

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

Sudbury Outpatient Centre – Room M-121

1:30 p.m.

MINUTES OF PROCEEDINGS

Thursday, January 24, 2013

CALL TO ORDER

Chair Elaine Pitcher called the meeting to order at 1:38p.m.

ROLL CALL

Members participating via videoconference: Elaine Pitcher, Chair

Members in Attendance in person: Dr. Colin Germond
Danielle Bélanger-Corbin
Dr. Ian Cowan
Santina Marasco

Regrets: Cecilia Bruno

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

Staff participating via teleconference: Tamara Shewciw, Chief Information Officer

Audience in person:
Joe Pilon, Senior Vice-President and Chief Operating Officer, HSN
Ben Petersen, Vice-President and Chief Financial Officer, HSN
Marion Quigley, Chief Executive Officer, Canadian Mental Health Association (CMHA) Sudbury-Manitoulin
Jean Hanson, President-Elect, CMHA Sudbury-Manitoulin Board of Directors

Audience via teleconference:
Heidi Ulrichsen, Reporter, Northern Life
Colleen Taylor, Executive Director, Access Better Living

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-BD064}

Moved by Colin Germond, seconded by Ian Cowan.

The agenda for the Board of Directors meeting of Thursday, January 24, 2013 be approved as presented.

{Carried}

MINUTES OF LAST MEETING

{Motion 2012-BD065}

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

The Minutes of Proceedings for the Board of Directors meetings of November 21 and 28, 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 November 28, 2012 was provided.

ATTESTATION OF COMPLIANCE: Louise Paquette

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. Accordingly, the Attestation of Compliance for the period of October 1 to December 31, 2012 has been provided for Board director review and approval.

{Motion 2012-BD066}

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

Be it resolved that the Attestation of Compliance for the period of October 1 to December 31, 2012 be accepted, approved and signed as amended on January 24, 2013.

{Carried}

MEETING ATTENDANCE REVIEW: Elaine Pitcher

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

HPAC MINUTES: Elaine Pitcher

The minutes from the HPAC meetings of September 14 and November 16, 2012 were provided to the Board of Directors for their review and information. As these items were included in the consent agenda and no Director asked to have either specifically discussed, the minutes were deemed reviewed and approved by the North East LHIN Board.

BUSINESS ARISING FROM PREVIOUS MEETING: Elaine Pitcher**Board By-Law Amendments**

At the previous Board meeting, Board directors asked that both Board By-Laws be amended as minor errors were identified. The By-Laws have been amended accordingly and were included in the Board package for information purposes.

GOVERNANCE: Elaine Pitcher**Meeting Schedule**

The North East LHIN Board has committed to a meeting schedule consisting of meetings each fourth Thursday of the month. Board of Director and Committee meetings will alternate each month with an emphasis on face to face meetings in varying locations across Northeastern Ontario. The Board will hold meetings each month with the exception of July and December.

Committees

The North East LHIN Board agreed that all directors would participate in both Audit and Governance Committees until such time that additional Board directors are appointed.

Future Agenda Topics

Chair, Elaine Pitcher, emphasized the importance of incorporating educational topics to Board meeting agendas in an effort to look more strategically at both the present and future work of the LHIN. Furthermore, Board meeting agenda items should be shifted to include linkages with the LHIN priorities and incorporate how the role of quality impacts decision making.

Vice-Chair

The North East LHIN Vice-Chair, Wally Wiwchar, submitted his resignation to the Chair effective January 7, 2013. As a result, this resignation presents a vacancy for the role of Vice-Chair and Governance Committee Chair. The Board directors accepted the resignation of Mr. Wiwchar.

{Motion 2012-BD067}

Moved by Santina Maraso, seconded by Colin Germond.

Be it resolved that the Board of Directors accepts the resignation of Wally Wiwchar as submitted to Elaine Pitcher on January 7, 2013

{Carried}

Upon acceptance of the Vice-Chair's resignation, the Board unanimously appoints Danielle Bélanger-Corbin as the North East LHIN Board of Directors Vice-Chair.

{Motion 2012-BD068}

Moved by Ian Cowan, seconded by Colin Germond.

Be it resolved that the Board Chair and directors unanimously appoint Danielle Bélanger-Corbin as the Vice-Chair of the North East LHIN Board of Directors effective January 24, 2013.

