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

MINUTES OF PROCEEDINGS

**Location: Denison House
Elliot Lake, ON**

Thursday, September 28 and 29, 2006

Thursday, September 28, 2006

CALL TO ORDER

Vice-Chair Margaret Ashcroft called the meeting to order at 8:05 p.m

ROLL CALL

Directors in Attendance: Margaret Ashcroft, Vice-Chair (Sudbury)
 Kim Christianson (Hearst)
 Marc Dumont (Timiskaming Shores)
 Johanne Labonté (Timmins) – via teleconference
 Claus Ott (Elliot Lake)
 Dr. Donald Stemp (North Bay)
 Peter Vaudry (Sault Ste. Marie)

Absent with Regrets: Mathilde Gravelle Bazinet, Chair (North Bay)

Staff: David Murray, Chief Executive Officer
 Lianne Bettiol, Executive Assistant
 Richard Joly, Senior Director, Performance, Contract and Allocation
 Ann Matte, Senior Director, Planning, Integration and Community
 Engagement

DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were declared nor identified.

MINUTES OF PROCEEDINGS

{Motion}

Moved by Claus Ott, Seconded by Kim Christianson;

That the Minutes of Proceedings for the Regular Board Meeting of Wednesday, August 9, 2006 be adopted with the following amendments:

MINUTES OF PROCEEDINGS (CONTINUED)

Whereas; The Board of Directors has agreed that Board meetings be held on the last Friday of every month.

Amended Dates:

Thursday, January 25 and Friday, January 26, 2007

Thursday, March 29 and Friday, March 30, 2007

Thursday, May 24 and Friday, May 25, 2007

(Carried)

APPROVAL OF THE AGENDA

{Motion}

Moved by Marc Dumont, seconded by Donald Stemp;

That the Board of Directors approve the agenda with the following amendments:

The following items were brought forward to the Thursday agenda as requested by Vice-Chair, Margaret Ashcroft:

11.0 Report from the Chair

11.4 Re-Appointment of Board Members/Directors

12.0 Report from the CEO

(Carried)

REPORT FROM THE CHAIR

Board Chair's Activities

Vice-Chair Margaret Ashcroft provided the Board with an update on recent activities from the Chair.

Provincial Activities of Board Directors – Provincial Orientation Session and Rotman School of Business

- Provincial Orientation Session scheduled from November 1 to November 3, 2006 in Toronto
- Rotman School of Business Sessions are scheduled in Toronto, London and Ottawa in the Fall of 2006.

Board Committees

Audit Committee members are as follows: Johanne Labonté, Claus Ott and Peter Vaudry

Motion to approve Board committees deferred to the next Board meeting of October 27, 2006.

REPORT FROM THE CHAIR (CONTINUED)

Re-Appointment of Board Members/Directors

Orders in Council (OIC) were distributed. Vice-Chair Margaret Ashcroft reviewed the process with the Directors:

1. Submit a new application to the Minister 60 days prior to your Order in Council (OIC) expiration date and forward your application to the following address:

MOHLTC,
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, ON M7A 1R3

2. Forward a copy of the application to the Public Appointment Secretariat (PAS) 60 days prior to your OIC expiration at the following address:

Public Appointments Secretariat
Room 2440, Whitney Block
99 Wellesley Street West
Toronto, ON M7A 1A1
Email: PAS.Info@mgs.gov.on.ca

Applications are available at the PAS website: <http://www.pas.gov.on.ca/> and can be completed online or printed out, completed and mailed.

For additional information, please contact the Office of the MOHLTC, Public Appointments and Community Outreach Branch at 1-416-326-3982.

Reference: Board Package, Page 84

Announcement of New Director

Randy Kapashesit from Moose Factory has been appointed to the North East LHIN Board of Directors.

Accountability Agreement

The 2006-2007 Accountability Agreement was signed by Chair Mathilde Gravelle Bazinet and the Honourable George Smitherman. The agreement is in effect until the end of March 2007.

{Motion}

Moved by Peter Vaudry, seconded by Donald Stemp; that the Chair's report be approved as reported by the Vice-Chair.

