

## BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office  
975 Alloy Drive, Thunder Bay ON

April 25, 2017  
9:00 am (Eastern)

**Present** Gil Labine, Chair  
Cathy Farrell, Vice-Chair  
Tim Berube  
Herbert ZoBell  
Tina Copenace  
Carol Neff  
Darryl Allan  
Dorothy Piccinin  
Beatrice Metzler  
Cindy Jarvela

**Staff** Laura Kokocinski  
Susan Pilatzke  
Byron Ball  
Petronilla Ndebele

**Recording Secretary** Rhonda Ferguson

Item #	To Be Accomplished	Action
<b>1.0</b>	<b>PROCEDURAL ITEMS</b>	
1.1	<b>Call to Order</b> The meeting was called to order at 9:00 am (Eastern) by Chair G. Labine. Betty-Anne Grey, North West CCAC Board Liaison and North West LHIN staff were introduced and welcomed to the meeting. The Interim Vice-Chair, C. Farrell, was also introduced by the Chair.	
1.2	<b>Declaration of Conflict of Interest</b> None declared.	
1.3	<b>Approval of Agenda</b> The agenda was approved as presented.	
1.4	<b>Business Arising</b> None.	
<b>2.0</b>	<b>BOARD EDUCATION</b>	
2.1	<b>Privacy and Healthcare</b> The Board participated in a training session on privacy for custodians of personal health information. It was noted that the training is mandatory for all LHIN and CCAC staff as well as Board members to be completed by the end of April. Three modules were presented and each member signed a Declaration of Completion following the training.	

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	<p>Discussion ensued around the LHIN's role and responsibilities as custodians of personal health care information as the CCAC services/programs transition to the LHIN.</p> <p>It was noted that the LHIN will adopt the CCAC policies related to privacy of health information. Orientation of the policies will be provided to LHIN staff and management team to be compliant with provincial regulations and new legislation released in 2016.</p> <p>Further discussion ensued around the role of the person that has power of care and the circle of care. Information will be provided to the Board members on substitute decision-makers.</p>	S. Pilatzke
<b>3.0</b>	<b>BOARD LINKAGES</b>	
3.1	<p><b>North West CCAC Board Meeting Reports</b></p> <p>G. Labine attended the April 12, 2017 North West CCAC Board meeting. There was concern raised regarding the opportunity for input by the North West LHIN in the completion of the final audit report. The report will be finalized on May 26, 2017 and the North West LHIN will sign-off following T-day.</p>	
3.2	<p><b>Chair Report</b></p> <p>The Chair provided an update on recent activities including:</p> <ul style="list-style-type: none"> <li>• On April 12, 2017 the North West LHIN Board Chair attended the Board Chair Council meeting in Toronto. The LHIN Chair Council passed a resolution recognizing the CCAC and staff for their support and leadership in the amalgamation of both organizations and commitment to Patients First.</li> <li>• Other items discussed at the April 12, 2017 Board Chair Council meeting included preparation for the LHIN transition process with North Simcoe Muskoka going first, and concern was raised on the LHIN having to sign off on the CCAC audit reports without having input.</li> <li>• The North West LHIN Board Chair will be meeting with the Nominations Committee to coordinate the process for interviewing potential candidates for current vacancies on the North West LHIN Board of Directors.</li> </ul>	
3.3	<p><b>Governance to Governance Session – May 2017</b></p> <p>Details of the Governance to Governance session planned for May, 2017 were shared. The North West LHIN will host a webinar for health service providers and broader sector to include CCAC service providers, primary care and public health providers. The session will provide participants with an update on the new mandate and transition plan. The date for the session has not been confirmed.</p>	

