

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

**MINUTES OF PROCEEDINGS**

**Wednesday, November 8, 2017**

**NE LHIN Sault Ste. Marie Office  
Chris Fitzgerald Boardroom**

**BOARD OF DIRECTORS:**

- Ron Farrell, Chair
- Anne Stewart
- Betty Stone
- Denis Bérubé
- John Febbraro
- Kim Morris
- Mark Palumbo
- Petra Wall
- Toni Nanne-Little

**RECORDING SECRETARY:**

- Carole Berthiaume

**NE LHIN STAFF MEMBERS:**

- Kate Fyfe
- Cathy Bailey
- Terry Tilleczek
- Tamara Shewciw

**REGRETS:**

- Richard Joly
- Cindy Cacciotti
- Jennifer Michaud
- Paul Preston

**PUBLIC:**

- Jennifer Nicholas (*Items 1.0 to 5.0 only*)

AGENDA ITEM	DISCUSSION	ACTION	RESPONSIBLE
<b>1.0 Approval of Agenda</b>	The North East LHIN Board of Directors meeting was called to order at 2:04 pm.		
<b>2.0 Declaration of Conflict of Interest</b>	There were no conflicts of interest declared.		
<b>3.0 Approval of Agenda</b>	<p>The agenda was approved as presented.</p> <p><i>{Motion 2017-BD0094}</i></p> <p><i>BE IT RESOLVED THAT: The agenda for the Board of Directors meeting of November 8, 2017 be amended as presented. (Item 11.0 Nipissing Serenity Hospice Update was removed)</i></p> <p align="center"><i>MOVED BY: <u>Toni Nanne-Little</u></i> <i>SECONDED BY: <u>Petra Wall</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<b>4.0 Approval of</b>	The consent agenda was approved as presented. <i>{Motion 2017-BD0095}</i>		

<p><b>Consent Agenda</b></p>	<p><i>BE IT RESOLVED THAT: The consent agenda for the Board of Directors meeting of Wednesday, November 8<sup>th</sup>, 2017 be approved as presented including:</i></p> <ul style="list-style-type: none"> <li>• <i>Board Attendance</i></li> <li>• <i>Board Community Engagement</i></li> <li>• <i>Approval of minutes of board meeting held on</i> <ul style="list-style-type: none"> <li>○ <i>September 6, 2017</i></li> <li>○ <i>October 11, 2017</i></li> <li>○ <i>October 27, 2017</i></li> <li>○ <i>November 1, 2017</i></li> </ul> </li> </ul> <p><i>MOVED BY: <u>Toni Nanne-Little</u></i>  <i>SECONDED BY: <u>Mark Palumbo</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p><b>5.0 Patient Story</b></p>	<p>The Board heard a patient story about a family whose adoptive child has profound special needs and is medically fragile with significant behavioural challenges requiring 24-hour care.</p> <p>This summer, the family made a request to a NE LHIN Care Coordinator to have Self Directed Funding so their child can have access to further options to care. Following weeks of collaborative work between the LHIN and the family, this model of care will begin for this family shortly.</p>		
<p><b>9.0 Proceed to Closed Session</b></p>	<p>The Board of Directors moved to a closed session meeting at 9:22 am.</p> <p><i>{Motion 2017-BD0096}</i></p> <p><i>BE IT RESOLVED THAT: “The members attending this meeting move into a Closed Session pursuant to the following exceptions of LHINS set out in s.9(5) of the Local Health Integration Act, 2006.”</i></p> <p><input checked="" type="checkbox"/> <i>Labour relations</i></p> <p><input checked="" type="checkbox"/> <i>Matters subject to solicitor client privilege</i></p> <p><i>BE IT FURTHER RESOLVED THAT; the following persons be permitted to attend:</i></p> <ul style="list-style-type: none"> <li>• <i>Carole Berthiaume</i></li> <li>• <i>Kate Fyfe</i></li> <li>• <i>Terry Tilleczek</i></li> <li>• <i>Cynthia Stables</i></li> <li>• <i>Cathy Bailey</i></li> </ul>		