{Carried}

REPORT FROM THE CHIEF EXECUTIVE OFFICER

Amendments to the Travel, Meal and Hospitality Expenses Directives

Kilometric reimbursement rates have increased as follows:

Kilometres Driven Yearly	Southern Ontario (\$/km)	Northern Ontario (\$/km)
0 - 4,000	0.40	0.41
4,001 – 10,700	0.35	0.36
10,701 – 24,000	0.29	0.30
Over 24,000	0.24	0.25

The Report from the Chief Executive Officer to the Board of Directors is appended to Minutes of Proceedings.

{Motion}

Moved by Marc Dumont, seconded by Johanne Labonté; that the CEO's report be approved as presented.

{Carried}

Reference: Board Package, Page 102-104

IN-CAMERA SESSION

Chair Mathilde Gravelle Bazinet and Eileen Clarke, Legal Counsel, joined the in-camera session via teleconference.

{Motion}

Moved by Peter Vaudry, seconded by Kim Christianson, that the Board meet in-camera.

(Carried)

IN-CAMERA SESSION ADJOURNMENT

{Motion}

Moved by Donald Stemp, seconded by Marc Dumont, that the in-camera session be adjourned.

(Carried)

ADJOURNMENT

The regular Board of Directors meeting of Thursday, September 28, 2006 was adjourned and will resume on Friday, September 29, 2006.

Friday, September 29, 2006

CALL TO ORDER

Vice-Chair Margaret Ashcroft called the meeting to order at 8:35 a.m

ROLL CALL

Directors in Attendance: Margaret Ashcroft, Vice-Chair (Sudbury)
Kim Christianson (Hearst)
Marc Dumont (Timiskaming Shores)
Johanne Labonté (Timmins) – via teleconference
Claus Ott (Elliot Lake)
Dr. Donald Stemp (North Bay)
Peter Vaudry (Sault Ste. Marie)

Absent with Regrets: Mathilde Gravelle Bazinet, Chair (North Bay)

Staff: David Murray, Chief Executive Officer
Lianne Bettiol, Executive Assistant
Richard Joly, Senior Director, Performance, Contract and Allocation
Ann Matte, Senior Director, Planning, Integration and Community Engagement

AGENDA

The following items were added to the Friday agenda under New Business:

- Pan Northern Ontario PACS (PNOPP) Project
- Community Care Access Centre (CCAC) West Parry Sound

Amendment to item 15.0, "Report from Planning, Integration and Community Engagement" was changed from "Nothing to Report" to "Refer to 9.1".

PRESENTATIONS

Draft Integrated Health Services Plan

Ann Matte, Senior Director, Planning, Integration and Community Engagement

{Motion}

Moved by Claus Ott, Seconded by Marc Dumont; that the Integrated Health Services Plan, be approved as presented.

(Carried)

Reference: Board Package, Page 29-36
Draft Integrated Health Services Plan

PRESENTATIONS (CONTINUED)

Wait Times Strategy (WTS) Background and North East LHIN's Approach to Addressing the Ministry's WTS Accountability

Richard Joly, Senior Director, Performance, Contracts and Allocation

Reference: Board Package, Page 39-49

Open Board Meetings – Via Teleconference

Kathy Durst, Chair, Waterloo Wellington LHIN

Norm Gamble, Chair, South West LHIN

Kathy Durst and Norm Gamble provided an overview of Section 9 of the Local Health System Integration Act – Bill 36 as follows:

- 9 (3): "A LHIN shall give reasonable notice to the public of the meetings of its Boards of Directors and its committees";
- 9 (4): "All meetings of the Board of Directors of a LHIN shall be open to the public";
- 9 (5): "Exceptions (Closed Meetings)";
- 9 (6): "A LHIN shall not exclude the public from a meeting before a vote is held on a motion to exclude the public, which motion must clearly state the nature of the matter to be considered at the closed meeting and the general reasons why the public is being excluded";
- What is a public meeting?;
- Public Access vs Public Participation;
- Definition of Reasonable Notice;
- Closed Meetings
- Supports Required

Roundtable discussions were entertained and the following was discussed when Board meetings are held via teleconference:

- Head office open to the public when teleconference Board meetings are being held. Access to the meetings via teleconference or videoconference where participants can only hear the meeting without disrupting order of business.

*Reference: Local Health System Integration Act, 2006
PowerPoint Presentation from Kathy Durst*

Conflict of Interest Policy – Via Teleconference

Eileen Clarke, LHIN Legal Counsel

The Working Group is now focused on what the Ministry refers to as Part II - detailed financial declaration.