{Carried}

As a result of the appointment to Vice-Chair, Ms. Bélanger-Corbin becomes the Chair of the Board of Directors Governance Committee which therefore requires that a Board director be appointed as Chair of the Audit Committee. The Board unanimously appoints Colin Germond to the role of Audit Committee Chair.

{Motion 2012-BD069}

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

Be it resolved that the Board Chair and directors unanimously appoint Colin Germond as the Chair of the North East LHIN Board of Directors Audit Committee effective January 24, 2013.

{Carried}

LHIN Guide to Good Governance

The LHIN Guide to Good Governance was released by the Ministry of Health and Long-Term Care in 2009 for use and reference of LHIN Board of Directors as well as LHIN stakeholders. The Guide is available on the North East LHIN website.

PAN-LHIN/PROVINCIAL TOPICS: Elaine Pitcher

Seniors Strategy

Dr. Samir Sinha's report, *Living Longer, Living Well*, was presented to the Minister of Health in December 2012 and will be released for public review in February 2013. The report focuses on the care of older adults and will be one of the many tools guiding the LHINs with decision making concerning this particular population group.

Minister Matthews' Speech (January 16, 2013)

Minister of Health and Long-Term Care spoke about the action plan for Ontario's health care system. The Minister's action plan provides the direction of the province in the delivery of quality health care services at the right time, right place and right price.

LHIN Leadership Council Priorities

The LHIN Leadership Council composed of the 14 LHIN Chief Executive Officers and Board Chairs gathered for face to face meetings to determine priorities that best meet the needs and wants of Ontarians. Three priorities have been identified focusing on the following:

- Primary care integration

- Provincial strategic communications
- Defining quality and how to measure it / introduction of quality improvement processes into the system

REPORT FROM THE CHAIR: Elaine Pitcher

LHIN Leadership Council Update

Elaine provided the Board with a brief overview of the topics discussed at the recent LHIN Leadership Council meeting of January 18th, 2013.

Hubs Meeting Update

The last Hub meeting in November 2012 promoted good strategic discussions amongst meeting participants. These meetings prove beneficial in promoting collaboration and sharing of best practices amongst the participating hospitals and the North East Community Care Access Centre.

REPORTS FROM THE CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT

2013-2016 Integrated Health Service Plan (IHSP): Louise Paquette

The North East LHIN has consulted with over 4000 Northerners to seek input in the creation of the IHSP. Accordingly, this IHSP reflects both the voice of Northerners and the direction of the province in the delivery of quality health care services.

Notable themes that arose from the engagements and consultations include the need for better transitions, increased care coordination, increased access to primary care and more timely services which echoes similar messages being heard across Ontario.

With this information, the North East LHIN has developed a comprehensive plan that reflects the needs of residents from across Northeastern Ontario. The plan was submitted to the Ministry of Health and Long-Term Care as well as the LHIN Board for review and input and received very positive feedback. Upon Board approval, the North East LHIN IHSP will be publicly released on February 7, 2013.

{Motion 2012-BD070}

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

Be it resolved that the 2013-2016 North East LHIN Integrated Health Service Plan is approved as presented to the Board on January 24, 2013.

{Carried}

Health Sciences North: Martha Auchinleck

Sudbury Outpatient Centre

At the previous North East LHIN Board meeting, the plan for the continued use of Health Sciences North's Sudbury Outpatient Centre (SOC) site was presented. As Board directors requested additional information about the plan with a particular focus on sustainability, Ben Petersen, HSN Vice-President and Chief Financial Officer, attended in the Board meeting to present the plan for the SOC and provide additional information as requested.

Mr. Petersen provided a high level overview of the plan for the SOC and a document, included in the Board package, accompanied his presentation. It was emphasized that the plan for the SOC is the result of discussion with the LHIN and Peer Review team. They assured the Board that the continued operation of this site would not require any additional LHIN funding.

In terms of process once the Board accepts the plan, the LHIN must post a draft order/decision on its website for a period of 30 days enabling the general public to freely provide comments on the proposed decision. Once the 30 day period has elapsed, the LHIN will review the comments and bring this information to the Board of Directors for review and final decision.

A resolution is presented for Board consideration.

{Motion 2012-BD071}

Moved by Ian Cowan, seconded by Colin Germond.

