to Strengthen Home and Community Care</li> </ul> </li> </ul> <p>Discussion ensued, questions were addressed.</p>	
<b>3.0</b>	<b>BOARD LINKAGES</b>	
3.1	<p><b>Chair Report</b> The Chair provided an update on recent activities including:</p> <ul style="list-style-type: none"> <li>• Dr. Bob Bell, Deputy Minister, will be retiring effective July 1, 2018.</li> <li>• The LHINs have received a Ministry expenditure directive effective immediately. G. Labine noted that he will attend the PAN LHIN meetings by teleconference until further notice.</li> <li>• G. Labine, F. Hastir and S. Pilatzke attended the Réseau du mieux-être francophone du Nord de l'Ontario Annual General Meeting on May 30, 2018. The meeting was very informative.</li> <li>• G. Labine attended a number of meetings with R. Crocker Ellacott.</li> </ul>	
<b>4.0</b>	<b>CONSENT AGENDA</b>	
4.1  4.2	<p><b>Board of Directors Meeting Minutes May 29, 2018</b> <b>Declaration of Compliance: April 1, 2018 to June 30, 2018</b></p> <p>G. Labine presented the consent agenda for approval.</p> <p><b><u>Resolution #2018 - 67</u></b> <b>Moved by C. Neff and seconded by D. Allan 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	<b>ENDS Education</b> None.	
5.2	<b>ENDS Discussion</b> None.	
5.3	<b>ENDS Monitoring</b>	
5.4	<b>Generative Discussion</b> None.	
<b>6.0</b>	<b>BOARD DECISIONS/PROCESSES</b>	
6.1	<b>Committee Reports</b>	
6.1-1	<p><b>Audit and Finance (A&amp;F) Committee</b> The Audit and Finance meeting package for June 18, 2018 was pre-distributed to the Board. A brief overview of the meeting was</p>	

Item #	To Be Accomplished	Action
	<p>provided.</p> <p>The Audited Financial Statements were reviewed at the Audit and Finance Committee meeting June 18, 2018. Deloitte issued an audit opinion that the financial statements present fairly in all material respects and confirmed that the audit was a clean audit. The Board was asked to support a motion to approve the financial statements of the North West LHIN for the year ending March 31, 2018.</p> <p><b><u>Resolution #2018 - 68</u></b>  <b>Moved by D. Allan and seconded by D. Piccinin that the North West LHIN Board of Directors approve the North West LHIN Financial Statements for the year ending March 31, 2018 as presented.</b>  <b>CARRIED</b></p> <p>A brief overview of the Audit and Finance Committee meeting was provided as follows:</p> <ul style="list-style-type: none"> <li>• The process of procuring audit services for the LHINs is underway.</li> <li>• The committee discussed the Board Quality Committee structure and reporting. The committee will review further and bring this back to the September Board meeting.</li> <li>• The Office of the Auditor General of Ontario Survey has been submitted.</li> <li>• FIN 434 Board of Directors Per Diem policy recommendations for revisions was distributed to the Board. There were no further revisions required.</li> <li>• EL-103 Enterprise Risk Management was reviewed and discussed and will be brought to the September Board meeting for approval.</li> </ul>	
6.1-2	<p><b>Governance and Nominations (G&amp;N) Committee</b></p> <p>The Governance and Nominations Committee meeting package from June 18, 2018 was pre-distributed to the Board. A brief overview of the meeting was provided. It was noted that only the relevant material from the meeting will be included in the Board meeting package. The following amended policies were brought forward for Board approval:</p> <p>GP-106 Board Education and Development Policy</p> <p><b><u>Resolution #2018 - 69</u></b>  <b>Moved by C. Neff and seconded by T. Copenace that the North West LHIN Board of Directors approve Policy GP-106 Board Education and Development as amended.</b>  <b>CARRIED</b></p> <p>GP-110 CEO Succession Plan Process Policy</p>	

