

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

Sudbury Outpatient Centre – Room M-121

2:00 p.m.

MINUTES OF PROCEEDINGS

Wednesday, November 21, 2012

CALL TO ORDER

Chair Elaine Pitcher called the meeting to order at 2:06 p.m.

ROLL CALL

Members in Attendance: Elaine Pitcher, Chair
Dr. Colin Germond
Danielle Bélanger-Corbin
Dr. Ian Cowan
Santina Marasco

Via teleconference: Wally Wiwchar

Regrets: Cecilia Bruno

Staff: Louise Paquette, Chief Executive Officer
Martha Auchinleck, Senior Director
Terry Tilleczek, Senior Director
Renée Leclerc, Executive Assistant to the CEO and Board Liaison

Via teleconference: Cynthia Stables, Director
Monique Mechefske, Senior Director
Tamara Shewciw, Chief Information Officer

Audience:
Jim Hanna, Communications and Public Relations Officer, West Parry Sound Health Centre
Suzanne Salituri, Planning and Community Engagement Officer, Réseau du mieux-être francophone du Nord de l'Ontario

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

{Motion 2012-BD044}

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

The agenda for the Board of Directors meeting of Wednesday, November 21, 2012 be approved as presented.

{Carried}

MINUTES OF LAST MEETING

{Motion 2012-BD045}

Moved by Santina Marasco, seconded by Ian Cowan.

The Minutes of Proceedings for the Board of Directors meeting of October 3, 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 October 3, 2012 was provided.

MEDIA TRACKER REPORT: Louise Paquette

A report on the various media releases and initiatives circulated by the North East LHIN was provided to Board for their review and information.

REPORT FROM THE BOARD OF DIRECTORS: Elaine Pitcher

Chair and Board Members Community Engagements

MEETING ATTENDANCE REVIEW: Elaine Pitcher

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

HPAC MINUTES: Monique Mechefske

The minutes from the HPAC meeting of June 22, 2012 were provided to the Board of Directors for their review and information. As this item was included in the consent agenda and no Director asked to have it specifically discussed, the minutes were deemed reviewed and approved by the North East LHIN Board.

BUSINESS ARISING FROM PREVIOUS MEETING: Elaine Pitcher

CDPM Forum Update

Elaine extended congratulations to LHIN staff involved in the second CDPM forum as the day long forum yielded a phenomenal attendance of roughly 250 participants and included various discussion sessions including one specific to Francophones and another specific to Aboriginals.

Volumes Update

The North East LHIN staff are pleased to advise the Board that we have been allocated an additional 174 volumes for hip and knee surgeries (64 hips; 110 knees) and that we are one of a very few LHINs in the province to have received additional volumes for these procedures. Since confirmation of these additional volumes, staff have met with the Wait Time Advisory Group for all four hub hospitals to determine how best to allocated these additional volumes based on capacity and wait times.

Diabetes

Since the last update provided to Board at its meeting of October 3, 2012, the North East LHIN has received the funding to proceed with the transitioning of diabetes education programs to the LHIN. Work is on-going on this file and the LHIN has ensured zero interruption of service for this target population.

REPORT FROM THE CHAIR: Elaine Pitcher

Hubs Meeting

The next Hub meeting scheduled for November 29, 2012 is aimed at providing the four Hub hospital Board Chairs and Chief Executive Officers (CEO) as well as the Chair and CEO of the North East Community Care Access Centre with the opportunity to share information including successes and opportunities for improvement. These quarterly meetings provide an opportunity for dialogue, to stimulate discussions and ultimately build strong relationships amongst participants. With a new hospital CEO in North Bay and two new hospital Board Chairs, the meeting will allow each party to better understand their individual and collective roles in the delivery of health care across the Northeastern Ontario.

REVIEW OF BOARD BY-LAWS

Relating to Board of Director Affairs

The Board members reviewed the By-Law No.1 and had only one requested change: revising the LHIN name to reflect that it pertains to the North East Local Health Integration Network.

{Motion 2012-BD046}

Moved by Santina Marasco, seconded by Ian Cowan.

