

South East Local Health Integration Network

Board of Directors Meeting No. 151

Monday September 25, 2017

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

MINUTES

Present: Chris Salt (Acting Chair); Brian Smith (Vice Chair); Annette Bergeron; Lois Burrows; Steve Gauthier; Jean Lord; Maribeth Madgett; David Vigar **; (quorum); and Paul Huras (CEO)

Recorder: Jacqui Prospero

Regrets: Jack Butt;

Guests: Sherry Kennedy (VP, Operations); Cheryl Chapman (Director, Sub Region Planning and Integration – Quinte); Joanne Billing (VP, Home and Community Care); Caitlin denBoer (Directors, Communications & Engagement); Paula Heinemann (VP, Human Resources & Organizational Development); Dr. David Zelt (VP Clinical) **; Gary Braid (Project Management Officer); Deb Goulden (Director, System Planning and Integration); Tracy Laporte (Community Relations Coordinator and Information & Referral); Rebecca Phillips – Communications **; Steve Goetz (Director, Finance, Service Contracts & Corporate Services – arrived 10:15 am); and Janine DeVries (Board Coordinator).

****PHONE**

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 9:32 am

2. Selection of Timer and Observer:

- a) Timer – J. Lord
- b) Observer – B. Smith

3. Conflict of Interest Declaration

All members confirmed no conflicts.

4. Consent Agenda:

- a. Board Correspondence
- b. Chairs Declaration
- c. Chairs Report
- d. Committee Minutes

That the Consent Agenda items be approved as circulated.

**Moved by: L. Burrows
Seconded by: A. Bergeron
Carried – 2017-151-01**

5. **Approval of the Agenda**
That the Board Agenda be approved as circulated.

Moved by: B. Smith
Seconded by: J. Lord
Carried – 2017-151-02

6. **Approval of Minutes August 21, 2017 Board Meeting #150 (attached)**
That the Minutes of Monday August 21, 2017 Board Meeting #150 be approved as amended.

Moved by: B. Smith
Seconded by: M. Stephen
Carried – 2017-151-03

7. **Generative Discussion:**
None at this time.

8. **Strategic Discussion:**

- a. **Board Observations on the Expert Panel Report – Public Health Units (PHU) – 9:39 am**
- A. Bergeron and J. Lord provided an overview of the briefing note for members which included a purpose; executive summary; risks; attached appendices and a recommendation for consideration.
 - Board members and senior staff provided the following information based on questions and comments:
 - Timelines associated with the delivery of provincial input is by October 31, 2017; there will continue to be opportunities or issues associated with any suggestions regarding boundary changes or integration into the LHIN structure; the LHIN currently has a good working relationship with each of the Medical Officers of Health (MOH) of each health unit in our area; there is the potential for regional governance structures / models for PHUs' should the entities come together in the future; the Queens Health Policy Council could provide their input into any thoughts the LHIN may generate for this report / submission; members noted that the LHIN should formally extend an invitation to their board members to attend our open session meetings at their leisure / pleasure. P. Huras will ensure that any Board working groups have appropriate staff resources allocated.

9. **Fiduciary Discussion:**

- a. **Hospice Kingston Capital – 10:00 am**
- P. Huras provided an overview of the briefing note for members which included a purpose; executive summary; associated risks; attached appendices and a recommendation for consideration.
 - Senior staff provided the following information based on questions and comments:
 - Engagement sessions were held; the potential for developments of the site would likely be phased in with the Providence Village concept allowing this proposal to move forward; there have been discussions around the complexities of Medical Assistance in Dying (MAID) referral services; hospice is not designed to speed up or slow down the end of life process, it is about providing comfort as clients move through this phase in their lives.