Item #	To Be Accomplished	Action
	<p><b><u>Resolution #2018 - 70</u></b>  <b>Moved by C. Neff and seconded by B. Metzler that the North West LHIN Board of Directors approve Policy GP-110 CEO Succession Plan Process as amended.</b>  <b>CARRIED</b></p> <p>BC-103 CEO Compensation Policy</p> <p><b><u>Resolution #2018 - 71</u></b>  <b>Moved by C. Neff and seconded by T. Copenace that the North West LHIN Board of Directors approve Policy BC-103 CEO Compensation as amended.</b>  <b>CARRIED</b></p>	
6.2	<b>Policy Review</b>	
6.2-1	<p><b>BC-102 Performance Evaluation</b>  Policy BC-102 Performance Evaluation was reviewed; no changes were recommended.</p>	
6.2-2	<p><b>BC-103 CEO Compensation</b>  Policy BC-103 CEO Compensation was reviewed; no changes were recommended.</p>	
6.3	<b>LHIN Operations</b>	
6.3-1	<p><b>Equipment Rental Contract</b>  B. Kytzor provided an overview of the proposed approach to address requirements for equipment rental service to support North West LHIN Home and Community Care clients as detailed in the previously distributed briefing note.</p> <p><b><u>Resolution #2018 - 72</u></b>  <b>Moved by C. Jarvela and seconded by B. Metzler that the North West LHIN Board of Directors authorize the Chief Executive Officer to execute a contract with Medigas for the provision of equipment rentals for home and community care clients leveraging the standard provincial template.</b>  <b>CARRIED</b></p>	
6.3-2	<p><b>Short Term Transitional Care Models Funding Program</b>  S. Pilatzke provided an overview of the proposed Short Term Transitional Care Models Funding Program. It was noted that the North West LHIN will wait for further implementation until further guidelines are received from the Ministry of Health and Long-Term Care.</p> <p>Questions ensued and were answered.</p> <p><b><u>Resolution #2018 - 73</u></b>  <b>Moved by D. Piccinin and seconded by C. Neff that the North West LHIN Board of Directors approve in principle the Short</b></p>	

Item #	To Be Accomplished	Action
	<p><b>Term Transitional Care Models Funding Program subject to expenditure restraints.</b> <b>CARRIED</b></p>	
7.0	<b>MONITORING REPORTS</b>	
8.0	<b>QUALITY AND ETHICS</b>	
9.0	<b>INFORMATION</b>	
9.1	<p><b>Transition Update</b> S. Pilatzke noted that the North West LHIN is one-year post transition and is currently moving through transition to transformation. The following items were highlighted:</p> <ul style="list-style-type: none"> <li>• Work in progress with IT.</li> <li>• Policies and procedures continue to be reviewed.</li> <li>• French Language Services alignment is underway.</li> <li>• Human Resources processes in progress.</li> <li>• Continuing to work on business processes.</li> <li>• Working on and beyond on the 32 projects.</li> <li>• Accreditation is under review and work is underway across all LHINs.</li> </ul>	
9.2-1	<p><b>CEO Report</b> The CEO Report was distributed to the Board for information. The document is a compilation of all of the North West LHIN divisions. R. Crocker Ellacott provided an overview of her activities since the last Board meeting.</p> <p>Board members were allotted time for questions.</p>	
9.2-2	<p><b>Ministry LHIN Accountability Agreement (MLAA) Indicator Report</b> The Q4 Ministry LHIN Accountability Agreement Indicator Report was provided to the Board. Discussion ensued with focus on the following indicators:</p> <ul style="list-style-type: none"> <li>• Percent of Home Care Clients Receiving Personal Support Service Within 5 Days</li> <li>• Home and Community Care Services Wait Time – From Community</li> <li>• Rate of Repeat ED Visits for Mental Health</li> <li>• Rate of Repeat ED Visits for Substance Abuse</li> </ul> <p><i>A break was observed at 10:30 am to 10:40 am prior to commencing the Closed session.</i></p>	
10.0	<p><b>CLOSED SESSION</b></p> <p><b>Resolution #2018 - 74</b> <b>Moved by B. Metzler and seconded by D. Piccinin that at 10:40 am (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 Local Health System Integration Act (LHSIA), 2006:</b> <b>(a) Personal or Public Interest</b></p>	

Item #	To Be Accomplished	Action
	<p><b><i>(g) Personnel Matters</i></b>  <b>And further that the following persons be permitted to attend:</b>  <b>R. Crocker Ellacott, B. Ktytor, S. Pilatzke, P. Ndebele, R. Mohammed, S. Newbery and B. Grey.</b>  <b>CARRIED</b></p>	
	<p><b>Report out of Closed Session</b>  The following motions were brought from the closed session.</p> <p><b><u>Resolution #2018 - 79</u></b>  <b>Moved by C. Neff and seconded by B. Metzler that the North West LHIN Board of Directors approve the May 28, 2018 Governance to Governance Report as presented and approve that the report be released to the public and posted to the North West LHIN website.</b></p> <p><b>CARRIED</b></p>	
<b>11.0</b>	<b>ADJOURNMENT</b>	
11.1	<p><b>Meeting Evaluation</b>  Completed evaluations to be provided to B. Grey.</p>	
10.2	<p><b>Future Agenda Items</b>  Agenda items to be forwarded to the Chair or to B. Grey by September 4, 2018.</p>	All members
11.3	<p><b>Date of Next Meeting</b>  The next meeting is scheduled for September 25, 2018.</p>	
11.4	<p><b>Adjournment</b></p> <p><b><u>Resolution #2018 - 80</u></b>  <b>Moved by C. Neff and seconded by C. Jarvela that at 3:26 pm (Eastern) the meeting be adjourned.</b>  <b>CARRIED</b></p>	
	<p>Chair _____</p> <p>Secretary _____</p>	