

## BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office  
975 Alloy Drive, Thunder Bay ON

September 26, 2017  
9:00 am (Eastern)

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

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

**Recording Secretary** Betty-Anne Grey

**Regrets** Tim Berube  
Francois Hastir

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. He welcomed everyone to the meeting.	
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	<p><b>Non-urgent Transportation Report</b> B. Ktytor provided an overview on non-urgent transportation. Key items noted include:</p> <ul style="list-style-type: none"> <li>• Non-urgent Patient Transportation continues to be a high priority need to achieve an integrated service delivery system for the improved health of patients in the Northwest.</li> <li>• Aligns with the Health Services Blueprint, the Integrated Health Service Plan and Annual Business Plan.</li> <li>• The North West LHIN requested an evidence-based review of non-urgent patient transportation. The review was overseen by an Advisory Committee.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• A report was produced that contains recommendations for an integrated service delivery model that addresses transfer pattern realities and reduces patient care risk.</li> <li>• The North West LHIN will meet with the Ministry of Health and Long-Term Care, Enhancing Emergency Services in Ontario division to share the report and explore opportunities for a sustainable long-term funding solution.</li> </ul> <p>Discussion ensued and questions asked were addressed</p>	
2.2	<p><b>Home and Community Care Programs and Services</b></p> <p>R. Mohammad provided a presentation on Home and Community Care programs and services. He provided an overview on the following:</p> <ul style="list-style-type: none"> <li>• History and Background</li> <li>• Mission, Visions and Values</li> <li>• Home and Community Care Services</li> <li>• Patient's Journey</li> <li>• Care Coordination</li> <li>• The Client Care Model</li> <li>• People: Home and Community Care</li> <li>• Contracted Service Provider Organizations (SPOs)</li> <li>• Facts and Figures</li> <li>• Direct Nursing Programs</li> <li>• Goals and Priorities</li> </ul> <p>Discussion ensued and questions asked were addressed.</p> <p><i>A break was observed at 9:55 am to 10:05 am.</i></p>	
3.0	<b>BOARD LINKAGES</b>	
3.1	<p><b>Chair Report</b></p> <p>The Chair provided an update on recent activities including:</p> <ul style="list-style-type: none"> <li>• Chairs and CEOs meetings with the Ministry during the summer months.</li> <li>• Board Chairs Council Meetings and Chair/Leadership Council meetings he attended in July, August and September.</li> <li>• Met with C. Raso with respect to the strategic planning meeting scheduled October 23, 2017.</li> <li>• Board members will attend Board Governance Training in Toronto Sept 27, 2017 and October 4, 2017. Materials have been pre-circulated.</li> <li>• The recruitment phase of the Patients Family Advisory Committee was approved in August.</li> </ul> <p>Executive Summer Report: Dryden Regional Health Centre Co-gen Project (information)</p> <p>On behalf of the Board of Directors, G. Labine and C. Farrell approved the recommendation that the North West LHIN Board of</p>	

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	Directors endorse Part A of the Pre-Capital Submission Form submitted by Dryden Regional Health Centre to implement a co-generation system using the hospital's own funds and further recommend that the hospital continue to the next stage of the capital process.	
<b>4.0</b>	<b>CONSENT AGENDA</b>	
4.1	<p><b>Board of Directors Meeting Minutes June 27, 2017</b> G. Labine presented the consent agenda items for approval.</p> <p><b><u>Resolution #2017 - 73</u></b> <b>Moved by D. Allan and seconded by C. Neff that the North West LHIN Board of Directors approve the Consent Agenda as presented.</b> <b>CARRIED</b></p>	
<b>5.0</b>	<b>BOARD ENDS DISCUSSION</b>	
5.1	<b>ENDS Education</b> None.	
5.2	<b>ENDS Discussion</b> None.	
5.3	<b>ENDS Monitoring</b>	
5.3-1	<p><b>2016/17 Board of Directors Meeting Evaluation Summary</b> The Board Evaluation Summary for 2016-2017 was pre-distributed in the meeting package. It was noted the summary report was positive overall and that measures have been implemented to address concerns identified.</p>	
5.4	<b>Generative Discussion</b>	
5.4-1	<p><b>Transformation Based on Patients First</b></p> <p><u>LHIN Renewal Project Partnership Model</u> Updated documents were pre-distributed for the Board's information. Any further updates will be distributed to Board members.</p>	
<b>6.0</b>	<b>BOARD DECISIONS/PROCESSES</b>	
6.1	<b>Committee Reports</b>	
6.1-1	<p><b>Audit and Finance (A&amp;F) Committee: September 6, 2017 Meeting</b> North West CCAC Stub Period Audit Report ending June 20, 2017 (approval)</p> <p>The Board was asked to approve the Stub Period Audit Report as presented.</p> <p><b><u>Resolution #2017 - 74</u></b> <b>Moved by H. Zobell and seconded by C. Neff that the North West LHIN Board of Directors approve the Stub Period Audit Report as presented.</b> <b>CARRIED.</b></p>	