Conflict of Interest Policy – Via Teleconference (Continued)

Eileen Clarke, LHIN Legal Counsel

The following Commissioner has been assigned to the North East LHIN:

The Honourable Sydney L. Robins, Q.C
Goodmans LLP
250 Yonge Street, Suite 2400
Toronto, ON M5B 2M6
Telephone: 416-979-2211 ext.4279
Assistant: Darlene DeFrance - 416-979-2211 ext. 3239

Reference: Board Package, Page 66-75

Additional Information Provided by Eileen Clarke, Legal Counsel

The Ministry is currently working on a Cover Accountability Agreement Template that will be forwarded to the LHINs within the next couple of weeks. The Agreement will require a motion that the Board Chair be approved to sign the Cover Accountability Agreement on behalf of the Board, similar to the motion passed at the May 16, 2006 Board Meeting. The Agreement will be in effect for three (3) years.

The revised Memorandum of Understanding will require Board approval. The LHINs will be in receipt of the MOU within the next few weeks.

The 14 LHINs have an agreement on LHIN Shared Services. The Toronto Central LHIN is housing the LHIN Shared Services Offices. This service is a Cabinet direction, not a LHIN direction.

Board Directors requested clarification on how the conflict of interest policy comes into play with regards to municipal elections.

REPORT FROM PERFORMANCE, CONTRACTS AND ALLOCATIONS

An overview of the following items was provided by Richard Joly, Sr. Director, Performance, Contracts and Allocations:

- Proposed Policy and Procedure Format
Reference: Board Package, Page 107-110
- Current Positions / Organizational Chart
Reference: Board Package, Page 111-113
- Recruitment Update
Reference: Board Package, Page 115
- Status of Training
Reference: Board Package, Page 116-119
- French Language Services (FLS) HR Compliance Plan
Reference: Board Package, Page 120-126
- Finance & Administration Handbook, Internal Controls
Reference: Board Package, Page 127-175
- Auditor's Recommendation
Reference: Deloitte's LHIN Shared Services Office, Internal Controls Review, August 15, 2006
- Revision of Resolution FIN-3 – Delegation of Authorities for LHIN Operating Expenses
Reference: Board Package, Page 197-202

REPORT FROM PERFORMANCE, CONTRACTS AND ALLOCATIONS (CONTINUED)

- Accounting System Update – SAP
- Proposed Reporting Format – Presentation to the Board
Reference: Board Package, Page 205
- Facilitate Role of Audit/Finance Committee
Reference: Proposed Terms of Reference and Agenda

{Motion}

Moved by Claus Ott that the following agenda items be referred to the Finance/Audit Committee for further review:

- 1) *Auditor's Recommendation as per Deloitte's Shared Services Internal Controls Review*
- 2) *FIN-3, Delegation of Signing Authority for LHIN Operating Expenses*
- 3) *Draft Terms of Reference for the Finance and Audit Committees*

{Carried}

{Motion}

Moved by Claus Ott that the Financial Reporting is reported as per the Memorandum of Understanding.

{Carried}

NEW BUSINESS

Pan Northern Ontario PACS Project

David Murray, Chief Executive Officer

An overview of the Project was provided by David Murray, Chief Executive Officer:

- Issues
- Diagnostic Imaging-Repository (DI-R) Cost Summary
- Pan Northern Ontario PACS Project Cost Summary
- Background
- Environmental Scan

{Motion}

Moved by Claus Ott, seconded by Marc Dumont that the Board support Model A of the PACS project.

*Reference: Pan Northern Ontario PACS Project Presentation
"PNOPP when implemented will provide an archive that will support more than 40 hospitals, primary care sites and many first nation sites. To date, this project has been funded in part by Canada Health Infoway (CHI)"*

NEW BUSINESS (CONTINUED)

Inter-Hospital Connectivity – PACS

David Murray, Chief Executive Officer

A teleconference meeting was held on September 26, 2006 with Dr. Vezina from the Timmins District Hospital, and North East LHIN Representatives, David Murray, CEO, Tamara Schewciw, our e-Health Lead and Jean-Gilles Lemieux, Consultant, Planning, Integration and Community Engagement. The purpose of the meeting was to seek support from the North East LHIN with regards to the PACS program and utilizing the Hearst Hospital as a Pilot Project.

