

MINUTES OF PROCEEDINGS

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

**Thursday, November 12th, 2015
1:30pm**

<p>PARTICIPANTS: Danielle Bélanger-Corbin Santina Marasco Denis Bérubé Rick Cooper Toni Nanne-Little Dawn Madahbee Dr. Colin Germond Louise Paquette Terry Tilleczek Cynthia Stables Kate Fyfe Sherry Frizzell (<i>on behalf of Catherine Matheson</i>) Tamara Shewciw</p> <p>Guest: Katerine Moyer Laura Freeman</p>	<p>GUESTS: (Item 15.0) Marc Hartman, Health Sciences North Betty Smallwood, Timiskaming Hospice Palliative Care program</p> <p>North Bay and Area Community Hospice: John Balfe Lachlan McLachlan Ted Thomson Yvonne Weir</p> <p>Nipissing Serenity Hospice: Mathilde Gravelle Bazinet Jim Marmino Adele Williams Rosella Kinoshameg Dr. Don Stemp</p>	<p>REGRETS: Catherine Matheson</p>
		<p>SCRIBE: Micheline Beaudry</p>
		<p>Public (Teleconference) Andre Cotterall Frederic Projean Grace Gibson Karen Fisher Monique Baronette Sandy Graham</p>

AGENDA ITEM	DISCUSSION	ACTION	RESPONSIBLE
ITEM 1.0 Call to order	Chair Danielle Bélanger-Corbin called the meeting to order at 1:30 pm.		
ITEM 2.0 Declaration of Conflict of Interest	No conflicts of interest declared.		
ITEM 3.0 Approval of Agenda	<p>Members reviewed the agenda and Chair requested to add to the agenda the following: Report of Governance Committee Report of Audit Committee</p> <p>{MOTION 2015-BD00143} <i>That the agenda for the Board of Directors meeting of Thursday, November 12, 2015 be approved as modified.</i></p> <p>MOVED: Colin Germond/ SECONDED: Toni Nanne-Little {CARRIED}</p>		

<p>ITEM 4.0 Approval of Consent Agenda</p>	<p>Members reviewed the consent agenda which included the following items:</p> <p>5.0 Board Attendance 6.0 Media Tracker 7.0 Q3 Delegation of Authority 8.0 Attestation of Compliance 9.0 Approval of Minutes of past Board meeting of September 10th, 2015 and October 16, 2015. 10.0 Approval of HPAC meeting minutes of September 30, 2015. 11.0 Approval of LAHC meeting minutes of April 13, 2015 and September 22, 2015</p> <p>It was noted that a change is needed in the HPAC meeting of September 30th, 2015 as the meeting was held at Laurentian University and not at the NE LHIN office as indicated in the minutes.</p> <p>{MOTION 2015-BD0144}</p> <p><i>The consent agenda for the Board of Directors meeting of Thursday, November 12, 2015 be approved with correction, including:</i></p> <ul style="list-style-type: none"> • <i>Board Attendance</i> • <i>Media Tracker</i> • <i>Q3 Delegation of authority</i> • <i>Attestation of Compliance</i> • <i>Approval of Minutes of Board meetings of September 10th, 2015 and October 16, 2015</i> • <i>Approval of HPAC meeting minutes of September 30, 2015</i> • <i>Approval of LAHC meeting minutes of April 13, 2015 and September 22, 2015</i> <p>MOVED: Santina Marasco / SECONDED: Denis Bérubé {CARRIED}</p>		
<p>ITEM 12.0 Board chair update</p> <p>Danielle Bélanger-Corbin</p>	<p>Danielle provided an update on the following items:</p> <ul style="list-style-type: none"> • Board appointment – It was noted that the two vacancies of NE LHIN Board of Directors are still pending approval from the Public Appointment Secretariat. One of the two candidates' name has been sent to cabinet for approval. The second name will likely be brought forward to cabinet early in the new year. • Board evaluations – Senior staff and CEO are requested to complete the Board evaluation before the deadline date of November 13th. An email was sent by Deloitte with the link to the evaluation. 		