That the South East LHIN Board endorse the Stage 1 Hospice Capital Program (HCP) application for the development of the Kingston Residential Hospice, to be led and operated by Hospice Kingston, with the proviso that:

- a) **Hospice Kingston agrees to the terms and conditions as described in the South East LHIN letter of support dated August 28, 2017;**
- b) **Hospice Kingston will fund all capital and/or operational costs over and above what the ministry may provide and operational funding that the South East LHIN has committed to provide to support seven (7) hospice beds;**
- c) **That the community will be engaged in future planning; and**
- d) **That Hospice Kingston continues to meet the eligibility requirements as outlined in the HCP policy.**

**Moved by: J. Lord
Seconded by: B. Smith
Carried – 2017-151-04**

b. Chair's Update – 10:04 am

- i. Board Meeting Efficiencies – 10:04 am
 - C. Salt provided an overview of the briefing note for members which included a purpose; executive summary; and a recommendation for consideration.
 - Members agreed that this item did not require time on this agenda; however should be discussed outside the board meeting with senior staff.
- ii. Board Education Plan Update – 10:07 am
 - C. Salt provided an overview of the briefing note for members which included a purpose; executive summary; associated risks; attached appendices and a recommendation for consideration.
 - Board members and senior staff provided the following information based on questions and comments:
 - Some committees are not listed in the education plan on purpose, as members agreed to have a limited number of sessions each year (three); members discussed the need to adjust the requirement to remove the Chair of the Governance / Nominating Committee for approval of education / training requests; it was requested that the schedule be adjusted to include the CEO Evaluation and Compensation and Board Performance session this fiscal year because of the timing of the functions of this committee
 - Members agreed that having the conflict of interest commissioner participate in an education event would take priority over the committee education events.
- iii. Committee Structure Update – 10:09 am
 - C. Salt provided an overview of the briefing note for members which included a purpose; executive summary; attached appendices and a recommendation for consideration.

That the Board of the South East LHIN accept the recommendations related to Board Committee membership effective September 25, 2017 as attached and augmented to reflect an 11th Board appointment when confirmed.

**Moved by: L. Burrows
Seconded by: B. Smith
Carried – 2017-151-05**

c. Finance Audit Risk and Resource (FARR) Committee – 10:15 am

- i. Legacy CCAC Stub Year Financial Statements - 10:15 am
- C. Salt provided an overview of the briefing note for members which included a purpose; executive summary; attached appendices and a recommendation for consideration.
 - Board members and senior staff provided the following information based on questions and comments:
 - “OTHER” Operating expenses varies depending on the year in question, and can include such items as an adjustment to the deferred amortization to the pension plan.
 - S. Kennedy will provide an update to the members on the other expenditures at the October 31, 2017 board meeting for clarification.

That the Board of the South East LHIN accept the recommendation from the Finance Audit Risk Resource Committee that the CCAC Audited Financial Statements for the Stub period ended May 16, 2017 be approved as presented (see Appendix 1).

**Moved by: A. Bergeron
Seconded by: B. Smith
Carried – 2017-151-06**

ii. Committee Report - 10:16 am

- C. Salt provided an overview of the briefing note for members which included a summary of activities from the most recent meeting of the committee; with attached appendices for information.
 - Board members and senior staff provided the following information based on questions and comments:
 - We currently are on a path to find a reduction of \$500,000 in expenditures to balance this year’s budget. The allocation set for strategic projects is not currently being utilized / assigned and will be available to offset the deficit; P. Huras stressed that \$500,000 pressure is not significant at this early point in the year especially based on \$132,104,000 total budget. P. Huras said this amount is manageable without service adjustments and that there would not be a deficit at year end; the next iteration of the budget for the board will be more insightful with recommendations to address this small pressure.
 - Staff are working to determine the best way to address the budget; although we are dealing with the huge change in the organization along with budget size and now more facilities, staffing changes (regularly) and a larger overall staff including client need and demand.
 - In the past five years the LHIN has been very comfortable with the South East CCAC and their ability to manage the demands of both clients and budget; this is going to be an opportunity for the LHIN to better understand a new business; MOHLTC will likely begin to provide more directed funding to home and community care in the new LHIN world versus in the past the LHIN provided funding to the SE CCAC.

