

**CENTRAL LOCAL HEALTH INTEGRATION NETWORK
BOARD OF DIRECTORS
September 30, 2014
1:00pm- 3:00pm
Central LHIN, 60 Renfrew Dr. Markham, ON**

MINUTES OF MEETING

Board Members Present:

Mr. Stephen Quinlan, Board Member (Meeting Chair)
Dr. Uzo Anucha, Board Member
Ms. Aldous (Sally) Young, Board Member
Ms. Audrey Wubbenhorst, Board Member
Ms. Brenda Urbanski, Board Member

Absent:

Mr. Albert Liang, Acting Chair
Mr. John Rogers, Board Member
Ms. Judy Cameron, Board Member

Staff Participants:

Ms. Kim Baker, Chief Executive Officer
Ms. Karin Dschankilic, Senior Director, Performance, Contracts and Allocations & Chief Financial Officer
Ms. Georgina Veldhorst, Senior Director, Planning, Integration & Community Engagement
Ms. Robyn Saccon, Corporate Associate, Recording Secretary

Guests:

Mr. Alex Way, Director of Strategy, MASS LBP
Mr. Cliff van der Linden, Founder and Executive Director, Vox Pop Labs

1.0 MEETING CALLED TO ORDER

Pursuant to section 7 (9) of LHSIA and per By-Law #2, the Board has the power to designate a Chair in the absence of the Chair and Vice-Chair. The power to decide who will act as the Chair of the meeting lies with only the Board Members who attend the meeting

It was voted and approved by all attendees that Mr. Quinlan will Chair the September 30, 2014 Board meeting.

The meeting was called to order at 1:02pm

2.0 NOTICE/RECOGNITION OF A QUORUM

This meeting was formally constituted with Board members receiving adequate notice in accordance with By-Law No. 2. The notice, agenda and materials were distributed to the Board and were posted on the Central LHIN website.

Quorum of a Board comprising eight members is 5 directors. A quorum was present at the meeting.

In accordance with the By-law, participants and guest speakers were introduced. There are no provisions for deputations.

3.0 APPROVAL OF AGENDA

“ON MOTION made by Ms. Aldous Young and seconded by Ms. Brenda Urbanski, IT WAS RESOLVED THAT,”

“The Agenda be approved as distributed.”

**CARRIED
September 30-14-070**

4.0 DECLARATION OF CONFLICT OF INTEREST

No conflicts were declared.

5.0 APPROVAL OF CONSENT AGENDA

“ON MOTION made by Ms. Brenda Urbanski and seconded by Ms. Aldous Young, IT WAS RESOLVED THAT,”

“The Consent Agenda be approved as distributed and all resolutions contained therein be adopted as follows:

**CARRIED
September 30-14-071**

5.1 APPROVAL OF MINUTES

“The minutes of June 24, 2014 be approved as circulated.”

**CARRIED
September 30-14-072**

5.2 OTHER ITEMS

5.2.1 2014-17 Multi Sector Accountability Agreement Amendment -Community Care Access Centre (CCAC)

BE IT RESOLVED THAT:

“The Central LHIN Board of Directors:

Approves the amendment of the Central CCAC 2014-2017 Multi-Sector Service Accountability Agreement by reallocating \$900,000 in base funding and the corresponding activity targets from the Residential Hospice functional centres to the In-Home Support Services functional centre for fiscal year 2014-2015.”

**CARRIED
September 30-14-073**

5.3 AUDIT COMMITTEE

5.3.1 Audit Committee Workplan
A motion was passed.

5.3.2 Audit Committee Terms of Reference

BE IT RESOLVED THAT:

**“The Central LHIN Board of Directors:
Approves the revised Central LHIN Audit Committee Terms of Reference.”**

**CARRIED
September 30-14-074**

5.3.3 Revised Financial Policies- Annual Review

BE IT RESOLVED THAT:

**“The Central LHIN Board of Directors:
Approves the revised and new Central LHIN Policies”.**

**CARRIED
September 30-14-075**

Revised policies included:

- **CFIN 3- Financial Signing Authority Policy**
- **CFIN 4- Transfer Payment Policy**
- **CFIN 6- Travel, Meals and Hospitality Policy**
- **CFIN 8- Board Per Diem Payment and Expense Reimbursement Policy**
- **CFIN 10- Cash Advance Policy**
- **CFIN 14- Use of Information and Information Technology Resources Policy**

New Policies included:

- **CFIN 2- Delegation of Non- Financial Decisions**
- **CFIN 11- Travel Cards**
- **CFIN 12- Relocation Expenses**

5.3.4 Report of Committee *

Mr. Quinlan thanked the board for approving the Audit Committee workplan, Terms of Reference as recommended by the Audit Committee. It was noted that at the November meeting, the Audit Committee will be bringing forward a recommendation to the board for a change in membership to the committee.

