

BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office
975 Alloy Drive, Thunder Bay ON

October 25, 2016
9:02 am (Eastern)

Present	Dan Levesque, Chair Gil Labine, Vice Chair Cathy Farrell Tim Berube Herbert ZoBell Darryl Allan Tina Copenace	Staff	Laura Kokocinski Susan Pilatzke Brian Ktytor Petronilla Ndebele
		Recording Secretary	Robin Orr

Regrets

Item #	To Be Accomplished	Action
1.0	PROCEDURAL ITEMS	
1.1	Call to Order The meeting was called to order at 9:02 am (Eastern) by Chair D. Levesque.	
1.2	Declaration of Conflict of Interest None declared.	
1.3	Approval of Agenda The agenda was approval as presented.	
1.4	Business Arising None	
2.0	BOARD EDUCATION None	
3.0	BOARD LINKAGES	
3.1	<p>Northwestern Health Unit Community Engagement D. Levesque and L. Kokocinski led discussion on the North West LHIN and Northwestern Health Unit Board to Board session held on October 5, 2016.</p> <p>Each Board made a presentation at the meeting. It was agreed the meeting was positive and that there was a valuable exchange of information.</p> <p>A meeting will be scheduled with Thunder Bay Regional Health Unit Board with a possibility for a joint meeting with the two Health Unit Boards to be scheduled in the future.</p>	R. Orr

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3.2	<p>Board Education Session: CHRIS OACCAC Update D. Allan and T. Berube reported on the OACCAC Board Education Session they attended on October 18, 2016. The following items were outlined:</p> <ul style="list-style-type: none"> • Client Health and Related Information System (CHRIS) was developed in house by the OACCAC beginning in 2007. CHRIS was initially used to book patient visits, manage patient care, and billing. Since that time, the system has evolved to include contract management, medical supplies procurement, document management, patient assessments, and long-term care referrals. • The system security meets requirements of regulations, and access to information requires a login and password. The system also has the ability to track and audit access to patient records as well as other features to comply with the <i>Personal Health Information Protection Act</i>. • Interconnectivity with other systems is possible however; there may be challenges to integrate systems used by primary health care providers. • There may be an opportunity to create reports through the vast amount of data maintained in the system which would assist in measuring metrics. <p>The presentation from the webinar will be uploaded to the Board portal.</p> <p>D. Allan and T. Berube were thanked for their report.</p>	R. Orr
3.3	<p>North West CCAC Board Meeting Update T. Berube provided the Board with an update from the North West CCAC Board meeting which he attended on October 12, 2016.</p> <p>It was noted that the North West CCAC Board operates through policy governance.</p> <p>The Board held a Medical Assistance in Dying (MAID) education session and brought in a Medical Ethics individual to provide an overview of the implications of MAID.</p> <p>The North West CCAC is working on a mitigation strategy to manage a projected \$700K shortfall for this fiscal.</p> <p>T. Berube was thanked for his report.</p>	
3.4	<p>Open House - December 12, 2016 The Interim Board Chair reminded Members that the Annual Open House is scheduled for December 12, 2016 from 4:00 - 6:00 pm and will be held at the Valhalla Inn.</p>	

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3.5	<p>Chair Report The Interim Board Chair provided an update on recent activities including:</p> <ul style="list-style-type: none"> • A Joint LHIN / CCAC Chair meeting was held in Toronto on September 28th. • All CCAC Board members have been notified by the Ministry on the Public Appointment Secretariat process to apply for positions on the LHIN Board. CCAC Board members have been encouraged to apply on vacancies. • Jane Sager attended the September 29th LHIN Chair Council meeting and discussed Board orientation. The LHIN Chairs expressed the importance of a standardized approach for Board orientation at a provincial level. • The Board Chair and CEO attended a LHIN Renewal Summit on October 6th. All 14 LHIN (proposed) sub regions were identified at the meeting. • The Patients First Bill 41 was tabled for its first reading on October 6th. • On October 17th Board members attended a Patients First Webinar; it was agreed the information was helpful. • The Minister’s new Chief of Staff was introduced at the October 19th LHIN Board Chair Council meeting and announced Bill 41 would be tabled for its second reading on October 26th. Tim Hadwen, Assistant Deputy Minister introduced “Communication and Change Management” as the 16th Provincial Transition Workstream. It was further noted, the Corporate Services Entity is on track for implementation by Dec 21st. 	
4.	CONSENT AGENDA	
4.1 4.2	<p>Board of Directors Meeting Minutes June 28, 2016 Declaration of Compliance - July 1, 2016 to September 30, 2016</p> <p>D. Levesque identified the one item on the consent agenda.</p> <p><u>Resolution #2016 - 73</u> Moved by D. Allan and seconded by C. Farrell that the North West LHIN Board of Directors approve the Consent Agenda as presented. CARRIED</p>	
5.0	BOARD ENDS DISCUSSION	
5.1	ENDS Education None	
5.2	ENDS Discussion None	
5.3	ENDS Monitoring	

