



# Ontario

North West Local Health  
Integration Network

## BOARD OF DIRECTORS OPEN MEETING MINUTES

Minis Hall, Super 8 Motel  
240 Lakeview Drive, Kenora, ON

May 27, 2014  
8:30 a.m. Central

**Present:** Joy Warkentin, Chair  
Tina Copenace  
Cathy Farrell, tc  
Dennis Gushulak  
Dan Levesque  
Dianne Loubier  
Dianne Miller

**Staff:** Laura Kokocinski  
Brian Ktytor  
Susan Pilatzke

**Recording Secretary:** Tracy MacIntyre

**Regrets:** Diane Bath

tc = teleconference

		<b>Action:</b>
<b>1.0</b>	<b>PROCEDURAL ITEMS</b>	
1.1	<b>Call to Order</b> The meeting was called to order at 8:32 a.m. (Central) by Chair J. Warkentin.	
	<b>CLOSED SESSION</b> At the request of D. Loubier, the Board moved into a Closed Session.  <b>Resolution #2014-60</b> Moved by D. Gushulak, and seconded by D. Levesque, that at 8:34 a.m. (Eastern) that 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> <i>(i) Personal or Public Interest</i> <i>(vii) Personnel Matters</i> And further that the following persons be permitted to attend: L. Kokocinski, B. Ktytor, S. Pilatzke, and T. MacIntyre. <b>CARRIED</b>	

	<p><i>Meeting reconvened following the closed session at 8:48 a.m. Central.</i></p>	
	<p><b>Report out of Closed</b></p> <p><b><u>Resolution #2014-61</u></b>  <b>Moved by D. Levesque, and seconded by D. Gushulak, that the North West LHIN Board of Directors accept Board member Dianne Loubier’s verbal resignation from the Board effective immediately, May 27, 2014.</b>  <b>CARRIED</b></p>	
1.2	<p><b>Declaration of Conflict of Interest</b>  None declared.</p>	
1.3	<p><b>Approval of Agenda</b>  The agenda was presented for approval.</p> <p>The following changes were noted:</p> <ol style="list-style-type: none"> <li>1. Agenda item 4.3, under the Binder Tab column, is incomplete; should read, “Refer to A&amp;F Agenda Item 4.1.1.3-3.”</li> <li>2. Agenda item 5.1.4, EL-109, should read, “Financial Conditions and Activities.”</li> <li>3. Move Agenda Item 3.1.2 to follow Agenda Item 1.5, Business Arising from the Minutes.</li> <li>4. Add “2014/15 H-SAA Amending Agreement” as Agenda Item 4.6.</li> </ol> <p><b><u>Resolution #2014 – 63</u></b>  <b>Moved by D. Gushulak, and seconded by C. Farrell, that the agenda be approved as amended.</b>  <b>CARRIED</b></p>	
1.4	<p><b>Approval of Minutes</b>  The minutes of the Board of Directors meeting of April 29, 2014, were presented for approval.</p> <p>The following amendment was noted:</p> <ol style="list-style-type: none"> <li>1. Page 10, Agenda item 9.4, Adjourn, amend “Resolution #2014-57” to “Resolution #2014-58.”</li> </ol> <p><b><u>Resolution #2014 – 64</u></b>  <b>Moved by D. Levesque, and seconded by D. Gushulak, that the minutes of the North West LHIN Board of Directors meeting of April 29, 2014, be approved as amended.</b>  <b>CARRIED</b></p>	<p>T. MacIntyre</p>

1.5	<p><b>Business Arising from the Minutes Not Covered on Agenda</b> No business arising.</p>	
3.1.2	<p><b>Health Services Blueprint (HSB) Update (Years 1-2) and Plan (Years 3-5)</b> H. Murchison provided a current status update on the HSB and an overview of upcoming plans for the next three years.</p> <p>The Board acknowledged and extended thanks to H. Murchison and staff for the extensive work on the HSB from the initial work, through development to introduction.</p>	L. Kokocinski
<p><b>2.0 BOARD LINKAGES</b></p>		
2.1	<p><b>Upcoming Community Engagement Sessions</b> D. Miller reported the Non-Health Service Provider Community Engagement Sessions have been re-scheduled to June 18<sup>th</sup> for Kenora and June 19<sup>th</sup> for Dryden. Board members T. Copenace, D. Gushulak, and J. Warkentin will be attending both sessions along with S. Pilatzke.</p>	
2.2	<p><b>Community Engagement with Key Stakeholders - Kenora Physician Engagement Session</b> J. Warkentin provided an overview of the Kenora Physician Engagement Session, held on May 26<sup>th</sup>.</p> <p>Key points from the physician dialogue were discussed. It was noted that the Kenora physicians would like to become more familiar with the North West LHIN and its' efforts.</p> <p>A Physician Engagement Session summary report will be prepared in the near future.</p>	S. Pilatzke
2.3	<p><b>Chair Report</b> J. Warkentin provided the following updates:</p> <ul style="list-style-type: none"> <li>• <b>Board Vacancies</b> As of today, there are three Board vacancies: <ul style="list-style-type: none"> <li>○ One vacancy is in the final stages of approval.</li> <li>○ Applications for the second vacancy have been received by the Public Appointment Secretariat.</li> <li>○ The process to fill the third vacancy will be discussed.</li> </ul> </li> <li>• <b>Election 2014</b> The election will be held on June 12th.</li> </ul>	