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4.0	<b>CONSENT AGENDA</b>	
4.1 4.2	<p><b>Board of Directors Meeting Minutes March 28, 2017</b>  <b>Declaration of Compliance: January 1, 2017 – March 31, 2017</b></p> <p>G. Labine presented the consent agenda items for approval.</p> <p><b><u>Resolution #2017 - 29</u></b>  <b>Moved by C. Farrell and seconded by C. Neff that the North West LHIN Board of Directors approve the Consent Agenda as presented.</b>  <b>CARRIED</b></p>	
5.0	<b>BOARD ENDS DISCUSSION</b>	
5.1	<p><b>ENDS Education</b> None.</p>	
5.2	<p><b>ENDS Discussion</b> None.</p>	
5.3	<b>ENDS Monitoring</b>	
5.3-1	<p><b>Ministry LHIN Accountability Agreement (MLAA) Indicator Report</b>  The Q3 Ministry LHIN Accountability Agreement Indicator Report was presented to the Board. It was noted that no updates have occurred to the document.</p> <p><i>A break was observed from 10:10 am to 10:15 am. The meeting reconvened following the break.</i></p>	
5.3-2	<p><b>2016-2017 CEO Performance Report</b>  L. Kokocinski presented the 2016-2017 CEO Performance Report and addressed key challenges, goals and outcomes. A high level review of the achievements attained in 2016-2017 was shared as well as future opportunities of focus and priorities moving forward. It was noted that the report aligns with the North West LHIN vision, mission and strategic directions. The report will be posted to the North West LHIN website and form part of the Accomplishments document published by the LHIN annually.</p> <p>An overview of key issues, goals and highlighted successes related to the Integrated Health Service Plan (IHSP) was also presented.</p> <p>Board members were pleased with the comprehensive work and provided positive feedback on the work completed.</p> <p>Discussion ensued, questions were addressed.</p> <p>The Board suggested that a 30-second 'elevator speech' be developed for Board members and staff to deliver key messages.</p>	S. Pilatzke

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5.3-3	<p><b>2016-2017 Interpretation of Board Ends</b> A high-level overview of the CEO Interpretation of the Board Ends 2016-2017 report was presented to the Board focusing on indicators. Questions were asked regarding low indicator reports. Strategies and initiatives underway to address indicators not achieved was provided. It was suggested that summaries outlining accomplishments, areas requiring improvement and/or ongoing work be provided more often.</p> <p>Positive feedback was received from the Board members for the detail provided. The Board asked L. Kokocinski to send a congratulatory message to the North West LHIN staff for their hard work and accomplishments achieved over the past year to improve the health of the people in our region.</p>	
5.4	<p><b>Generative Discussion</b> None.</p>	
<b>6.0</b>	<b>BOARD DECISIONS/PROCESSES</b>	
6.1	<b>Committee Reports</b>	
6.1-1	<p><b>Governance and Nominations Committee</b> The Governance and Nominations Committee meeting package from April 11, 2017 was pre-distributed to the Board. A brief overview of the meeting was provided.</p>	
6.2	<b>Policy Review</b>	
6.2-1	<p><b>EL-106 Treatment of External Stakeholders</b> Policy EL-106 Treatment of External Stakeholders was reviewed; no changes were recommended.</p>	
6.2-2	<p><b>EL-107 Treatment of Staff</b> Policy EL-107 Treatment of Staff was reviewed; no changes were recommended.</p>	
6.3	<b>LHIN Operations</b>	
6.3-1	<p><b>Hospital Naming Request: Santé Manitouswadge Health</b> B. Kytors provided an overview of the proposed hospital naming request of Manitouswadge General Hospital as detailed in the briefing note. Background information on the strategies undertaken was provided.</p> <p>The Board was asked to support a motion to approve the name change from Manitouswadge General Hospital to “Santé Manitouswadge Health” as outlined in the briefing note recommendation.</p> <p><b><u>Resolution #2017 - 30</u></b> <b>Moved by H. ZoBell and seconded by D. Allan that the North West LHIN Board of Directors approve the name change from Manitouswadge General Hospital, to “Santé Manitouswadge Health”, effective June 2017, by way of an endorsement letter that the hospital can submit with their formal package to the Ministry.</b></p>	

