

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

**FEBRUARY 26, 2018**

**9:00 a.m. to 11:00 a.m.**

**210 MEMORIAL AVENUE, SUITE 128, ORILLIA**

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| <b>Board Members Present:</b>  | <b>LHIN Staff Present:</b>   |
| Kirsten Parker (Chair)<br>Andy Ott<br>Andrea Butcher-Milne (via teleconference)<br>Barbara Dickson<br>Colleen Geiger<br>Ewelina Chwilkowska<br>Jacques Boulet<br>Ted Salisbury<br>Tim Withey | Jill Tettmann (CEO)<br>Kathleen Bain<br>Denise Balfe<br>Jeff Kwan<br>Debbie Roberts<br>Karen Taillefer<br>Rebecca Van Iersel<br>Leanne Vincent<br>Laura Scriver<br>Neil Walker |
| <b>Regrets:</b>  | <b>Guests:</b>   |
| Ernie Vaillancourt<br>Larry Saunders   | Maureen Wilkinson<br>Erin Salkeld  |

**1.0 CONVENING OF THE MEETING**

**1.1 Call to Order**

The Board meeting of February 26, 2018 was called to order at 9:00 a.m. with the meeting being legally constituted, with Board members having received adequate notice in accordance with the guidelines, with adequate posting to the public of the meeting and with a quorum present.

**1.2 Approval of the Agenda**

**Motion: T. Withey                      Seconded: C. Geiger**

**That the agenda of the NSM LHIN Board Meeting of February 26, 2018, be approved.**

**...carried**

**1.3 Declaration of Conflicts**

There were no declarations of conflict noted.

**1.4 Delegations to the Board**

There were no delegations.

**2.0 BY CONSENT – FOR APPROVAL**

The below items were included in the consent agenda for approval of the NSM Board Meeting of February 26, 2018.

Note: Italicized items were removed from the consent agenda.

**2.1 Approval of Minutes – January 22, 2018**

**2.2 NSM LHIN Financial Statements, December 2017**

**2.3 External Audit Services – Fiscal 2017-18**

**Motion: J. Boulet                      Seconded: A. Ott**

**That the NSM LHIN Board of Directors approve items 2.1 through 2.3 of the Consent Agenda of February 26, 2018.**

**...carried**

**3.0 BY CONSENT – FOR INFORMATION**

The below items were included in the consent agenda for information of the NSM LHIN Board Meeting of February 26, 2018.

Note: Italicized items were removed from the consent agenda.

**3.1 CEO Monthly Report**

**3.2 Action Log**

**3.3 Meeting Evaluation – January 22, 2018**

**3.4 2017-18 Allocations by Sector – December 31, 2017 Update**

**3.5 2017-18 Audit Plan**

**3.6 Personal Support Capacity Project Update**

**Motion: B. Dickson                      Seconded: A. Ott**

**That the NSM LHIN Board of Directors accept for information items 3.1 through 3.6 of the Consent Agenda of February 26, 2018.**

**...carried**

## **4.0 REPORTS**

### **4.1 Report of the Chair**

K. Parker gave an overview of several meetings and events attended over the previous month, including an announcement by MPP Ann Hogarth of a planning grant for Collingwood General and Marine Hospital (CGMH), the signing of a Letter of Relationship between the Barrie Area Native Advisory Circle's Aboriginal Health Circle and the Simcoe Muskoka Regional Cancer Program of the Royal Victoria Regional Health Centre, and a presentation to the Board of Orillia Soldiers' Memorial Hospital.

K. Parker noted that she had sent a letter of commendation to CGMH in response to the Code Orange experienced on February 2, 2018. It was the first time in 35 years the hospital had a Code Orange and for many staff, it was the first of their careers. The response showed Acute Care at its very best.

### **4.2 Report of the Directors**

A.Ott noted recent webinars on quality and the Local Health System Integration Act (LHSIA). A discussion followed around ensuring the patient voice is heard and integration opportunities in the LHIN's regions.

T. Withey noted an upcoming public meeting in Bracebridge on March 1<sup>st</sup> to discuss the Huntsville and Bracebridge sites of Muskoka Algonquin Healthcare.

### **4.3 Report of the CEO**

J. Tettmann noted that Pat Campbell, CEO of Orillia Soldiers' Memorial Hospital has announce that she will be retiring at the end of June, 2018.

J. Tettmann noted activity regarding planning for long-term care in the province, notably 5000 new beds province-wide over the next 5 years, with another 25,000 planned over the next 10 years. The Ministry of Health and Long-Term Care is now receiving applications and the LHINs have been asked to review, comment and prioritize them.

J. Tettmann highlighted a section of the CEO Monthly Report addressing transitional beds and noted challenges initially filling beds due to patient choice and appropriate space, but that once all the beds were occupied, they expected them to remain occupied for the foreseeable future.

Action: Add Aging with Confidence updates as a standing item on the CEO Monthly Report.

## **5.0 BUSINESS ARISING**

No Business Arising

## **6.0 COMMITTEE BUSINESS**

### **6.1 Report of the Quality & Improvement Committee Chair**

#### **6.1.1 Meeting Notes – February 12, 2018**

C. Geiger noted that much time was spent at the meeting working through the Quality Improvement Plan, and that the Terms of Reference were reviewed and, after some minor adjustments, were moved forward to recommend to the Board for approval.

