

**REGULAR MINUTES OF THE BOARD OF DIRECTORS' MEETING
OF THE CENTRAL WEST LOCAL HEALTH INTEGRATION NETWORK**

**HELD TUESDAY, SEPTEMBER 23, 2014 AT 6:00 P.M.
8 NELSON STREET WEST, SUITE 300, BRAMPTON**

Board Members Present:

Maria Britto (Board Chair), John McDermid (Vice Chair), Lorraine Gandolfo (Member), Winston Isaac (Member), Ken Topping (Member), Suzan Hall (Member), Pardeep Singh Nagra (Member)

Staff Members Present:

Scott McLeod (CEO), Brock Hovey, David Colgan, Michele Williams, Tom Miller, Elizabeth Salvaterra

Regrets:

Gerry Merkley (Member)

1.0 Call to Order

Maria Britto, Board Chair, called the regular meeting to order at 6:00 p.m.

1.1 Approval of Agenda

Suzan Hall requested that a brief update on Etobicoke General Hospital be added to the Regular Agenda. John McDermid requested that the Board Delegation 'Procedural Guidelines Form' also be added for discussion.

MOVED by Suzan Hall and SECONDED by Winston Isaac, that the Regular Agenda, as amended, be approved.

CARRIED

1.2 Conflict of Interest

Maria reminded Board Members of the need to declare any Conflict of Interest with respect to items appearing on the Regular Agenda. No conflicts were declared.

2.0 Forging Strategic Partnerships (Board Delegation)

Maria Britto welcomed the Board Delegation from Punjabi Community Health Services (PCHS), consisting of Marty Klein, Board Chair, Dr. Navsheer Gill Toor, Board Vice President, and Amandeep Kaur, Chief Operating Officer. They provided an overview of services offered by PCHS, successes and challenges over the past 24 years, and an overview of their three-year Strategic Plan. They reviewed some of their current pressures with respect to service delivery and wait times.

There was discussion as to what the Central West LHIN could do to support their organization with their ongoing pressures. Scott noted that PCHS has submitted a number of proposals for community funding in addition to the joint submission through the Mental Health and Addictions Core Action Group. He advised that these would be considered as part of the community funding process with the expectation that LHIN staff will be bringing recommendations to the October Board Meeting. Maria thanked the group for their presentation and for their ongoing commitment to the residents they serve in their communities.

3.0 Consent Agenda

Under Item # 3.1 –‘Minutes of June 24, 2014 Board of Directors’ Meeting’, the minutes reflect a Board Member moving a motion when in fact they were not at the meeting. This amendment will be reflected in the official minutes.

MOVED by John McDermid and SECONDED by Suzan Hall, that the Central West LHIN Board of Directors approve the Consent Agenda, as amended.

CARRIED

4.0 Report of the Board Chair and Chief Executive Officer

4.1 Report of the Board Chair

Maria reviewed her written report for Board Members’ information and a brief discussion followed.

4.2 Report of the Chief Executive Officer

Scott provided an overview of his monthly CEO report and highlighted the following items:

Health Links

The LHIN is anticipating funding approval of the Bolton Caledon Health Link in the very near future.

Telehome Care

The LHIN has developed a sustainability plan to continue this program beyond December 2014 when the pilot is officially complete. The plan is to share the ongoing operating base costs with the three key providers (William Osler Health System, Headwaters Health Care Centre, and the Central West CCAC). If the LHIN has additional funding available, it will also consider providing base funding.

Palliative Care Review by Auditor General

The review of Palliative Care by the Auditor General (AG) is complete and we have received the Draft Confidential Report. The LHIN has until the end of the week to provide any clarification of facts. The AG's report will be tabled in the Legislature, likely in December.

Central West LHIN Website

The new Central West LHIN website was launched on September 4, 2014 as part of a Pan-LHIN website conversion. There are still further enhancements to be made and some functionality to be activated.