RESOLVED THAT:

WHEREAS the Board of Directors reviewed the By-Law No. 1 pertaining to the general conduct of the North East LHIN Board of Directors;

AND WHEREAS Section 4.02 of By-Law No. 1 requires amendment by:

- (i) deleting the words "Unless otherwise permitted by the Minister, no personal shall be a Board Member of the Corporation if such person is" from the beginning of that section and replacing them with the words "Except as may be permitted by the Lieutenant Governor in Council, Board Members cannot be"; and

- (ii) *by adding the following to the end of section 4.02(d), "above, where associate means with respect to an individual, any member of the individual's immediate family who resides with the individual, including a child, parent, sibling, spouse, including a common law partner, or a same-sex partner of such individual"*

THEFORE *be it resolved that the By-Law No. 1 be approved as amended on November 21, 2012.*

{Carried}

Relating to Board and Committee Affairs

The By-Law No. 2 which pertains to the conduct of Board and Committee meetings has been reviewed by Board members. The Board requests that the By-Law included a single amendment to reflect the correct Local Health Integration Network referenced in writing.

{Motion 2012-BD047}

Moved by Colin Germond, seconded by Danielle Bélanger-Corbin.

The Board of Directors reviewed and approves the By-Law No. 2 pertaining to the conduct of the North East LHIN Board of Directors and Committee meetings as amended on November 21, 2012.

{Carried}

REVIEW OF COMMITTEE TERMS OF REFERENCE AND MEMBERSHIP

Governance Committee

A memorandum from the Board Chair was circulated to Board members prior to this meeting in an attempt to canvass interest in Governance Committee membership. Accordingly, Colin Germond and Santina Marasco indicated interest in taking part in this committee therefore both will now be active members of the North East LHIN Board of Directors' Governance Committee.

Upon review of the Committees Terms of Reference, the Board requested an amendment to the voting rights of the Board of Directors Chair. Accordingly, the Terms of Reference will be amended to reflect this requested change.

The Board of Directors Governance Committee composition is as follows:

- Wally Wiwchar, Committee Chair
- Elaine Pitcher
- Danielle Bélanger-Corbin
- Colin Germond
- Santina Marasco

{Motion 2012-BD048}

Moved by Wally Wiwchar, seconded by Santina Marasco.

The Board of Directors reviewed and approves the Terms of Reference pertaining to the North East LHIN Board of Directors Governance Committee as presented and amended allowing the NE LHIN Chair voting privileges on November 21, 2012.

{Carried}

Audit Committee

The Board reviewed the Audit Committee Terms of Reference as presented and requested that it be amended to include the Board Chair as a voting member of the committee. Accordingly, the terms of reference will be amended to reflect this request.

The Board of Directors Audit Committee composition is as follows:

- Danielle Bélanger-Corbin, Committee Chair
- Elaine Pitcher
- Wally Wiwchar
- Cecilia Bruno

{Motion 2012-BD049}

Moved by Danielle Bélanger-Corbin, seconded by Colin Germond.

The Board of Directors reviewed and approves the Terms of Reference pertaining to the North East LHIN Board of Directors Audit Committee as presented and amended allowing the NE LHIN Chair voting privileges on November 21, 2012.

{Carried}

REPORTS FROM THE CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT**Health Links: Louise Paquette**

At the recent Ontario Hospital Association annual Health Achieve conference, the Minister of Health and Long-Term Care provided remarks which introduced the concept of Health Links as a new model of care in Ontario. Health Links is a new model of care focused at the clinical level where all providers in a community including but not limited to primary care, hospitals and community care will collectively coordinate the delivery of healthcare services focused around the patient.

The partners within a Health Link will share common metrics and will continue to maintain a patient-centered and local approach to the delivery of care. Currently, participation in a Health Link is voluntary, however, partners of a Health Link are required to self-identify and formally sign off on a lead organization in order to ensure one primary point of contact between the Health Link and the LHIN.

Specific to the North East LHIN, in light of the realignment in the Cochrane Hub and Temiskaming District, one Health Link from each of these areas has been recommended to the Ministry of Health and Long-Term Care for consideration as part of the early adopters group; Timmins Health Link and Temiskaming Health Link. The MOHLTC has advised that participation in a Health Link will remain a continuous intake process therefore there is no set deadline for the creation of other Health Links.

While the LHINs continue to receive new information about this new care model, the North East LHIN is supportive of the concept and is eager to receive word on the chosen early adopters in order to introduce this model in Timmins and Temiskaming.