C. Geiger also noted a suggestion for a visit to a hospice to learn about dying in the preferred place would be a good opportunity for the Board.

#### **6.1.2 Terms of Reference**

The Terms of Reference were approved as presented.

**Motion: E. Chwilkowska      Seconded: B. Dickson**

**That the NSM LHIN Board of Directors approve the Quality & Improvement Committee Terms of Reference as presented.**

**...carried.**

### **6.2 Report of the Audit & Finance Committee Chair**

#### **6.2.1 Meeting Notes – February 12, 2018**

A. Ott provided a brief overview of the discussions at the Audit & Finance meeting. He noted that the Deloitte representative indicated this year's audit may take longer than usual due to the complexities related to the transition of the CCAC to the LHIN.

#### **6.2.2 Terms of Reference**

The Terms of Reference were approved as presented.

**Motion: A. Ott                      Seconded: J. Boulet**

**That the NSM LHIN Board of Directors approve the Audit & Finance Committee Terms of Reference as presented.**

**...carried.**

#### **6.2.3 Guiding Principles & Process for Approval of the 2018-19 Hospital Service Accountability Agreements**

J. Kwan provided an overview of the Service Accountability Agreements (SAAs) (agenda items 6.2.3, 6.2.4 and 6.2.5), highlighting similarities in each template with schedules noting the differences applicable to each provider.

The largest portion of the LHIN budget (\$815 million) funds 70 health service providers. Prior to signing agreements, each provider must submit an annual business plan indicating how funding will be used. If a provider cannot achieve the principles outlined in the agreement, they are required to apply for an exception, which the LHIN must approve. J. Kwan further noted that exceptions are expected to be requested from two hospitals who will not meet budget targets.

**Motion: T. Withey                      Seconded: A. Ott**

**That the NSM LHIN Board of Directors:**

- 1) Approve the principles for review of the 2018/19 Hospital Accountability Planning Submission as outlined in Appendix B; and,**
- 2) Approve the inclusion of the following LHIN-specific performance obligations in the 2018/19 HSA for NSM LHIN hospitals:**
  - I. System Collaboration on Health System Planning and Design**
  - II. Risk Management Reporting to the LHIN**
  - III. Satisfaction Survey Results Reporting to the LHIN**
  - IV. Indigenous Report Submission to the LHIN**
  - V. The Hospital will operate 301 beds and maintain a hospital-wide occupancy level greater than 90% (Waypoint only)**
  - VI. The Hospital will continue to pursue a French Language Services (FLS) designation (Waypoint only)**

... carried.

6.2.4 Guiding Principles & Process for Approval of the 2018-19 Multi-Sector Accountability Agreements

**Motion: B. Dickson                      Seconded: A. Ott**

**That the NSM LHIN Board of Directors:**

- 1) Approve the principles for review of the 2018/19 Community Accountability Planning Submissions as outlined in Appendix B; and,**
- 2) Approve the inclusion of the following LHIN-specific performance obligations in the 2018/19 MSAA for NSM LHIN community sector agencies:**
  - I. System Collaboration on Health Systems Planning and Design**
  - II. Risk Management Reporting to the LHIN**
  - III. Satisfaction Survey Results Reporting to the LHIN**
  - IV. Indigenous Report Submission to the LHIN**

...carried.



**feedback, however, absent of any possible modifications to the spending and staffing plans.**

**...carried.**

## **7.2 Board Evaluation**

J. Tettmann noted that many current Directors joined the Board part way through the year in 2017, therefore a request has been submitted to ask for a one year delay on doing the evaluations. If not approved by the Ministry, then the recommendation would be to have a light evaluation of each Board member and the Board Chair.

A request for proposal for the administration of the evaluation surveys is underway, with the cost being shared among all LHINs and would go out in mid-May if the delay is not approved. NSM LHIN's Governance Committee will oversee the results before coming forward to the Board.

## **7.3 Proposed NSM LHIN Values**

K. Bain provided a brief review of the steps taken to develop the refreshed LHIN Values, including engaging staff at a 'Culture Hack' in December after the Board reaffirmed the Mission and Vision. Formerly there were three LHIN Values, and four are now being proposed under the refresh.

There was some discussion about the process with a number of Board members commending the staff engagement and how well the Mission/Vision/Values fit together. It was also noted that from the Culture Hack, 42 proposed ideas to develop the organizational culture and foster the values were being examined by the employee engagement committee. Staff will be surveyed in July to monitor progress.

J. Tettmann also noted that external signage on NSM LHIN buildings will be rebranded in March.

**Motion: T. Salisbury                      Seconded: T. Withey**

**That the NSM LHIN Board of Directors endorse the NSM LHIN values, 'Care Deeply. Perform Responsibly. Think Creatively. Interact Respectfully.'**

**...carried.**

## **8.0 STANDING ITEMS**

No Standing Items

## **9.0 FOR INFORMATION**

No items for information

**10.0 IN-CAMERA SESSION**

No In-Camera Session

**11.0 ADJOURNMENT**

**Motion: B. Dickson                      Seconded: C. Geiger**

**That the NSM LHIN Board of Directors meeting of February 26, 2018 be adjourned.**

*Original Signed By:*

\_\_\_\_\_  
Kirsten Parker, Board Chair

*Original Signed By:*

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Jill Tettmann, Chief Executive Officer