

## BOARD OF DIRECTORS MEETING MINUTES

North West LHIN Office  
975 Alloy Drive, Thunder Bay ON

October 24, 2017  
9:00 am (Eastern)

<b>Present</b>	Gil Labine, Chair Cathy Farrell, Vice-Chair Herbert ZoBell Tim Berube Tina Copenace Carol Neff Dorothy Piccinin Cindy Jarvela Beatrice Metzler Francois Hastir	<b>Staff</b>	Laura Kokocinski Susan Pilatzke Brian Ktytor Petronilla Ndebele Chrysta Burns Rakib Mohammed
		<b>Guest</b>	Jeffrey Simser, LHIN Legal Representative
<b>Regrets</b>	Darryl Allan	<b>Recording Secretary</b>	Betty-Anne Grey

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. Guests and North West LHIN staff were introduced and welcomed 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>CLOSED SESSION</b>  <b><u>Resolution #2017 - 87</u></b> <b>Moved by H. Zobell and seconded by T. Berube that at 9:02 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></b> <b>(a) <i>Personal or Public Interest</i></b> <b>(g) <i>Personnel Matters</i></b> <b>And further that the following persons be permitted to attend:</b>	

Item #	To Be Accomplished	Action
	<p><b>L. Kokocinski, B. Ktytor, S. Pilatzke, P. Ndebele, C. Burns, R. Mohammed, J. Simser and B. Grey</b> <b>CARRIED</b></p> <p><i>The meeting reconvened at 9:13 am following the Closed Session.</i></p>	
<b>4.0</b>	<b>BOARD EDUCATION</b>	
4.1.	<p><b>Overview of the Pre-Capital Submission Process</b> B. Ktytor provided an overview on the Ministry of Health and Long-Term Care – LHIN Capital planning process. The LHIN is involved in the three steps which includes Pre-capital, Stage 1 and Stage 2. Part A – Program Proposal is reviewed by the LHIN and Part B – Development Concept is reviewed by the Ministry of Health and Long-Term Care.</p> <p>Discussion ensued and questions were addressed.</p> <p>The presentation was distributed in the meeting package as a Board resource.</p>	
<b>5.0</b>	<b>BOARD LINKAGES</b>	
5.1	<p><b>Chair Report</b> The Chair provided an update on recent activities including:</p> <ul style="list-style-type: none"> <li>- Attended meetings with the LHIN Chairs by teleconference and in-person</li> <li>- Attended a Board President to Board President Meeting with the Réseau-du-mieux francophone du Nord de l'Ontario (RMEFNO).</li> <li>- T. Berube will be attending the French Language Services forum November 15, 2017.</li> </ul>	
5.2	<p><b>Open House – December 11, 2017</b> C. Farrell noted that the Annual Open House is scheduled for December 11, 2017 from 4:00 to 6:00 pm and will be held at the Victoria Inn. All Board members are expected to attend.</p>	
<b>6.0</b>	<b>CONSENT AGENDA</b>	
6.1 6.2	<p><b>Board of Directors Meeting Minutes September 26, 2017</b> <b>Declaration of Compliance: July 1, 2017 to September 30, 2017</b></p> <p>Revise Board of Directors Meeting Minutes September 26, 2017 to reflect regrets for Francois Hastir.</p> <p><b><u>Resolution #2017 - 90</u></b> <b>Moved by C. Neff and seconded by C. Jarvela that the North West LHIN Board of Directors approve the Consent Agenda as presented.</b> <b>CARRIED</b></p>	
<b>7.0</b>	<b>BOARD ENDS DISCUSSION</b>	

