

MINUTES OF PROCEEDINGS

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

AUGUST 9, 2018

9:30 AM

<p>PARTICIPANTS:</p> <p>BOARD OF DIRECTORS:</p> <ul style="list-style-type: none"> • Ron Farrell, Board Chair • Kim Morris, Vice-Chair • Denis Bérubé, Board Member • Betty Stone, Board Member • Anne Stewart, Board Member • Petra Wall, Board Member • Mark Palumbo, Board Member • John Febbraro, Board Member • Lorraine Dupuis, Board Member 	<p>REGRETS:</p> <ul style="list-style-type: none"> • Cheryl St-Amour, Board Member <p>GUESTS:</p> <ul style="list-style-type: none"> • Diane Quintas (by TC) <p>STAFF MEMBERS:</p> <ul style="list-style-type: none"> • Carole Berthiaume, Board Secretary (recorder) • Jérémy Stevenson, CEO • Cynthia Stables, Director of Communications and Patient Experience • Richard Joly, VP of Home and Community Care • Kate Fyfe, VP of Performance and Accountability (by TC)
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AGENDA ITEM	DISCUSSION	ACTION	RESPONSIBLE
ITEM 1.0 CALL TO ORDER	Ron Farrell, called the meeting to order at 9:35 am.		
ITEM 2.0 DECLARATION OF CONFLICT OF INTEREST	No conflicts of interest were declared.		
ITEM 3.0 APPROVAL OF AGENDA	<p>The agenda was approved as amended.</p> <p>Item 7.1 “Developing Excellence in Governance” was added by B. Stone.</p> <p><i>{Motion 2018-BD0069}</i></p> <p><i>BE IT RESOLVED THAT: The agenda for the Board of Directors meeting of August 9th, 2018 be approved as amended.</i></p> <p style="text-align: center;"><i>MOVED BY: <u>John Febbraro</u></i> <i>SECONDED BY: <u>Petra Wall</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		

<p>ITEM 4.0 PATIENT CARE STORY HIGH RISK DISCHARGE</p>	<p>A patient care story was included with the meeting package. Richard Joly, VP of Home and Community Care provided an overview of the patient story.</p> <p>The patient, a transient gentleman requiring intravenous therapy was referred to the NE LHIN by a regional hospital for a same day discharge. The patient had been staying at a crisis center shelter, and was unable to return there due to his disruptive behavior. There were no available hotel rooms for the crisis center to arrange accommodation, so the patient had no discharge destination from hospital. It was winter and the outside temperatures were very cold.</p> <p>The NE LHIN assessing Care Coordinator identified numerous concerns with the proposed discharge, including the potential for the patient to access the central line port for IV drug use, homelessness, no phone, short notice for hospital discharge and time-frames to arrange for Infusion drugs and supplies. A discussion took place with a Director at the hospital regarding the concerns and a hospital Social Worker arranged for the patient to stay in a “safe bed” for two nights, with the possibility of extending the length of stay. The Care Coordinator arranged for the patient to attend the local VON clinic for daily visits and worked closely with the hospital to ensure follow up and minimize patient risk.</p> <p>Ultimately, the patient attended one clinic visit and then returned to the emergency department the day after discharge, showing signs of drug use. He would be brought in later the same day by EMS after being found unresponsive in a coffee shop. He was discharged back into the community again and has since left the North East LHIN’s catchment area.</p> <p>A quality and safety huddle was held with NE LHIN staff to review the situation and discuss high-risk hospital discharges for IV infusion for known drug users. Lessons learned included the importance of taking into account a patient’s rights to self-determination, having staff teach a patient how to properly access a central line if he chooses to do so may be a good harm reduction strategy, informed decision making in discharge planning and the</p>		
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	<p>necessity of taking reasonable measures to provide care as long as it is safe to do so, the utmost importance of treating all patients with dignity and respecting their choices, and the importance of including a patient advanced care directives on their file. Learnings from this situation case have helped the NE LHIN better manage similar situations</p>		
<p>ITEM 4.1 PATIENT CARE STORY QUARTERLY UPDATE BETTY'S JOURNEY</p>	<p>As per the NE LHIN's Patient Care Story Process, the Board received an update on its first quarter patient story "Betty's Journey." Betty and her story of having to receive multiple assessments and system hand-offs, were the subject of a workshop held in March with about 120 home and community care leaders across Northeastern Ontario. The workshop generated more than 200 ideas. The NE LHIN's One Client, One Plan (OCOP) team used ideas developed by workshop participants to create an action plan which was validated by participants in May.</p> <p>Next steps will see the creation of several work groups, developing terms of reference for focus groups, and continued engagement with the NE LHIN Patient and Family Advisory Committee (PFAC).</p> <p>Board members discussed the opportunity for presentations to the Minister's office, Chair's Council and possibly utilize the Minister's Patient Advisory group. Ann Matte, a retired Senior Director from CCAC, is a local representative. The Chair mentioned that it may be a great opportunity during an upcoming meeting with the Chair's Council and Minister on September 13th.</p> <p>A member noted the possibility of local policies and procedures being extrapolated from and applied to other areas across the province.</p>		
<p>ITEM 5.0 CONSENT AGENDA</p>	<p>The consent agenda was approved as amended. Item 5.2 - Approval of Minutes of June 29th, 2018 Board meeting was removed. July 3rd meeting will be added to the Board Attendance. Legend will be filled out on the Board work plans.</p> <p><i>{Motion 2018-BD0070}</i></p> <p><i>BE IT RESOLVED THAT: The consent agenda for the Board of Directors meeting of August 9th, 2018 be approved as amended including:</i></p>		