	<ul style="list-style-type: none"> <li><b>North West Community Care Access Centre (CCAC), Kenora Chiefs Advisory (KCA), and Fort Frances Tribal Area Health Services (FFTAHS)</b> J. Warkentin reported that she and L. Kokocinski will meet with CCAC, KCA, and FFTAHS, on May 28<sup>th</sup> in Thunder Bay. A report will follow at the June Board meeting.</li> </ul>	J. Warkentin
<b>3.0</b>	<b>BOARD ENDS DISCUSSION</b>	
<b>3.1</b>	<b>ENDS Education</b>	
3.1.1	<p><b>Revised Board Educational Plan 2014</b> D. Miller presented the revised 2014 Board Educational Plan and recommended it for approval.</p> <p><b>Resolution #2014 – 65</b> <b>Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve the 2014 Board Educational Plan, as presented.</b> <b>CARRIED</b></p>	
<b>3.2</b>	<b>ENDS Discussion</b>	
3.2.1	<p><b>ENDS Discussion Schedule</b> The ENDS Discussion Schedule was reviewed.</p>	
<b>3.3</b>	<b>ENDS Monitoring</b>	
3.3.1	<p><b>Ministry LHIN Performance Agreement (MLPA) Scorecard</b> The MLPA Scorecard was presented and reviewed.</p> <p>The Alternative Level of Care (ALC) indicator was discussed. The Board asked for further information. B. Kytort will provide information at the next meeting.</p>	B. Kytort
<b>4.0</b>	<b>BOARD DECISIONS/PROCESSES</b> ( <i>Approval of Policy, Committee Reports &amp; Capital Approval</i> )	
<b>4.1</b>	<b>Committee Reports</b>	
<b>4.1.1</b>	<b>Audit and Finance (A &amp; F Committee)</b>	
4.1.1.1	<p><b>May 26, 2014 A &amp; F Committee Meeting Binder</b> The A &amp; F Committee's full meeting package was included in the Board package for review and information.</p> <p>Due to D. Loubier's absence, Chair J. Warkentin reported she chaired the A &amp; F Committee meeting on May 26th.</p> <p>J. Warkentin advised the Allocation Report was discussed and the Committee agreed the Allocation Report will only be submitted to the Board as an attachment to Monitoring Report EL-109 going forward. Also it was reconfirmed that as previously agreed by the Board, the Monitoring Reports will no longer be vetted by the Committee and will go</p>	

	<p>straight to the Board in keeping with the other Monitoring Reports submitted to the Board.</p> <p>The Board agreed and accepted this process.</p> <p>The A &amp; F Committee Workplan will be updated to reflect these new changes and will be reviewed at the A &amp; F Committee's next meeting.</p>	<p>T. MacIntyre</p>
<p>4.1.1.2</p>	<p><b>Audited Financial Statements 2013/14 &amp; Audit Report 2013/14</b> The 2013/14 Audited Financial Statements and the 2013/14 Audit Report 2013/14 were reviewed and discussed. J. Warkentin advised the auditors were pleased to report the North West LHIN had a clean audit with no areas of concern.</p> <p>D. Gushulak also reported the auditors were complimentary of the financial and risk management at the North West LHIN.</p> <p>J. Warkentin reported the A &amp; F Committee recommends both reports be approved by the Board.</p> <p><b><u>Resolution #2014 – 66</u></b> <b>Moved by D. Gushulak, and seconded by T. Copenace, that the North West LHIN Board of Directors approve the 2013/14 Audited Financial Statements and the 2013/14 Audit Report, as presented.</b> <b>CARRIED</b></p>	
<p>4.1.1.3</p>	<p><b>Re-appointment of Auditors for 2014/15 Fiscal Year Audit</b> The re-appointment of auditors for the 2014/15 fiscal year audit was discussed. A new Request for Proposal, for the next three year period, will be released by LHIN Shared Services Office (LSSO) this fall.</p> <p>As there were no concerns in regards to Deloitte's performance, their re-appointment was recommended for approval.</p> <p><b><u>Resolution #2014 – 67</u></b> <b>Moved by T. Copenace, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve the re-appointment of Deloitte as Auditors for the year ending March 31, 2015.</b> <b>CARRIED</b></p>	

