

**NORTH EAST LOCAL HEALTH INTEGRATION NETWORK
BOARD OF DIRECTORS**

Teleconference

2:00 p.m.

MINUTES OF PROCEEDINGS

Wednesday, October 3, 2012

CALL TO ORDER

Chair Elaine Pitcher called the meeting to order at 2:03 p.m.

ROLL CALL

Members in Attendance
via teleconference: Elaine Pitcher, Chair
Wally Wiwchar
Dr. Colin Germond
Danielle Bélanger-Corbin
Dr. Ian Cowan
Cecilia Bruno
Santina Marasco

Staff via teleconference: Louise Paquette, Chief Executive Officer
Martha Auchinleck, Senior Director
Cynthia Stables, Director, Communications and Community Engagement
Monique Mechevske, Senior Director, French Language Services, Aboriginal & Integration
Tamara Shewciw, Chief Information Officer
Monique Rocheleau, Senior Officer, Cochrane District
Carol Philbin Jollette, Senior Officer, Nipissing/Temiskaming District
Stephen Bellinger, Officer, Performance and Decision Support
Renée Leclerc, Executive Assistant to the CEO and Board Liaison

Audience:

Carol Mulligan, Reporter, Sudbury Star
Derek Graham, Chief Executive Officer, Manitoulin Health Centre
Jim Hanna, Communications and Public Relations Officer, West Parry Sound Health Centre

WELCOME AND INTRODUCTION

Elaine welcomed Board members, staff and guests to the NE LHIN Board Meeting.

DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were raised.

AGENDA

No additions were made to the agenda, however, it was requested that item 7.0 "Attestation of Compliance" be removed from under the consent agenda and be added to item 14.0 "Report from the Chief Executive Officer and Senior Management" for discussion.

{Motion 2012-BD032}

Moved by Wally Wiwchar, seconded by Colin Germond.

The agenda for the Board of Directors meeting of Wednesday, October 3, 2012 be approved as presented.

{Carried}

MINUTES OF LAST MEETING

{Motion 2012-BD033}

Moved by Danielle Bélanger-Corbin, seconded by Cecilia Bruno.

The Minutes of Proceedings for the Board of Directors meeting of August 23, 2012, be approved as presented.

{Carried}

SUMMARY OF DOCUMENTS: Louise Paquette

An overview of the various documents circulated to Board Directors since the last Board of Directors meeting of August 23, 2012 was provided.

REPORT FROM THE BOARD OF DIRECTORS: Elaine Pitcher

Chair and Board Members Community Engagements

Elaine Pitcher

Sept. 27, 2012: Meeting with Board Chair and Chief Executive Officers of Wawa, Chapleau and Hornepayne hospitals

Along with North East LHIN staff, Elaine met with the Board Chair and Chief Executive Officers of Chapleau Health Services, Lady Dunn Health Centre and Hornepayne Community Hospital to discuss possible integration opportunities in an effort to better coordinate effective and efficient delivery of care.

Type: Collaborate/Inform

Sept. 20, 2012: LHIN Leadership Council and LHIN Board Chairs Meetings

Elaine attended her first LHIN Leadership Council meeting in Toronto as Chair of the North East LHIN where she had the opportunity to meet all 14 LHIN CEOs and Board Chairs and become better acquainted with the projects and initiatives of the LHINs.

Type: Collaborate/Inform/Educate

Wally Wiwchar

Sept. 26, 2012: Misiway Milopehmahtesewin Community Health Centre Diabetes Wellness Centre Grand Opening

Wally attended this meeting along with Karen Pine Cheechoo, North East LHIN Senior Aboriginal Officer. This event was an opportunity to celebrate the grand opening of the new Diabetes Wellness Centre; another positive addition to health care services offered in Northeastern Ontario.

Type: Inform/Educate

Colin Germond**Sept. 24, 2012: LHIN Primary Care Physician Leads Meeting**

In the absence of a North East LHIN Primary Care Physician Lead, Colin attended this meeting which provided all LHIN Primary Care Physician Leads with the opportunity to meet and discuss commitments and priorities regarding Primary Care in each respective LHIN.

