Ontario
North West Local Health Integration Network

BOARD OF DIRECTORS MEETING

North West LHIN Office **June 25, 2013**
975 Alloy Drive, Thunder Bay, ON **9:00 a.m. (Eastern)**

Present: Joy Warkentin, Chair
Reg Jones
Dan Levesque
Dianne Loubier
Dianne Miller
Dennis Gushulak
Cathy Farrell
Tina Copenace

Staff: Laura Kokocinski
Brian Ktytor
Heather Murchison
Kellie Hudson

Recording Secretary: Robin Orr

Regrets: Anne Krassilowsky
Susan Pilatzke

		Action:
1.0	**PROCEDURAL ITEMS**	
1.1	**Call to Order** The meeting was called to order at 9:05 a.m. (Eastern) by Chair J. Warkentin. Staff observers were welcomed to the meeting.	
1.2	**Declaration of Conflict of Interest** None declared.	
1.3	**Approval of Agenda** The agenda was presented for approval. **Resolution #2013 – 75** **Moved by D. Loubier, and seconded by D. Miller, that the agenda be approved as presented with the addition of 5.3.1 Use of Consultants report. Carried**.	

1.4	**Approval of Minutes** The minutes of the Board of Directors meeting of May 28, 2013, were presented for approval. **<u>Resolution #2013 – 76</u>** **Moved by R. Jones, and seconded by D. Gushulak, that the minutes of the Board of Directors meeting of May 28, 2013, be approved as presented. Carried**.	
1.5	**Business Arising** No business arising.	
2.0	**BOARD EDUCATION**	
2.1	**Health Service Blueprint (HSP) and Health Links Update** H. Murchison presented an update on the Health Services Blueprint and Health Links. Highlights included: • Board ongoing support of the HSB • April 29, 2013, was the formal kickoff for the City of Thunder Bay IDN Health Link • Health Human Resources (HHR) Study The Board requested that the HHR study be widely disseminated to, i.e., Lakehead University, Confederation College and the City of Thunder Bay.	
3.0	**BOARD PROCESS**	
3.1	**Audit and Finance Committee** No report this month.	
3.2	**Governance and Nominations (G&N) Committee** The Governance and Nominations briefing note was reviewed including the revised education schedule and the revised Governance to Governance schedule. The Governance and Nominations Committee will prepare a survey in the fall to determine cultural competency training needs. **<u>Resolution #2013-77</u>** **That the North West LHIN Board of Directors approve the Board 2013/14 education schedule as presented.** **Moved by T. Copenace, and seconded by D. Loubier, that the Board 2013/14 education schedule be approved as presented. Carried.**	G&N Committee

The Board community engagement plan was discussed. It was agreed the October Board meeting and strategic planning will be held in Thunder Bay this year. Board members were asked to identify sessions they were able to attend. The following were identified:

Location	Board Member(s)
Nipigon Geraldton	D. Levesque
Marathon Manitouwadge Terrace Bay	R. Jones D. Levesque D. Loubier
Fort Frances Atikokan Emo Rainy River	D. Loubier D. Gushulak
Kenora Dryden	T. Copenace

NOTES:
J. Warkentin noted she will attend as many sessions as possible.
D. Miller is not available in November.
J. Warkentin and D. Gushulak will be away in February 2014.

Resolution #2013-78
That the North West LHIN Board of Directors approve the community engagement plan for 2013-2015 as presented.

Moved by D. Loubier, and seconded by D. Gushulak, that the community engagement plan for 2013-2015 be approved with revisions noted. Carried.

The proposed plan for the Request For Proposal (RFP) for the Board Strategic Planning Session and two Governance to Governance (G2G) sessions was reviewed. It was agreed an RFP be put forward for a facilitator who specializes in policy governance to lead the strategic retreat and two G2G sessions. D. Levesque and D. Loubier agreed to participate in the interview process.

G&N Committee

Resolution #2013-79
That the North West LHIN Board of Directors approve the Board strategic planning retreat plan and the RFP for facilitation as presented.

Moved by D. Levesque, and seconded by D. Miller, that the Board strategic planning retreat plan and the RFP for facilitation be approved as presented. Carried.