	<ul style="list-style-type: none"> <li>• <i>Lianne Valiquette</i></li> <li>• <i>Megan Waque</i></li> <li>• <i>Tamara Shewciw</i></li> </ul> <p><i>MOVED BY: <u>Denis Bérubé</u></i>  <i>SECONDED BY: <u>Kim Morris</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p><b>10.0 Report from Closed Session (1)</b></p>	<p>The Board received it report for the closed session meeting.</p> <p><i>{Motion 2017-BD0097}</i></p> <p><i>BE IT RESOLVED THAT: The Board of Directors of the North East LHIN received the report of its Closed Session (1) meeting of November 8, 2017.</i></p> <p><i>MOVED BY: <u>Denis Bérubé</u></i>  <i>SECONDED BY: <u>Toni Nanne-Little</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p><b>12.0 Report from the Chair</b></p>	<p>The Chair's report was included with the meeting package.</p> <p>The Chair participated in an Executive Compensation Task group to develop a framework and proforma for LHIN boards' approval before submission to MOHLTC and posting for public consultation. A webinar was developed to provide board members education prior to a request to approval of the common issues.</p> <p>The Chair and Interim CEO met with the board of the Serenity Hospice in North Bay. They had a good exchange of information and assured them that the NE LHIN supports their initiative.</p>		
<p><b>13.0 Report from Quality Committee</b></p>	<p>The Chair of the Quality Committee, Kim Morris, provided a report from the Quality Committee meeting held on November 7<sup>th</sup>.</p> <p>The Quality Committee Terms of Reference was approved with a few amendments.</p> <p>The committee was in agreement to explore membership from the Patient and Family Advisory Committee and the Local Aboriginal Advisory Committee.</p> <p>The Quality committee work plan was reviewed and approved as amended.</p>		

A presentation was provided by Jenn Osesky, System Quality Lead to provide an overview of the Regional Quality Table. Details included an overview of the current membership structure, the alignment to provincial priorities and the current planning and approach. The regional quality tables priorities include the following:

- Improve patient transitions from hospital
- Build capacity
- Advocate and foster relationships

HQO Quality Report - Measuring Up: North East LHIN Results Highlights sharing both good news & areas of opportunities was shared with the committee. Click [HERE](#) for link to website with report.

Mark Palumbo shared with the Committee the initiative to advance education and engagement with the pharmacy sector. The initiative would include the provision of education materials to support improve linkage to mental health services providers and prescription compliance. Opportunities to support partnerships with OCP and other service providers.

The initiative was supported by the committee and is in line with the current HQO Quality Standard and the Patient First Vision to build improved relationships with the pharmacy sector. The next step will be to explore approach and alignment with the current Pharmacy pilots and strategy.

*{Motion 2017-BD0098}*

*BE IT RESOLVED THAT: The Board of Directors of the North East LHIN approves the report of the Quality Committee meeting held on November 7<sup>th</sup>, 2017.*

*MOVED BY: John Febraro  
SECONDED BY: Mark Palumbo*

*{UNANIMOUSLY CARRIED}*

*{Motion 2017-BD0099}*

*BE IT RESOLVED THAT: The Board of Directors of the North East LHIN endorse in principle the activities of Board Member Mark Palumbo to explore enhanced opportunities for partnerships with pharmacists in addressing the needs of clients experiencing mental health and addiction issues and*

	<p><i>who have been prescribed medication, the goal being greater compliance in the medication regime.</i></p> <p><i>BE IT FURTHER RESOLVED THAT: Mark Palumbo will collaborate and support LHIN activities congruent with the above cited partnership. A report from staff shall be anticipated in the spring of 2018.</i></p> <p><i>MOVED BY: <u>Betty Stone</u></i>  <i>SECONDED BY: <u>Petra Wall</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p><b>14.0 Report from Audit Committee</b></p>	<p>The Chair of the Audit Committee, Denis Bérubé, provide a report from the Audit Committee meeting held on November 7<sup>th</sup>.</p> <p>The Audit committee work plan was reviewed.</p> <p>The Q2 Ministry of Health report provided to the Ministry of Health and Long-Term Care included the risk report, additional Q2 requirements, Local Health System update, integration activities, and 2018-19 Program Review Renewal and Transformation (PRRT).</p> <p>The Deputy Minister of the MOHLTC has directed all MOHLTC agencies with realty authority, including LHINs, to use Infrastructure Ontario (IO) as their exclusive realty service provider. A Realty Working Group was established by MOHLTC, LHINs and IO to plan for future interaction between LHINs and IO, including establishing the role of IO as realty service provider to the LHINs and developing a common MOU template between LHIN's and IO. The Realty Working Group is updating the LHIN Lease and Accommodation Guidelines which include roles responsibilities, processes and space standards, and will recommend an optimal forum and membership for addressing emergent LHIN-specific issues related to LHIN realty including compliance issues. Until an agreement (MOU) is in place with LHIN's and IO, IO is limited in the support it can provide to LHINS</p> <p>One of the requirements for the transition of operations of the North East Community Care Access Centre (NE CCAC) to the North East Local Health Integration Network (NE LHIN) is an accommodation plan. The plan was to include: current work locations of all staff, a process to ensure that all staff have an appropriate work space at transition and the development of plans for the integration of NE CCAC and</p>		

NE LHIN offices. The NE LHIN will continue with planning to meet short term accommodation requirements as they develop while continuing development of long term plans for integration and alignment of staff based on portfolio alignment and increased efficiencies.

