

**MINUTES OF PROCEEDINGS**

**NORTH EAST LOCAL HEALTH INTEGRATION NETWORK  
BOARD OF DIRECTORS MEETING**

**Wednesday, March 30, 2016  
Teleconference / NE LHIN Sudbury Office  
9:00 am**

<p><b>PARTICIPANTS:</b> <b>Board of Directors:</b> Rick Cooper Denis Bérubé Dawn Madahbee Dr. Colin Germond Toni Nanne-Little Gary Scripnick John Febbraro</p> <p><b>NE LHIN Staff:</b> Louise Paquette Cynthia Stables Terry Tilleczek Kate Fyfe Catherine Matheson Tamara Shewciw</p>	<p><b>GUESTS:</b> Maureen McLelland Shana Calixte Patti MacDonald</p>	<p><b>REGRETS:</b> Danielle Bélanger-Corbin Santina Marasco</p>
		<p><b>SCRIBE:</b> Jody Donovan</p>
		<p><b>Public</b></p> <ul style="list-style-type: none"> <li>• Jim Hanna, West Parry Sound Health Centre</li> <li>• Lisette Writa, Homestead Senior Care</li> <li>• Nicky Sache, Homestead Senior Care</li> <li>• Valerie Buyers, Life Labs Northeastern Ontario</li> </ul>

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>ACTION</b>	<b>RESPONSIBLE</b>
<b>ITEM 1.0 Call to order</b>	Vice-Chair Rick Cooper called the meeting to order at 9:00 am. New board member from Timmins, Gary Scripnick, was welcomed.		
<b>ITEM 2.0 Declaration of Conflict of Interest</b>	No conflicts of interest declared.		
<b>ITEM 3.0 Approval of Agenda</b>	<p>Members reviewed the agenda.</p> <p><b>add item:</b> under report from Chair -11C Board Composition</p> <p><b>{MOTION 2016-BD0163}</b></p> <p><i>That the agenda for the Board of Directors meeting of Wednesday March 30, 2016 be approved with addition.</i></p> <p>MOVED: Dr. Colin Germond SECONDED: John Febbraro</p>		

	{CARRIED}		
<b>ITEM 4.0</b> <b>Approval of Consent Agenda</b>	<p>Members reviewed the consent agenda which included the following items:</p> <p>5.0 Board Attendance</p> <p>6.0 Chair and Board Members' Community Engagements</p> <p>7.0 Approval of Minutes of past Board meeting of January 26, 2016</p> <p><b>{MOTION 2016-BD00164}</b></p> <p><i>The consent agenda for the Board of Directors meeting of Wednesday, March 30, 2016 be approved as presented:</i></p> <ul style="list-style-type: none"> <li>• <i>Board Attendance</i></li> <li>• <i>Chair and Board Members' Community Engagements</i></li> <li>• <i>Approval of Minutes of Board meeting of January 29, 2016</i></li> </ul> <p>MOVED: Denis Bérubé</p> <p>SECONDED: Dr. Colin Germond</p> <p>{CARRIED}</p>		
<b>ITEM 8.0</b> <b>Housing Expert Panel Update</b>  Catherine Matheson	<p><b>Update:</b></p> <ul style="list-style-type: none"> <li>• Call for application of expert panelists was sent in February 2016.</li> <li>• 49 applications were received.</li> <li>• A selection committee reviewed and chose membership: 23 panelists, 3 ex-officio members and 6 panel leads/supports – a diverse group.</li> <li>• First meeting will be held April 18, 2016.</li> <li>• One of the panel's main goals is to develop a Strategic Housing Plan.</li> <li>• Housing Services Corporation (HSC) to provide financial analysis to leverage funding for housing.</li> <li>• Aim is to have strategic plan for board consideration in the fall (2016).</li> <li>• Gary Scipnick agreed to be the Board representative on the Panel.</li> </ul>		
<b>ITEM 9.0</b> <b>Sudbury Manitoulin Mental Health Review</b>	<p>Presentation by HSN Team – Maureen McLelland, Shana Calixte, Patti MacDonald</p> <ul style="list-style-type: none"> <li>• Members of the Community Mental Health Steering Committee are from Rural Mental Health teams.</li> </ul>		