Mr. Quinlan also noted that the 2014-2015 Quarter 1 Operating forecast was submitted to the Ministry in June and to date the LHIN is on track with its spending and is forecasting a year end balanced position.

6.0 CHAIRMAN'S REPORT

Mr. Quinlan provided an update on Minister Hoskins recent visit to the Central LHIN to celebrate the completion of Markham Stouffville Hospital's redevelopment and capital expansion. Following the tour and remarks by the Minister, Central LHIN Board of Directors had the opportunity to meet with the Minister. The Minister did indicate that he will be looking to return to Central LHIN and both Board and Staff look forward to welcoming him back.

Mr. Quinlan provided a high level overview of the Province's recently released mandate letters. It was noted that the mandate letters are available publicly and can be view on the MOHLTC website at www.ontario.ca.

7.0 CEO REPORT – ITEMS FOR APPROVAL

7.1 2014-15 Hospital Service Accountability Agreement(HSAA) – Updates

An overview of the 2014/15 Hospital Service Accountability Amending Agreements was provided by Ms. Baker.

“ON MOTION by Dr. Uzo Anucha and seconded by Ms. Brenda Urbanski, IT WAS RESOLVED THAT,”

“The Central LHIN Board of Directors:

- a) Approves an extension of the current Hospital Service Accountability Agreement for Markham Stouffville Hospital for a period of one month, to October 31, 2014; and**
- b) Delegates authority to the Central LHIN Vice Chair and CEO to sign the Markham Stouffville Hospital one-month extension to October 31, 2014; and**
- c) Delegates authority to the Central LHIN CEO to approve hospital-specific targets for performance indicators that are currently set as TBD, provided that they are set in a manner that will enable achievement of the Central LHIN Ministry-LHIN Performance Agreement targets.”**

CARRIED
September 30-14-076

7.2 2014-15Base Funding Allocation for Assisted Living Services for High Risk Seniors

An overview of the 2014-15Base Funding Allocation for Assisted Living Services for High Risk Seniors was provided by Ms. Dschankilic. Ms. Dschankilic noted that staff are in the process of completing the review of the financials of the remaining assisted living service providers under the new model and will determine, if any remaining minor funding adjustments need to be made.

“ON MOTION by Ms. Brenda Urbanski and seconded by Ms. Aldous Young, IT WAS RESOLVED THAT,”

“The Central LHIN Board of Directors:

- a) Approves the base funding allocation of \$1,150,000 to Community & Home Assistance to Seniors (CHATS) for operating expenses associated with implementing the *Assisted Living Services for High Risk Seniors Policy, 2011*; and**

- b) Approves the one-time funding allocation of \$77,854 for fiscal 2014-15 to Circle of Home Care Services for one-time set up costs associated with implementing the *Assisted Living Services for High Risk Seniors Policy, 2011*.

CARRIED
September 30-14-077

8.0 CEO REPORT-ITEMS FOR INFORMATION

Ms. Baker provided the board with a verbal update on the current work underway in the area of Patient Experience, a Central LHIN strategic priority, as well as the Regional Hospice Palliative Care Model.

Ms. Baker informed the board that all 14 LHINs will be moving forward to distribute the Patient Experience Survey developed by Central LHIN through various engagements and a resident's panel with patients, families and caregivers in the LHIN.

Ms. Baker noted that Central LHIN staff are in receipt and reviewing the report submitted by the Regional Hospice Palliative Care Council and are currently developing an action plan which will be brought forward to the board for a presentation and consideration in October.