Type: Collaborate / Inform /Educate

Danielle Bélanger-Corbin**Sept. 10, 2012: Joint Executive Committee Meeting**

Danielle and the LHIN Senior Officer responsible for the Nipissing-Temiskaming District met with the Joint Executive Committee (JEC) of the three hospitals (Temiskaming, Kirkland and District and Englehart and District) to finalize the JEC's terms of reference. At the meeting, members appointed a Board Chair (Mary Lynn Kirkey) and a Co-Chair (Ron Scriven) and finalized the planning for a joint retreat scheduled for September 25, 2012.

Type: Collaborate

Various Board Members**Sept. 5/6, 2012: Attendance at NE LHIN and Dr. Samir Sinha Engagement Sessions**

The North East LHIN organized several engagement sessions with Dr. Samir Sinha, Provincial Senior Care Strategy Lead. The engagements brought together health care and community stakeholders in an effort to facilitate discussions on the care of the frail elderly across Northeastern Ontario.

Type: Collaborate/Inform/Educate

MEETING ATTENDANCE REVIEW: Elaine Pitcher

At the request of the Board, Board Director attendance be included in each Board meeting package.

BUSINESS ARISING FROM PREVIOUS MEETING: Elaine Pitcher**Board Recruitment**

A brief update was provided on the status of Board vacancies. As of September 24th, the Board of Directors consists of seven Directors and two vacancies. The Board will fill these vacancies through the Public Appointments process which is a continuous intake with on-going efforts to engage Francophone and indigenous individuals to apply to ensure cultural diversity on the Board.

REPORT FROM THE AUDIT COMMITTEE: Danielle Bélanger-Corbin**Budget Summary Report**

A brief overview of the Budget Summary Report for the period ending July 31, 2012 was presented to Board Directors. The North East LHIN budget summary is consistent with forecasts. Despite having some

deficits in areas such as travel and communications, there are surpluses in other areas such as salaries and wages – the result being a balanced operating position.

Auditing Services Agreement

As presented and approved at the September 13, 2012 Audit Committee meeting, the North East LHIN Auditing Services Agreement was presented for the review and approval of the Board of Directors. Upon completion of the LHIN Shared Services Office procurement process, Deloitte and Touche was selected to provide auditing services to all 14 LHINs. Accordingly, each LHIN is required to sign an agreement with the auditors.

{Motion 2012-BD035}

Moved by Danielle Bélanger-Corbin, seconded by Wally Wiwchar.

RESOLVED THAT:

WHEREAS at its January 25, 2012 meeting the North East LHIN Board of Directors directed the LHIN Shared Services Office (LSSO) to undertake the procurement of an auditor on behalf of the North East Local Health Integration Network;

AND WHEREAS the procurement process has been completed and the contract for the provision of auditing services for all Local Health Integration Networks has been awarded to Deloitte and Touche;

AND WHEREAS each of the Local Health Integration Networks must submit an Auditing Services Agreement contract to Deloitte and Touche;

THEREFORE: the Board of Directors has reviewed and approves of the North East Local Health Integration Network Auditing Services Agreement as presented at its meeting of October 3, 2012.

{Carried}

REPORT FROM THE GOVERNANCE COMMITTEE: Wally Wiwchar

Due to a lack of quorum, the Governance Committee meeting for October 3, 2012, was differed until such time that Committee membership is reviewed by the Board of Directors. All items presented on the Governance Committee agenda have been differed to the next scheduled meeting.

REPORT FROM THE CHAIR: Elaine Pitcher

An update of the activities that have taken place since her appointment on August 15, 2012 was provided by the North East LHIN Board Chair. To ensure that the Board remains informed of the various meetings attended by the Chair, Ms. Pitcher will provide monthly updates to Board Directors.

Also provided was an update on Board of Director meeting work plans. Ms. Pitcher will canvass the Board to seek their input regarding the frequency and type of Board meetings and will discuss this information at the November 21st face to face meeting. Lastly, the Board Retreat scheduled for the Fall of 2012, has been decided postponed to the Spring of 2013 at which point it is anticipated that the vacancies will be filled and a full Board can benefit from the information and interaction of a Retreat.