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6.1-2	<b>Governance and Nominations (G&amp;N) Committee</b> No report.	
6.2	<b>Policy Review</b> None.	
6.3	<b>LHIN Operations</b>	
6.3-1	<p><b>Pre-Capital Submission – St. Joseph’s Care Group – Purchase and Renovation of Amethyst House Endorsement</b> A briefing noted regarding the proposal for the purchase and renovation of Amethyst House was pre-circulated in the Board meeting package.</p> <p>The Board was asked to support the motions to endorse the business case part 1 and part 2 submitted by St. Joseph’s Care Group for the purchase and renovation of Amethyst House as outlined in the briefing note recommendation.</p> <p><b><u>Resolution #2017 - 75</u></b> <b>Moved by C. Farrell and seconded by H. Zobell that the North West LHIN Board of Directors endorse the business case submitted by St. Joseph’s Care Group for the purchase of the Amethyst House Property on 289 Munro Street in Thunder Bay, to be used for hospital purposes, in accordance with Section 4(2) of the Public Hospital Act and the requirements as set out in Section 4 Approvals Protocol: Under the Public Hospitals Act – Stakeholders’ Copy.</b> <b>CARRIED</b></p> <p><b><u>Resolution #2017 - 76</u></b> <b>Moved by C. Farrell and seconded by B. Metzler that the North West LHIN Board of Directors endorse Part A of the Pre-Capital Submission Form submitted by St. Joseph’s Care Group to renovate the Amethyst House Property to be used for the purpose of expanding its high support housing programs for mental health clients, subject to the condition that the hospital utilizes its own funds to support the construction and ongoing operating costs of the project and further recommend that the hospital continue to the next stage of the capital process.</b> <b>CARRIED</b></p>	
6.3-2	<p><b>Pre-Capital Submission – Thunder Bay Regional Health Sciences Centre – Medical Device Reprocessing Department Centralization and Expansion</b> A briefing note regarding the Medical Device Reprocessing Department Centralization and Expansion was pre-circulated in the Board meeting package.</p> <p>The Board was asked to support a motion for Part A of a Pre-capital Submission from Thunder Bay Regional Health Sciences</p>	

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	<p>Centre for the centralization and expansion of the Medical Device Reprocessing Department as outlined in the briefing note recommendation.</p> <p><b><u>Resolution #2017 - 77</u></b>  <b>Moved by C. Neff and seconded by T. Copenace that the North West LHIN Board of Directors endorse Part A of the Pre-Capital Submission Form submitted by Thunder Bay Regional Health Sciences Centre for the centralization and expansion of the Medical Device Reprocessing Department, using its own funds to support the construction and ongoing operating costs of the project and further recommend that the hospital continue to the next stage of the capital process. CARRIED</b></p>	
6.3-3	<p><b>Pre-Capital Submission – Thunder Bay Regional Health Sciences Centre – Renal Program Expansion Decision</b>  A briefing note regarding the expansion of the renal program was pre-circulated in the Board meeting package. Background information on the strategies undertaken was provided</p> <p>The Board was asked to support a motion for Thunder Bay Regional Health Sciences Centre’s Renal Program Expansion as outlined in the briefing note recommendation.</p> <p><b><u>Resolution #2017 - 78</u></b>  <b>Moved by D. Piccinin and seconded by C. Jarvela that the North West LHIN Board of Directors endorse Part A of the Pre-Capital Submission Form submitted by Thunder Bay Regional Health Sciences Centre for the expansion of its renal program, subject to the requirement that the North West LHIN is not providing any associated funding for capital or operating costs, and further recommend that the hospital continue to the next stage of the capital process. CARRIED</b></p>	
6.3-4	<p><b>Pre-Capital Submission – Thunder Bay Regional Health Sciences Centre – Speciality Outpatient Pharmacy for Cancer Patients</b>  A briefing note regarding the proposal for Part A of a Pre-Capital Submission for a speciality outpatient pharmacy for cancer patients was pre-circulated in the Board meeting package. Background information on the strategies undertaken was provided. The capital process has gone through legal review and has been endorsed by the ministry.</p> <p>Discussion ensued and questions asked were addressed.</p> <p>The Board was asked to support a motion for Part A of a Pre-capital Submission from Thunder Bay Regional Health Sciences Centre for the speciality outpatient pharmacy for cancer patients as outlined in the briefing note recommendation.</p>	