BREAK – 10:24 am – 10:36

d. Quality – Committee Report – 10:36 am

- L. Burrows provided an overview of the briefing note for members which included a summary of activities from the most recent meeting of the committee for information.
 - Senior staff provided the following information based on questions and comments:
 - Measures of success was a big topic and not one that will be easy to address; specific direction of the committee will likely come in January 2018.

e. Strengthening Collaborative Governance – Committee Report – 10:37 am

- M. Madgett provided an overview of the briefing note for members which included a summary of activities from the most recent meeting of the committee for information.
 - Senior staff provided the following information based on questions and comments:
 - The Governance Western Forum is meeting on October 31, 2017 and members are encouraged to attend.

f. Governance / Nominating Committee – Recruitment Update – 10:40 am

- B. Smith noted for members that the committee is still moving forward with consideration of applications for membership from the Indigenous Community; we are still awaiting direction from the Ministers Office / Public Appointments Secretariat regarding the Chair appointment.

g. Vision / Mission / Directions for 2017-19 – 10:42 am

- M. Stephens provided an overview of the briefing note for members which included an executive summary; attached appendices and a recommendation for consideration.
 - Senior staff provided the following information based on questions and comments:
 - Initially the Board had asked for two separate groups to address similar items; after meeting for the first time the groups realized that they needed to come together; members will need to address the directions and how they will measure for success, which is likely something that will include input from the Quality Committee.
 - Members agreed that staff and the Committee Chair would review “what does success look like” and bring back further discussions to the board for consideration.

That the Board of the South East LHIN accept the recommendation as amended to include Quality in the mission statement; from the adhoc working group and approve the vision, mission and directions outlined for 2017-2019.

**Moved by: M. Stephens
Seconded by: J. Lord
Carried – 2017-151-07**

Amendment - That the new Mission Statement clearly state - Design and deliver quality patient-centered health care

**Moved by: L. Burrows
Seconded by: B. Smith
Carried – 2017-151-08**

h. Community Engagement – Board Member Updates – 10:49 am

- C. Salt noted that he attended the North Frontenac Community Support Services Annual General Meeting where he interacted with members in the community who are very involved with each other in ensuring that everyone can manage through challenges in their region.
- J. Lord and M. Madgett attended the Central Governance Forum this past week; there is an upcoming event on October 20th which is a French Focused health forum being presented in both English / French for Health Service Providers (HSPs).

i. CEO Discussion Report – 10:51 am –

- P. Huras provided an overview of the report which included:
 - i. **Health Care Tomorrow**
 - a. Hospital Project — no questions or comments at this time.
 - ii. **Digital Health Projects Update** – members expressed concern that now that the MOHLTC is seeing the provincial value in SHiiP that this is now taxing the use of our LHIN resources; there are discussions with MOHLTC about the potential for this item to be considered a strategic business unit for the province which would likely come with its own funding.

- iii. **Patients First – Transformation Update – 100 Days Update** - no questions or comments at this time.
- iv. **Opioid Strategy Approval** – partners across the province are being involved in this discussion / implementation of strategy including Public Health, hospitals, EMS, and other first responders; etc.;
- v. **Home and Community Care Update** – no questions or comments at this time.
- vi. **Gateway Community Health Centre** - no questions or comments at this time.

That the CEO Discussion Report be received.

Moved by: B. Smith
Seconded by: L. Burrows
Carried – 2017-151–09

LUNCH BREAK – 12:13 pm – 12:46 pm

That the board consider matters of public interest regarding Approval of In Camera Session Minutes of the Board; Approval of In Camera Session Minutes from Committees; Finance, Audit, Risk and Resource Committee; and Executive Compensation Framework pursuant to Section 9 (5) of the Local Health Systems Integration Act 2006.

Moved by: A. Bergeron
Seconded by: J. Lord
Carried – 2017-151–10

10. In-Camera Session – 11:09 am

That the Chair rise and provide a verbal report from the In Camera Session regarding the Approval of In Camera Session Minutes of the Board; Approval of In Camera Session Minutes from Committees; Finance, Audit, Risk and Resource Committee; and Executive Compensation Framework.

Moved by:
Seconded by:
Carried – 2017-151–17

11. Date, time and location of next meeting:

October 30, 2017 – SE LHIN Offices

Future meetings:

December 11, 2017 – SE LHIN Offices

January 2018 – TBD

February 2018 – TBD

March 2018 - TBD

12. Timer & Observer:

Timer – job well done.

Observer – good discussion by those in attendance.

13. Adjournment

That the meeting be adjourned at 11:55 am

Moved by: L. Burrows



Acting Chair:

Chris Salt



Secretary:

Paul Huras