	<p>5.1 – Board Attendance 5.3 – Board Work Plan 5.4 – Attestation of Compliance – Q1</p> <p><i>MOVED BY: <u>Mark Palumbo</u></i> <i>SECONDED BY: <u>John Febbraro</u></i></p> <p>{UNANIMOUSLY CARRIED}</p> <p>A Board Member expressed that he was pleased that Vic Fedelli’s publicly thanked Jeremy Stevenson for stopping by his office.</p> <p>{Motion – 2018-BD0071}</p> <p><i>BE IT RESOLVED THAT: The North East LHIN Board of Directors approve the minutes of the meeting held on June 29th, 2018 as amended.</i></p> <p><i>MOVED BY: <u>Kim Morris</u></i> <i>SECONDED BY: <u>Anne Stewart</u></i></p> <p>{UNANIMOUSLY CARRIED}</p> <p>The Vice-Chair inquired with the CEO regarding the status of the sub-region realignment and consultations with staff.</p> <p>The CEO clarified that the intent of his presentation on June 29th was to share with Board where things are at and to build on what he has learned in his first 100 days on the job. He confirmed that no other meetings had taken place with staff since the last meeting.</p> <p>On August 15th the Ministry will participate in a videoconference meeting with the NE LHIN Senior Leadership Team. Printed copies of the agenda were made available to Board Members. Increasing Access to Care for Indigenous and Francophone Populations is an important item on the agenda.</p> <p>Clarification was provided regarding the briefing note on Funding Investment Adjustments being included in the closed session package for the last two meetings.</p>		
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	<p>The report will return to the open session for the next meeting.</p>		
<p>ITEM 6.0 REPORT FROM THE BOARD CHAIR</p>	<p>A Chair’s Report was included with the meeting package. In addition to ongoing meetings, Chair Ron Farrell also had several meetings with system partners.</p> <p>The Chair participated in meetings with the collaborative governance committee with Health Sciences North. The committee revised terms of reference and will continue this process to reduce alternate level of care patients.</p> <p>The Chair attended the Health Shared Services Ontario conference in Toronto. At which time he took advantage of the opportunity to meet with senior Ministry officials and other LHINs.</p> <p>The Chair attended a Board meeting of NOAH, a seniors housing initiative for East Parry Sound.</p> <p>The Chair participated in Chairs’ Council meetings. The Council provided a strong overture to the new Minister to give her a value added by LHINs. The new Minister will visit the Council at their next meeting on the 13th of September. At this time, there is no indication on where things are going.</p> <p>The Chair provided an overview of his meeting with Board Chairs and CEOs from Minto Counselling and Cochrane Mental Health & Addictions to explore opportunities for voluntary integration.</p>		
<p>ITEM 7.0 UPDATE FROM GOVERNANCE COMMITTEE CHAIR</p>	<p>In order to be compliant and fiscally responsible, the Board Retreat will be held in Sudbury at College Boreal. There will be no fees for the use of the boardroom.</p>		
<p>ITEM 7.1 DEVELOPING EXCELLENCE IN GOVERNANCE</p>	<p>In an effort to ensure excellence in governance, the Chair of the Quality Committee proposed a motion that new Board Members be provided with a copy of “Procedures for Meetings and Organizations” and “Concise Procedures for Meetings” by Kerr & Kings during orientation. It is as an essential part of meeting their duties that new Directors become familiar with the documents. The motion was unanimously carried.</p>		