	Recruitment of a new member to fill the position left vacant on the resignation of the former Vice-Chair was discussed. It was agreed that an interim Vice-Chair be selected from the current members, and that until all members are in place, D. Miller be selected as Interim Vice-Chair and Chair of G&N Committee. Once the Board is at full complement, a posting for a Vice-Chair will be posted in the normal process and members interested in holding the Vice-Chair position may submit an application to the Public Appointments Secretariat (PAS) office. **<u>Resolution #2013-80</u>** **That the North West LHIN Board of Directors approve the proposed approach to recruit the Vice-Chair position and to appoint an interim Vice-Chair from the current members.** **Moved by D. Levesque, and seconded by D. Gushulak, that an interim Vice-Chair be appointed from the current members be approved and that when at full complement the Vice-Chair position will be posted with PAS. Carried.** The Board reviewed policy "GP107 - Board Succession Planning." After review and discussion, it was agreed the policy lacks guiding principles and processes, and that it be referred back to the Governance and Nominations Committee to review and revise. **<u>Resolution #2013-81</u>** **That the Governance and Nominations Committee report be approved as presented.** **Moved by D. Levesque, and seconded by T. Copenace, that the Governance and Nominations Committee report be approved. Carried.** Discussion ensued regarding ENDS and the Board agenda. It was agreed that R. Jones will work with R. Orr over the summer on a new agenda format for September. It was noted some Board members need to complete the Oath of Office. For those members who have not completed the Oath of Office, the Board Chair will swear in these members in the fall.	R. Jones / R. Orr J. Warkentin
3.3	**Policy Review** Board reviewed recommended changes to policy EL-101 Communications and Counsel to the Board and policy EL-105 Corporate Identity.	

	<u>Resolution #2013-82</u> **That the North West LHIN Board of Directors approve changes to policy EL-101 Communication and Counsel to the Board as presented.** **Moved by D. Gushulak, and seconded by D. Miller, that the changes to policy EL-101 Communication and Counsel to the Board be approved. Carried.** **<u>Resolution #2013-83</u>** **That the North West LHIN Board of Directors approve changes to policy EL-105 Corporate Identity as presented.** **Moved by D. Miller, and seconded by D. Loubier, that the changes to policy EL-105 Corporate Identity be approved. Carried.**	
3.4	**Annual Evaluations** **Board** Discussion ensued regarding the need and value of completing the Board evaluations. Question 5 was discussed and more focus on ENDS is needed, and the Board agenda should demonstrate this structure versus being operational. It was agreed a new agenda format will be developed and implemented in September and trialed for one year. Timing and delivery method of Board materials was discussed. The current practice to distribute materials both manually and electronically as well as posting to the Board portal will continue. It was suggested that the Chair continue to encourage members to speak at meetings and seek expert matters on area of discussion. After round table discussion, members indicated they spoke when they could offer value to discussion. Board members agreed that Evaluations are a good tool to outline pros and cons of meetings - all members were encouraged to continue to complete the Board meeting evaluation, sign it and speak with the Chair regarding any concerns. Quarterly evaluations will be discontinued. The Chair will review evaluations following each meeting. **Audit & Finance Committee** The Audit and Finance Committee evaluation summary was reviewed. Question 1 was discussed; it was agreed monitoring reports will no longer be vetted through committees; they will be submitted directly to the Board for approval.	