REPORTS FROM THE CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT

Memorandum of Understanding: Louise Paquette

Each LHIN received a Memorandum of Understanding (MOU) from the Minister of Health and Long-Term Care which requires Board of Director endorsement. As circulated to the Board on September 14, 2012, the North East LHIN MOU covers the period from 2013 to 2018. Two areas of the MOU were highlighted for Board Directors:

- 1) The designation of Senior Directors as designated senior positions for the purpose of the Conflict of Interest rules; and
- 2) The communication protocol

Overall, the North East LHIN is comfortable with the content of this MOU and presents it to the Board of Directors for support and endorsement.

{Motion 2012-BD040}

Moved by Danielle Bélanger-Corbin, seconded by Ian Cowan.

Be it resolved that the North East Local Health Integration Network (the "LHIN") Board of Directors approves the content of the Memorandum of Understanding between Her Majesty the Queen in Right of Ontario as represented by the Minister of Health and Long-Term Care and the LHIN attached to this motion; and authorizes the Chair to sign, on behalf of the LHIN, a copy of the Memorandum of Understanding that is substantially similar to the attached Memorandum of Understanding.

{Carried}

Report of Cochrane Hub Realignment: Monique Rocheleau

The Board previously received the Cochrane Hub Realignment report at its meeting of June 12, 2012 and directed LHIN staff to continue engagement while moving forward with the realignment plan. Accordingly, realignment activities have been underway and progress is being made as detailed in the update document circulated to Board in the October 3, 2012 meeting package.

Discussions are on-going at health service provider and governance levels and LHIN staff ensure that activities remain centered on the needs of people/patients. The collaborative effort required to build a more integrated system of care is clearly understood.

Report of Temiskaming District Realignment: Carol Philbin Jollette

Carol Philbin Jollette, North East LHIN Senior Officer and lead for the Temiskaming District Realignment, provided a brief update to the Board of Directors on the progress achieved to date.

Upon release of the Temiskaming District Realignment report, the report's recommendations were discussed with both operational and governance members of the district's various health service providers. The objective of the discussions was to gain advice and input on proceeding with realignment activities. Since then, the realignment initiatives have been positively received and the North East LHIN has successfully facilitated the establishment of a Joint Executive Committee to oversee the integration of the three hospitals within the Temiskaming District – Englehart and District Hospital, Temiskaming Hospital and Kirkland and District Hospital.

Stocktake Update: Stephen Bellinger

The North East LHIN is required to submit quarterly Stocktake reports to the Ministry of Health and Long-Term Care focused on progress with regards to key performance indicators. Each Stocktake report illustrates the challenges associated with the North East LHIN region's vast geography and aging population. At the most recent Stocktake meeting, three specific performance indicators were chosen for review and discussion:

- Percentage of Alternate Level of Care Days;
- Emergency Department Wait Times; and
- MRI Wait Times

In addition to these indicators, the North East LHIN felt it was necessary to speak to three additional indicators for a more accurate picture of the health care landscape of Northeastern Ontario. These three indicators were wait times for hip replacements, knee replacements and cataract surgery. With the introduction of Joint Assessment Centers across the North East, we have successfully increased the capacity to perform hip and knee replacement surgeries and have decreased wait times, however, the ability to perform such surgeries depends upon the volumes allocated by the MOHLTC. The need for increased volumes continues to remain at the forefront of meetings between the North East LHIN and MOHLTC and should these discussions result in changes, an update will be brought forward to Board for their information.

Ministry-LHIN Performance Agreement Update: Louise Paquette

An update was provided to the Board subsequent to the update provided at the previous Board of Directors meeting as these North East LHIN Ministry-LHIN Performance Agreement (MLPA) targets continue to be the source of discussions with the MOHLTC. The MLPA illustrates both provincial and North East LHIN specific targets for various indicators, some of which the provincial target remains outstanding.

Currently, the LHIN has achieved significant improvements in meeting many targets however, providers in our LHIN continue to struggle with hip and knee targets as our wait times remain unacceptably high due to the limited volume we have been allocated. With sufficient capacity to perform more hip and knee surgery volumes than we are allocated, this continues to be a topic of discussion with the MOHLTC and we have been advised that there is potential for an increased volume allocation, although a decision has yet to be made.

