

**CENTRAL LOCAL HEALTH INTEGRATION NETWORK  
BOARD OF DIRECTORS MEETING  
September 25, 2018 | 2:00pm-4:00pm  
Central LHIN, 60 Renfrew Drive, Suite 300, Markham, ON**

**MINUTES OF MEETING**

**Board Members Present:**

Mr. Warren Jestin, Board Chair  
Mr. Charles Schade, Vice Chair  
Mr. Michael MacEachern, Vice Chair  
Mr. Stephen Smith, Board Secretary  
Mr. Graham Constantine, Board Member  
Ms. Tanya Goldberg, Board Member  
Mr. David Lai, Board Member  
Ms. Heather Martin, Board Member  
Ms. Elspeth McLean, Board Member  
Mr. Mark Solomon, Board Member  
Ms. Aldous Young, Board Member  
Ms. Audrey Wubbenhorst, Board Member

**Staff Participants:**

Ms. Kim Baker, Chief Executive Officer  
Ms. Karin Dschankilic, Vice President, Performance and Corporate Services & Chief Financial Officer  
Ms. Tini Le, Vice President, Home and Community Care  
Ms. Barbara Bell, Vice President, Quality and Patient Safety  
Ms. Karen Adams, Vice President, HR and Organizational Development  
Ms. Katrina Santiago, Governance Associate, Recording Secretary

**1.0 CALL TO ORDER & APPROVAL OF AGENDA**

The meeting was called to order at 2:02 p.m.

**Notice/Recognition of a Quorum**

This meeting was formally constituted with Board members receiving adequate notice in accordance with By-Law No. 2. The notice, agenda and materials were distributed to the Board and were posted on the Central LHIN website.

Quorum of a Board comprising 12 members is seven directors. A quorum was present at the meeting.

In accordance with the By-law, participants and guest speakers were introduced. No requests for public deputations were received or planned for this meeting.

## **APPROVAL OF AGENDA**

Mr. Jestin referred to the newly formatted agenda approved for use by the Governance Committee in July, which allows for items that are related in subject matter to be presented together rather than separated according to action.

**ON MOTION made by Mr. Michael MacEachern and seconded by Mr. Stephen Smith,**

**IT WAS RESOLVED THAT:**

**“The Agenda be approved as circulated.”**

**CARRIED  
September-25-18-079**

## **2.0 DECLARATION OF CONFLICTS OF INTEREST**

Mr. Jestin welcomed all members of the public attending the board meeting. No conflicts of interested were declared.

## **3.0 PATIENT STORY**

Mr. Jestin introduced Ms. Tini Le, Vice President, Home and Community Care, who presented a story on supporting patients with substance use and addictions, the improper use of prescription narcotics and other controlled substances, and the growing public health concern in the Province. The story followed a patient with chronic pain due to Crohn’s Disease, who had and was trained on the use of a nasal spray naloxone kit, in case of emergency to reverse opioid overdose effects. On a visit by the Personal Support Worker (PSW), the patient was found after an opioid overdose. The PSW informed her office to report the situation and indicated that she did not have training on how to administer the patient’s naloxone. She called 911 who then directed her through the process. The patient survived, stayed at the hospital and returned home at which point a Hospital Care Coordinator referred her for various services.

Discussion ensued regarding availability of training for front-line staff on the use of naloxone kits, data for patients repeatedly admitted to hospital for opioid overdoses, and if the Good Samaritan Drug Overdose Act of 2017 would include administering naloxone.

## **4.0 BOARD DEVELOPMENT AND EDUCATION**

### **4.1 Caregiver Support Framework**

Mr. Loren Freid, CEO of the Alzheimer Society of York Region, and Ms. Sue Lantz, Executive Director of Collaborative Aging presented on the Caregiver Support Framework.