	<p><i>{Motion 2018-BD0072}</i></p> <p><i>To ensure to excellence in governance;</i></p> <p><i>BE IT RESOLVED THAT: all Board Members at the time of orientation be supplied with a copy of Procedures for Meetings and Organizations by Kerr & King</i></p> <p><i>And further a copy of Concise Procedures for Meetings by Kerr & King.</i></p> <p><i>And advised that these documents are essential aspect of meeting their duties as a Director to become familiar with the contents.</i></p> <p><i>MOVED BY: Betty Stone</i> <i>SECONDED BY: John Febbraro</i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p> <p>Furthermore, the Chair of the Quality Committee proposed a motion that all Committees designate a 2nd Vice-Chair to provide continuity of succession, and enhanced involvement of members. The motion was unanimously carried. Once 2nd vice-chairs are recommended at the committee level, the names will be brought forward to the Board for approval.</p> <p><i>{Motion 2018-BD0073}</i></p> <p><i>BE IT RESOLVED THAT: the Board of Directors ensuring to excellence in Governance require that all Committees shall at the Committee level designate a 2nd Vice-Chair to provide continuity of succession, and enhanced involvement of members. The names of these designates shall be brought to the Board for confirmation.</i></p> <p><i>MOVED BY: Betty Stone</i> <i>SECONDED BY: John Febbraro</i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p>ITEM 8.0 UPDATE FROM AUDIT COMMITTEE CHAIR</p>	<p>The Audit Committee Chair had no updates to provide for this meeting.</p>		

<p>ITEM 9.0 UPDATE FROM QUALITY COMMITTEE CHAIR</p>	<p>The Chair of the Quality Committee provided updates regarding the PAN-LHIN Quality Table and a Drug Recall issue that had arisen.</p> <p>The PAN-LHIN table continues to meet. A portal is being developed. The Chair of the Quality Committee suggests that access be provided to all members of the board. The Board Secretary will work with the PAN-LHIN table support staff to coordinate access to the portal site for all.</p> <p>Drug Withdrawal from the market. Gap in notification to the patient. Requested that he and Kate communicate with each other. Understanding that a meeting between Mark and Kate will take place by the next quality committee meeting. No Provincial protocol for notification in place. Quality Chair provided guidance on this issue due to patient safety. Pharmacy resource group can be utilized to see how we can better support drug recalls in our community. Chair has since had discussions with colleagues across province and issue is similar to others in the province. Can pull similarity across province.</p>	<p>Coordinate access for Board Members to PAN-LHIN Quality Portal</p>	<p>Carole Berthiaume</p>
<p>ITEM 10.0 REPORT FROM THE CEO</p> <p>ITEM 10.1 CEO/SENIOR LEADERSHIP TEAM REPORT</p>	<p>The Board received updates on key files from NE LHIN Senior Leadership Team which focused on the LHIN's 2018-19 Seven-Point Plan, as outlined in the NE LHIN's Priority Alignment Framework.</p> <p>On August 1st, the Minister's Medal Honoring Excellence in Health Quality and Safety was launched by the Ministry and LHINs. This annual award program recognizes excellent work done by health care partners across the province, who have demonstrated excellence in engaging patients as partners, as well as enhancing value and quality in our health care system. The North East LHIN is now receiving applications from providers across the region. Completed applications must be submitted by 5:00 pm on August 24th. Please visit www.nelhin.on.ca/ministersmedal for more information.</p> <p>As part of sub-region planning, the NE LHIN has been monitoring the impact of the April 2018 closure of the Lady Isabelle Long-term Care home. Further to their analysis, they have recommended and supported a proposal submitted by the Municipality of Powassan for the development of a 96-bed Long-term Care</p>		

home in Trout Creek. They have also advocated for the increased capacity of Cassellholme in North Bay as they embark on their redevelopment plans and their request for 8 additional beds, for a total of 264 beds.