Northern Diabetes Health Network: Louise Paquette

For the past several months LHINs have been meeting with the MOHLTC to discuss a strategy to shift some provincial programs to the LHINs. Currently, the North East LHIN is developing a plan to transition the Diabetes Programs. This transition is a work in progress as until now these programs were delivered in Ontario by Regional Coordination Centers (RCC) with the exception of the North East and North West LHINs where these programs have been delivered by the Northern Diabetes Health Networks (NDHN) out of Thunder Bay which acted as the RCC for all of Northern Ontario.

Both the North East and North West LHINs are working with the MOHLTC throughout the transition process which will result in the transfer of \$8M administered by 25 Health Service Providers - 21 adult diabetes providers and 4 pediatric.

The MOHLTC has issued letters to the NDHNs who have subsequently contacted their health service providers to advise them of the change in funder. The current plan is to have all programs transferred to the NE and NW LHINs by December 1, 2012. The North East LHIN will ensure effective communication to maintain a smooth transition and mitigate service interruptions.

Peer Review Update – Health Sciences North: Louise Paquette

The Peer Reviewer, Murray Martin, and his colleagues along with the North East LHIN Chief Executive Officer and Board Chair met with the senior team and Board of Directors of Health Sciences North, St. Joseph's Continuing Care Centre and the North East Community Care Centre on October 2, 2012 to brief the organizations on the recommendations within the Peer Review report.

As planned, the final Peer Review Report will be publicly released on Tuesday, October 9, 2012 and will be made available on the North East LHIN website.

Pre-Capital Submission Approval – Martha Auchinleck

Family Health Team Addition, Manitoulin Health Centre Mindemoya Site

A pre-capital submission proposal has been presented to the Board for review regarding an addition to the Manitoulin Health Centre's Mindemoya Site to accommodate a Family Health Team (FHT). Currently, the FHT conducts its operation out of two portable trailers located on the hospital's property. With sufficient land footprint to accommodate the addition, the proposed structure will not be problematic for the hospital site nor will it present an increase in role or scope of services provided by the hospital.

As the Mindemoya Site of the Manitoulin Health Centre is an integrated health service hub, the proposed addition of 3,007 square feet will allow for all FHT services to be located together in one location within the hospital. This proposal will result in a better patient care through a seamless patient transition from the Emergency Department, in-patient and primary care.

Finally, even though the source of funding for this addition stemming from the Primary Care Branch of the MOHLTC, a North East LHIN letter of support is required to proceed with this submission as the proposed addition is an extension to an existing hospital building. Accordingly, a motion in support of this proposal was submitted for Board endorsement.

{Motion 2012-BD041}

Moved by Danielle Bélanger-Corbin, seconded by Santina Marasco.

Be it resolved that the North East LHIN Board of Directors is in support of the Manitoulin Health Centre's Pre-Capital Submission regarding the Family Health Team addition to the hospital's Mindemoya Site and directs LHIN staff to support the project in writing.

{Carried}

2012-13 Quarter 2 Report: Martha Auchinleck

The North East LHIN is required to submit quarterly financial reports to the MOHLTC on the following:

- LHIN Operations;

- Reallocations;
- Quarterly forecasts by sector;
- Quarter two requirements;
- Quarter two integrations;
- Risk Summary;
- Quarterly balance sheet forecasts; and
- The North East Community Care Access Centre Mental Health and Addiction Nurses in District School Boards Quarter two report.

Each detailed financial document has been provided for the Board's review prior to submission to the MOHLTC. For a good synopsis of the various activities undertaken by the LHIN, the Board was encouraged to review the Q2 Local Health System Update document provided in the Board meeting package.

{Motion 2012-BD042}

Moved by Danielle Bélanger-Corbin, seconded by Ian Cowan.

Be it resolved that the North East LHIN Board of Directors has reviewed and approved the 2012/2013 Q2 reports as presented on Wednesday, October 3, 2012.