<p>Patty McDonald David McNeil Maureen McLelland</p>	<ul style="list-style-type: none"> <li>• One area of performance is quality indicators and work is being done to ensure they are well aligned with the NE LHIN's IHSP.</li> <li>• Draft work plan is being reviewed; it is estimated it will take the next few years to complete work.</li> <li>• In the interim, a baseline set of indicators is being created based on previous year data. Information is being collected on each agency's performance and a common system will be created with more streamlined baselines to establish benchmarks.</li> </ul>		
<p><b>ITEM 10.0</b> <b>West Nipissing Community Health Centre</b> Catherine Matheson</p>	<p><b>Capital Project Update:</b></p> <ul style="list-style-type: none"> <li>• Approved item at last board meeting with incorrect funding amounts. Subsequent board meeting by teleconference approved correct amount (\$669,000).</li> </ul>		
<p><b>ITEM 11.0</b> <b>Report from the Vice-Chair</b>  Rick Cooper</p>	<p><b>Board Evaluation:</b></p> <ul style="list-style-type: none"> <li>• The Governance Committee sent a letter to the Ministry of Health indicating its intention to implement the recommendations of the quality of care information protection act.</li> <li>• Board's role is to <ul style="list-style-type: none"> <li>○ Oversee and be aware at governance level and work with hospitals to ensure consistent thinking.</li> <li>○ Educate and evaluate governance of hospitals and non-hospital organization boards.</li> </ul> </li> </ul> <p><b>Board Composition:</b></p> <ul style="list-style-type: none"> <li>• With Dr. Colin Germond's term ending as of April 20, the position of Chair of the Audit Committee will be vacant. Denis Bérubé was asked to take on the role. He accepted the role and will no longer be a member of the Governance Committee. Gary Scripnick was asked to sit on as a member of the Governance Committee and accepted.</li> </ul>		
<p><b>ITEM 12.0</b> <b>Report from the CEO</b>  Louise Paquette</p>	<p>Louise Paquette reported on the following items: At the last board meeting, there was discussion on the Patients First Discussion Paper that was released in December 2015. Since then, the NE LHIN has extensively engaged Northerners.</p>		

	<p>There were 15 engagement sessions in six communities. A survey was completed with over 1,000 respondents who provided more than 5,000 comments.</p> <ul style="list-style-type: none"> <li>• Very impressive calibre of comments from providers, caregivers and patients.</li> <li>• Engagements identified 10 themes with the top three being: <ul style="list-style-type: none"> <li>• Home and community care, need for better coordination and enhanced care. Variety of services needed when a patient returns home.</li> <li>• Coordination amongst providers.</li> <li>• Importance of EMR.</li> </ul> </li> <li>• Other themes included: <ul style="list-style-type: none"> <li>• General communication/education of services available.</li> <li>• Patients' families/caregivers want to be part of the decision-making process. Moving forward with the sub-LHIN regions, patient advisory groups to be part of decision-making process.</li> <li>• Accountability and performance metrics are important.</li> <li>• Investments in specialized services, i.e. mental health, geriatrics, respite care.</li> <li>• Aligning public health units (PHUs) with population health to be better aligned with the work LHINs are doing. PHUs need to be better connected with LHINs.</li> <li>• Health human resources.</li> <li>• Looking at social determinants of health, i.e. housing.</li> </ul> </li> <li>• Further to the engagements, the NE LHIN provided the MOH with a comprehensive summary report and all information collected. MOH is now reviewing.</li> <li>• Held two separate Aboriginal engagements with Aboriginal communities through LAHC. LAHC is an Advisory Committee to the NE LHIN Board of Directors. There will be a LAHC meeting April 28 to discuss what was heard at engagements to inform a Northeastern Ontario Aboriginal Health Care Strategy and Reconciliation plan.</li> </ul>		
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