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5.3-1	<p>Ministry LHIN Accountability Agreement (MLAA) Indicator Report The Q1 Ministry LHIN Accountability Agreement Indicator Report was provided to the Board for discussion. Questions was raised regarding the “5 days wait time for personal support service” metric. It was noted that although there is a delay in reporting metrics through the CHRIS system, the North West CCAC has built in a business processes to allow for this delay to ensure metrics reported are accurate for the period. It was further noted that the North West CCAAC has the highest client satisfaction and staff engagement provincially.</p>	
5.4	<p>Generative Discussion None</p>	
6.0	BOARD DECISIONS/PROCESSES	
6.1	Committee Reports	
6.1-1	<p>Audit & Finance Committee The Audit and Finance Committee meeting package from October 12, 2016 was pre-distributed to the Board. A brief overview of the materials was provided. It was noted the Audit and Finance Committee Terms of Reference states the Chair of Board is an ex-officio and is considered a non-voting member. The Audit and Finance committee has asked the Governance and Nominations Committee to look into this and ensure consistency in our approach.</p> <p>Additional items will be addressed later in the agenda.</p>	
6.1-2	<p>Governance & Nominations Committee The Governance and Nominations Committee meeting package from October 11, 2016 was pre-distributed to the Board. A brief overview of the materials was provided. It was noted planning for the January 17, 2017 Governance to Governance session is underway. Options to host the session through webinar or videoconferencing and bringing in a consultant to facilitate are being discussed. A review of the North West LHIN has been completed to determine gaps related to Governance and Leadership Accreditation Canada Standards. Education sessions on the Board Planning Cycle for Agenda Control will be aligned with workstreams.</p> <p>Additional items will be addressed later in the agenda.</p>	
6.2	Policy Review	
6.2-1	<p>EL-103 Enterprise Risk Management Policy EL-103 Enterprise Risk Management was reviewed, no changes were recommended.</p>	
6.2-2	<p>GP-106 Board Education and Development Policy GP-106 Board Education and Development was reviewed, no changes were recommended.</p>	

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6.2-3	<p>GP-107 Board Succession Planning Policy GP-107 Board Succession Planning was reviewed, no changes were recommended.</p>	
6.3	<p>LHIN Operations None</p>	
7.0	<p>MONITORING REPORTS</p>	
7.1	<p>EL-109 Financial Conditions and Activity Monitoring Report EL-109 Financial Conditions and Activity was presented for approval.</p> <p><u>Resolution #2016 - 74</u> Moved by H. ZoBell and seconded by D. Allan that the North West LHIN Board of Directors approve Monitoring Report EL-109 Financial Conditions and Activity as presented. CARRIED</p>	
8.0	<p>INFORMATION</p>	
8.1	<p>Bill 41, Patients First Act, 2016 A copy of the Patients First Bill 41 was pre-distributed to the Board. It was noted there have been some amendments since Bill 210 and there are only slight difference between Bill 41 and Bill 210. Should Bill 41 receive approval, LHIN Legal will be invited in to provide an education session to the Board.</p> <p>Discussion ensued and questions were addressed.</p>	
8.2	<p>CEO Report The CEO Report was provided to the Board for Information. Discussion ensued, clarification related to the eConsult, Attending Nurse Practitioner in Long-Term Care Home and Media Relations was provided.</p> <p>2016-2017 Annual Business Plan The Ministry has approved the North West LHIN 2016-2017 Annual Business Plan; the plan will be made available to the public and posted to the North West LHIN website by end of the week.</p> <p>Wrongdoing The Board was provided with three handouts: Disclosure of Wrongdoing Policy HR-1.13, Disclosure of Wrongdoing Directive, and Discussion of Wrongdoing Questions and Answers. It was noted all LHINs are required to implement this process which will affect human resources practices related to both Board and staff. Members were reminded that the Board Chair is the Ethics Executive for the Board of Directors and the CEO is the Ethics Executive for staff. Ensuring new Board members and staff are aware of limitations as a public servant will be important during onboarding and orientation.</p>	<p>R. Orr</p>

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	<p>Discussion ensued.</p> <p>Wrongdoing materials will be added to the Board orientation binder and posted to the Board portal.</p>	R. Orr
9.0	<p>CLOSED SESSION</p> <p><u>Resolution #2016 - 75</u> Moved by C. Farrell and seconded by G. Labine that at 10:25 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 <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. Kytör, S. Pilatzke and R Orr. CARRIED</p> <p><i>A break was observed from 10:25 am - 10:44 am.</i> <i>The meeting reconvened following the Closed Session.</i></p>	
9.1	<p>Report out of Closed Session The following motions were reported out of closed session.</p> <p><u>Resolution #2016 - 77</u> Moved by D. Allan and seconded by H. ZoBell that the North West LHIN Board of Directors approve the May 30, 2016 Dryden Governance to Governance Report be released to the public and posted to the North West LHIN website. CARRIED</p> <p><u>Resolution #2016 - 78</u> Moved by C. Farrell and seconded by G. Labine that the North West LHIN Board of Directors approve the Governance to Governance June 15, 2016 Webinar Report be released to the public and posted to the North West LHIN website. CARRIED</p>	
10.0	ADJOURNMENT	
10.1	<p>Meeting Evaluation Completed evaluations to be provided to R. Orr.</p>	
10.2	<p>Future Agenda Items Agenda items to be forwarded to the Chair or to R. Orr by November 29, 2016.</p>	All members
10.3	<p>Date of Next Meeting The next meeting is scheduled for December 13, 2016.</p>	

Item #	To Be Accomplished	Action
10.4	Adjournment <u>Resolution #2016 - 81</u> Moved by T. Copenace and seconded by G. Labine that at 1:54 pm (Eastern) the meeting be adjourned. CARRIED	
	Chair _____ Secretary _____	