<p>Report from Governance Committee:</p> <p>Rick Cooper</p>	<p>Rick Copper reported on the October 27th, 2015 Governance Committee meeting:</p> <ul style="list-style-type: none"> The Governance Committee reviewed the Terms of Reference for an Executive Committee. The Board of Directors recommended to include in the Appointment section that the term for members is two years with eligibility for reappointment. <p>{MOTION 2015-BD0146}</p> <p><i>That the Terms of Reference for the Executive Committee be accepted with amendment.</i></p> <p>MOVED: Rick Cooper / SECONDED: Toni Nanne-Little {CARRIED}</p> <ul style="list-style-type: none"> The Governance Committee reviewed the travel policy. Minor changes to the policy were done by the committee. 	<p>Draft Minutes of the Governance Committee and Audit will be includes in future board packages.</p>	<p>Micheline Beaudry</p>
<p>Report from Audit Committee:</p> <p>Dr. Colin Germond</p>	<p>Dr. Colin Germond report on the October 27th, 2015 meeting:</p> <ul style="list-style-type: none"> The Q2 reports were received. Reports are based on actual operations up to end of August and projection up to end of September. It was noted that they are consistent with prior years, LHINs are experiencing cash flow pressures due to the timing of approved initiative funds. Summary of risk is also included which is a summary of hospitals that are experiencing a deficit. Strategies are in place to balance at end of fiscal. Some hospitals will require a waiver at Q4. Some hospitals show a deficit due to the timing of the preparation of the report however will be going down in Q3 and Q4. The Internal Financial Statement was received. Report is based on actual expenditures up to the end of September 2015 and consisted with was forecasted and on target. Risk report was presented. Risks are reviewed throughout the year. A light-touch risk submission is done in November. There are two full risk assessments done in February and August and another light touch risk submission in May. The case flow challenge in 2016-17 will continue to be carried as a high risk as there is no immediate plan to change the allocation mid-year approach for the initiative funding. As next steps, monitoring and mitigation of 		

	<p>risks will continue as outlined through the mitigation strategy for each risk identified.</p> <ul style="list-style-type: none"> • Cyber security was discussed. Provided to the committee is a LHINs Cyber Security Assessment report which is a summary initiated by LSSO due to growing cyber risks as a result of increased digitalization of business assets. LHINs continue to take appropriate actions when new risks are identified. <p>{MOTION 2015-BD0147} That the Audit Committee report be approved as presented.</p> <p>MOVED: Santina Marasco / SECONDED: Rick Cooper</p>		
<p>ITEM 13.0 Financial/Performance Update</p> <p>Kate Fyfe</p>	<p>a) Results-based planning submission – Report is due to the Ministry at end of October. It was noted that there are no significant changes from and monitoring will continue. Information will be provided at the next meeting.</p>	To be brought forward to the next meeting.	
<p>ITEM 14.0 Update NEO Kids</p> <p>Laura Freeman</p>	<p>Laura provided an update on the Update NEO Kids which included:</p> <ul style="list-style-type: none"> • Revised proposal was received from HSN on October 9th, 2015 and the LHIN has acknowledged receipt of proposal. • Review includes clarification of requests by LHIN board, review of strength of proposal business case, operating costs and capital costs. • It is anticipated that a revised proposal will be brought to the LHIN Board in early 2016. • There is further need for vision, values, clarity of proposal and linkage to their master plan 	To be brought forward to the next meeting.	
<p>ITEM 15.0 Nipissing Community Residential Hospice Project</p> <p>Terry Tilleczek</p> <p>Mark Hartman, Vice President of Regional Cancer and Clinical Support Services at Health Sciences North,</p> <p>Betty Smallwood, Program Coordinator for</p>	<p>Terry provided an overview of the Nipissing Community Residential Hospice Project. Mark Hartman provided an overview of the project as Chair of the North East Hospice Palliative Care Steering Committee as well as Betty Smallwood as the Program Coordinator for the Timiskaming Hospice Palliative Care program.</p> <p>{MOTION 2015-BD0145} <i>WHEREAS the North East LHIN has expressed support for the development of a residential hospice in North Bay to provide an additional choice of location for people in the Nipissing and District area to die with dignity and peace;</i></p> <p><i>AND WHEREAS the North East LHIN has been working with the North Bay & District End-of-Life Integrated Services Committee (i.e. the local palliative planning table)</i></p>		