The Financial and Statistical Report included the financial results for the period ended September 30, 2017. The report explained significant budget variances at September 30, 2017. The original home and community care (former NE CCAC) budget was based on a zero percent base funding increase. The revised combined budget includes the impact of new base funding and base funding claw backs that were confirmed prior to transition. The home and community care team is developing strategies to address the personal support worker capacity challenges. This planning may result in additional spending that will partially or fully offset the projected surplus. As part of the 2018 – 2019 budget process, one-time budget pressures were also discussed that could be approved in this fiscal year if a surplus remains.

The operating budget for 2018 – 2019 will be presented to the Audit Committee and Board of Directors for approval in January or February 2018. It will subsequently be submitted to the Ministry of Health and Long-Term Care along with the final Annual Business Plan. The budget process has been underway for several months. Assumptions used to prepare the 2018 – 2019 budget were developed in consultation with various subject matter experts and/or in discussions with other LHINs. • The VP, HR, Finance and Corporate Services reviewed the budget assumptions with the committee.

The NE LHIN submitted its risk assessment to the Risk Management Unit of the Accounting Policy and Financial Reporting Branch in early November. Only one risk has been upgraded, while 10 were no longer identified as high overall risk, and will be removed from future reports. The NE LHIN will continue to monitor and mitigate risks as outlined via the mitigation strategy for each risk identified. The current report is internally focused.

*{Motion 2017-BD0100}*

*BE IT RESOLVED THAT: The Board of Directors of the North East LHIN approves the report of the Audit Committee meeting held on November 7<sup>th</sup>, 2017.*

	<p style="text-align: center;"><i>MOVED BY: <u>Betty Stone</u></i> <i>SECONDED BY: <u>John Febbraro</u></i></p> <p style="text-align: center;"><i>{UNANIMOUSLY CARRIED}</i></p>		
<p><b>15.0 Report from the Interim CEO</b></p>	<p>A written report was included with the meeting package. A few highlights of the report are included below:</p> <p>The Board Chair and CEO of the North East LHIN and four HUB Hospitals (North Bay, Sudbury, Sault Ste. Marie, and Timmins) met to explore opportunities to work together, support each other’s efforts, and engage in collaborative efforts to build a stronger, more integrated and patient focused health care system in the North East. The group agreed to meet on a quarterly basis (January, April, July, October); Establish 90 day goals with clear measurable outcomes; communicate and connect with the health system partners through communiques and established planning structures.</p> <p>The group identified three areas of focus to work on together over the next 90 days:</p> <ol style="list-style-type: none"> <li>1. The advancement of the Sub-region Planning Framework</li> <li>2. The advancement of our System Level Patient Flow Plan and Strategy</li> <li>3. The advancement of our governance and strategy framework for the North East LHIN Hospital Information System - ONE Strategy.</li> </ol> <p>Debbie Szymanski, Officer for the James and Hudson Bay Coasts, attended the <i>Quality Improvement and Patient Safety Forum</i> in Toronto. Debbie and her team presented a poster titled “Improving Access to Schedule-1 Facilities from the James and Hudson Bay Coasts.” The poster was put together with the help of our Digital Strategy and Design Officer Josh Willard and was selected as one of the top 10 posters at the conference. Debbie also won the award for best presentation.</p> <p>Health Quality Forum also hosted two satellite sites Sudbury and Thunder Bay. The event in Sudbury was well attended by our health system partners. Dr Preston was on the panel in the morning regarding Health Equity in the North. Thank you to all LHIN staff who supported or participated on the panel discussions.</p> <p>An all-staff meeting was held connecting all NE LHIN sites by video conference or over the web. Our Culture Council Co-Chairs James Foreman and Connie Anger who did a</p>		