	<ul style="list-style-type: none"> <li>Acknowledged the excellent work completed by the Communications team and NE LHIN staff for the engagements.</li> </ul>		
<b>ITEM 13.0</b> <b>Report from Governance Committee</b>  Rick Cooper	<p>The Governance Committee met on February 11, 2016 by teleconference. The following items were discussed:</p> <ul style="list-style-type: none"> <li>Policies, by-laws 1 and 2 and Governance Committee Terms of Reference were reviewed and approved with minor adjustments.</li> <li>The 2016-17 Work plan was also reviewed and approved</li> <li>An update was provided on board recruitment: two positions will be open to replace Dr. Colin Germond and Danielle Bélanger-Corbin. Call for applications has been posted with the Public Appointment Secretariat.</li> </ul> <p>If anyone is interested in the Chair position, he or she must follow the public appointment process. This is open to the public.</p>		
<b>ITEM 14.0</b> <b>Report from Audit Committee</b>  Dr. Colin Germond	<p>The Audit Committee met on February 11, 2016. The following items were discussed:</p> <ul style="list-style-type: none"> <li>Provided board funding operation statement.</li> <li>2016 Audit Service Plan from Deloitte was reviewed. No issues noted with plan.</li> <li>Signing Authority Banking policy reviewed with no changes</li> <li>Audit Committee Terms of Reference and work plan were reviewed and approved with minor updates.</li> <li>Reviewed policies.</li> </ul>		
<b>ITEM 15.0</b> <b>Financial/Performance Update</b>  Kate Fyfe	<p>Kate provided an update on the following items:</p> <p>a) <b>Funding Allocations:</b> Fully invested \$1.5 Billion (Majority base funding and rollover year to year). In course of this fiscal year, we moved approx. \$220M of investments through the system by processing over 400 funding letters. Ended year with knowledge that funds have been completely invested into the system.</p> <p>b) <b>Cash Advance:</b> Cash advances were provided to four hospitals in the NE LHIN. Hospitals have Hospital Improvement Plans</p>		

	<p>(HIP) to try to reduce reliance on cash advances.</p> <p>c) <b>SAAs:</b> Coming to end on March 31; initiated the renewal of all SAAs and are working through required sign-back process. Some organizations may require extensions to bring operations into balanced positions. These have previously been shared with the board.</p> <p>d) <b>MLAA Stocktake Q3:</b> Reviewed dashboard report on MLAA performance at Q3. No significant change from Q2, but positive improvement in home and community care. Wait times decreasing in Cochrane region. Wait time indicators for CCAC do not consider patient availability in calculations, which would bring us to target if included.</p> <p>Discussion Ensued:</p> <ul style="list-style-type: none"> <li>Reviewed what is in our span of control and by working with our HSPs. As a system, these indicators need to be looked at on an ongoing basis. We have to work with providers so that their actions influence the end result.</li> <li>Will continue to work with MOH and consider a discussion on why all LHINS might be doing well on a specific indicator, and what could be done to affect change.</li> </ul> <p>e) <b>Budget:</b> LHIN Operations Budget process was discussed. No confirmed funding for 2016-17 allocations yet.</p> <p><b>{MOTION 2016-BD0165}</b></p> <p><i>WHEREAS the:</i>  <i>2016-17 NE LHIN Operations Budget incorporates the planning targets for the year;</i></p> <p><i>WHEREAS the:</i>  <i>Financial plan incorporates the change in estimates and has been revised to reflect the revised planning targets;</i></p> <p><b>BE IT RESOLVED THAT:</b>  <i>The North East LHIN Board of Directors received and approved the NE LHIN</i></p>	<p>Flow charts/graph of how funding is flowed be presented in a simplified pattern at future board meetings</p>	<p>Kate Fyfe</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------	------------------

