

**REGULAR MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF THE CENTRAL WEST LOCAL HEALTH INTEGRATION NETWORK**

**HELD WEDNESDAY, JUNE 25, 2014 AT 6:00 P.M.
8 NELSON STREET WEST, SUITE 300, BRAMPTON**

Board Members Present:

Maria Britto (Board Chair), John McDermid (Vice Chair), Gerry Merkley (Member), Winston Isaac (Member), Suzan Hall (Member), Ken Topping (Member) @ 7:30 p.m., Pardeep Singh Nagra (Member)

Staff Members Present:

Scott McLeod (CEO), David Colgan, Brock Hovey, Michele Williams, Tom Miller, Elizabeth Salvaterra

Regrets:

Lorraine Gandolfo (Member)

1.0 Call to Order

Maria Britto, Board Chair, called the regular meeting to order at 6:00 p.m.

1.1 Approval of Agenda

Board Members reviewed the Regular Agenda and no new items were added. There was a minor change in the actual order of agenda items, moving the Item # 5.3 'Balanced Scorecard' discussion to follow immediately after the CEO Report.

MOVED by Gerry Merkley and SECONDED by Winston Isaac, that the Regular Agenda, as circulated, be approved.

CARRIED

1.2 Conflict of Interest

Maria reminded Board Members of the need to declare any Conflict of Interest with respect to items appearing on the Regular Agenda. No conflicts were declared.

2.0 Consent Agenda

There was one minor correction noted in Item # 2.1 'Minutes of the Central West LHIN Board of Directors' meeting of May 28, 2014. On page 4 of the minutes, the first paragraph at the top of the page under the discussion of Item 5.3 'HSAA Amending Agreement Extension' should reflect that the extension would take the current HSAA to March 31, 2015 (not 2014). There were no other changes noted. Scott advised that all action items from the previous minutes are either underway or complete. He also advised that the board meeting evaluations continue to be very positive overall and show improvement, with six out of THE seven members in attendance at the last meeting completing a survey.

MOVED by John McDermid and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors approve the Consent Agenda, as amended.

CARRIED

3.0 Report of the Board Chair and Chief Executive Officer

3.1 Report of the Board Chair

Maria provided an overview of her written report and answered questions from Board Members. She advised that she had met with Neil Davis and Matt Anderson regarding the roles and responsibilities of both William Osler Health System and the Central West LHIN with respect to assembling an initial core committee, intended to outline the initial partnerships and targeted areas for consideration with respect to the Peel Memorial Centre for Integrated Health and Wellness. She noted that a presentation had been prepared for the meeting by Scott McLeod, CEO, and that copies were available from her office upon request.

3.2 Report of the Chief Executive Officer

Scott provided highlights of his written report that was circulated with the Board Materials providing additional information and clarification as requested.

Update on Auditor General's review of Palliative Care

The Audit Team has completed its field work and staff will be meeting with them for a debrief on early findings in the next few weeks.

TeleTown Hall Meeting

This meeting has been rescheduled to the Fall as it was felt that it might be too close to the provincial election to make it a valuable conversation.

Year-End Reviews

Staff recently initiated this process to review the health service provider organizations that received new funding for specific initiatives and this information will be shared with the Board at the September meeting (or sooner, if it is available).

Ontario Internal Audit Division of the Ministry of Finance - Audit of Central West LHIN

This audit is progressing well and staff has been accommodating all requests as quickly as possible. The Audit Team has already met with Maria and myself and there will be separate meetings scheduled with the Committee Chairs over the next few weeks. They are looking at accountability mechanisms related to compliance with directives and also looking at operational and governance policies.

Provincial Election Results

The provincial election may result in the budget being re-tabled depending on the outcome and may or may not, impact community funding. There have already been community sector allocation commitments related to the personal support worker hourly increases and increases to mental health. These will likely represent approximately 50% of the community investments (\$60 million for personal support workers and \$60 million for mental health and addictions provincially).

William Osler Health System – Approval for Peel Memorial

The announcement earlier today of approval for the Peel Memorial Centre for Integrated Health and Wellness is exciting news and a major milestone and allows the hospital to move to a Commercial Close and sign the Project Agreement. The total project cost of the Peel Memorial Centre for Integrated Health and Wellness Phase 1 Redevelopment Project is \$552,620,300 (including the design, construction, transaction, ancillary, lifecycle, financing and new furniture/equipment costs).

Ministry of Health and Long Term Care – New Organizational Chart

This chart was included for Board Members' information. Scott noted that since the chart was circulated that Dr. King (Public Health) is no longer with the Ministry, and that Nancy Naylor has been appointed as ADM Health System Accountability and Performance.