<p>the Timiskaming Hospice Palliative Care program</p>	<p><i>to better integrate and coordinate existing hospice palliative care service delivery and education;</i></p> <p><i>AND WHEREAS, in September 2014, the Ministry of Health and Long-Term Care announced the development of 20 new community hospices across the province, although no location has yet been identified;</i></p> <p><i>AND WHEREAS, in May 2015, the North East LHIN issued a Request of Expressions of Interest to help the palliative care providers in Nipissing identify the best model for their District and received two proposals;</i></p> <p><i>AND WHEREAS, in September 2015, the North East Hospice Palliative Care Steering Committee formed a Technical Subcommittee to review the proposals. It followed an objective decision-making process that was guided by the experience of the two residential hospices operating in the North East;</i></p> <p><i>AND WHEREAS the Nipissing Serenity Hospice proposal received the highest total points based on the selection criteria outlined;</i></p> <p><i>THEREFORE BE IT RESOLVED THAT the North East LHIN Board supports the Nipissing Serenity Hospice to further develop its model through the following actions:</i></p> <ol style="list-style-type: none"> <i>1. The Nipissing Serenity Hospice will join the North Bay & District End-of-Life Integrated Services Committee (i.e. the local palliative planning table) and work collaboratively with community partners, including North Bay and Area Community Hospice, to define the role that the community hospice will play within the continuum. The tone of the proposal, public messaging and level of partnership must reflect a sincere willingness for the hospice to be embraced as the community's project.</i> <i>2. In consultation with the North Bay & District End-of-Life Integrated Services Committee, the Nipissing Serenity Hospice will further develop its vision for evolving the community hospice into a regional hub/centre of excellence for community-based hospice palliative care programs. It will reduce the number of beds being developed to 6 to be in line with the MOHLTC's population-based bed ratio, capacity planning formula and the capacity available in the surrounding communities to care for their own residents at end-of-life. This will temper the risk of a shortfall in operational funding, and free up space to integrate with other community services and education programs, including hospice volunteer visiting, shared care team, and inter-disciplinary education. This will also allow capacity to develop day programming and adult respite services.</i> 		
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3. *Given the above recommendation, the Nipissing Serenity Hospice will consider increasing the size of its resident rooms, so that the bedrooms measure 250 sq. ft with an additional 50 sq. ft for the en-suite bathrooms.*
4. *The Nipissing Serenity Hospice will revisit its capital campaign to confirm that it can build within budget based on the new bed configuration and direction to evolve into a regional hub/centre of excellence for community-based hospice palliative care programs.*
5. *The Nipissing Serenity Hospice will confirm its operational budget and annual fundraising targets to ensure that it can operate with a balanced budget.*
6. *The Nipissing Serenity Hospice will engage in discussions with the Board and Administration of Near North Palliative Care Network to explore the formal integration of community-based and residential hospice volunteer visiting services.*
7. *The Nipissing Serenity Hospice will work with the North Bay & District End-of-Life Integrated Services Committee to finalize the community hospice's admission criteria and referral process.*
8. *The Nipissing Serenity Hospice will revisit its plans for system collaboration by working with palliative care physicians, the North Bay Regional Health Centre, the North East CCAC and Near North Palliative Care Network with a focus on effective transitions of care.*
9. *The Nipissing Serenity Hospice will work with the Réseau du mieux-être francophone to further develop its ability to deliver quality French language health services and seek designation under the French Language Services Act.*
10. *The Nipissing Serenity Hospice will reach out to Aboriginal leaders, including the NE LHIN's Local Aboriginal Health Committee, to refine its understanding of the unique needs of Aboriginal/First Nation/ and Métis people and develop awareness of hospice palliative care services.*
11. *The Nipissing Serenity Hospice will work with the North Bay & District End-of-Life Integrated Services Committee (NBDEOLISC) to develop a work plan that will outline how it will achieve the above elements and submit it to the NE LHIN by January 29, 2016. The work plan will first be endorsed by the NBDEOLISC and include timelines.*

MOVED: Rick Cooper / SECONDED: Colin Germond

{CARRIED}

<p>Item 16.0</p> <p><i>Proceed to Closed session to discuss matters involving: Labour relations Matters prescribed by regulation</i></p>	<p>{MOTION 2015-BD0148}</p> <p><i>“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"/> Labour relations</p> <p><i>BE IT FURTHER RESOLVED THAT; the following persons be permitted to attend:</i></p> <p><i>For the discussion regarding Matters prescribed by regulations:</i></p> <p><i>Louise Paquette, CEO</i> <i>Kate Fyfe, Senior Director</i> <i>Terry Tilleczeck, Senior Director</i> <i>Cynthia Stables, Director</i> <i>Tamara Shewciw, Senior Director</i> <i>Laura Freeman</i> <i>Micheline Beaudry, Executive Assistant to the CEO and Board Liaison</i> <i>Sherri Frizzell, Hub Officer</i></p> <p>MOVED: Santina Marasco / SECONDED: Denis Bérubé {CARRIED}</p>		
<p>ITEM 29.0</p> <p>Report from the Closed session</p>	<p>{MOTION 2015-BD0149}</p> <p><i>The Board of Directors of the NE LHIN received the report of its Closed Session meeting of November 12, 2015.</i></p> <p>MOVED: Rick Cooper /SECONDED: Denis Bérubé {CARRIED}</p>		
<p>ITEM 30.0</p> <p>Next Meetings</p>	<ul style="list-style-type: none"> • January 26, 2016 (Board of Directors) 		
<p>ITEM 31.0</p> <p>Adjournment of Board Meeting</p>	<p>{MOTION 2015-BD0150}</p> <p><i>The North East LHIN Board of Directors meeting of November 12th, 2015 be adjourned at 3:36 pm.</i></p> <p>MOVED: Colin Germond/ SECONDED: Toni Nanne-Little {CARRIED}</p>		
<p>AGENDA DEVELOPMENT FOR NEXT MEETING</p>			

Danielle Bélanger-Corbin
Chair

Rick Cooper
Vice Chair