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6.3-2	<p><b>Endorsement of Stage 1 Proposal: Red Lake Margaret Cochenour Memorial Hospital</b></p> <p>B. Ktytor provided an overview of the Stage 1 Medical Devices Reprocessing Department and Endoscopy Suite Redevelopment Project as detailed in the briefing note. Background information on the process and recommendation was provided.</p> <p>The Board was asked to approve the Stage 1 proposal as outlined in the briefing note recommendation.</p> <p><b><u>Resolution #2017 - 31</u></b>  <b>Moved by C. Neff and seconded by D. Allan that the North West LHIN Board of Directors approve the Red Lake Margaret Cochenour Memorial Hospital’s Stage 1 Medical Devices Reprocessing Department and Endoscopy Suite Redevelopment Project as having satisfied the applicable review requirements and criteria identified in Stage 1 – Part A, “Programs and Services” of the MOHLTC-LHIN Joint Review Framework for Early Capital Planning Stages Toolkit. CARRIED</b></p>	
7.0	<b>MONITORING REPORTS</b>	
8.0	<b>INFORMATION</b>	
8.1	<p><b>LHIN Mandate – Transition Planning</b></p> <p>A copy of the letter and Transfer and Dissolution Order received from the Ministry of Health and Long-Term Care was previously distributed to the Board for information.</p> <p>S. Pilatzke provided an overview of the LHIN Renewal Transition Day Readiness Checklist for the North West LHIN Area; LHIN Capacity Building Readiness Assessment and Risk Register documents for information. Key items noted include:</p> <ul style="list-style-type: none"> <li>• The Readiness Checklist is a status report prepared by Deloitte outlining the ‘must have’ items the North West LHIN is required to have in place by T-Day. The North West LHIN 30-day review meeting has been scheduled with Deloitte on May 24, 2017.</li> <li>• Four main risks identified are effectively being mitigated and managed by the North West LHIN and CCAC. Joint bi-weekly meetings take place to address new and existing risks.</li> </ul> <p>C. Wcislo provided an update on the progress of the finance activities related to the transition as detailed in the briefing note. A summary of the current and future funding arrangements and reporting was also provided.</p> <p>Questions raised were addressed.</p>	

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8.2	<p><b>CEO Report</b> The CEO Report was presented to the Board for information. It was noted that CEO also participated in engagement and development activities during the month of April as follows:</p> <ul style="list-style-type: none"> <li>• CEO Planning Meetings</li> <li>• AHFTO (Association of Family Health Teams of Ontario) presentation</li> <li>• Regional Palliative Care Meeting</li> <li>• Staff Recognition Event: 5 and 10-year service awards were presented to LHIN staff</li> <li>• Regular meetings with CCAC CEO.</li> </ul> <p><i>A lunch break was observed from 12:15 pm - 12:24 pm prior to commencing the Closed Session.</i></p>	
9.0	<p><b>CLOSED SESSION</b></p> <p><b><u>Resolution #2017 - 32</u></b> <b>Moved by B. Metzler and seconded by T. Berube that at 12:24pm (Eastern) the Board members attending the meeting, specified above, move into a Closed Session pursuant to the following exception(s) set out in s. 9 (5) of the <i>Local Health System Integration Act (LHSIA), 2006:</i></b> <b>(a) Personal or Public Interest</b> <b>(g) Personnel Matters</b> <b>And further that the following persons be permitted to attend:</b> <b>L. Kokocinski, B. Kytlor, S. Pilatzke and R. Ferguson.</b> <b>CARRIED</b></p>	
9.1	<p><b>Report out of Closed Session</b> The following motions were brought from the closed session.</p> <p><b><u>Resolution #2017 - 34</u></b> <b>Moved by D. Allan and seconded by H. ZoBell that the North West LHIN Board of Directors approve the February 21, 2017 Governance to Governance Report be released to the public and posted to the North West LHIN website, with changes noted.</b> <b>CARRIED</b></p>	
10.0	<b>ADJOURNMENT</b>	
10.1	<p><b>Meeting Evaluation</b> Completed evaluations to be provided to R. Ferguson.</p>	
10.2	<p><b>Future Agenda Items</b> Agenda items to be forwarded to the Chair or to R. Ferguson by May 9, 2017.</p>	All members
10.3	<p><b>Date of Next Meeting</b> The next meeting is scheduled for May 30, 2017.</p>	

Item #	To Be Accomplished	Action
10.4	<b>Adjournment</b>  <u>Resolution #2017 - 36</u> Moved by T. Berube and seconded by C. Farrell that at 1:30 pm (Eastern) the meeting be adjourned. <b>CARRIED</b>	
	Chair _____  Secretary _____	

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