Mr. Freid and Ms. Lantz included details on:

- The current landscape for family caregivers in Ontario

- The need for a framework to support caregivers
- Timeline of development of the framework
- Key themes of the framework
- Implementation of the framework
- Framework adopters and current impact

Discussion took place, related to the rollout plan for the Framework across the province and more broadly.

## **5.0 APPROVAL OF CONSENT AGENDA**

**ON MOTION made by Mr. Stephen Smith and seconded by Ms. Aldous Young,**

**IT WAS RESOLVED THAT:**

**“The Consent Agenda be approved as circulated and all resolutions contained therein be adopted as circulated.”**

**CARRIED  
September-25-18-080**

### **5.1 Meeting Minutes – June 26, 2018**

**BE IT RESOLVED THAT:**

**“The Minutes of the June 26, 2018 Board Meeting are approved as circulated.”**

**CARRIED  
September-25-18-081**

### **5.2 2018-2020 Hospital Service Accountability Agreement Amendment - Stevenson Memorial Hospital**

**BE IT RESOLVED THAT:**

**“The Central LHIN Board of Directors**

- a) Approves the 2018/2019 funding, volume and performance targets for Stevenson Memorial Hospital, as follows, to be included in the 2018-2020 Hospital Service Accountability Agreement:**

<b>Indicator</b>	<b>Target</b>
Total LHIN Funding (Base)	\$20,076,916
Total Acute Inpatient Weighted Cases	2,130
Day Surgery Weighted Cases	670
Emergency Visits Weighted Cases	1,595
Ambulatory Care Visits	32,152
Current Ratio	0.80
Year End Total Margin	0.00%
Percent of P2, 3 and 4 Cases Completed within Access Target for CT Scans	n/a
90th Percentile Emergency Department Length of Stay for Non-Admitted High Acuity Patients (CTAS I-III) (hours)	8.00
90th Percentile Emergency Department Length of Stay for Non-Admitted Low Acuity Patients (CTAS IV-V) (hours)	4.00
Alternate Level of Care (ALC) Rate	15.1%
Readmission Rate to Own Facility within 30 Days for Selected HIG Conditions	11.7%
Rate of Hospital-Acquired C. Difficile	0.0 (with standard <= 0.58)

- b) Approves the following LHIN-specific obligation for the 2018/2019 year to be included in the 2018-2020 Hospital Service Accountability Agreement for Stevenson Memorial Hospital:

Percent of P2 and 3 Cases Completed within Access Target for CT Scans	90%
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- c) Delegates authority to the Central LHIN Chair and CEO to sign the 2018-2020 Hospital Service Accountability Agreement for Stevenson Memorial Hospital.”

**CARRIED**  
**September-25-18-082**

**6.0 CHAIR’S REMARKS**

**6.1 Chair’s Verbal Report**

**Acknowledgement of Service - Aldous Young & Audrey Wubbenhorst**

Mr. Jestin acknowledged Ms. Young and Ms. Wubbenhorst nearing the end of their dual terms on October 22, during which time they saw enormous changes in healthcare. Thanked them for their work and contributions to their respective Board Committees and to the LHIN as long-time Board members.

Also, with Ms. Wubbenhorst’s term ending, Mr. Jestin informed the Board of the opportunity for the open position on the Audit Committee and requested that interested Board members submit their names to his attention

**7.0 COMMITTEES**

**7.1 Governance Committee Report**

Mr. Jestin presented the Governance Committee Report noting that the Governance Committee Work Plan, and 2018-2019 Board Work Plan were both approved by the Committee.

**Terms of Reference - Governance Committee**

Mr. Jestin noted minor changes that were made to the Governance Committee Terms of Reference, including appending the Community Nominations Committee Terms of Reference as it is a subcommittee of the Governance Committee, and clarification of the responsibilities and composition.