{Motion 2018-BD0072}

WHEREAS the NE LHIN has conducted an analysis of the impact of the April 2018 closure of the Lady Isabelle Long- Term Care Home,

AND WHEREAS there is strong municipal and community support in Trout Creek for a Long Term Care Home (LTCH) to be rebuilt in the region,

THEREFORE BE IT RESOLVED that the Board of Directors supports the development of a 96-bed LTCH in Trout Creek.

MOVED BY: Denis Bérubé

SECONDED BY: John Febbraro

{UNANIMOUSLY CARRIED}

Excellent work has been accomplished with the MediTech collaborative and synchronization is starting to happen. Work continues to review project and team scope documents in order to remain in scope for all aspects of the project, except for essential adjustments that are required to take place.

The Sudbury business project review and planning session held on July 11, 2018 resulted in an updated action plan and team building between the Finance, Human Resource, Steering Committee, managers and CORE team leads. Over the past month, the RFP document was finalized for Downtime and Conversion and forwarded to the Northern Supply Chain. A solid working relationship has been established with the provincial collaborative and information. Many of the required Standards are now approved to support the Wave ONE implementation in Meditech. The Business stream general ledger chart of accounts, dictionaries, CMS settings and style guides are also now largely approved the MTC collaborative and are now being implemented into the Meditech test system build.