2013-2016 IHSP Update: Louise Paquette

Since the last update provided to Board members in October, the North East LHIN staff is pleased to advise that we have received input from well over 3000 Northerners through various outlets including surveys and community engagements, all of which has assisted in the development of our 2013-2016

Integrated Health Service Plan. Currently staff are working on a third draft of the plan which will be circulated to Board members in the coming weeks for their review and comment.

Health Sciences North : Martha Auchinleck

Peer Review Update

At the October 3, 2012 Board meeting the Health Sciences North (HSN) Peer Review report was presented for review and discussion. Since the report's release on October 9, 2012 the LHIN met with senior teams from HSN, St. Joseph's Continuing Care Centre and the North East Community Care Centre to discuss the report and in particular the implementation of its 55 recommendations. To date, two working groups have been created each with a particular focus: one specific to integrated discharge planning and the other specific to performing a financial review of HSN paying particular attention to the Peer Review recommendations.

NE LHIN staff members continue to work closely with HSN to ensure that the necessary changes are made to improve the operation of the hospital with the ultimate goal of achieving a balanced financial position and maintaining the delivery of quality care to Northerners.

Name Change

Health Sciences North (HSN), formerly Hôpital régional de Sudbury Regional Hospital, has recently undergone a change in operating name to Health Sciences North in English and Horizon Santé-Nord in French. Although the hospital has the authority to change its operating name through filing Supplementary Letters Patent, a letter of support from the North East LHIN is required because the hospital provides psychiatric services. Accordingly, the hospital was required by the LHIN Liaison Branch to provide written confirmation that there would be no change in psychiatric service delivery as a result of this name change.

Upon review of the documentation provided by the hospital, the North East LHIN Board of Directors is in support of the hospital's name change with the exception of the name chosen for its Cedar Street location. As the Cedar Street site offers mental health crisis services to the City of Greater Sudbury community, the Board requests that HSN consider including the word "Community" to the Cedar Street site name.

{Motion 2012-BD050}

Moved by Colin Germond, seconded by Danielle Bélanger-Corbin.

RESOLVED THAT:

WHEREAS the Hôpital régional de Sudbury Regional Hospital, by Resolution of their Board of Directors, adopted a new name registered under the *Business Names Act* and is now operating and known as *Health Sciences North* in English and *Horizon Santé Nord* in French;

AND WHEREAS according to the Ministry of Health and Long-Term Care (MOHLTC) Guidelines for Change of a hospital's name such change is permitted upon the Hospital submitting Supplementary Letters Patent to the MOHLTC LHIN Liaison Branch (LLB);

AND WHEREAS according to the Protocol for New and Amended Psychiatric Facility Designations under the Mental Health Act, a health facility with an existing designation may request a change to its facility name by submitting a request to the MOHLTC LLB and obtaining a letter of support from the LHIN upon submitting in writing the reason for the name change and confirming that services provided will not be altered as a result of the name change;

AND WHEREAS the Hospital has provided a complete list of psychiatric services offered at each of their sites and confirmed that the legal name change will not result in a change of service. The Hospital is changing the name to better reflect their academic and research role.

THEREFORE upon receipt and review of the Hospital's submission of a complete list of psychiatric services offered at each of its sites, confirmation that the name change will not result in a change of services and reasoning that the name change is for the Hospital to better reflect its academic and research role, the Board of Directors directs North East LHIN staff to provide the Hospital with a letter supporting the legal name change together with our request that they consider inserting the word "community" in their Cedar Street site name to better reflect services delivered at this location.

{Carried}

Sudbury Outpatient Centre

Health Sciences North (HSN) recently submitted to the LHIN a closure plan for their Sudbury Outpatient Centre (SOC) site. Upon review of the plan, LHIN staff submitted comments to HSN and requested additional information prior to approval. With concerns of the financial feasibility of maintaining the SOC as well HSN's planned closure date for the active beds at this site, the LHIN clearly articulated the need for additional information as well as our inability to approve the plan in its current state. Despite this, HSN issued official notice to SOC staff advising that the active beds would be closed effective January 27, 2013. Consequently, HSN is in breach of their accountability agreement.

As a result of this breach of the accountability agreement, the LHIN is tasked with determining corrective measures to deal with HSNs current state in an effort to work with them to develop a long-term plan that is feasible and ensures financial stability. The LHIN will seek the advice of the LHIN Legal Branch in order to determine the appropriate steps moving forward and will bring forth information for the Boards consideration at its January 2013 meeting.

