

South East Local Health Integration Network

Board of Directors Meeting No. 147

Monday April 24, 2017

**Cardinal Room
South East LHIN Offices
71 Adam Street
Belleville, Ontario**

MINUTES

Present: Donna Segal (Chair); Chris Salt (Vice Chair); Brian Smith (Vice Chair); Annette Bergeron; Lois Burrows; Jack Butt; Jean Lord; Maribeth Madgett; David Vigar; (quorum); and Paul Huras (CEO)

Recorder: Jacqui Prospero

Regrets: None.

Guests: Sherry Kennedy (Chief Operating Officer); Cynthia Martineau (LHIN Renewal Officer); Sara Brown (Interim Director, Corporate Services / Controller); Caitlin denBoer (Communications Lead); Cynthia Martineau (LHIN Renewal Lead); Michael Spinks (Chief Knowledge Officer); Don McGuinness (Program Manager - KM); Paula Heinemann (Director, Corporate Services / Controller); Josh Cadman (Health System Planner); Megan Jaquith (Health System Planner); Laurel Hoard (Health System Planner); and Janine DeVries (Board Coordinator).

1. Call to Order, Chair's Remarks and welcome of guests.

The Chair welcomed board members, guests and members of the public to the meeting and called for order at 10:38 am.

2. Selection of Timer and Observer:

- a) Timer – L. Burrows
- b) Observer – B. Smith

3. Conflict of Interest Declaration

All members confirmed no conflicts.

4. Consent Agenda:

- a. Monthly CEO Reports
- b. Board Correspondence
- c. Chairs Declaration
- d. Chairs Report
- e. Committee Summaries (revised)
- f. 2016-17 Board Governed Agency Attestation

That the Consent Agenda items be approved as circulated.

**Moved by: J. Butt
Seconded by: C. Salt
Carried – 2017-147-01**

5. Approval of the Agenda

That the Board Agenda be approved as amended to reflect the change in start time of the agenda to 10:30 am; that item 9 F – Governance / Nominating Committee - Governance Policy Handbook – Phase 2 Update be moved to In Camera Session and the addition of an update on Brockville General Hospital pursuant to Section 9 (5) of the Local Health Systems Integration Act 2006.

Moved by: D. Vigar
Seconded by: B. Smith
Carried – 2017-147-02

6. Approval of Minutes March 27, 2017 Board Meeting #146 (attached)

That the Minutes of Monday March 27, 2017 Board Meeting #146 be approved as amended to reflect the correction to motion 2017-146-06 showing Moved by: B. Smith and Seconded by: C. Salt.

Moved by: J. Lord
Seconded by: B. Smith
Carried – 2017-147-03

7. Generative Discussion: - 10:45 am

a) Overview of Quality Program and Future Reporting – 10:45 am

- M. Spinks provided an overview of the presentation for members which included information on current quality responsibilities across the South East LHIN; definition of quality; proposed quality responsibilities across the South East LHIN after transition day; proposed quality indicators for Patients First dashboards; terms of reference for Board Quality Committee and membership for the Board Quality Committee.
- The following information was also shared:
 - It was noted in the pre-transition section that a correction would need to be made to clearly reflect that the LHIN does not currently have a Risk Management Committee, however we will be adding those responsibilities to the Finance Audit Resource and Risk Committee in the future; as it relates to the Home & Community Care (H&CC), the quality section appears to deal exclusively with palliative care; however what is proposed is reflective of the provincial tables (part in parcel of a whole suite of indicator dashboards) and likely reflects a category that is closest to adopting quality; the quality / performance group is a provincial work team (including LHIN / CCAC and MOHLTC representation) that has been working towards a proposed list of indicators.
 - As it relates to dashboards in the future, there will be multiple iterations, including system level, H&CC and other sectors, in total 8 different reports that will relate to quality; the provincial framework will guide the South East LHINs approach to managing quality issues as we move forward into our new entity; patient report outcome measures will be important to help drive the quality agenda or change as required; perhaps helping to drive discussions at the future Patient and Family Advisory Committee (PFAC); the information on slide 18 is strictly for comparison / reference purposes for a provincial view; the system and patient levels will be reported separately and as a system; it will be important to also define quality outside of delivery of service related activities.
 - System level indicators do not go into the operational detail, unless at the H&CC (i.e.: direct care); others will be more high level.

