

BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office
975 Alloy Drive, Thunder Bay ON

June 27, 2017
9:00 am (Eastern)

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

Staff Laura Kokocinski
Susan Pilatzke
Brian Ktytor
Petronilla Ndebele
Chrysta Burns
Rakib Mohammed
Rhonda Ferguson

Recording Secretary Betty-Anne Grey

Item #	To Be Accomplished	Action
1.0	PROCEDURAL ITEMS	
1.1	<p>Call to Order The meeting was called to order at 9:00 am (Eastern) by Chair G. Labine. Guests and North West LHIN staff were introduced and welcomed to the meeting. G. Labine noted that this is the first Board meeting after transition and acknowledged senior staff for all of the hard work and dedication required for a smooth and successful transition.</p>	
1.2	<p>Declaration of Conflict of Interest None declared.</p>	
1.3	<p>Approval of Agenda The agenda was approved as presented.</p>	
1.4	<p>Business Arising None.</p>	
2.0	BOARD EDUCATION	
3.0	BOARD LINKAGES	
3.1	<p>North West CCAC Board Meeting Report D. Piccinin noted that she had overlooked the June 14, 2017 North West CCAC Board meeting and did not attend.</p>	
3.2	<p>Chair Report The Chair provided an update on recent activities including:</p> <ul style="list-style-type: none"> • June 5, 2017: Attended the Board Chairs teleconference. Broader Executive Compensation Act was reviewed. A 	

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	<p>framework for CEO and Executive staff will be provided by September 2017.</p> <ul style="list-style-type: none"> • Attended a number of meetings with the North West LHIN CEO and North West CCAC Board Chair and CEO to discuss transition items. G. Labine noted that transition went smoothly and gave credit to L. Kokocinski for her direction and leadership. • June 14-16, 2017: Attended Achieving Excellence Together 2017 - Home and Community Care Conference in Toronto. He highlighted that he attended the North East LHIN presentation as well as a Research Institute session on results that empathetic doctors have on patient outcomes. • Met with C. Farrell with respect to the annual CEO Performance Evaluation and will speak on this later. • June 26, 2017: Attended a team building session with Board members and senior staff. The session provided a good opportunity to get to know senior staff. 	
4.0	CONSENT AGENDA	
4.1 4.2	<p>Board of Directors Meeting Minutes May 30, 2017 Declaration of Compliance: April 1, 2017 to June 30, 2017</p> <p>G. Labine presented the consent agenda items for approval.</p> <p><u>Resolution #2017 - 58</u> Moved by C. Neff and seconded by D. Allan that the North West LHIN Board of Directors approve the Consent Agenda as presented. CARRIED</p>	
5.0	BOARD ENDS DISCUSSION	
5.1	ENDS Education None.	
5.2	ENDS Discussion None.	
5.3	ENDS Monitoring	
5.3-1	<p>Ministry LHIN Accountability Agreement (MLAA) Indicator Report</p> <p>The Q4 Ministry LHIN Accountability Agreement Indicator Report was presented to the Board. There was a discussion on the first two performance indicators, <i>Percent of Home Care Clients Receiving Personal Support Service Within 5 Days</i> and <i>Percent of Home Care Clients Receiving Nursing Service Within 5 Days</i>.</p> <p>The Board discussed the shortage of Personal Support Workers in the work force. It was noted that there has been communication with the Ministry and local providers regarding the shortage and how to increase enrollment of students into the program.</p>	

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5.4	Generative Discussion None.	
6.0	BOARD DECISIONS/PROCESSES	
6.1	Committee Reports	
6.1-1	Audit and Finance (A&F) Committee The Audit and Finance meeting package for June 13, 2017 was pre-distributed to the Board. A brief overview of the meeting was provided. The following items were highlighted: <ul style="list-style-type: none"> • J. Storeshaw from MNP provided information regarding the Stub Period Audit Plan. The Board was asked to approve the Stub Period Audit Plan as presented. <u>Resolution #2017 - 59</u> Moved by H. Zobell and seconded by D. Piccinin that the North West LHIN Board of Directors approve the Stub Period Audit Plan as presented. CARRIED.	
6.1-2	Governance and Nominations (G&N) Committee The Governance and Nominations Committee meeting package for June 13, 2017 was pre-distributed to the Board. A brief overview of the meeting was provided. The following items were highlighted: <ul style="list-style-type: none"> • Summer coverage was discussed. It was agreed that B. Metzler would be available to cover if G. Labine and C. Farrell are not available. The Board was asked to support the recommendation brought forward regarding summer coverage. <u>Resolution #2017 - 60</u> Moved by C. Farrell and seconded by T. Copenace that the North West LHIN Board of Directors approve a motion that during the course of July and August, should a Board decision be required, that the Board Chair, G. Labine, and Interim Vice-Chair, C. Farrell, will work with the CEO to process any necessary approvals with a full report at the September Board meeting. CARRIED	
6.2	Policy Review	
6.2-1	EL-110 Compensation and Benefits Policy EL-110 Compensation and Benefits was reviewed; no changes were recommended.	
6.3	LHIN Operations	
6.3-1	Geraldton District Hospital: Emergency Department Project – Stage 2 Capital Endorsement	

