

Central West LHIN | RLISS du Centre-Ouest

**MINUTES OF THE BOARD OF DIRECTORS' MEETING**



WEDNESDAY, DECEMBER 21, 2016

Commencing at 5:00 p.m.  
 Central West LHIN Office  
 8 Nelson Street West, Suite 300  
 Brampton, Ontario

<b>Board Members Present:</b>	Maria Britto (Board Chair), John McDermid (Vice Chair), Suzan Hall (Member), Pardeep Singh Nagra (Member), Jeff Payne (Member), Neil Davis (Member)
<b>LHIN Staff Present:</b>	Scott McLeod (CEO), Brock Hovey, Kim Delahunt, Kimberley Floyd, Tom Miller, Michele Williams
<b>Regrets:</b>	Adrian Bita (Member)

**1.0 CALL TO ORDER**

Maria Britto, Board Chair, called the Board Meeting to order at 5:00 p.m. and welcomed everyone to the meeting. She advised that Adrian Bita, Board Member, had sent regrets for the meeting. There were no observers from the public in attendance. She welcomed new Board Member, Neil Davis, to the meeting and to the Central West LHIN Board of Directors team, noting that Neil's appointment had been made effective November 28, 2016.

**1.1 Approval of Agenda**

No additional items were added to the Regular Agenda, as circulated

**MOVED by John McDermid and SECONDED by Pardeep Singh Nagra, that the Regular Agenda for the Central West LHIN Board of Directors' Meeting of Wednesday, December 21, 2016 be approved, as circulated.**

**CARRIED**

**1.2 Conflict of Interest**

Maria reminded Members of the need to declare a Conflict of Interest with respect to any items that could potentially place them in a conflict situation.

Neil Davis declared that he would be in a Conflict of Interest situation with respect to discussions regarding Supportive Housing in Peel (SHIP), and Punjabi Community Health Services and would excuse himself from those conversations going forward. There were no other declarations. Maria requested that all cell phones be turned off or muted during the meeting.



## 2.0 CONSENT AGENDA

Maria reminded Members that the process is that they can ask questions for clarification from the Consent Agenda, but if further discussion is required, the item will be pulled and added to the Regular Agenda.

Scott advised that all action items from the previous minutes of Wed., November 23, 2016 had been addressed.

**MOVED by Suzan Hall and SECONDED by Jeff Payne, that the Central West LHIN Board of Directors approves the Consent Agenda, as presented.**

**CARRIED**

## 3.0 REPORTS OF THE BOARD CHAIR AND CHIEF EXECUTIVE OFFICER

### 3.1 Report of the Board Chair

Maria provided a very brief update on some of her activities over the past month and a brief discussion followed. She advised that Peace Ranch and SHIP executed their Amalgamation Agreement on November 18<sup>th</sup> and are awaiting legal counsel to provide Letters Patent. Maria provided brief updates on some of the Work Streams underway, and also noted that the LHIN Chairs and Ministry had discussed the concept of LHIN Committee Chairs reaching out to their counterparts at the CCACs. This would help facilitate further dialogue and get an understanding of the CCAC's Committee functions and some of the work currently underway.

### 3.2 Information Sharing by Board Members

Suzan Hall advised that she had been asked to participate in planning by the OHA Governance Centre of Excellence (GCE) for an upcoming conference entitled *Quality as a Strategic Priority for the Board*. She further requested permission to attend the conference which takes place on June 2, 2017.

### 3.3 Report of the Chief Executive Officer

Scott provided a brief overview of his CEO Report and provided answers to some general questions from Board Members. He noted that he has now met with several of the MPPs to discuss Patients First and some of the work underway locally. A few requests were made by Board Members on the following items:

- Suzan Hall requested an approximate timeline for the completion of construction at Rexdale (Kipling Acres).
- Neil Davis requested an overview of palliative care services and Scott advised that he would invite Margaret Paan, Executive Director of the Central West Palliative Care Network to the January Board Meeting to provide an overview for the Board.
- There was a discussion regarding the number of respite beds in Long Term Care and how the homes let the public know that this is an option. Scott suggested that at the next meeting a briefing note be provided to Members to provide an update on this item, including overall occupancy rates for these beds.

**Action: Scott McLeod / Kim Delahunt / Brock Hovey**

#### 4.0 BOARD EDUCATION / GENERATIVE DIALOGUE

##### 4.1 Home and Community Care: OACCAC vs. Local

Scott provided a brief overview of the document he had included in the Board materials entitled 'Human Resources, Labour Relations, Organizational Development / Ontario's 14 CCACs and the OACCAC', which was a comparison of the provincial functions versus each of the 14 local CCACs. He advised that this document has been circulated for information only.