RESOLVED THAT:

WHEREAS in 1996 the Health Services Restructuring Commission (HSRC) directed the various hospitals in Sudbury to consolidate services to a single site under a single Hôpital régional de Sudbury Regional Hospital corporation with all other sites to be decommissioned;

AND WHEREAS Health Sciences North (HSN) is presently requesting that the Sudbury Outpatient Centre (formerly known as the Memorial Site) remains open to accommodate specific programs including: chronic disease management ambulatory care programs, education, research, administration and support services;

AND WHEREAS pursuant to s. 25 (2) (b) of the Local Health Systems Integration Act, 2006, the NE LHIN finds it to be in the public interest for the Sudbury Outpatient Centre Site to remain open and for HSN to continue to provide services from this location;

THEREFORE BE IT RESOLVED THAT the North East LHIN Board of Directors supports that the Sudbury Outpatient Centre not be closed as was originally required by the HSRC in its Sudbury Health Services Restructuring reports and directs staff to proceed with posting the draft proposed decision for public consultation for 30 days with the requirement that Health Sciences North take the following action:

1. HSN will provide administrative support and ambulatory/out-patient services from the Memorial Site;
2. The Memorial Site shall, as a consequence, remain open, notwithstanding the HSRC direction to close;
3. HSN will:
 - (a) undertake a review and assessment of the intended purpose of each current and proposed ambulatory and out-patient clinic service to ensure that HSN is only undertaking activities that (i) belong in a hospital; (ii) are needed; (iii) are based on and operated in accordance with an approved business case; and (iv) do not and will not require additional funding from the LHIN (the "Review");
 - (b) deliver a report to the NE LHIN that provides the results of the Review and advises the NE LHIN of any changes that HSN wishes to make to its current and proposed services as a result of the Review. Without limiting the foregoing, the report will clearly identify (i) a list of outpatient/ambulatory services proposed to be provided at the Memorial Site in fiscal 13-14. For each service on the list, HSN will identify when HSN began or intends to begin the service and the source of funding for the service. The report will be delivered to the LHIN within 30 days of the release of a final integration decision or by such other date as the LHIN may specify; and
 - (c) not establish or implement any new ambulatory or outpatient clinic services after January 24, 2013 that will require funding from the LHIN or cease to provide ambulatory services, until the LHIN directs it to do so following the NE LHIN's approval of the report.

4. HSN will confirm within 30 days of September 30 and March 31st of each year of continued operation of the Memorial Site that (i) it continues to be more cost effective to provide services from the Memorial Site than to locate the services elsewhere; (ii) LHIN-funded services at the Memorial Site bear no more than their proportionate share of the overhead costs of operating the Memorial Site; and (iii) the Memorial Site and the services provided from that site can continue to be operated with no additional funding being required from the NE LHIN; and
5. HSN shall develop a human resource adjustment plan in respect of the requirements of this integration decision.

{Carried}

Master Plan

In addition to presenting their plan for the SOC, Joe Pilon, Vice-President and Chief Operating Officer, also presented HSNs draft master plan. This plan, although in draft form, sets out the hospital's priorities for the next 25 years. Prior to the implementation of any strategies, the hospital is required to submit a detailed business plan, including detailed public consultation information, to the LHIN for review and subsequent approval. Currently, the presentation of this plan is for information purposes only to illustrate the current and future objectives of the hospital.

Mr. Pilon provided a detailed information document, included in the Board meeting package, which accompanied his presentation.

The Chair reminded HSN representatives of their regional responsibility and of the importance of fully engaging stakeholders in Sudbury and across Northeastern Ontario as HSN develops its plan.

Review of Quarter 3 Report: Martha Auchinleck

The North East LHIN Quarter 3 report was due and submitted to the Ministry of Health and Long-Term Care by December 31, 2012 and is being presented to Board for information purposes. Six individual documents encompass the Quarter 3 report which include reallocations, NE LHIN budget, balance sheet, CCAC nurses in district school boards report and risk identification. The report presented concise information and did not illustrate any notable changes from the prior Quarter 2 report submission.

French Language Services Designation: Martha Auchinleck

Sudbury East Community Health Centre

The North East LHIN received a letter and accompanying plan from the Sudbury East Community Health Centre (CHC) requesting formal designation under the French Language Services (FLS) Act. LHIN staff has completed a review of the proposal and recommends the Sudbury East CHC 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-BD072}

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

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 Centre de

santé communautaire de Sudbury-Est/Sudbury East Community Health 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 Thursday, January 24, 2013.