2012-13 Quarter 3 Delegation of Authority: Martha Auchinleck

As the Quarter 3 financial results are due to the Ministry of Health and Long-Term Care on December 31, 2012, it is being requested that the Board delegate authority to Chair, Elaine Pitcher, and Chief Executive Officer, Louise Paquette, to approve the report for submission by the set deadline. The submitted report will be brought back to Board for review at its January 2013 meeting.

{Motion 2012-BD051}

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

RESOLVED THAT:

WHEREAS the Q3 Reports are due to the Ministry of Health on December 31, 2012;

AND WHEREAS the North East LHIN has not received the templates in time to meet the deadlines for the November 21, 2012 meeting;

THEREFORE: The North East LHIN Board of Directors appoint delegates, Elaine Pitcher and Louise Paquette to review/approve the Q3 Reports in order to meet the Ministry deadlines and that the Q3 Reports then be brought to Board for review at its January 2013 meeting.

{Carried}

Satus of Hospital Improvement Plans: Martha Auchinleck

At a previous meeting of the North East LHIN Board, a select group of hospitals across the North East were asked to present a Hospital Improvement Plan (HIP) demonstrating how they would achieve a balanced budget. To date, each of those hospitals has submitted a detailed HIP to the LHIN with three having already achieved a balanced position. Work is on-going to ensure all hospitals achieve a balanced position.

L-SAA Template Approval: Monique Mechefske

A new Long-Term Care Home Service Accountability Agreement (L-SAA) for 2013-2016 is currently being negotiated. This new L-SAA is aligned with the Minister's Action Plan as well as LHIN health system imperatives and will therefore better reflect our current environment and the direction of the province of Ontario regarding long-term care service delivery.

With on-going consultations with LHINs, the Ministry of Health and Long-Term Care and long-term care sector associations, the L-SAA review and amendments are on-going. It is anticipated that the L-SAA package be available for circulation to the long-term care home sector in January 2013 at which point each home will have the opportunity for an individual conversation with their respective LHIN officer. In order to proceed with the consultation process in January 2013, a motion is required from each LHIN Board of Directors authorizing the Board Chair and Chief Executive Officer to execute the L-SAAs on behalf of the LHIN.

{Motion 2012-BD052}

Moved by Santina Marasco, seconded by Ian Cowan.

RESOLVED THAT:

WHEREAS the North East Local Health Integration Network has received a draft template for the 2013-2016 Long-Term Care Service Accountability Agreement (L-SAA);

AND WHEREAS the L-SAA template requires Board of Director approval to allow North East LHIN staff to develop a SAA with each Long-Term Care home beginning in January 2013;

THEREFORE: The North East LHIN Board of Directors authorizes Board Chair Elaine Pitcher and LHIN Chief Executive Officer Louise Paquette to execute the L-SAAs on behalf of the LHIN provided that the execution version of the L-SAA is substantially similar to the draft template attached to the minutes of this meeting.

{Carried}

French Language Services Designation: Monique Mechefske

North East Community Care Access Centre

The North East LHIN received a letter and accompanying plan from the North East Community Care Access Centre (NE CCAC) requesting formal designation under the French Language Services (FLS) Act. LHIN staff have completed a review of the proposal and recommends the NE CCAC to proceed with the designation process. Accordingly, a letter of support from the Chair of the North East LHIN to the Office of Francophone Affairs is requested.

{Motion 2012-BD053}

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

Be it resolved that the North East LHIN Board of Directors supports the request for total designation of French language health services under the French Language Services Act, submitted by the North East

Community Care Access Centre, and recommends its approval to the Office of French Language Services of the Ontario Ministry of Health and Long-Term Care as presented at its meeting of Wednesday, November 21, 2012.

{Carried}

Villa St-Gabriel Villa

Similarly to other requests for formal designation under the French Language Service (FLS) Act, the Villa St-Gabriel Villa has also submitted a request to the North East LHIN. Villa St-Gabriel Villa is the first long-term care home in the Sudbury area to request this designation and requires a letter of support from the North East LHIN Board of Directors.

{Motion 2012-BD054}

Moved by Santina Marasco, seconded by Colin Germond.

