

WATERLOO WELLINGTON BOARD OF DIRECTORS MINUTES OF THE PUBLIC BOARD MEETING

October 26, 2016 from 4:30pm-5:30pm

Boardroom of the Waterloo Wellington CCAC

450 Speedvale Avenue West, Suite 201, Guelph

Board Chair: Brian Cowan

Recorder: Helene Ireton, Board Liaison

Present from the Board of Directors:

- Brian Cowan, Chair
- Janet Huber, Vice-Chair
- Glenn Roach, Treasurer
- Carol Hunter, Board member
- Patricia Kahle, Board member
- Kathryn MacDonald, Board member
- Susan Mather, Board member
- Freeman McEwen, Board member

Present members of staff:

- Dale Clement, CEO and Secretary to the board (attend via teleconference)
- Rob Forbes, Senior Director – Corporate Services
- Martina Rozsa, Senior Director – Patient Services
- Danielle Van Duzer, Director – Communications
- Helene Ireton, Board Liaison

Regrets were received from:

- Jasmine Urisk, Board member
- Robert Dowhan, Board member
- Erika Wulff Gomez, Board member

Others Present:

- One member of the public

Item 1.00 Meeting called to order by Brian Cowan, chair at 4:30pm.

Item 1.10 Declaration of Conflict: Based on the meeting agenda and package received by board directors, no director declared a conflict of interest under Bylaw No. 6.10-16 and Policy V-B-14.

Item 1.20 Approval of Agenda: It was moved that the agenda be approved as distributed. Motion Carried.

Item 2.10 Consent Agenda included:

The Consent Agenda Included:

Item 2.10 Previous minutes (September 28, 2016)

Item 2.20 Report of the CEO

Item 2.30 Governance Policy Review

- V-A-5 Guidelines-Selection of Directors
- V-B-1 Process of Nomination –Directors
- V-B-2 Selection-Officers, Chairs, Committee Members
- V-B-8 Evaluation of Board, Board Committees, Individual Performance

Item 2.40 Enterprise Risk Management Refresh Report

It was moved that the items on the Consent Agenda, be accepted and approved as presented. Carried.

Discussion about the CEO Report: Nursing Clinics – clarification was provided re: who is eligible to attend the nursing clinics. The clinics are attended by patients of the CCAC – i.e., the referral is to the CCAC for nursing services; the CCAC care coordinator makes the determination if in-home care or nursing clinic care is appropriate for the individual.

Innovation procurement: It was reported that Rob Forbes made a presentation to the Ministry of Government Services staff earlier on this date about this innovation; and Rob provided an overview of what the innovation procurement health care was about and the process.

Discussion related to Governance Policy V-B-1 (Process of Nomination): The policies were accepted without revision. However, the discussion was in reference to a change in practice this year – i.e., it was confirmed that it would not be necessary for directors to complete the Skills Matrix this year.

Intentions for Next Year: Directors won't be required to fill in this form this year. However it was noted that the first terms of three directors expire in June 2017– and it was suggested that directors think about how to approach this in the unlikely event the transition to the LHIN hasn't been completed by end of June 2017 – i.e., extend the terms of these three directors, or continue with three less directors on the board.

Item 3.00 Business

Item 3.10 Communications Plan: The Board of Directors received a presentation outlining a draft LHIN Renewal WWCCAC Communication Plan. As one of the key proposals that formed the framework of the Patients First Act, 2016, is integration of CCACs with LHINs, the Board and senior staff had discussed the importance of communication over the transition period, especially with focus on patients and continuity of services through the transition. The presentation explored what a successful transition would look like, identified internal and external stakeholders and partners, and outlined some of the issues and next steps to be taken prior to and following the passage of the legislation in order effect a successful transition.

Discussion on the Communications Plan:

- It was noted that the purpose of the presentation was to make sure the Board is confident that management understands and is planning for the significant need for communication throughout and beyond the transition period – a high level overview.

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- It was observed the communication plan is completely in sync with the message at this morning's OACCAC-hosted webinar. Our focus needs to be on our messaging to staff, patients and stakeholders.
- Re: Obligation to have an AGM this year: This was addressed by Anne Corbett in the webinar – i.e., this would be dependent on the timing of the transition. It was inferred that it would become the responsibility of the LHIN to do the annual reporting and filing, etc.
- Re webinar – CCAC will complete its annual report for this fiscal year; while the new entity would be doing the new reporting for the previous entity.
- Program continuance – e.g., Heroes in the Home – The CCAC is committed to continuing its work with the WWLHIN on the current practices and planning for their continuance in the new organization.
- Concern was expressed about security, the integration of LHIN and CCAC staff and communication about what access they have and do not have. It was noted this is being addressed at the work stream level. The laws around personal health information do not change and individuals who should not have access to patient information will continue to not have access. As the new organizational structure comes out, those processes do not change. That will continue to be managed as it is today. This is part of the training/ orientation going forward.

Item 3.20 Transition Update: The Board of Directors received and reviewed a briefing note and report that provided an update on implementation planning by the Ministry of Health re: the Patients First legislation and local planning activities to ensure readiness for the CCAC transition to the LHIN.

The report provided a synopsis of presentations by each of the fifteen Provincial Work Streams at an October 6th MOHLTC summit.

It was reported that a 16th work stream is being added focussing on communication and change management.

There was discussion about Mental Health and Addition projects and how these will be addressed through the transition.

Item 4.00 Other Business: No further business was brought forward.

Item 5.00 Conclusion: It was moved and carried that the open board meeting be adjourned at 5:25 p.m., to move to an in-camera session of the Board.

APPROVAL OF MINUTES

On a motion duly made, seconded and carried unanimously, the above-noted minutes were approved.

Signed by Brian Cowan, Board Chair and Dale Clement, CEO