	Governance & Nominations (G&N) Committee The Governance and Nominations Committee evaluation summary was reviewed. Concerns were raised regarding member participation, and the timing and scheduling of meetings. These concerns will be addressed by the Governance and Nominations Committee in 2013/14.	
4.0	**STRATEGIC ISSUES AND POLICY DEVELOPMENT** None.	
5.0	**MONITORING REPORTS** No reports	
5.2	**Funding and Allocation**	
5.2.1	**Nipigon District Family Health Team (FHT) Pre-Capital Submission** B. Ktytor reviewed the briefing note and noted that although we are not formally responsible for FHTs, the North West LHIN's review and endorsement of this type of request speaks to our planning role with primary care. D. Gushulak asked if there was a set time for them to obtain funding. B. Ktytor noted it would occur prior to the next stage. **<u>Resolution # 2013 – 84</u>** **That the North West LHIN Board of Directors endorse Part A of the pre-capital submission form for the Nipigon District FHT to undertake a capital project to expand its space at the Nipigon District Memorial Hospital location, provided the FHT is able to successfully identify capital funding for the project.** **Moved by D. Gushulak, and seconded by D. Loubier, that the Board continue to endorse Part A of the pre-capital submission form for the Nipigon District FHT to undertake a capital project to expand its space at the Nipigon District Memorial Hospital be approved as submitted. Carried.**	
	Geraldton District Hospital Pre-Capital Submission B. Ktytor reviewed the briefing note and noted this project has been in process since its original submission in June 2010 and that it has been considered annually but never approved at Capital Branch. **<u>Resolution # 2013 – 85</u>** **That the North West LHIN Board of Directors continue to endorse Part A of the pre-capital submission form, with refreshed data as provided by Geraldton District Hospital, for the hospital to relocate their emergency department.**	

	Moved by R. Jones, and seconded by D. Gushulak, that the Board continue to endorse Part A of the pre-capital submission form, with refreshed data be approved as submitted. Carried.	
5.3	**Performance and Accountability**	
5.3.1	**Use of Consultants Report** The Use of Consultants report was presented to the Board by B. Ktytor for approval and its submission to the Ministry. **<u>Resolution # 2013 – 86</u>** **That the North West LHIN Board of Directors approve the Use of Consultants report as submitted and direct the CEO to submit the report to the Ministry Office by July 2, 2013.** **Moved by D. Miller, and seconded by D. Levesque, that the Use of Consultant Report be approved as submitted and that the CEO is directed to submit the report to the Ministry's Office by July 2, 2013. Carried.**	
5.4	**Integration and Planning**	
5.4.1	**2012/13 Accomplishment Document** L. Kokocinski presented the 2012/13 accomplishment document for information.	
5.5	**LHIN Operations** None.	
6.0	**BOARD LINKAGES** None.	
7.0	**CONSENT AGENDA**	
7.1 **7.2** **7.3** **7.4** **7.5**	**CEO Report, eHealth Services Plan, Physiotherapy Initiative, Red Lake Governance Community Engagement Summary and HHR Study** **<u>Resolution #2013 - 87</u>** **That the North West LHIN Board of Directors accept the items listed in the consent agenda.** **Moved by R. Jones and seconded by D. Levesque that the consent agenda items be accepted as submitted. Carried.**	

8.0	**OTHER UPDATES**	
8.1	**Chair** **Board Evaluation – Provincial Project** J. Warkentin provided an update on the board evaluation provincial project. Although not in attendance at the meeting, J. Warkentin on behalf of the Board, thanked A. Krassilowsky for her dedication and contribution to the Board and acknowledged her for expertise she brought including her experience from a municipal perspective. Best wishes for her health were offered and her continued support to the LHIN's objectives.	
8.2	**CEO** No items noted.	
9.0	**CLOSED SESSION** *Broke for lunch prior to moving to closed session.* **<u>Resolution # 2013 - 88</u>** **Moved by D. Miller, and seconded by D. Levesque, that at 12:24 at p.m. (Eastern) the Board Members attending the meeting, specified above, move into a Closed Session pursuant to the following exception(s) set out in s. 9 (5) of the *Local Health System Integration Act (LHSIA), 2006:*** ***(i) Personal or Public Interest*** ***(vii) Personnel Matters*** **And further that the following persons be permitted to attend:** **L. Kokocinski, B. Ktytor and R. Orr. Carried.** *Meeting reconvened following the closed session.*	
9.1	**Report out of Closed Session** None.	
10.0	**ADJOURNMENT**	
10.1	**Meeting Evaluation** Completed evaluations to be provided to R. Orr.	All members
10.2	**Future Agenda Items** Agenda items to be forwarded to the Chair or to R. Orr.	
10.3	**Date of Next Meeting** The next meeting has been scheduled for September 24, 2013, at 9:00 a.m. EST.	

10.4	**Adjourn** **<u>Resolution # 2013 – 97</u>** **Moved by R. Jones, and seconded by D. Gushulak, that at 1:35 p.m. EST the meeting be adjourned. Carried.**	
	Chair _____ **Secretary** _____	