Be it resolved that the North East LHIN Board of Directors supports the request for total designation of French language health services under the French Language Services Act, submitted by the Villa St-Gabriel Villa, and recommends its approval to the Office of French Language Services of the Ontario Ministry of Health and Long-Term Care as presented at its meeting of Wednesday, November 21, 2012.

{Carried}

Support of Intent to Integrate

MICs Group of Health Services and Minto Counseling Centre

The LHIN has received its first voluntary integration request from health service providers in the Cochrane Hub by way of a notice of intent to integrate the MICs Group of Health Services and the Minto Counseling Centre. Having integrated three previously independent hospitals into the current MICs Group of Health Services structure, the integration of the Minto Counseling Centre will encourage a more seamless delivery of mental health services.

With no anticipated interruption to mental health service delivery by the Minto Counseling Centre and no anticipated changes in personnel, this integration presents positive results for the delivery of care to residents of the Cochrane Hub. Accordingly, NE LHIN staff has reviewed the voluntary integration submission and recommends that the Board of Directors endorse this initiative.

{Motion 2012-BD055}

Moved by Wally Wiwchar, seconded by Ian Cowan.

RESOLVED THAT:

WHEREAS in compliance with section 27 (3)(a) of the Local Health System Integration Act, 2006, the health service provider shall give notice to the LHIN of any integration that relates to services that are funded, in whole or in part, by the LHIN;

AND WHEREAS the NE LHIN was advised by the MICs Group of Health Services and Minto Counselling Centre on July 25, 2012 of their intent to proceed with integration;

AND WHEREAS the integration of the three MICs hospitals is in line with the cluster recommendation outlined in the Cochrane Realignment Report dated June 2012. The addition of Minto Counselling Centre to the cluster will provide for a more integrated approach to service delivery and resourcing for the communities of Cochrane, Iroquois Falls and Matheson;

THEREFORE Pursuant to subsection 27(3)(a) of the Local Health System Integration Act, 2006 (LHSIA), Anson General Hospital, Bingham Memorial Hospital, Lady Minto Hospital and Minto Counselling Centre may proceed with the integration of their services to form one corporation. The organizations will be responsible to assume legal costs associated with the integration process. The target date to complete the integration is March 31, 2013.

{Carried}

Pre-Capital Submissions Delegation of Authority: Louise Paquette

Due to the time sensitivity of pre-capital submissions and the expectation that the LHIN will receive such submissions for approval prior to the next scheduled Board meeting, it is requested that the Board delegate authority to Chair, Elaine Pitcher, and Chief Executive Officer, Louise Paquette, to approve the submissions on behalf of the Board of Directors.

{Motion 2012-BD056}

Moved by Ian Cowan, seconded by Colin Germond.

RESOLVED THAT:

WHEREAS the North East LHIN staff has received pre-capital submissions from Health Service Providers and anticipates receiving additional submissions between November 21, 2012 and January 30, 2013 the date of the next NE LHIN Board of Directors meeting;

AND WHEREAS these pre-capital submissions are time sensitive;

THEREFORE be it resolved that the North East LHIN Board of Directors appoint delegates, Elaine Pitcher and Louise Paquette to review/approve pre-capital submissions.

{Carried}

MOVE TO CLOSED SESSION: Elaine Pitcher

{Motion 2012-BD057}

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

Be it resolved that the members attending this meeting move into an closed session pursuant to the following exceptions of LHINS set out in s.9(5) of the Local Health 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*

Be it further resolved that the following persons be permitted to attend:

Louise Paquette, Chief Executive Officer

Martha Auchinleck, Senior Director

*Terry Tilleczek, Senior Director
Renée Leclerc, Executive Assistant to the CEO and Board Liaison*

{Carried}

REPORT FROM CLOSED SESSION: Elaine Pitcher

{Motion 2012-BD058}

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

Be it resolved that the Board receive the report of its Closed Session meeting of November 21, 2012.

{Carried}

NEXT MEETING

January 24, 2013 in Sudbury, Ontario.


ADJOURNMENT OF THE BOARD MEETING

{Motion 2012-BD059}

Moved by Santina Marasco, seconded by Colin Germond.

Be it resolved that the Regular Board of Directors meeting of Wednesday, November 21, 2012 be adjourned at 5:42 p.m.

{Carried}



Elaine Pitcher
Chair