**ON MOTION made by Ms. Aldous Young and seconded by Mr. Charles Schade,**

**IT WAS RESOLVED THAT:**

**“The Central LHIN Board of Directors approves the Terms of Reference for the Governance Committee including the Community Nominations Committee.”**

**CARRIED  
September-25-18-083**

**Governance Policy 001 – Board Education and Development**

Mr. Jestin informed the Board of the only change to the policy, a clause that indicates that if any Board members would like to pursue education related to the work of the LHIN, the request must first be reviewed by the Chair for pre-approval of any expenditure, to make sure it is in alignment with the Board-approved budget.

**ON MOTION made by Mr. Mark Solomon and seconded by Mr. Graham Constantine**

**IT WAS RESOLVED THAT:**

**“The Central LHIN Board of Directors approves the Board Education and Development Policy as recommended by the Governance Committee.”**

**CARRIED  
September-25-18-084**

**Proposed 2019 Board Meeting Schedule**

**ON MOTION made by Mr. David Lai and seconded by Mr. Mark Solomon,**

**IT WAS RESOLVED THAT:**

**“The Central LHIN Board of Directors approves the following 2019 Schedule of Board Meetings for posting on the Central LHIN website:**

**Board Meetings:**

<b>DATE</b>	<b>TIME</b>
Tuesday, January 29, 2019	2:00 p.m.-4:00 p.m.  Closed Session may follow, as necessary
Tuesday, March 26, 2019	
Tuesday, May 28, 2019	
Tuesday, June 25, 2019	
Tuesday, September 24, 2019	
Tuesday, October 29, 2019	
Tuesday, November 26, 2019	

**Board Education Session (Tentative):**

<b>DATE</b>	<b>TIME</b>
Tuesday, April 30, 2019	2:00 p.m.-4:00 p.m.

**Board Development Day (Tentative):**

<b>DATE</b>	<b>TIME</b>
Wednesday, December 11, 2019	5:00 p.m. - 7:00 p.m.
Thursday, December 12, 2019	8:30 a.m. - 4:00 p.m.

.”

**CARRIED**  
**September-25-18-085**

**7.2 Audit Committee Report**

Mr. David Lai, Chair of the Audit Committee, presented the report noting the bi-annual review of financial policies and the committee work plan at their September Committee meeting.

**2018-2019 Central LHIN Revised Operating Budget**

Additional funding from MOH was received following previous budget approved by the

Board of Directors. Ongoing financial monitoring will occur by staff.

**ON MOTION made by Mr. Stephen Smith and seconded by Ms. Aldous Young,**

**IT WAS RESOLVED THAT:**

**“The Central LHIN Board of Directors approves the 2018/2019 revised operating budget tabled below.**

(\$ thousands)	Revised Budget	Current Budget
<b>Revenue</b>	<b>\$376,265</b>	<b>\$359,075</b>
Contracted Out	\$275,647	\$255,943
Patient Supplies & Equipment	\$15,910	\$15,725
Compensation	\$76,005	\$78,574
Non Patient Supplies & Equipment	\$2,053	\$2,284
Accommodation expenses	\$3,327	\$3,263
Other	\$3,008	\$3,011
Amortization	\$315	\$275
<b>Total Expenses</b>	<b>\$376,265</b>	<b>\$359,075</b>
<b>Surplus/Deficit</b>	<b>\$0</b>	<b>\$0</b>

”

**CARRIED**  
**September-25-18-086**

**7.3 Patient Services & Quality Committee Report**

Mr. Charles Schade presented the Patient Services and Quality Committee report, as Committee Chair and noted the progress to date of the Patient Safety Plan and current challenges regarding lack of data and delayed changes to be reflected in the current data.

**8.0 NEW/OTHER BUSINESS**

**8.1 CEO Report**

**Deputy Minister and Ministry of Health and Long-Term Care visit**

Ms. Baker reported on the visit that took place on September 14 as the Deputy's first visit to any LHIN since her return to the Ministry. The meeting focused on highlighting the progress, challenges, and successes of the ministry-LHIN partnership in transforming the local health system and identifying leading practices and areas of opportunity to improve health system transformation. Following the meeting, the Ministry sent appreciation, noting that the LHIN pointed in the direction of some real opportunities, including a focus on the frontline, with innovative changes and how to better improve care.