{Carried}

Support of Intent to Integrate

Hôpital de Mattawa Hospital and La Maison des Aînées de Mattawa Seniors Living

The LHIN received a Section 27 notice of voluntary integration from the Hôpital de Mattawa Hospital and La Maison des Aînées de Mattawa Seniors Living whereby the hospital is in the process of acquiring the license for the Algoma Nursing Home. The hospital Chief Executive Officer and senior management will assume the administrator role of this long-term care home. LHIN staff have reviewed this integration request and recommends approval by the Board of Directors.

{Motion 2012-BD073}

Moved by Ian Cowan, seconded by Colin Germond.

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 Hôpital de Mattawa Hospital and La Maison des Aînées de Mattawa Seniors Living on January 9, 2013 of their intent to proceed with integration;*

AND WHEREAS *the integration will result in the hospital CEO taking on the administrator role of the Algonquin Nursing Home with the support of a shared Senior Administrative Team (whose members remain to be determined) ensuring that both the hospital and long-term care home maintain effective operations;*

AND WHEREAS *the organizations involved in the integration are responsible to assume any legal costs associated with this process;*

THEREFORE BE IT RESOLVED THAT *the North East LHIN has reviewed the submitted documentation and will not stop the integration proposed by the Hôpital de Mattawa Hospital.*

{Carried}

Meals on Wheels

The LHIN received a Section 27 notice of voluntary integration from the Algoma Manor and the Physically Handicapped Adults' Rehabilitation Association (P.H.A.R.A.). The intent of this integration is for P.H.A.R.A. to take on the administrative tasks of the Meals on Wheels program while the Algoma Manor will continue to physically deliver the services to its clients. This integration is favoured as it presents a collaboration between community providers while reducing the burden of the administrative tasks on a small provider allowing it to focus its efforts and resources on the delivery of quality services.

{Motion 2012-BD074}

Moved by Santina Marasco, 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 Algoma Manor Nursing Home on January 14, 2013 that an agreement was reached with the Physically Handicapped Adults' Rehabilitation Association (P.H.A.R.A.) of their intent to proceed with integration;

AND WHEREAS the Algoma Manor Nursing Home has agreed to transfer the Meals on Wheels program and the associated \$21,864.00 funding envelope to P.H.A.R.A.;

THEREFORE BE IT RESOLVED THAT the North East LHIN has reviewed the submitted documentation and will not stop the voluntary integration of the Meals on Wheels Program to the Physically Handicapped Adults' Rehabilitation Association.

{Carried}

Pre-Capital Submissions for Sault Area Hospital Children's Beds: Martha Auchinleck

The LHIN received a pre-capital submission for the decentralization of 12 children's mental health tertiary beds which are currently located at the North Bay Regional Health Centre's Kirkwood site. In order to accommodate these beds, the Sault Area Hospital (SAH) will receive one-time funding for renovations from the Ministry of Children and Youth Services (MCYS). The LHIN has been advised that the full incorporation of this program into the SAH will not result in any capital costs for the hospital and the hospital has the necessary operating funds required. The intent is to have these beds in full operation at the SAH by April or May 2013.

Upon North East LHIN Board approval of the pre-capital submission, Ministry of Health and Long-Term care approval is required and upon receipt of this approval, the hospital must submit a functional plan to the LHIN which will then require Board of Director approval prior to the commencement of renovations.

{Motion 2012-BD075}

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

RESOLVED THAT:

The North East LHIN Board of Directors is in support of Sault Area Hospital's Pre-Capital Submission regarding its Children's Tertiary Care Beds program and directs LHIN staff to support the project in writing.

{Carried}

MOVE TO CLOSED SESSION: Elaine Pitcher

{Motion 2012-BD076}

Moved by Ian Cowan, seconded by Colin Germond.

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-BD077}

Moved by Ian Cowan, seconded by Colin Germond.

Be it resolved that the Board receive the report of its Closed Session meeting of January 24, 2013.

{Carried}

NEXT MEETING

Thursday, March 28, 2013 in Sudbury, Ontario.

ADJOURNMENT OF THE BOARD MEETING

{Motion 2012-BD078}

Moved by Santina Marasco, seconded by Ian Cowan.

Be it resolved that the Regular Board of Directors meeting of Thursday, January 24, 2013 be adjourned at 4:34p.m.

{Carried}

Elaine Pitcher
Chair