{Motion}

Moved that the Board supports this initiative

{Carried}

Community Care Access Centre (CCAC) – Parry Sound

David Murray, Chief Executive Officer

A letter was distributed to the Board of Directors from the Transition Manager for North East Community Care Access Centre Realignment with regards to the potential funding of the West Parry Sound Health Centre for CCAC services. Discussions were entertained on the current issues.

{Motion}

Moved by Donald Stemp, seconded by Kim Christianson that the Board approach the Ministry to ensure integrity of the funding flow and accountability, standards and reporting mechanisms for the West Parry Sound be through the North East LHIN as outlined in the Memorandum of Agreement.

LHINs Mission and Vision / Strategic Planning

Some discussions were entertained. The Board agreed that further discussions and review will be held after the Provincial Orientation Session scheduled from November 1-3, 2006.

NEXT MEETING

Date: Friday, October 27, 2006
Location: Via teleconference call
Dial-in Number: 1-866-440-8941
Participant Code: 9222135#
Moderator # (Mathilde Gravelle Bazinet only): 3753

ADJOURNMENT

{Motion}

Moved by Marc Dumont, seconded by Kim Christianson, that the Regular Board meeting be adjourned.

(Carried)

Mathilde Gravelle Bazinet, Board Chair

**North East LHIN
CEO Report
Board Meeting of September 28 – 29, 2006**

Health Advisory Committee Update

The LHIN legislation provides for a Health Professionals Advisory Committee to ensure that providers have input into LHIN deliberations and discussions. As they say “the devil is in the details” and the exact format and reporting relationship of the HPAC will be laid out in the regulations that are currently being drafted. Significant work has been done on the drafting of regulations and Tracy Mill from the Ministry has provided updates to both the CEOs and the Chairs. One issue that has been identified came from a presentation the Ministry was using to update provider groups. Eileen Clarke, Legal Counsel for the LHINs has compared the presentation to the draft regulations and pointed out where there are some differences.

The proposed composition of the HPAC is as follows:

- a) 4 physicians: 1-family medicine in the community; 1-specialist providing in-patient care in a hospital; 2 other physicians;
- b) 3 nurses reg'd with the Col. of Nurses: 1 –hospital; 1-community and long-term care; 1- RPN;
- c) 1 dietician reg'd with Col. of Dieticians, from either the hospital or community sector;
- d) 1 occupational therapist (Col. of Occupational Therapists) or Physiotherapist (Col. of Physiotherapists);
- e) 1 pharmacist – College of Pharmacists - (hospital or community);
- f) 1 social worker, College of Social Services and Social Service Workers from either the community or mental health sector; and
- g) 0-3 from professions not identified above

There continues to be some debate about whether the HPAC should be a committee of the Board or whether it is advisory to the community engagement process. The Ministry feels strongly that they do not want it to be a committee that advises the board directly, but the Chairs have expressed an interest in having the committee report directly to the Board. This has created some further incongruity. If it is deemed to be a committee of the board it will, by definition, have to have a majority of directors on the committee as per the Guidelines for Open Meetings. This new definition of Board Committees may create further complications according to Eileen:

“This “new” definition raises some difficulty for Boards as any working group that has only board members on it, is caught by the definition, even if it is not a committee. This requires the working groups’ proceedings to be held in public.”

Media Guidelines

At the Board meeting I will provide you with some high level questions and answers that you can use in informal settings should questions about the LHIN, our activities and our progress be posed to you. In the event that you are contacted by the media for comment or input on local or regional issues, you should be aware that only the Chair and CEO are authorized to speak on behalf of the LHIN. (This is to ensure consistency in our messaging.) On many local issues, the LHIN will often not have an opinion or if we do we will probably not make it public. The majority of issues that get raised within the media are often internal issues of a single provider and it is the responsibility of that provider's Board and management to field questions about their own organizations. If we were to comment, we would be undermining their legitimate authority to deal with such matters.

There may be times when we comment on the larger regional issues and not on the specifics of a single provider. Recently, the Alternative Level of Care (ALC) issue in Sudbury has been in the press. From a LHIN perspective we are involved in the discussions about how to alleviate these pressures but from a public standpoint if asked we will frame our response on the fact that this is a regional issue that we must deal with in several communities and not just in Sudbury.

Our approach to media is going to be a bit of a balancing act as we will be having frank discussions about the local health system at our open board meetings, and yet we do not want to antagonize our providers as we hope to build strong collaborative relationships with them.