Ms. Baker also provided an overview of the items listed below:

8.2 Ministry-LHIN Performance Agreement (MPLA) Targets

8.3 Health Infrastructure Renewal Fund (HIRF)

8.4 COTA Health – Two Multi-Sector Service Accountability Agreements

8.5 2013/14 Year-End Hospital Sector Performance

8.6 2013/14 Year-End Central CCAC Performance

8.7 2013/14 Community Sector Compliance Certificate

8.8 Canadian Institute for Health Information – Your Health System Results

8.10 Quarterly Stocktake Report to the Ministry of Health and Long Term Care

Ms. Baker noted the upcoming proposed voluntary integration that is anticipated to be coming forward to the board at the October 28, 2014 meeting. Ms. Baker indicated that in the summer the Central LHIN brought together the public hospitals to hear about the proposed integration between the two organizations and how it is intended to create a system of integrated care and enhanced patient care.

9.0 OTHER BUSINESS

None at this time

10.0 FUTURE MEETINGS

Tuesday October 28, 2014 – 1:00pm – 3:00pm
60 Renfrew Drive, Markham ON

11.0 BOARD DEVELOPMENT AND EDUCATION

Ms. Baker introduced guest speaker Mr. Alex Way from MASS LLB, and Mr. Cliff van der Linden from Vox Pop Labs, to discuss the work they have been undertaking with the Central LHIN in the area of Patient Experience.

Mr. Way provided an overview of the engagement process Central LHIN took to develop the Patient Experience Survey; design, testing, convening a residents review panel and eventually final deployment of survey.

Discussion ensued around understanding how the sample size for the LHIN was identified and ensuring the diversity as well as techniques with using data to reach key demographics.

12.0 MOTION MOVING INTO A CLOSED SESSION

“ON MOTION by Ms. Aldous Young and seconded by Ms. Brenda Urbanski, IT WAS RESOLVED THAT,”

“The members attending this meeting move into a Closed Session pursuant to the following exceptions of LHINS set out in s.9(5) of the Local Health Systems Integration Act, 2006:”

- Personal or public interest**
- Public security**
- Security of the LHIN and its directors**
- Personal health information**
- Prejudice to legal proceedings**
- Safety**
- Personnel matters**
- Labour relations**
- Matters subject to solicitor client privilege**
- Matters prescribed by regulation**
- Deliberations on whether to move into a closed session**

and further that the following persons be permitted to attend:

- Ms. Kim Baker**
- Ms. Karin Dschankilic**
- Ms. Georgina Veldhorst**
- Ms. Robyn Saccon**

**CARRIED
September 30-14-078**

13.0 RECESS/PUBLIC DIALOGUE

A recess was held from 2:15pm -2:30pm to provide the Board with an opportunity to dialogue with the public.

14.0 CLOSED SESSSION CALLED TO ORDER

The session was called to order at 2:30 pm.

15.0 APPROVAL OF AGENDA

“ON MOTION by Dr. Uzo Anucha and seconded by Ms. Brenda Urbanski, IT WAS RESOLVED THAT,”

“The Agenda of the Closed Session of September 30, 2014 be approved as circulated.”

**CARRIED
September 30-14-079**

16.0 APPROVAL OF MINUTES

“ON MOTION by Dr. Uzo Anucha and seconded by Ms. Brenda Urbanski, IT WAS RESOLVED THAT,”

“The minutes of the Closed Session of June 24, 2014 be approved as distributed.”

**CARRIED
September 30-14-080**

**17.0 2014-15 Wait Time Strategy Funding and Volume Allocations
Resolution was approved.**

**CARRIED
September 30-14-081**

18.0 MOTION MOVING OUT OF CLOSED MEETING

“ON MOTION by Ms. Aldous Young and seconded by Dr. Uzo Anucha, IT WAS RESOLVED THAT,”

“The Closed Session is terminated (3:43 p.m.) and that closed session minutes are permitted to be shared with all Board members and permitted attendees.”

**CARRIED
September 30-14-082**

19.0 MOTION TO TERMINATE SESSION

“ON MOTION by Dr. Uzo Anucha and seconded by Ms. Aldous Young, IT WAS RESOLVED THAT,”

“The session be terminated (3:43 p.m.)”

**CARRIED
September 30-14-083**



Stephen Quinlan, Meeting Chair



Robyn Saccon, Recording Secretary