	<p>fantastic job hosting the meeting. At the session the group shared strategic priorities, values and provided updates on initiatives underway in each of the portfolios.</p> <p>Meetings were held with the new CEO of HSN to provide a briefing on current initiatives and priorities for our health system. An agreement to work collaboratively and build capacity with specific areas of focus our HIS “ONE” system.</p> <p>Kate Fyfe, Ron Farrell and LHIN staff met with HSN Board Chair and senior staff during their 2<sup>nd</sup> collaborative governance strategy session to address ALC pressures. At the meeting they confirmed the Terms of Reference, monitoring approach and the allocation of the 16 surge beds. They also established areas of focus for the next 3 weeks to include physician engagement, psychiatric coverage, and the 5 foundational strategies.</p>		
<p><b>16.0 Hospital Information System</b></p>	<p>Hospitals in the North East are at different stages of upgrading their current Hospital Information Systems (HIS) and are looking to support population health planning, enhance clinician adoption, support patient health strategies, and align with eHealth 2.0, Health Links, and HIS Renewal strategy. The HIS Renewal Advisory Panel have put forward recommendations for hospitals within a LHIN region to move together in “HIS clusters” and work in partnership with their respective LHINs.</p> <p>This project aims to have our Northeastern clinicians work together to determine best practices for looking after patients through clinical processes and documentation which will be standardized for use across the NE region where and when it makes sense.</p> <p>The “ONE” initiative (One Person. One Record. One System) is about improving quality of care and improving the ease of delivering that care. One electronic medical record is our ultimate goal for patients in the North East. As our North East hospitals undertake hospital information system renewal, the LHIN has an incredible opportunity to establish a true North East hospital electronic health record.</p>		
<p><b>17.1 LHIN Responsibilities French Language Services</b></p>	<p>The LHINs, in their role as a crown agencies, local health system planners and service providers are accountable for ensuring access to French language health services (FLS) in their geographic areas. The FLS Leads support the LHINs in meeting their obligations with respect to FLS and work collaboratively as part of a provincial network to develop common strategies and tools.</p>		

<p><b>17.2 FLS Designation Of RMEFNO</b></p>	<p>The Réseau du mieux être francophone du Nord de l’Ontario requested the North East LHIN support their request for full designation under the French Language Services (FLS) Act.</p> <p>The North East LHIN Board of Directors passed a motion to support Réseau du mieux-être francophone du Nord de l’Ontario’s request for full designation under the French Language Services Act as described in its revised Designation Plan dated October 2, 2017.</p> <p><i>{Motion 2017-BD0101}</i></p> <p><i>BE IT RESOLVED THAT: The NE LHIN Board of Directors supports Réseau du mieux-être francophone du Nord de l’Ontario’s request for full designation under the French Language Services Act as described in its revised Designation Plan dated October 2, 2017.</i></p> <p><i>MOVED BY: <u>Kim Morris</u></i> <i>SECONDED BY: <u>Denis Bérubé</u></i></p> <p>{UNANIMOUSLY CARRIED}</p>		
<p><b>17.3 Proposed Francophone Community Health Centre in Timmins</b></p>	<p>Board Director Denis Bérubé, provided an update on the Proposed Francophone Community Health Centre in Timmins.</p> <p>In September 2016, the NE LHIN Board directed staff to establish a Collaborative Committee to help review and advance the 15 recommendations of a report entitled, Examen des services de soins primarie destinés aux francophones de Timmins - a report focussed on improving primary care services for Francophones in the area. Among the recommendations was the establishment of a Francophone Community Health Centre in Timmins. The full report can be read here.</p> <p>In March of this year, following a public call for members, the NE LHIN held the first meeting of the Collaborative Committee. The Collaborate Committee acts in an advisory capacity to the NE LHIN Board of Directors.</p> <p>To support this work, the Ministry of Health and Long-Term Care (MOHLTC) provided the NE LHIN with a planning grant of \$100,000 in 2017/18. The grant was intended to ensure that the NE LHIN had access to the resources required to assist the timely development of a business case to support the creation of a Francophone Community Health Centre.</p>		

	<p>The business case will be tabled with the NE LHIN Board in January 2018 and then forwarded to the MOHLTC for their review and consideration. It will articulate the operational and capital requirements and proposed governance structure for a Francophone Community Health Centre in Timmins.</p>		
<p><b>17.4 Voluntary Integration</b></p>	<p>The Board supported two separate voluntary integrations by three organizations in Sudbury East that will improve access and enhance coordination of care for residents in the area.</p> <p>The three organizations – the Sudbury East Community Health Centre (CHC), Sudbury East Seniors Support and the French River Nurse Practitioner-Led Clinic - approached the LHIN about integrating together. Both the Seniors Support organization and the Nurse Practitioner Led-Clinic have voluntarily decided to integrate with the CHC.</p> <p>The two separate integrations will provide many benefits to residents of the area.</p> <p><i>{Motion 2017-BD0102}</i></p> <p><i>WHEREAS: The Sudbury East Community Health Centre and Sudbury East Seniors Support submitted Section 27 Voluntary Integration notices to the NE LHIN in January 2017 with the final submission received April 2017;</i></p> <p><i>WHEREAS: The Sudbury East Seniors Support agrees to the transfer of funds to the Sudbury East Community Health Centre;</i></p> <p><i>BE IT RESOLVED THAT: The NE LHIN Board of Directors will not stop the voluntary integration of the Sudbury East Community Health Centre and the Sudbury East Seniors Support.</i></p> <p><i>MOVED BY: <u>Betty Stone</u></i> <i>SECONDED BY: <u>Toni Nanne-Little</u></i></p> <p><i>KM – abstained from the vote</i></p> <p><i>{Motion 2017-BD0103}</i></p> <p><i>WHEREAS: The Sudbury East Community Health Centre (SE CHC) submitted Section 27 Voluntary Integration notices to the NE LHIN in December 2016 with the final revised submission received October 18, 2017;</i></p> <p><i>WHEREAS: The French River Nurse Practitioner Led Clinic</i></p>		