{Carried}

Integrated Health Service Plan Update: Cynthia Stables

The North East LHIN Integrated Health Service Plan (IHSP) is a strategic roadmap detailing our priorities for the coming three years (2013 to 2016). Much work has contributed to the development of our IHSP including over 50 engagements and the collection of more than 1500 surveys from across the North East. Having gathered feedback from fellow Northerners through various data collection channels, we will now incorporate this feedback into our plan.

In order to provide adequate time for the Board to review our IHSP, a draft copy will be circulated to Board in November. The completed IHSP will then be brought to the January 2013 Board meeting for final approval prior to submission to the MOHLTC.

- It should be noted that the MOHLTC also receives a draft copy.

Attestation of Compliance: Louise Paquette (previously item 7)

Each LHIN must submit an Attestation of Compliance in accordance with section 14 of the *Broader Public Sector Accountability Act, 2010* for each fiscal quarter detailing compliance and/or non-compliance with various MOHLTC directives.

For the period of July 1 to September 30, 2012, the CEO provided details of non-compliance as a result of the transfer of the Northern Diabetes Health Networks (NDHN). The NE LHIN will be in a technical breach of the Local Health System Integration Act until December 1, 2012 (the date by which it is expected that all agreements are converted into SAAs). Due to limited timelines to facilitate the transition of these services while ensuring the seamless continuity of programming, the CEO has agreed to take on the assignment of these agreements although they do not yet qualify as Service Accountability Agreements (SAAs). This technical non-compliance will be documented in Schedule A of the Attestation of Compliance report submitted to the MOHLTC (Appendix A).

{Motion 2012-BD034}

Moved by Wally Wiwchar, seconded by Colin Germond.

Be it resolved that the Attestation of Compliance for the period of July 1 to September 30, 2012 be accepted, approved and signed as amended on October 3, 2012.

{Carried}

NEXT MEETING

November 21, 2012 in Sudbury, Ontario.

ADJOURNMENT OF THE BOARD MEETING

{Motion 2012-BD043}

Moved by Danielle Bélanger-Corbin, seconded by Santina Marasco.

Be it resolved that the Regular Board of Directors meeting of Wednesday, October 3, 2012 be adjourned at 4:12 p.m.

{Carried}



Elaine Pitcher
Chair

APPENDIX A

Attestation of Compliance Report – Schedule A

Attestation For North East LHIN

For the Applicable Period: July 1 to September 30, 2012

1. MEMORANDUM OF UNDERSTANDING

In order to facilitate the transition of service programs from the Northern Diabetes Health Network to the North East Local Health Integration Network (NE LHIN) as requested by the Ministry of Health and Long-Term Care (MOHLTC), and to enable the continuity of program delivery to residents of Northeastern Ontario, the NE LHIN agreed to take the assignment of approximately 30 service agreements.

As these agreements do not qualify as Service Accountability Agreements (SAAs), the LHIN will be in a technical breach of LHSIA until December 1st 2012, the date by which the LHIN expects to have converted these agreements to SAAs.

2. MINISTRY LHIN ACCOUNTABILITY AGREEMENT/MINISTRY LHIN PERFORMANCE AGREEMENT

NO KNOWN EXCEPTIONS

3. COMPLETION AND ACCURACY OF REPORTS REQUIRED PURSUANT TO SECTION 5 OF THE BPSAA

NO KNOWN EXCEPTIONS

4. PROHIBITION ON ENGAGING LOBBYIST SERVICES USING PUBLIC FUNDS PURSUANT TO SECTION 4 OF THE BPSAA

NO KNOWN EXCEPTIONS

5. COMPLIANCE WITH APPLICABLE DIRECTIVES ISSUED BY MANAGEMENT BOARD OF CABINET

a. OPS PROCUREMENT DIRECTIVE

NO KNOWN EXCEPTIONS

b. OPS TRAVEL, MEAL AND HOSPITALITY EXPENSES DIRECTIVE

NO KNOWN EXCEPTIONS

c. [TO BE ADDED ONCE SS. 14(1)(C.1) IS PROCLAIMED INTO FORCE] OPS PERQUISITES DIRECTIVE

NO KNOWN EXCEPTIONS