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	<p><b><u>Resolution #2017 - 79</u></b>  <b>Moved by D. Piccinin and seconded by C. Farrell that the North West LHIN Board of Directors Part A of the Pre-Capital Submission Form submitted by Thunder Bay Regional Health Sciences Centre for the speciality outpatient pharmacy for cancer patients, subject to the requirement that the North West LHIN is not providing any associated funding for capital or operating costs, and further recommend that the hospital continue to the next stage of the capital process.</b>  <b>CARRIED</b></p> <p>A Pre-Capital Submission Education session will be provided for Board members in October.</p>	
<b>7.0</b>	<b>MONITORING REPORTS</b>	
7.1	<p><b>EL-103 Enterprise Risk Management</b>  Monitoring Report EL-103 Enterprise Risk Management was presented for approval. H. Zobell provided an overview.</p> <p><b><u>Resolution #2017 - 80</u></b>  <b>Moved by H. Zobell and seconded by D. Allan that the North West LHIN Board of Directors approve Monitoring Report EL-103 Enterprise Risk Management as presented.</b>  <b>CARRIED</b></p>	
<b>8.0</b>	<b>QUALITY AND ETHICS</b>	
8.1	<p><b>Quality Update:</b>  B. Ktytor provided a Quality update. The LHINs will submit a Quality Improvement Plan in April to Health Quality Ontario.</p> <p>A Quality report will be brought to the Board in October or December 2017 for further discussion.</p>	
<b>9.0</b>	<b>INFORMATION</b>	
9.1	<b>Transition Update:</b>	
9.1-1	<p><b>90-day Plan</b>  S. Pilatzke provided a Patients First Implementation – Transition Phase 2 Status update. The Project Goal status and projected end date was reviewed. Most of the work is well underway.</p> <p>Discussion ensued and questions asked were addressed.</p>	
9.1-2	<p><b>Risk Register</b>  An updated risk register was pre-circulated.  The Board acknowledged senior staff for all of the hard work required for a smooth and successful transition.</p>	
9.2	<p><b>Health Services Blueprint Update</b>  The North West LHIN Health Services Blueprint: Year 6 Update</p>	

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	was presented to the Board. An overview was provided on the integrated service delivery model, progress to date, stakeholder feedback, plan for continued implementation and governance support.	
9.3	<p><b>CEO Report</b> The CEO Report was presented to the Board for information. Board members provided their feedback on the new CEO Report template. The new CEO Report template is based on information being provided based on the new corporate divisions. Board members liked that the format is very clear, and flows very well.</p> <p>Discussion ensued and questions asked were addressed.</p>	
9.3-1	<p><b>Ministry LHIN Accountability Agreement (MLAA) Indicator Report</b> The Q1 Ministry LHIN Accountability Agreement Indicator Report was provided to the Board. An overview of the indicator results was provided with a focus on the percentage of home care clients receiving personal support services</p> <p><i>A break was observed at 11:45 am to 12:13 pm prior to commencing the Closed session.</i></p>	
10.0	<p><b>CLOSED SESSION</b></p> <p><b><u>Resolution #2017 - 81</u></b> <b>Moved by B. Metzler and seconded by H. Zobell that at 12:13 pm (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>B. Ktytor, S. Pilatzke, P. Ndebele, C. Burns, R. Mohammed and B. Grey.</b> <b>CARRIED</b></p>	
10.1	<p><b>Report out of Closed Session</b> None.</p>	
11.0	<b>ADJOURNMENT</b>	
11.1	<p><b>Meeting Evaluation</b> Completed evaluations to be provided to B. Grey.</p>	
11.2	<p><b>Future Agenda Items</b> Agenda items to be forwarded to the Chair or to B. Grey by October 4, 2017.</p>	All members
11.3	<p><b>Date of Next Meeting</b> The next meeting is scheduled for October 24, 2017.</p>	
11.4	<b>Adjournment</b>	

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	<b>Resolution #2017 - 86</b> <b>Moved by C. Farrell and seconded by D. Allan that at 2:30 pm (Eastern) the meeting be adjourned.</b> <b>CARRIED</b>	
	<b>Chair</b> _____ <b>Secretary</b> _____	