8. Strategic Discussion:

None at this time.

9. Fiduciary Discussion: 11:27 am

a. Patients First – 11:27 am

i. Transition – 11:27 am

- P. Huras provided an overview of the briefing note for members which included a purpose; executive summary; associated risks and attached appendix.

ii. Transformation – 11:29 am

- P. Huras provided an overview of the briefing note which included a purpose; executive summary; next steps and associated risks.
- The following information was also shared:
 - Sub region launch events will include governance attendance; there is a strong drive to ensure that patients are at the centre of determining what will benefit their sub region communities; these briefing materials are in the open session and available to any member of the public or a provider; a specific message will be created and added to our website for broader sharing / public information, specific to the community, agencies, and other stakeholders.

Recess – 11:45 am – 11:59 am

b. Lennox & Addington County General Hospital (LACGH) – CT Request Support – 12:00 pm

- P. Huras provided an overview of the briefing note for members which included a purpose; executive summary; associated risks; attached presentation and a recommendation for consideration. The Board discuss the merit of the proposal and the projected impact on improving access to care.

That the South East LHIN Board endorse the request from the Lennox & Addington County General Hospital (LACGH) for designation under the Healing Arts Radiation Protection Act (HARPA) to install and operate a CT scanner, with the proviso that:

- **LACGH will absorb any increased requirement for operating dollars (as a result of the proposed development) within its existing budget**
- **There will not be any negative impacts on patient services during and after the installation**
- **LACGH will align with regional partners to improve wait times for diagnostic imaging services and patient care**

**Moved by: C. Salt
Seconded by: L. Burrows
Carried – 2017-147-04**

c. Kingston Health Sciences Centre (KHSC) – Mental Health Sciences Section – Capital Relocation – 12:02 pm

- P. Huras provided an overview of the briefing note for members which included a purpose; executive summary; project overview; and a recommendation for consideration. The Board recognized this proposal would improve internal patient flow at KHSC.

That the South East LHIN Board endorses the Pre-Capital Submission Form requesting the renovation of existing space in the Intensive Transitional Treatment Program on Burr 4 to support the relocation of the Mental Health Emergency “E” Assessment Unit from Connell 1 at the Kingston General site, with the proviso that:

- **The hospital will absorb any increased requirement for operating dollars (as a result of the proposed development) within its existing budget**
- **There will not be any negative impacts on patient services during and after the upgrade**

**Moved by: J. Butt
Seconded by: C. Salt
Carried – 2017-147-05**

d. Chair's Update – 12:04 pm

- i. **Board Evaluation Update – Deloitte** – noted for members that the board has been addressing the provincial Deloitte survey as requested; results of the survey will come to the Board Chairs table in June 2017 and then to the LHIN for consideration.
- ii. **Board Retreat Summary** – D. Segal provided an overview of the briefing material for the members which included a purpose; executive summary; associated risks; appendices and a recommendation for consideration.
 - It was noted that the reference on page 17 to strengthened risk review and heat mapping is for LHIN staff and not board; regarding accountability on page 12, there is a need to clarify the note from the facilitator as it relates to board / CEO relations;
 - it was noted that, in the attachment on page 2, and clarified re strategic planning, the Board typically sets the organization's goals, objectives and strategic directions (per MOU) including mission, vision and values; that the setting of current priorities is a joint process of Board and staff considering insight from the government's strategic/action plan and priorities and data regarding local gaps and local issues of interest; and, that the planning relating to the operationalizing of these priorities is a process led by the CEO. That the term Corporate Strategic Plan used at the Board Planning Session has caused some confusion vis-à-vis its relationship to the Integrated Health Services Plan (IHSP).