	<p>A review was conducted by the Réseau du mieux-être francophone du Nord de l'Ontario in collaboration with the NE LHIN and Long-Term Care administrators. The report covers the challenges faced by Francophones in minority situations who reside in Long-Term Care homes (LTCH), presents the importance of culturally appropriate care, and provides examples of best practices gathered from LTCHs across the province.</p> <p>In July 2018, the Centre de Santé Communautaire Francophone de Timmins had its first nomination committee meeting in Timmins. The committee is underway with their action plan, to plan, develop, and create board profiles and matrices along with an application process for the interim board of directors. As of today, the committee is hoping to announce the interim board by the end of October 2018.</p> <p>NE LHIN staff continue to meet with physician groups and individual physicians in the Nipissing area. In recent weeks, memorandums of understanding have been signed by primary care providers in North Bay, Mattawa and West Nipissing. To assist with building linkages, an information tool for Primary Care providers and Care Coordinators has been developed. This tool outlines expectations and provides role clarity.</p> <p>The NE LHIN is developing a model for integrated care at the neighborhood level. Over 60 social housing buildings across the North East with 40 or more seniors units have been identified. We are currently gathering data on NE LHIN service volumes for personal support, nursing, assisted living, respite, transportation, meals on wheels, as well as residents' visits to emergency departments and EMS visits.</p> <p>At the spring Local Aboriginal Health Committee (LAHC) meeting, it was suggested to hold a "Think Tank" session with the NE LHIN's CEO. LAHC members acknowledged that this is an important step on how the LAHC can assist with informing the LHIN relationship with LAHC, NE LHIN transformation, and the IHSP with respect to Indigenous engagement in light of the health transformation agenda. The</p>		
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	<p>meeting was held on July 5. The session generated valuable discussions on the importance of Indigenous engagements and moving forward together.</p> <p>On July 26, NE LHIN CEO, Board Director Petra Wall, and Nancy Lacasse, NE LHIN Sub Region Lead, met with senior leadership of First Nation HSPs on Manitoulin Island. The purpose of the visit was to introduce LHIN CEO to First Nations partners (both LHIN and non-LHIN funded), and to discuss challenges and opportunities across the First Nation communities. The discussions reflected the priorities and strategic directions as identified in our Aboriginal Health Care Strategy and Reconciliation Action Plan. Working with the interest of local services providers and aligning local identified priorities related to sub-region planning and the Reconciliation Plan will move us closer to the goal of building a stronger system of care.</p> <p>The Northern Ontario Health Equity Strategy was discussed. Published in April 2018 through a partnership with Health Quality Ontario and organizational partners across the North including the North East LHIN and the North West LHIN, this strategy identifies four foundations for action to reduce health and social disparities in the North.</p> <p>Health equity is important in the North with a vast geography and thinly dispersed population and unique health challenges to accessing timely health care. Northerners have a life expectancy more than two years lower than the provincial average and are more likely to die before age 75 due to suicide, circulatory disease and respiratory disease. Northerners also have higher rates of illness, higher unemployment rates and lower education levels. Indigenous communities in the North face significant challenges, including higher rates of poverty and poorer health outcomes. These challenges are the result of colonization and systemic racism.</p> <p>As outlined in the Strategy, a Northern Network for Health Equity is needed to bring key partners together to work on improving the health of people living in Northern Ontario. The network would support cross-sector collaboration, engage</p>		
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	<p>governments at all levels to develop solutions to improve health equity, and facilitate knowledge exchange related to evidence and best practices. Visit www.nelhin.on.ca/quality to view a copy of the strategy.</p>		
<p>ITEM 10.2 CAPITAL SUBMISSION STAGE 2</p>	<p>The Board endorsed renovations required to install new CT scanners in Notre Dame Hospital in Hearst and Sensenbrenner Hospital in Kapuskasing. Both hospitals were at a point within their capital process where LHIN Board approval was required to proceed to further stages.</p> <p><i>{Motion 2018-BD0073}</i></p> <p><i>BE IT RESOLVED THAT: The Board of Directors of the North East LHIN endorses Hearst Notre Dame Hospital and Sensenbrennar Hospital Stage 2 Part A submission for a CT Scanner (Renovations required for installation) dated August 2018.</i></p> <p><i>MOVED BY: <u>John Febraro</u></i> <i>SECONDED BY: <u>Betty Stone</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p>ITEM 11.0 PROCEED TO CLOSED SESSION</p>	<p>Members of the Board proceeded to a closed session meeting at 11:30 am.</p> <p><i>{Motion 2018-BD0074}</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><input checked="" type="checkbox"/> 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"> • <i>Carole Berthiaume</i> • <i>Cynthia Stables</i> • <i>Jérémy Stevenson</i> • <i>Richard Joly</i> • <i>Lianne Valiquette for item 11.4</i> • <i>Meghan Waque for item 11.4</i> <p><i>MOVED BY: <u>Petra Wall</u></i></p>		

	<p><i>SECONDED BY: <u>Anne Stewart</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		
<p>ITEM 12.0 REPORT FROM CLOSED SESSION</p>	<p>Members of the Board received the report of its closed session meeting and returned to the open session meeting at 2:08 pm.</p> <p><i>{Motion 2018-BD0075}</i></p> <p><i>BE IT RESOLVED THAT: The Board of Directors of the North East LHIN receive the report of its Closed Session meeting of August 9th, 2018.</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>ITEM 13.0 UPCOMING MEETINGS</p>	<p>Upcoming Meetings:</p> <ul style="list-style-type: none"> • September 19th – OTN/TC • October 11th – Sudbury (Retreat) • November 21st – OTN/TC 		
<p>ITEM 14.0 ADJOURNMENT OF BOARD MEETING</p>	<p>With no further business to discuss, the Board meeting was adjourned at 2:08 pm.</p> <p><i>{Motion 2018-BD0076}</i></p> <p><i>BE IT RESOLVED THAT: The North East LHIN Board of Directors meeting of August 9th, 2018 be adjourned at 2:08 pm.</i></p> <p><i>MOVED BY: <u>Denis Bérubé</u></i> <i>SECONDED BY: <u>John Febraro</u></i></p> <p><i>{UNANIMOUSLY CARRIED}</i></p>		

(Approved on 2018-09-18)



R.M. (Ron) Farrell
Board Chair