Kimberley Floyd provided an overview of 'Transition Planning: Principles & Project Governance', which is a LHIN-prepared document outlining the Transition principles for the LHIN and CCAC, as follows:

- Shared Leadership and Partnership
- Commitment to Knowledge Sharing
- Retention and Engagement
- Foster One Integrated Team to Create a Shared Culture
- Ensure Business Continuity that supports Consistent Patient Care
- Leverage Existing Expertise and Strengths of Organizations
- Leadership Development

Kimberley further advised that there are 5 LHIN/CCAC Integrated Work Streams that will undertake transition planning with shared leadership and membership from both LHIN and CCAC staff members. The 5 LHIN / CCAC Integrated Work Streams that will carry this work forward include:

1. Patient Care Services, Integration and Planning
2. Change Management, Human Resources and Communications
3. Finance, Operations, and IM/IT
4. Performance Management and Contracts
5. Governance

#### 5.0 STRATEGIC DIALOGUE

##### 5.1. 2016-2017 Fall Scorecard

Brock Hovey provided an overview of the MLAA Indicators Dashboard Fall Cycle 2016-2017, for Board Members information, noting that as we transition to the 'new LHIN', and reprioritize the initiatives in our 2017-2018 Annual Business Plan, performance indicators will transition accordingly, to reflect LHIN MLAA and CCAC requirements. He noted that it is anticipated that a full transition will occur in 2018-2019. In the meantime, this report reflects the LHIN's accountability as outlined in the Ministry LHIN Accountability Agreement (MLAA) for which the Board is accountable. He further advised that overall, the Central West LHIN ranked in the top seven among all LHINs for 14 of 23 MLAA indicators and outperformed the province in 11 of 23 indicators.

For the 14 performance indicators, the Central West outperformed the province in 10 of the indicators, ranked in the top three for 5 indicators and ranked in the top seven for 9 indicators.

A brief discussion followed and a request by Board Members to receive further information on “trending” for MRI as discussed at the meeting. They also requested further information on hips and knees, particularly around capacity and how our LHIN compares to other LHINs in this area. Brock advised that he would follow up and bring further information back to the Board.

**Action: Brock Hovey**

There was a discrepancy noted in one of the diagrams contained within the Indicators Dashboard and Brock advised that the information was incorrect. The diagram, located under ‘System Integration and Access’ – ‘90<sup>th</sup> Percentile ED Length of Stay for Admitted Patients’ will be replaced and the revised document will be posted to the DILIGENT portal.

**Action: Brock Hovey / Michele Williams**

## 5.2 Patients First Update

As the second webinar on Patients First had just been shown provincially about one week earlier, and with many Board Members not having had a chance to watch it, Maria had asked that the webinar be shown at the meeting. A brief discussion followed regarding some of the content in the Webinar.

Scott advised that as a result of the Patients First Legislation being passed, the Ministry had prepared a document entitled ‘The Patients First Act, 2016: Strengthening Patient-Centred Care in Ontario’, which the LHINs had just recently received. He noted that he would not go through the entire document at the meeting due to time constraints, but encouraged Board Members to read through the document as it provides a very good overview of Patients First and the key themes, a summary of key amendments since introduction, information regarding LHIN sub-regions, the appointment of supervisors capacity building, and much more.

## 6.0 FIDUCIARY DIALOGUE

### 6.1 Verbal Report of the Governance Committee Meeting held Thurs., December 8, 2016

John McDermid provided an update on discussions held at the Governance Committee meeting of Thursday, December 8, 2016 and noted that the Committee had reviewed the Board Governance Policy on Board Effectiveness, with no changes required at the current time. The Committee had also received a listing of LHIN vs. CCAC governance policies for information. Other items discussed at the meeting included the upcoming Central West LHIN Quality Awards, Board recruitment and the ‘Opportunities for Improvement Action Plan’ which was prepared in response to the recent Whole Board Evaluation, with very few areas identified for action due to the extremely positive report.

**6.2 Verbal Report of the Quality Committee held Mon., December 12, 2016**

Jeff Payne provided a brief update on discussions held at the Quality Committee meeting of Monday, December 12, 2016, noting that there were no items coming forward for approval. He advised that the planning for the upcoming Quality Awards event is well underway and it is shaping up to be a great event. Other items discussed included the system level aims, the regional quality table and HSP Quality Leaders' Forum, and provincial updates related to the Patient Experience.