*Operations Budget for the 2016-2017 Fiscal Year as presented on March 30, 2016.*

MOVED: Dr. Colin Germond

SECONDED: John Febbraro

{CARRIED}

f) **Working Funds:**

Q3 submission from hospitals was reviewed. This was consistent with prior submissions. One difference is that Sault Area Hospital completed a 3-year allocation of working funds; therefore, not required to submit Q3 report. It will submit compliance reports at Q2 & Q4. Eligible hospital (Timmins and District Hospital and Health Sciences North) submissions will be compliant and eligible for working funds relief. North Bay Regional Health Centre has advised they it will not be compliant; therefore, not eligible for working funds. Discussions with MOH will continue regarding NBRHC, as a hospital is only allowed to be exempt for one year and this is its second year of non-compliance.

**{MOTION 2016-BD00166}**

*WHEREAS the:*

*The Board of Directors receive and approve the Working Funds Reports for the following hospitals:*

- *Health Sciences North;*
- *Timmins and District Hospital; and*

MOVED: Denis Bérubé

SECONDED: Dr. Colin Germond

{CARRIED}

g) **Attestation of Compliance:** Updated attestation process. MOH released new directives in October, setting out four major areas for reporting and review.

- Internal checklist completed by Kate Fyfe and NE LHIN controller to review the required documentation and internal controls in policies to ensure no gaps.

	<p><b>{MOTION 2016-BD00167}</b></p> <p><b>WHEREAS the:</b>  <i>The NE LHIN Board of Directors receive and approve the Board-Governed Agency Attestation as presented.</i></p> <p>MOVED: Tony Nanne-Little          SECONDED: John Febbraro</p> <p>{CARRIED}</p>		
<p><b>ITEM 16.0</b>  <b>LTC Home</b>  <b>Redevelopment</b></p> <p>Kirsten Farago</p>	<p>Presentation by Kirsten Farago, NE LHIN Long Term Care Officer.</p> <ul style="list-style-type: none"> <li>Reviewed list of homes available for redevelopment; must be bed class B or C. Difference between B &amp; C beds is based on when the home was built.</li> <li>Funds come from MOH construction fund subsidy. No new beds are being created.</li> </ul>		
<p><b>ITEM 17.0</b>  <b>Blind River District</b>  <b>Health Centre (BRDHC)</b>          - Thessalon Hospital Site          Capital Redevelopment</p> <p>Catherine Matheson</p>	<p>The Thessalon Hospital Site Capital Redevelopment was brought forward for endorsement. Important to note that this request is for endorsement only and not for capital funding. Once endorsed, the Pre-Capital Request will be sent to the Ministry of Health for approval.</p> <p><b>{MOTION 2016-BD00168}</b></p> <p><b>WHEREAS the:</b>  <i>NE LHIN Board of Directors endorse Part A of the Pre-Capital Submission as submitted on August 21, 2015 by the BRDHC.</i></p> <p>MOVED: Denis Bérubé          SECONDED: Toni Nanne-Little</p> <p>{CARRIED}</p>		
<p><b>Item 18.0</b>  <b>St. Joseph Health</b>  <b>Centre – Elliot Lake</b>  <b>-Pre-Capital Plan</b></p> <p>Catherine Matheson</p>	<p>“The NE LHIN Board encourages collaboration between St. Joseph’s General Hospital (Elliot Lake) and Health Sciences North.”</p> <p><b>{MOTION 2016-BD00169}</b></p> <p><b>WHEREAS the:</b>  <i>The North East Local Health Integration Network supports the Pre-capital Submission to the Ministry of Health and Long-Term Care Capital Branch for the redevelopment of the St. Joseph’s General Hospital in Elliot Lake.</i></p>		