Mileage Re-imbusement Changes

We had originally thought that the Board was going to have some latitude in setting travel and mileage policies and some of the LHIN boards did this over the summer. We received clarification that we do not have the exemption that we were promised in June and that we will be bound by management board directives. Attached are the new rates that have been adopted. While not totally satisfactory, they do provide some improvement over the previous rates.

CEO Activities

Things have started to pick up considerably once September arrived. We are busy recruiting new staff and have had some exceptional regional office staff that chose to join our LHIN. These staff come with a great deal of experience and knowledge of both the programs and providers in the North East.

Under-serviced Area Program Review

The Ministry is undertaking a review of the UAP Program. This program is vitally important to the North as it pays special sessional fees to bring specialists into our area. It also provides recruitment incentives and other programs to assist northern and under serviced communities. (Andrew Irvine who has joined our staff was the lead for this program with the Ministry.) The Ministry had a 3 day retreat that brought together senior Ministry staff from Sudbury and Toronto to discuss the future of the program. In addition to the dozen staff from the Ministry, they invited 3 additional people to assist in their deliberations. I was one of the three. The other 2 were a CEO from a small southern rural hospital and a physician recruiter from Windsor.

There is a definite need for the program to be overhauled and updated as it has stopped being a program that specifically deals with the north's issues and has now been co-opted to serve all under-serviced communities. The designation of 'under serviced' is largely a political decision and hence it allows communities with rather insignificant shortages to get themselves designated so they can access the UAP programs. This has led to some rather bizarre situations where communities such as Oakville, Windsor and even London argue that although they have 95% staff complements, they are still under-serviced and want access the program. This has the potential to have every single community outside of Toronto to potentially be designated as under serviced. This clearly shifts resources away from our area to areas that have much less of a problem than we do.

In discussing 3 potential new models for the program, there seemed to be support for the LHINs having significant control over how these funds should be used within the LHIN area.

Meetings

I met with Ken Burns who is the incoming Chair of the Ontario Pharmacists Association. He owns and operates a pharmacy in the Sudbury area. He wished to discuss the HPAC as well as how pharmacists might play a greater role in chronic disease management programs. He has also lobbied to bring the pharmacist community into the e-Health ICT blueprint that would provide the electronic linkages between pharmacists and other providers. The OPA and the Canada Health Infoway are partnering with the Group Health Centre in a \$3.5 million program to connect all of the pharmacies in Sault Ste. Marie to the electronic health record of the GHC, so that prescriptions will be sent electronically directly from the physicians' office to the pharmacists and there can be an on-line consultation between the pharmacist and the physician if necessary.

Met with the Elliot Lake physician group to provide an overview of the LHINs and how we will impact hospitals and other providers in the system. It was a good meeting with a lot of questions and there seemed to be a willingness to work together to meet the community's needs.

Meetings (Continued)

Met with Dr. Glen Roberts of the Conference Board of Canada to discuss the invitation to join the Conference Board's Network for Health System Design and Management. This network will have 30 members from across the country and will oversee Conference Board work on system design in health care.

Dr. Janice Willet the incoming President of the Ontario Medical Association has asked to meet with representatives of the LHIN on November 6th in Sault Ste. Marie.

Presentations

Gwen Wing-Dubois, CEO for the North West LHIN and I presented to the Northern Ontario DSSAB Administrators at their annual conference in Dryden Ontario. Unlike southern Ontario, the northern DSSABs are involved far more directly in many areas that interface with the LHINs such as provision of land ambulance services, transportation services and housing. Also the DSSAB process of taking on responsibilities from the provincial government over the past 10 years is very similar to some of the processes we are going to experience as we take responsibility for programs and services from the Ministry. There could be a lot to learn from the DSSABs and they represent groups which we will work closely with in addition to the municipalities.

OHA Region 1 Meeting in Sault Ste. Marie on Friday September 22nd. Provided an update to the area hospitals and outlined the IHSP process and findings.

The Ontario Rural Council Forum on Health was held in Sudbury on September 25th. I was asked to present on how LHINs will impact on rural and northern communities.

Invitations

I have been invited to the following upcoming events:

Asked to remain on the provincial Expert Panel on Diabetes and to attend a follow-up session in October.

Chair and Present at the OHA's Chronic Disease Management Conference in early December.

Participate in the University of Toronto's Strategic Levers in Health Care Symposium in November.

The Canadian Health Information and Technology Association (CHITA) requested that I sit as an adjudicator for their national awards.