### **Ministry LHIN Accountability Agreement – Update**

The LHIN received notice from the Ministry regarding temporary changes to the timelines for updating provincial agency mandate letters and the Memorandum of Understanding (MOU). Usually with a change of a Minister, an MOU will be re-signed within the first 6 months of the MPP taking office. The following exceptions have been noted by Treasury Board/Management Board:

- MOU – 6-month extension has been provided to March 2019
- Mandate letter - the requirements to have annual letters will be suspended until the end of 2018-2019

### **Minister Medals – Update**

The 6th Annual Minister's Medal honouring Excellence in Health Quality and Safety recognition program has launched, which recognizes excellence in health care in three different categories: team-based, individual, and patient/family/caregiver.

This year there was 1 application submitted for the Patient/Family/Caregiver Category and 7 for the team-based category from the LHIN, one of which, was the Caregiver Support Framework. Winners will be announced at the Health Quality Transformation conference on October 17th.

### **Central LHIN MPP Visits**

To date, Ms. Baker has met with two MPPs, MPP Baber and MPP Calandra, who both asked great questions and appreciated the opportunity to hear about initiatives within their area of the LHIN. Ms. Baker thanked Mr. MacEachern and Mr. Schade for attending and representing the LHIN alongside her.

### **CarePartners – Update**

Ms. Baker provided an update on the CarePartners issue, indicating that there is still work underway. It was noted that the centralized call centre will taper off by the end of September. Ongoing communication with the IPC (the Information and Privacy Commissioner's Office) continues.

Cyber security is on the Central LHIN's agenda and a program has been launched internally for all staff to understand and identify cyber security threats. Also, Central LHIN will be taking on the Lead for Cyber security with Toronto Central LHIN and the Digital Council as part of the



newly formed partnership.

### **Recognition for Outstanding Performance in Emergency Department - Humber River Hospital**

The Ministry of Health and Long-Term Care has recognized the top performing and most improved hospitals based on the 2017 calendar year. One Central LHIN hospital, Humber River Hospital, was acknowledged as a top performer within its hospital group across the province. Humber was recognized as the top performing hospital with the lowest 90th percentile Emergency Department (ED) length of stay (LOS) for all patients within the 'Very-High Volume Community Hospital' group for 2017. In the previous 2016 year, Humber was recognized as the hospital showing the greatest improvement in the 90th percentile ED LOS for all patients.

### **Change Day Ontario 2018**

Change Day is a growing global movement that aims to make positive change in our health care system by empowering individuals to make pledges and take action that will improve the care we provide. Launching again for this second year, Change Day is on November 22. In 2017, Central LHIN was successful in pledging for change with 300 pledges out of the 6,000 across the province, with an aim for more in 2018. This was the highest number of pledges for a LHIN across the province.

### **Integrated Health Services Plan 5**

Ms. Baker informed the Board that a copy of IHSP 5 priorities will be distributed to the Board for review and feedback due by October 10. The IHSP will be brought back to Board at the October Board meeting for approval, and then forwarded to the Ministry for feedback.

### **Indigenous Cultural Safety Training**

Georgina Island will be provided a 1-day workshop with 6 sessions available for Indigenous Cultural Safety training.

Following Ms. Baker's report, discussion arose surrounding the collaboration of hospital and LHIN CEOs to examine best practices and commonalities. Ms. Baker shared that meetings with hospital CEOs take place at different tables with goals to collaborate on work. LHIN CEOs meet monthly with regular discussions on innovation. Also discussed was when more information may be available regarding Dr. Rueben Devlin and the Premier's Council on Improving Healthcare and Ending Hallway Medicine. Updates would be provided to the Board once available.

### **Transfer of School-Based Rehabilitation Services to Children's Treatment Network**

Ms. Le updated the Board on the phased approach for school-based services to be moved from the LHIN to the Children's Treatment Network. Due to the hold in July, the transition was postponed, but planning is already in progress with an aim to have services fully transitioned by the week of December 14.