	<p>MOVED: Dawn Madahbee</p> <p>SECONDED: Dr. Colin Germond</p> <p>{CARRIED}</p>		
<p><b>ITEM 19.0</b></p> <p><b>North East Specialized Geriatric Services (NESGS) Integration with HSN</b></p> <p>Catherine Matheson</p>	<ul style="list-style-type: none"> <li>NESGS transferred from NBRHC to HSN. Good support from David McNeil, Vice President Patient Services, Clinical Transformation &amp; Chief Nursing Executive.</li> <li>Dr. Jo-Anne Clarke, NESGS geriatrician – clinical lead.</li> </ul>		
<p><b>ITEM 20.0</b></p> <p><b>Anson General Hospital - Pre Capital</b></p> <p>Catherine Matheson</p>	<p><b>{MOTION 2016-BD00170}</b></p> <p><i>WHEREAS the:</i></p> <p><i>The North East Local Health Integration Network Board of Directors endorses Part A of the Pre-Capital Submission as submitted in January 2016 by AGH.</i></p> <p>MOVED: John Febbraro</p> <p>SECONDED: Dr. Colin Germond</p> <p>{CARRIED}</p>		
<p><b>ITEM 21.0</b></p> <p><b>Conflict of Interest Training</b></p> <p>Denis Bérubé</p>	<ul style="list-style-type: none"> <li>Denis attended a Conflict of Interest Training Day on February 18, 2016 held by the Office of the Conflict of Interest Minister.</li> <li>Danielle Bélanger-Corbin is the Ethics Officer for the Board. Any concerns, requests, etc. go to the Chair who will look into the concern based on guidelines.</li> <li>The board members ethical obligations remain the same while in office and when members leave the Board.</li> </ul>		
<p><b>ITEM 22.0</b></p> <p><b>Proceed to Closed session to discuss matters involving: Labour relations Matters prescribed by regulation</b></p>	<p><b>{MOTION 2016-BD00171}</b></p> <p><i>“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 Integration Act, 2006.”</i></p> <p><input checked="" type="checkbox"/> Labour relations</p> <p><input checked="" type="checkbox"/> Matters subject to solicitor client privilege</p> <p><i>BE IT FURTHER RESOLVED THAT; the following persons be permitted to attend for the discussion regarding Matters prescribed by regulations:</i></p> <p><i>Louise Paquette, CEO</i></p> <p><i>Kate Fyfe, Senior Director</i></p>		

	<p><i>Terry Tilleczek, Senior Director</i>  <i>Cynthia Stables, Director</i>  <i>Tamara Shewciw, Senior Director</i>  <i>Catherine Matheson, Senior Director</i>  <i>Laura Freeman, Director of HSFR Hospital Finance and Performance</i>  <i>Jody Donovan, Project Coordinator</i></p> <p>MOVED: Dr. Colin Germond  SECONDED: Denis Bérubé  {CARRIED}</p>		
<b>ITEM 30.0</b> <b>Report from the Closed session</b>	<p><b>{MOTION 2016-BD00172}</b></p> <p><i>The Board of Directors of the NE LHIN received the report of its Closed Session meeting of March 30, 2016.</i></p> <p>MOVED: Gary Scripnick  SECONDED: John Febbraro  {CARRIED}</p>		
<b>ITEM 31.0</b> <b>Next Meetings</b>	<ul style="list-style-type: none"> <li>• May 5, 2016 (Audit and Governance Committee)</li> <li>• May 10, 2016 (Board of Directors)</li> <li>• June 9, 2016 (Board of Directors)</li> </ul>		
<b>ITEM 32.0</b> <b>Adjournment of Board Meeting</b>	<p><b>{MOTION 2016-BD00173}</b></p> <p><i>The North East LHIN Board of Directors meeting of March 30, 2016 adjourned at 12:45 p.m.</i></p> <p>MOVED: Dr. Colin Germond  SECONDED: Denis Bérubé  {CARRIED}</p>		
<b>AGENDA DEVELOPMENT FOR NEXT MEETING</b>			

\_\_\_\_\_  
Rick Cooper  
Vice Chair