**6.3 Enterprise Risk Management (ERM) Report**

Brock provided an overview of the 2016-2017 Enterprise Risk Management (ERM) Report for 3<sup>rd</sup> Quarter (Q3) which is required for Board approval. He noted that the risks that are being reported to the Ministry, as part of the Risk Summary for the 2016-2017 3<sup>rd</sup> Quarter (Q3) Draft Quarterly Report including the following:

- Risk ID # 3 – Increased ALC Days and/or ER Visits for patients waiting for placement in Long Term Care Homes (in category of top risks)- Risk ID # 80 – Maintenance of the Self-Reporting Initiative (SRI) System
- Risk ID # 82 – Home and Community Care Renewal
- Risk ID # 83 – Sustainability of United Achievers
- Risk ID # 85 – LHIN Board Member Turnover

Brock noted that there were no changes between Q2 (July to September 2016) and Q3 (October to December 2016) and that the number of risks had remained steady at 31. The number of top risks reported to the Board has remained constant at 7 and those are the same top risks as reported to the Board in 2016-2017 2<sup>nd</sup> Quarter (Q2).

**MOVED by Jeff Payne and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors approves the 2016-2017 3<sup>rd</sup> Quarter (Q3) Enterprise Risk Management (ERM) Report, as presented.**

**CARRIED**

**6.4 Hospital Service Accountability Agreements: HSAA**

Board Members reviewed the 2008-2017 H-SAA Amending Agreement, and were asked to approve an extension of the term to March 31, 2018 with the attached Schedules, and also to authorize the Board Chair CEO to executive the H-SAAs on behalf of the LHIN.

**MOVED by John McDermid and SECONDED by Pardeep Singh Nagra, that the Central West LHIN Board of Directors resolves that:**

- (i) **The proposed H-SAA Amending Agreement to be made as of April 1, 2017, and amending the 2008-2017 H-SAA by extending its term to March 31, 2018 and by replacing the 2016-2017 Schedules with 2017-2018 Schedules, be approved as presented to the Board; and**

- (ii) That the Board Chair and CEO be authorized to executive the H-SAAs on behalf of the LHIN provided that the execution version of the H-SAA is substantially the same as the draft template attached to the minutes of this meeting.

**CARRIED**

#### **6.5 Long Term Care Accountability Agreements: LSAA**

Board Members reviewed the 2016 – 2019 LSAA Amending Agreement with a 2017-2018 LSAA Schedules Refresh. A brief discussion followed.

**MOVED by Jeff Payne and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors resolves that:**

- (i) The proposed LSAA Amending Agreement to be made as of April 1, 2017, amending certain Schedules and amending Section 6.2(c) of the 2016-2019 LSAA, be approved as presented; and
- (ii) That the Board Chair and CEO be authorized to executive the LSAAs on behalf of the LHIN, provided that the execution version of the LSAA is substantially the same as the draft template attached to the minutes of this meeting.

**CARRIED**

#### **6.6 Multi-Sector Accountability Agreements: MSAA**

Board Members reviewed the 2014 – 2017 MSAA Amending Agreement, extending the term to March 31, 2018, and replacing the required Schedules. A brief discussion followed.

**MOVED by Pardeep Singh Nagra and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors resolves that:**

- (i) The proposed MSAA Amending Agreement to be made as of April 1, 2017, and amending the 2014-2017 MSAA by extending its term to March 31, 2018 and by continuing in effect the 2016-2017 Schedules except to the extent that a Schedule or Schedules is replaced with one or more 2017-2018 Schedules attached to the MSAA Amending Agreement, be approved as presented; and
- (ii) That the Board Chair and CEO are authorized to executive the MSAAs on behalf of the LHIN provided that the execution version of the MSAA is substantially the same as the draft template attached to the minutes of this meeting.

**CARRIED**

**7.0 IN-CAMERA SESSION**

**MOVED by Suzan Hall and SECONDED by John McDermid, that at 7:40 p.m., the Central West LHIN Board of Directors consider Matters of Public Interest in a Closed Session as set out by the Local Health Integration Act, 2006, s.9(5)(a), and further, that Staff Members in attendance be invited to stay for this portion of the meeting.**

**CARRIED**

**MOVED by Jeff Payne and SECONDED by Pardeep Singh Nagra, that at 8:45 p.m., the Central West LHIN Board of Directors' meeting be moved Out-of-Camera and back into the Regular Session.**

**CARRIED**

**8.0 ADJOURNMENT OF BOARD MEETING**

**MOVED by Suzan Hall and SECONDED by Jeff Payne, that there being no further business for discussion, that the Central West LHIN Board of Directors' Meeting of Wednesday, December 21, 2016 be adjourned at 8:45 p.m.**

**CARRIED**

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Maria Britto, Board Chair

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Scott McLeod, CEO