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7.1	<b>ENDS Education</b> None.	
7.2	<b>ENDS Discussion</b> None.	
7.3	<b>ENDS Monitoring</b>	
7.4	<b>Generative Discussion</b>	
<b>8.0</b>	<b>BOARD DECISIONS/PROCESSES</b>	
8.1	<b>Committee Reports</b>	
8.1-1	<p><b>Audit and Finance (A&amp;F) Committee: October 10, 2017 Meeting</b> The Audit and Finance Committee meeting package from October 10, 2017 was pre-distributed to the Board. A brief overview of the materials was provided.</p> <p>The Board was asked to approve the 2017/18 North West LHIN Combined Operating Budget as presented.</p> <p><b><u>Resolution #2017 - 91</u></b> <b>Moved by H. Zobell and seconded by T. Berube that the North West LHIN Board of Directors approve the 2017/18 North West LHIN Combined Operating Budget as presented. CARRIED.</b></p>	
8.1-2	<p><b>Governance and Nominations (G&amp;N) Committee</b> The Governance and Nominations Committee meeting package from October 10, 2017 was pre-distributed to the Board. A brief overview of the materials was provided. The following was highlighted:</p> <ul style="list-style-type: none"> <li>- The North West LHIN Governance to Governance webinar is scheduled for November 30, 2017 from 4:00 to 6:00 pm.</li> <li>- The ENDS policy will be reviewed by the committee and brought to the December Board meeting.</li> <li>- There was a revision made to the job titles in the G&amp;N Terms of Reference.</li> <li>- The Nominating Committee will be recruiting for a new Board member from the North Shore.</li> <li>- The committee will be recruiting for a treasurer as this position will be vacant as of the end of March.</li> </ul>	
8.2	<b>Policy Review</b> None.	
8.2-1	<b>EN-100 Strategic Direction</b> Policy EN-100 Strategic Direction was reviewed, no changes were recommended. This will be brought back to the December Board Meeting for review following the recommendation from the consultant.	
8.2-2	<b>EN-101 Strategic Direction</b> Policy EN-101 Communication and Counsel to the Board was reviewed, no changes were recommended.	

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8.2-3	<p><b>EN-103 Enterprise Risk Management</b> Policy EN-103 Enterprise Risk Management was reviewed, no changes were recommended.</p>	
8.3	<b>LHIN Operations</b>	
8.3-1	<p><b>2017-18 North West LHIN Annual Business Plan</b> The 2017/18 North West LHIN Annual Business Plan was pre-distributed to the Board. An overview of the process was provided.</p> <p>The Board was asked to approve the 2017/18 North West LHIN Annual Business Plan as presented.</p> <p><b><u>Resolution #2017 - 92</u></b> <b>Moved by T. Copenace and seconded by B. Metzler that the North West LHIN Board of Directors approve the 2017/18 North West LHIN Annual Business Plan as presented.</b> <b>CARRIED</b></p>	
9.0	<b>MONITORING REPORTS</b>	
9.1	<p><b>EL-108 Budget Development</b> Monitoring Report EL-108 Budget Development was presented for approval.</p> <p><b><u>Resolution #2017 - 93</u></b> <b>Moved by H. Zobell and seconded by F. Hastir that the North West LHIN Board of Directors approve Monitoring Report EL-108 Budget Development as presented.</b> <b>CARRIED</b></p>	
9.2	<p><b>EL-109 Financial Conditions and Activity</b> Monitoring Report EL-109 Financial Conditions and Activity was presented for approval.</p> <p><b><u>Resolution #2017 - 94</u></b> <b>Moved by C. Jarvela and seconded by C. Farrell that the North West LHIN Board of Directors approve Monitoring Report EL-109 Financial Conditions and Activity as presented.</b> <b>CARRIED</b></p>	
10.0	<b>QUALITY AND ETHICS</b>	
10.1	<p><b>Quality Update:</b> An update was provided at the meeting. Key items noted include:</p> <ul style="list-style-type: none"> <li>- The focus has been on transition</li> <li>- The North West LHIN is approaching 130 days post transition.</li> <li>- Business improvements have been carried out across the organization.</li> <li>- Policies and procedures will roll out in November.</li> <li>- Attendance Enterprise Management is in process between both legacy organizations.</li> <li>- HSSO will bring communication system together as one system.</li> </ul>	