Rotman Program

This program is drawing to a close and a final report will be out in September on the various projects undertaken. This has generally been a very well received program and preliminary feedback has been very complimentary. A more formal evaluation will be completed shortly.

LHIN CEO Strategic Planning Retreat

The LHIN CEOs recently had a very productive and valuable retreat with Dr. Bob Bell, the new Deputy Minister, as well as Helen Angus and Susan Fitzpatrick. Their presence signaled a new beginning of a strong partnership between the Ministry and the LHINs. There were many opportunities for meaningful conversations and it appears that everyone is committed to advancing our collective shared health agenda.

Outstanding People

Suzanne Robinson, Mental Health and Addictions Lead, has been on staff for close to 5 years. A special welcome to new staff member, Ryan Yang, Specialist, Decision Support and congratulations to Agnes Tong, Specialist, Decision Support, on achieving her Ph.D. Congratulations also to Heather White and her family on the recent birth of their second son, Colm.

4.0 Generative Dialogue

4.1 Objects of the LHIN

Scott McLeod advised that as part of the last Whole Board Assessment, there had been consensus on the need for a 'deep dive' into the Objects of the LHIN as defined in the Local Health System Integration Act (LHSIA), as well as the role of the Board in delivering the Objects. He then provided a detailed presentation and considerable discussion took place regarding the key 'Objects' of the LHIN which are to (i) Plan, (ii), Fund and (iii) Integrate.

A good discussion followed regarding the 'Funding' element, and the fact that the Board has considerable latitude with respect to funding should it be deemed necessary.

A detailed review and discussion of the role of the Board Chair and Board Members followed. Scott advised that no further action is required at this time and Board Members were satisfied that appropriate discussion on this item had taken place.

5.0 Strategy Dialogue

5.1 Peel Memorial Site Lease for Paramedical Satellite

David Colgan provided an update on the Lease of Property by William Osler Health System on the site of the Peel Memorial Centre for Integrated Health & Wellness to the Region of Peel for a Paramedic Satellite Station and noted that Board approval of this item is required.

He provided a brief update on the steps involved in this process and noted that both William Osler and the Region of Peel have signed a Letter of Intent to define the general terms and commitment between the two parties to locate a paramedic satellite station on the Peel Memorial site. William Osler has already designated a small parcel of land (approximately 0.3 acres) located on the southeast corner of the Peel Memorial property, that will meet the needs for the development of the paramedic satellite station, and that the size and location of this parcel will not impede on any of Osler's current or future development of its site, nor will the paramedic satellite station development require any financial investment from Osler.

After a brief discussion the following motion resulted:

MOVED by John McDermid and SECONDED by Ken Topping, that the Central West LHIN Board of Directors approve the lease of property by William Osler Health System on the site of the Peel Memorial Centre for Integrated Health & Wellness to the Region of Peel for a Paramedic Satellite Station.

CARRIED

5.2 2013-2014 – First Quarter (Q1) Enterprise Risk Management (ERM) Report

Brock Hovey noted that the 2014-2015 Enterprise Risk Management (ERM) Report requires Board approval and provided a bit of context. He noted that the Central West LHIN had established a standardized process for ongoing risk management and monitoring, identification of new risks, and quarterly reporting which will be part of the ongoing ERM implementation. Detailed ERM documentation is maintained by the Central West LHIN's Operational Risk Manager (ORM). He advised that the senior management team and the ORM meet on a monthly basis to review current and newly-identified risks and conduct a high-level review of existing risks and ongoing work activities. A detailed review of all risks is undertaken by senior management on a quarterly basis. Based on this, risks with a relative priority ranking score of 8 and above are reported to the Board.

MOVED by Suzan Hall and SECONDED by Pardeep Singh Nagra, that the Central West LHIN Board of Directors approve the 2014-2015 First Quarter (Q1) Enterprise Risk Management (ERM) Report, as circulated.

CARRIED

5.3 Spring Cycle 2013-2014 Balanced Scorecard

Elizabeth advised that there was one correction to be noted on the first page of the dashboard. Under #9, the YTD/Final column should be noted as yellow and not green as shown.

Elizabeth then presented an overview of the Spring Cycle of the 2013-2014 Balanced Scorecard noting that since the Winter Cycle, there had been improvement or sustained good performance for all remaining indicators with the exceptions of 90th percentile emergency department length of stay for non-admitted complex patients and the proportion of nosocomial infections achieving target. She advised that both indicators were yellow in the past quarter, and yellow for overall year-end performance. Both of these indicators did not achieve target but are not of concern at this particular time. LHIN staff will continue to monitor performance for all indicators.