4.1.1.4	<p><b>Committee Self-Assessment Survey Results</b> Committee Self-Assessment Survey Results were reviewed and discussed. Although there were only two Committee members to complete the survey, the members were positive as demonstrated in the results.</p> <p>Discussion followed regarding the A &amp; F Committee membership.</p> <p>Considering D. Loubier's recent resignation, the Board agreed J. Warkentin will be Acting Chair of the A &amp; F Committee and D. Miller will be an interim member until the Committee returns to a full complement.</p> <p>J. Warkentin advised the draft Committee dates for both the Audit and Finance and Governance and Nominations Committees were circulated for consideration. Board members were asked to consider and advise J. Warkentin or T. MacIntyre, prior to the next Board Meeting in June, which Board Committees they are interested in participating for 2014-15. A revised Committee membership listing will be brought forward at the June Board Meeting.</p>	<p>All members.  T. MacIntyre</p>
4.1.2	<p><b>Governance &amp; Nominations (G &amp; N Committee)</b> No report.</p>	
4.2	<p><b>Policy Review</b></p>	
4.2.1	<p><b>Executive Limitations</b></p>	
4.2.1-1	<p><b>EL-107 Treatment of Staff</b> D. Miller presented and led discussion on the recommended G &amp; N Committee changes to Policy EL-107 Treatment of Staff.</p> <p><b>Resolution #2014 – 68</b> <b>Moved by D. Miller, and seconded by C. Farrell, that the North West LHIN Board of Directors approve amended Policy EL-107 Treatment of Staff, as presented.</b> <b>CARRIED</b></p>	<p>T. MacIntyre</p>
4.2.1-2	<p><b>EL-108 Budget Development</b> J. Warkentin reported the A &amp; F Committee had no changes to recommend to Policy EL-108 Budget Development.</p> <p>The Board reviewed the policy and had no changes.</p>	<p>T. MacIntyre</p>
4.3	<p><b>North West Community Care Access Centre Conversion of One-time Funding to Base Funding</b> B. Kytvor presented for approval and led discussion on the briefing note for the North West Community Care Access</p>	

	<p>Centre Conversion of One-time Funding to Base Funding.</p> <p><b><u>Resolution #2014 – 69</u></b>  <b>Moved by D. Gushulak, and seconded by D. Miller, that the North West LHIN Board of Directors provide approval to provide base funding of \$1,085,100 in 2014/15 from the 2013/14 Community Investment Funding allocation, to be utilized by the North West Community Care Access Centre for the purpose of reducing wait times for personal support services to a maximum five days.</b>  <b>CARRIED</b></p>	T. MacIntyre
4.4	<p><b>Pre-Capital Approval for Parking Lot Expansion – Thunder Bay Regional Health Sciences Centre</b>  B. Kytör reviewed the briefing note for Board approval of the pre-capital approval for parking lot expansion at the Thunder Bay Regional Health Sciences Centre.</p> <p>Discussion followed.</p> <p><b><u>Resolution #2014 – 70</u></b>  <b>Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors endorse Part A of the Pre-Capital Submission Form from Thunder Bay Regional Health Sciences Centre to undertake a capital project to expand its parking lot, and understand that this project will be supported through Thunder Bay Regional Health Sciences Centre’s own funds.</b>  <b>CARRIED</b></p>	T. MacIntyre
4.5	<p><b>Board Planning Cycle for Agenda Control</b>  D. Miller reviewed the Board Planning Cycle for Agenda Control document with the Board.</p> <p><b><u>Resolution #2014 – 71</u></b>  <b>Moved by D. Miller, and seconded by D. Levesque, that the North West LHIN Board of Directors approve the Board Planning Cycle for Agenda Control document as presented.</b>  <b>CARRIED</b></p>	T. MacIntyre
4.6	<p><b>2014/15 H-SAA Amending Agreement</b>  B. Kytör reviewed and presented for approval the 2014/15 H-SAA Amending Agreement briefing note, amending the 2008/13 H-SAA by extending its term to March 31, 2015.</p> <p>The delay in the final agreement was discussed. The LHINs CEO Council will be discussing the H-SAA escalation process with the LHINs Chair Council. A report will be</p>	L. Kokocinski