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	<p>- Sub-region planning is going forward.</p> <p>A Quality Report will be provided at the January 30, 2018 Board of Directors Meeting.</p> <p><i>A break was observed from 10:20 am to 10:35 am.</i></p>	
<b>11.0</b>	<b>INFORMATION</b>	
11.1-1	<p><b>Conditional Endorsement for Thunder Bay Regional Health Sciences Centre to Lease Space from St. Joseph's Care Group for Acute Care Pressures at Hogarth Riverview Manor</b></p> <p>In order to address overcapacity pressures, the North West LHIN has collaborated closely with Thunder Bay Regional Health Sciences Centre (TBRHSC) and St. Joseph's Care Group (SJCG) to develop a business case for the lease from SJCG of a vacant 32-bed resident home area at HRM to be used by TBRHSC for hospital purposes. The Ministry has asked for the North West LHIN Board review and approval in allocating beds in a long-term care home as acute care beds.</p> <p><b><u>Resolution #2017 - 95</u></b>  <b>Moved by B. Metzler and seconded by C. Jarvela that the North West LHIN Board of Directors provide a conditional endorsement of the business case submitted by Thunder Bay Regional Health Sciences Centre for the lease from St. Joseph's Care Group of the Cedar Unit at Hogarth Riverview Manor on 300 Lillie 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. This endorsement is subject to evidence being provided of approval of the business case by Thunder Bay Regional Health Sciences Centre's board of directors, and confirmation by St. Joseph's Care Group that appropriate mitigation strategies are in place to address potential negative service/human resource impacts.</b>  <b>CARRIED</b></p>	
11.1-2	<p><b>CEO Report</b></p> <p>The CEO Report and the Patient's First document was provided to the Board for information.</p> <p>Brian provided an overview on the Ministry announcement of beds on October 23, 2017.</p> <p><b><u>Resolution #2017 - 96</u></b>  <b>Moved by H. Zobell and seconded by D. Piccinin that the North West LHIN Board of Directors accepts the CEO Report as presented.</b>  <b>Carried</b></p>	

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11.2	<p><b>Ministry LHIN Accountability Agreement (MLAA) Indicator Report</b> The Q1 Ministry LHIN Accountability Agreement Indicator Report was provided to the Board.</p>	
12.0	<p><b>CLOSED SESSION</b></p> <p><b><u>Resolution #2017 - 97</u></b> Moved by H. Zobell and seconded by T. Copenace that at 11:02 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> <i>(a) Personal or Public Interest</i> <i>(g) Personnel Matters</i> And further that the following persons be permitted to attend: L. Kokocinski, B. Ktytor, S. Pilatzke, P. Ndebele, C. Burns, R. Mohammed, J. Simser and B. Grey. <b>CARRIED</b></p>	
12.1	<p><b>Report out of Closed Session</b> The following motions were brought from the closed session.</p> <p><b><u>Resolution #2017 - 100</u></b> Moved by T. Berube and seconded by C. Neff that the North West LHIN Board of Directors approve the recommended initiatives and associated funding allocations related to the distribution of the \$1.65 million across the Sub-region levels of the North West LHIN. <b>CARRIED</b></p>	
13.0	<b>ADJOURNMENT</b>	
13.1	<p><b>Meeting Evaluation</b> Completed evaluations to be provided to B. Grey.</p>	
13.2	<p><b>Future Agenda Items</b> Agenda items to be forwarded to the Chair or to B. Grey by November 4, 2017.</p>	All members
13.3	<p><b>Date of Next Meeting</b> The next meeting is scheduled for December 12, 2017.</p>	
13.4	<p><b>Adjournment</b></p> <p><b><u>Resolution #2017 - 102</u></b> Moved by C. Farrell and seconded by F. Hastir that at 2:05 pm (Eastern) the meeting be adjourned. <b>CARRIED</b></p>	
	<p>Chair _____</p> <p>Secretary _____</p>	