There was an in-depth discussion regarding indicators requiring investigation this cycle, which included the following:

- # 3 - 90th percentile wait time for CCAC in-home services from community setting
- # 10 - 90th percentile emergency department length of stay for admitted patients
- # 11 - Avoidable admissions
- # 12 - Proportion of falls indicators achieving target
- # 15 - Proportion of wait time indicators achieving target
- # 17 - Rate of emergency visits for hyperglycemia and hypoglycemia
- # 19 - Readmission within 30 days for selected case mix groups

6.0 Fiduciary Dialogue

6.1 Verbal Update from Finance and Audit Committee Meeting June 23, 2014

Gerry Merkley provided an update on discussions at the Finance & Audit Committee meeting held Monday, June 23, 2014. She noted that she would be seeking Board approval on three separate items, the First Quarter (Q1) Report of 2014-2015, the 2013-2014 Annual Procurement Report and the CEO Financial and Non-Financial Delegation policies which had been reviewed and recommended for approval by the Committee at the June 23rd meeting.

2014-2015 First Quarter (Q1) Report

MOVED by Winston Isaac and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors approve the 2014-2015 First Quarter (Q1) Report as circulated.

CARRIED

2013-2014 Annual Procurement Report

Gerry advised that at year-end, the LHIN is required to submit a Board and CEO-approved report on consultant use for the full fiscal year. She noted that upon review at the Finance meeting, the report had been missing some information, and staff had been asked to provide a revised report for Board Members' information and review at the Board Meeting. After review of the revised report which was circulated at the Board Meeting, as requested, the following motion was put forth.

MOVED by John McDermid and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors approve the 2013-2014 Annual LHIN Report on Procurement & Consultant Use, as revised and as handed out to Board Members at the meeting, covering the consolidated period April 1, 2013 to March 31, 2014.

CARRIED

CEO Delegation of Authority Policies - Financial and Non-Financial

Gerry advised that no changes had been recommended to the two policies at the Finance & Audit Committee meeting and recommended their approval, as circulated.

MOVED by Ken Topping and SECONDED BY Winston Isaac that the Central West LHIN Board of Directors approve the CEO Delegation of Authority Policies, both Financial and Non-Financial, as circulated, and as recommended by the Finance and Audit Committee meeting at their meeting of June 23, 2014.

CARRIED

(Note – the two delegation policies had not been pre-circulated included with the board package of materials and these documents will be sent to Board Members immediately following the meeting).

Action: Michele Williams

6.2 Verbal Update from Quality Committee Meeting May 26, 2014

John provided an update from discussions at the Quality Committee meeting held June 6, 2014 noting that the Committee is looking at two possible dates in October to hold the rescheduled G2G on Quality with Dr. Josh Tepper. The two dates currently being considered, based on Dr. Tepper's availability, are Thursday, October 2nd and Thursday, October 9th. Once a venue is secured, the event will be confirmed and a notice will go out to all HSPs to hold the date.

The G2G event will be an afternoon event taking place from 12:00 Noon until 4:30 p.m., with a networking lunch from 12:00 – 12:45 and the session following from 12:45 until 4:30 p.m. He advised that over the summer months, staff will be reaching out to Central West LHIN health service providers to obtain information on system level aims and this feedback will be incorporated into the G2G session in October.

6.3 CEO Attestation – First Quarter (Q1) of 2014-2015

Scott reviewed his First Quarter (Q1) CEO Attestation for 2014-2015, providing a brief explanation on the two noted 'Exceptions'.

MOVED by John McDermid and SECONDED by Gerry Merkley that the Central West LHIN Board of Directors approve the First Quarter (Q1) CEO Attestation for 2014-2015, as circulated.

CARRIED

6.4 LSSO & LHINC Interim Master Services Extension Agreement

Scott advised that the current LHIN Shared Services Memorandum of Understanding (MOU) expires on June 30, 2014 and that the MOU confirms the relationship between LHINs in respect of the delivery of services offered to the LHINs by the LHIN Collaborative (LHINC) and LHIN Shared Services (LSSO). he noted that this is simply an extension while a Working Group develops a new Master Agreement, including funding. A brief discussion followed.

MOVED by John McDermid and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors approve the LSSO & LHINC Interim Master Services Extension Agreement, as circulated.

CARRIED

7.0 In-Camera Session

MOVED by Gerry Merkley and **SECONDED** by John McDermid, that at 8:40 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 Scott McLeod, Brock Hovey, David Colgan, Michele Williams and Tom Miller be invited to stay for this portion of the meeting.

CARRIED

MOVED by Winston Isaac and **SECONDED** by Pardeep Singh Nagra, that at 9:40 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 John McDermid, that there being no further business for discussion, that the Central West LHIN Board of Directors' meeting of Wednesday, June 25, 2014 be adjourned at 9:40 p.m.

CARRIED

Maria Britto, Board Chair

Scott McLeod, Board Secretary