That the Board of the South East LHIN receive the Board Strategic Retreat – Action Plan as attached, which clearly designates the Most Responsible Persons for follow-up; that the Mission, Vision, Values and Goals/Strategic Directions will be amended and confirmed at the June planning session to reflect the broader mission of the transitioned LHIN; that the planning date be amended to be more accommodating for members' attendance.

**Moved by: J. Butt
Seconded by: C. Salt
Carried – 2017-147-06**

That the Board of the South East LHIN require work plans and attributed timing / priority by the most responsible person report back to this governing body in June 2017, led by the Governance / Nominating Committee.

**Moved by: B. Smith
Seconded by: M. Madgett
Carried – 2017-147-07**

- iii. **Board Orientation Update** – noted for members that the first of two sessions has taken place for the four newest members; the 2nd portion will follow later today.

e. Community Engagement – Board Member Updates – 12:37 pm

- M. Madgett noted that the Central Governance Forum met last week and discussed the need to begin identifying “issues of concern” for future meetings; M. Madgett has heard from multiple sources that Community Support Services (CSS) agencies are expressing concerns regarding current difficulties in volunteer recruitment within the region.
- f. Governance / Nominating Committee - Governance Policy Handbook – Phase 2 Update – 3:18 pm**
- ***At the request of a board member this item was moved to the in camera session of the board meeting.***
- g. Governance / Nominating Committee – Board Workplan Update – 12:45 pm**
- B. Smith provided an overview of the briefing note which includes a purpose; executive summary; and associated risks.

h. CEO Discussion Report – 12:55 pm

- P. Huras provided an overview of the report which included:

a) Health Care Tomorrow

- i. Hospital Project – Refresh – no questions or comments at this time.
- ii. Addictions and Mental Health Redesign – no questions or comments at this time.
- iii. SHiiP – no questions or comments at this time.

- b) Memorandum of Understanding (MOU) Records Management** – members expressed the need for an attestation to help them better accept that these are being managed appropriately.

That the CEO Discussion Report be received.

**Moved by: J. Butt
Seconded by: A. Bergeron
Carried – 2017-147-08**

LUNCH BREAK / Education Session – 1:15 pm – 2:00 pm

Presentation by: Ray Marshall, Rob Bruce, Philip Dudgeon, Stacey Rogues

That the board consider matters of public interest regarding Approval of In Camera Session Minutes of the Board; In Camera Session Minutes for the CEO Evaluation and Compensation and Board Evaluating Committee; Organizations under Performance Improvement / Review; Salvation Army Kingston Harbour Light – Continuation of the Multi-Sector Service Accountability Agreement (MSAA); SHiiP Overall Direction; Committee Composition Update and Patients First pursuant to Section 9 (5) of the Local Health Systems Integration Act 2006.

**Moved by: D. Vigar
Seconded by: C. Salt
Carried – 2017-147-09**

10. In-Camera Session – 2:00 pm

That the Chair rise and provide a verbal report from the In Camera Session regarding Approval of In Camera Session Minutes of the Board; In Camera Session Minutes for the CEO Evaluation and Compensation and Board Evaluating Committee; Organizations under Performance Improvement / Review; Salvation Army Kingston Harbour Light – Continuation of the Multi-Sector Service Accountability Agreement (MSAA); SHiiP Overall Direction; Committee Composition Update and Patients First pursuant to Section 9 (5) of the Local Health Systems Integration Act 2006.

**Moved by: L. Burrows
Seconded by: M. Madgett
Carried – 2017-147-16**

11. Date, time and location of next meeting:

May 29, 2017 – SE LHIN Offices

Future meetings:

June 26, 2017 – SE LHIN Offices
August 21, 2017 – SE LHIN Offices
September 25, 2017 – SE LHIN Offices
October 30, 2017 – SE LHIN Offices
December 11, 2017 – SE LHIN Offices

12. Timer & Observer:

Timer – went over.

Observer – the meeting had good discussion.

13. Adjournment

That the meeting be adjourned at 3:43 pm

Moved by: L. Burrows

NOTED DEPARTURES:



Meeting Chair:

Donna Segal



Secretary:

Paul Huras