	<p>brought back in the fall.</p> <p><b><u>Resolution #2014 – 72</u></b>  <b>Moved by D. Miller, and seconded by T. Copenace, that the North West LHIN Board of Directors approve the proposed H-SAA Amending Agreement made as of July 1, 2014, and amending the 2008/13 H-SAA by extending its term to March 31, 2015, and by replacing the 2013/14 Schedules with 2014/15 Schedules, as presented.</b>  <b>CARRIED</b></p>	T. MacIntyre
<b>5.0</b>	<b>MONITORING REPORTS</b>	
<b>5.1</b>	<b>Executive Limitations</b>	
5.1.1	<p><b>EL-100 General Executive Constraint</b>  L. Kokocinski presented Monitoring Report EL-100 General Executive Constraint for discussion and approval by the Board.</p> <p><b><u>Resolution #2014 – 73</u></b>  <b>Moved by T. Copenace, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve Monitoring Report EL-100 General Executive Constraint, as presented.</b>  <b>CARRIED</b></p>	T. MacIntyre
5.1.2	<p><b>EL-101 Communication and Counsel to the Board</b>  L. Kokocinski presented Monitoring Report EL-101 Communication and Counsel to the Board for discussion and approval by the Board.</p> <p><b><u>Resolution #2014 – 74</u></b>  <b>Moved by D. Miller, and seconded by T. Copenace, that the North West LHIN Board of Directors approve Monitoring Report EL-101 Communication and Counsel to the Board, as presented.</b>  <b>CARRIED</b></p>	T. MacIntyre
5.1.3	<p><b>EL-105 Corporate Identity</b>  L. Kokocinski presented Monitoring Report EL-105 Corporate Identity to the Board for discussion and approval.</p> <p>The upcoming visual identify changes were discussed and will be addressed in the next Monitoring Report.</p> <p><b><u>Resolution #2014 – 75</u></b>  <b>Moved by D. Levesque, and seconded by D. Miller, that the North West LHIN Board of Directors approve Monitoring Report EL-105 Corporate Identity, as presented.</b>  <b>CARRIED</b></p>	T. MacIntyre



5.1.4	<p><b>EL-109 Financial Conditions and Activity</b> L. Kokocinski presented Monitoring Report EL-109 Financial Conditions and Activity for discussion and approval by the Board.</p> <p><b><u>Resolution #2014 – 76</u></b> <b>Moved by D. Gushulak, and seconded by D. Levesque, that the North West LHIN Board of Directors approve Monitoring Report EL-109 Financial Conditions and Activity, as presented.</b> <b>CARRIED</b></p>	T. MacIntyre
5.1.5	<p><b>EL-110 Compensation and Benefits</b> L. Kokocinski presented Monitoring Report EL-110 Compensation and Benefits to the Board for discussion and approval.</p> <p><b><u>Resolution #2014 – 77</u></b> <b>Moved by D. Levesque, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve Monitoring Report EL-110 Compensation and Benefits, as presented.</b> <b>CARRIED</b></p>	T. MacIntyre
5.1.6	<p><b>EL-111 CEO Emergency Succession Plan</b> L. Kokocinski presented Monitoring Report EL-111 CEO Emergency Succession Plan for discussion and approval by the Board.</p> <p><b><u>Resolution #2014 – 78</u></b> <b>Moved by T. Copenace, and seconded by D. Gushulak, that the North West LHIN Board of Directors approve Monitoring Report EL-111 CEO Emergency Succession Plan, as presented.</b> <b>CARRIED</b></p>	T. MacIntyre
6.0	<b>CONSENT AGENDA</b>	
7.0	<b>INFORMATION</b>	
7.1	<p><b>CEO Report</b> L. Kokocinski presented her report and discussion followed.</p> <p>Discussion on the progress of the Overcapacity Plan also took place.</p>	
8.0	<p><b>CLOSED SESSION</b></p> <p><b><u>Resolution #2014-79</u></b> <b>Moved by D. Miller, and seconded by T. Copenace, that at 11:30 a.m. (Central) the Board members attending the meeting, specified above, move into a Closed</b></p>	

	<p><b>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>  <i>(i) Personal or Public Interest</i>  <i>(vii) Personnel Matters</i>  <b>And further that the following persons be permitted to attend:</b>  <b>L. Kokocinski, B. Ktytor, S. Pilatzke, and T. MacIntyre.</b>  <b>CARRIED</b></p> <p><i>Meeting reconvened following the closed session.</i></p>	
	<p><b>Report out of Closed</b>                  None.</p>	
<b>9.0</b>	<b>ADJOURNMENT</b>	
9.1	<p><b>Meeting Evaluation</b>                  Completed evaluations to be provided to T. MacIntyre.</p>	All members.
9.2	<p><b>Future Agenda Items</b>                  Agenda items to be forwarded to the Chair or to T. MacIntyre.</p>	All members.
9.3	<p><b>Date of Next Meeting</b>                  The next meeting has been scheduled for June 24, 2014, in Thunder Bay, ON.</p>	
9.4	<p><b>Adjourn</b></p> <p><b><u>Resolution #2014-85</u></b>  <b>Moved by D. Miller, and seconded by T. Copenace, that at 12:45 p.m. (Central) the meeting be adjourned.</b>  <b>CARRIED</b></p>	
	<p><b>Chair</b> _____</p> <p><b>Secretary</b> _____</p>	