	<p><i>(FRNPLC) submitted a request for integration to the Ministry of Health and Long-term Care and agrees to the transfer of funds to the SE CHC:</i></p> <p><i>BE IT RESOLVED THAT: The NE LHIN Board of Director will not stop the voluntary integration of Sudbury East Community Health Centre and the French River Nurse Practitioner Clinic and the NE LHIN will work with the Primary Care Branch of the MOHLTC to move this integration request forward through the Ministry’s internal processes.</i></p> <p><i>MOVED BY: <u>Betty Stone</u></i>  <i>SECONDED BY: <u>Toni Nanne-Little</u></i></p> <p><i>KM – abstained from the vote</i></p>		
<p><b>18.1 2017-18 Funding Investment Adjustment</b></p>	<p>A funding investment report was included with the meeting package providing an overview of investment adjustments by sector for the period ending on October 25, 2017.</p> <p>The North East LHIN began the fiscal with an opening annualized allocation for investments of \$1,472,248,172 and received an additional \$48,250,639 to date.</p>		
<p><b>18.2 Opioid Strategy</b></p>	<p>The North East LHIN has put together a Regional Opioid Strategy that includes the establishment of Rapid Access Addictions Medicine (RAAM) Clinics in each of our five sub-regions that will maximize the OTN platform and provide support to the sub-region communities.</p> <p>The strategy was presented to the NE LHIN Mental Health and Advisory Council, our Primary Care Leads, and Sub-Region Officers. The Officers engaged with their respective providers and identified Transfer Payment Agencies and began establishing sub-region Opioid Task Forces. Each sub-region is expected to develop an implementation plan by December 15, 2017 with full implementation of the strategy expected prior to March 31, 2018.</p>		
<p><b>19.0 Proceed to Closed Session Meeting (2)</b></p>	<p>Members of the Board proceeded to a closed session meeting at 2:55 pm.</p> <p><i>{Motion 2017-BD0104}</i></p> <p><i>BE IT RESOLVED THAT: “The members attending this meeting move into a Closed Session pursuant to the following exceptions of LHINS set out in s.9(5) of the Local Health Integration Act, 2006.”</i></p> <p><i>☒Labour relations</i></p>		

	<p><input checked="" type="checkbox"/> <i>Matters subject to solicitor client privilege</i></p> <p><i>BE IT FURTHER RESOLVED THAT; the following persons be permitted to attend:</i></p> <ul style="list-style-type: none"> <li>• <i>Carole Berthiaume</i></li> </ul> <p><i>MOVED BY: <u>Denis Bérubé</u></i>  <i>SECONDED BY: <u>John Febraro</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p><b>20.0 Report from Closed Session (2)</b></p>	<p>Members of the Board received the report of the closed session and returned to the open meeting at 3:59 pm.</p> <p><i>{Motion 2017-BD0105}</i></p> <p><i>BE IT RESOLVED THAT: The Board of Directors of the North East LHIN received the report of its Closed Session (2) meeting of November 8, 2017.</i></p> <p><i>MOVED BY: <u>Kim Morris</u></i>  <i>SECONDED BY: <u>John Febraro</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p><b>21.0 Adjournment of Board Meeting</b></p>	<p>With no further business to discuss, the Board meeting was adjourned at 4:00 pm.</p> <p><i>{Motion 2017-BD0106}</i></p> <p><i>BE IT RESOLVED THAT: The North East LHIN Special Board of Directors meeting of Wednesday, November 8, 2017 be adjourned at 4:00 pm.</i></p> <p><i>MOVED BY: <u>John Febraro</u></i>  <i>SECONDED BY: <u>Toni Nanne-Little</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		

*Approved on January 10, 2018*



*R.M. (Ron) Farrell  
Board Chair*