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	<p>B. Ktytor provided an overview of the proposal for the Emergency Department Relocation Project submitted by Geraldton District Hospital as detailed in the previously distributed briefing note. Background information on the strategies undertaken was provided.</p> <p>The Board was asked to support a motion for Geraldton District Hospital's Stage 2 Capital Redevelopment Project as outlined in the briefing note recommendation.</p> <p><u>Resolution #2017 - 61</u> Moved by B. Metzler and seconded by C. Jarvela that the North West LHIN Board of Directors endorse Geraldton District Hospital's Stage 2 Capital Redevelopment Project as having satisfied the applicable review requirements and criteria identified in Stage 2 - Part A, "Programs and Services" of the MOHLTC-LHIN Joint Review Framework for Early Capital Planning Stages Toolkit. CARRIED</p>	
7.0	MONITORING REPORTS	
8.0	INFORMATION	
8.1	<p>Transition Planning Update: The updated provincial and local placemats were distributed for information. Key items noted include:</p> <ul style="list-style-type: none"> • Public Health Work Stream is outstanding. Further information will be received. • Human Resources, Finance, IT and Communications are areas of work that will be ongoing but are well under way. • Work Stream close-out was reviewed. This will lead to a committee structure that will be ongoing. • Next stage will be T+90 day planning. <p>A summary report of the CCAC transition was provided. Board members were thanked for being onsite on Transition Day. Staff was excited to share ideas and have an opportunity to build a new culture.</p>	
8.2	<p>CEO Report The CEO Report was presented to the Board for information. Additional information was provided:</p> <ul style="list-style-type: none"> • The Board and Executive team were thanked for all the work and making transition day successful. • Q2 report expected in October and will help the Board with strategic planning. • An update on the North West LHIN transition day was emailed to the Ministry on June 21, 2017. Deputy Minister Dr. Bell responded to the email congratulating L. Kokocinski and her team on the work they had done for a successful transition. 	

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	<ul style="list-style-type: none"> • The North West LHIN is currently working with KPMG to develop tools to help leadership move forward with change management. • Unleashed Potential has been confirmed to facilitate an Executive Team Retreat on August 14, 2017 and a Leadership Retreat on October 4 & 5, 2017. The DiSC Personality analysis will form part of the session. It was suggested that the Board consider completing the DiSC profile when a full Board compliment has been established.. <p>The Board discussed transportation options for non-urgent clients. A transportation report will be brought back to the Board for information.</p> <p><i>A break was observed at 10:15 am to 10:30 am prior to commencing the Closed session.</i></p>	
9.0	<p>CLOSED SESSION</p> <p><u>Resolution #2017 - 62</u> Moved by T. Berube and seconded by C. Farrell that at 10:30 am (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> (a) Personal or Public Interest (g) Personnel Matters And further that the following persons be permitted to attend: L. Kokocinski, B. Ktytor, S. Pilatzke, P. Ndebele, C. Burns, R. Mohammed, R. Ferguson and B. Grey. CARRIED</p>	
9.1	<p>Report out of Closed Session The following motions were brought from the closed session.</p> <p><u>Resolution #2017 – 64</u> Moved by C. Farrell and seconded by T. Berube that the North West LHIN Board of Directors approve the Governance to Governance Webinar Report dated May 31, 2017 be released to the public and posted to the North West LHIN website. CARRIED</p> <p><u>Resolution #2017 - 66</u> Moved by D. Allan and seconded by C. Farrell that the North West LHIN Board of Directors approved the draft Funding Plan as presented in the briefing note for planning for 2017/18 Small and Rural Hospital Transformation Fund. CARRIED</p>	

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	<p><u>Resolution #2017 – 68</u> Moved by T. Copenace and seconded by D. Piccinin that the CEO Performance Appraisal Report for the period of April 1, 2016 to March 31, 2017 be approved. CARRIED</p> <p><u>Resolution #2017 – 69</u> Moved by T. Copenace and seconded by B. Metzler that the Compensation Package prepared by the Executive Compensation Committee be approved. CARRIED</p>	
10.0	ADJOURNMENT	
10.1	<p>Meeting Evaluation Completed evaluations to be provided to B. Grey.</p>	
10.2	<p>Future Agenda Items Agenda items to be forwarded to the Chair or to B. Grey by September 5, 2017</p>	All members
10.3	<p>Date of Next Meeting The next meeting is scheduled for September 26, 2017.</p>	
10.4	<p>Adjournment</p> <p><u>Resolution #2017 – 71</u> Moved by C. Farrell and seconded by D. Allan that at 12:45 pm (Eastern) the meeting be adjourned. CARRIED</p>	
	<p>Chair _____</p> <p>Secretary _____</p>	