## 8.2 Delivering Excellence in Quality and Safety Through Accreditation

Ms. Bell provided a presentation on accreditation, highlighting the following items:

- Accreditation Canada's history and their Quality and Standards of Excellence
- Benefits of accreditation
- Accreditation cycle, standards and instruments, levels
- Overview of the Ontario LHIN regions' accreditation status
- Governance accreditation standards, tools, structure,
- Accreditation timeline
- Site survey information

Discussion ensued regarding the Board's involvement in the accreditation process, namely key dates on the timeline and interviews.

## 9.0 NEXT MEETING

Tuesday, October 23, 2018

2:00 p.m. – 4:00 p.m.

Central LHIN, 60 Renfrew Drive, Markham Ontario

## 10.0 ADJOURN INTO CLOSED SESSION

**ON MOTION by Mr. Stephen Smith and seconded by Mr. David Lai,**

**“IT WAS RESOLVED THAT:**

**The members attending this meeting move into a Closed Session pursuant to the following exceptions of LHINs set out in s.9(5) of the Local Health Systems Integration Act, 2006:**

- Personal or public interest**
- Public security**
- Security of the LHIN and its directors**
- Personal health information**
- Prejudice to legal proceedings**
- Safety**
- Personnel matters**
- Labour relations**
- Matters subject to solicitor client privilege**
- Matters prescribed by regulation**
- Deliberations on whether to move into a closed session**

**and further that the following persons be permitted to attend:**

**Ms. Kim Baker  
Ms. Karin Dschankilic  
Ms. Chantell Tunney  
Ms. Tini Le  
Ms. Barbara Bell  
Ms. Karen Adams  
Mr. Mitchell Toker  
Ms. Katrina Santiago  
Ms. Robyn Saccon.”**

**CARRIED  
September-25-18-087**

**CLOSED SESSION CALLED TO ORDER**

The session was called to order at 4:13 p.m.

**11.0 CALL TO ORDER & APPROVAL OF AGENDA**

**ON MOTION** by Mr. Michael MacEachern and seconded by Ms. Heather Martin,

**IT WAS RESOLVED THAT:**

**“The Agenda of the Closed Session of September 25, 2018, be approved as circulated.”**

**CARRIED  
September-25-18-088**

**12.0 COMMITTEES**

**12.1 Governance Committee Report**

A motion was passed.

**CARRIED  
September-25-18-089**

**13.0 NEW AND OTHER BUSINESS**

**13.1 Meeting Minutes – June 26, 2018**

**ON MOTION** by Mr. Mark Solomon and seconded by Mr. Stephen Smith,

**IT WAS RESOLVED THAT:**

**“The Minutes of the June 26, 2018 Closed Board Meeting are approved as circulated.”**

**CARRIED**

September-25-18-090

**13.2 2017-2018 Hospital Service Accountability Agreement Amendment – Mackenzie Health**

A motion was passed.

**CARRIED**  
September-25-18-091

**14.0 MOTION MOVING OUT OF CLOSED MEETING**

ON MOTION by Ms. Audrey Wubbenhorst and seconded by Ms. Aldous Young,

IT WAS RESOLVED THAT,

“The Closed Session is terminated at 6:05 p.m. and that closed session minutes are permitted to be shared with all Board members and permitted attendees.”

**CARRIED**  
September-25-18-092

**15.0 MOTION TO TERMINATE SESSION**

ON MOTION by Ms. Aldous Young and seconded by Ms. Audrey Wubbenhorst,

IT WAS RESOLVED THAT:

“The session be terminated 6:06 p.m.”

**CARRIED**  
September-25-18-093

Original signed by: \_\_\_\_\_  
Warren Jestin, Board Chair

Original signed by: \_\_\_\_\_  
Katrina Santiago, Recording Secretary