Health Audit Services Team (HAST) LHIN Review

The final report is pending but the verbal debrief with the Audit Team was generally positive regarding their focus on Governance and Procurement. Once we receive the report, we will have the opportunity to provide a 'management response' to any recommendations provided.

Outstanding People

This month, the Chronic Disease and Prevention Management team were profiled.

5.0 Generative Dialogue

No Generative Dialogue was scheduled this month.

6.0 Strategy Dialogue

6.1 Central West LHIN Balanced Scorecard, Summer Cycle 2014-2015

Elizabeth Salvaterra, Director of Decision Support, presented an overview of the 2014-2015 Q2 Scorecard which reports on the Summer Cycle of the 2014-15 year. Highlights included:

#11 Avoidable Admissions

Performance indicates that Central West LHIN hospitals are relatively successful at avoiding ‘social’ admissions from the Emergency Department, but that admission to post-acute beds (Rehabilitation, Mental Health, and Complex Continuing Care beds) often takes place in order to avoid having patients who are simply waiting for Long Term Care occupy acute resources, and not because of any medical need. The Patient Flow Core Action Group continues to be a forum in which the hospitals and the CCAC collaborate to facilitate every Central West LHIN patient’s ability to navigate the system without encountering any barriers to their transitions.

#12 Falls Indicators

In January-March 2014, 7 Central West LHIN patients suffered fractures during stays in the hospital; 1 at Headwaters, and 6 at Osler. Headwaters’ investigation indicated that the fall probably could not have been prevented without restraining the patient, which would have contravened their restraint policy. Osler’s response to queries about the 6 fractures which took place at the hospital’s two sites was that all patients had falls reductions strategies in place.

#15 Wait Times Indicators

Cataract Surgeries

LHIN performance was only minimally below target in Q1. The expectation is that LHIN performance for the 2014/15 year will come close to the target, if not slightly exceeding it.

Hip and Knee Replacement Surgeries

LHIN analysis of the waitlist indicates that in order to meet target performance, the LHIN would require a minimum allocation of 330 primary hip replacement surgeries, and 1305 primary knee replacement surgeries. Anticipated allocations from MOHLTC are for 313 hips and 934 knees. The expectation is that LHIN performance for hip surgeries will improve, but that performance for knee surgeries will not.

MRI Scans

The MLPA target is for 70% of priority IV scans to be completed within 28 days of the patients being added to the waitlist. Actual performance for April-June 2014 was 18%. This performance is a result of the Osler’s having aligned its MRI activity to its funding—while it has 4 operational MRI machines, only 2 are funded. The LHIN has communicated with MOHLTC to indicate that fully funding all four machines would be required to achieve target performance.

6.2 2014-2015 Base Funding Allocations to the Community Sector

David Colgan reviewed the proposed 2014-2015 base funding allocations to the community sector and provided a background summary of the process taken with respect to funding to date for 2014-2015 base funding. He noted that the recommendations for the remaining allocations of 2014-2015 community funding will be presented to the Board for approval once the Ministry confirms the 2014-2015 funding and once LHIN staff have had an opportunity to examine all options.

Scott advised that he would like the Board to consider approving the full \$3.7 million at this time, and that the Board would in fact be approving at this meeting, a \$2.5 million annualized amount, recognizing that we are already six months into the fiscal year. He further noted that in October he would come back with plans for the remainder of the funds.

MOVED by Winston Isaac and SECONDED by Ken Topping, that:

The Board of Directors approve annualized funding of \$2,591,865 pro-rated for 2014-2015 not to exceed the total 2014-2015 allocation for this purpose to proceed with the implementation of services in the single, collaborative business case submitted by mental health and addictions service providers to improve access to community-based services.

CARRIED

MOVED by Suzan Hall and SECONDED by Ken Topping, that:

The Board of Directors approve an allocation to the Central West CCAC to address the five-day wait time targets for Personal Support and Nursing Services consistent with the total funding provided by the Ministry of Health and Long-Term Care in 2014-2015 for this purpose.

CARRIED

6.3 2014-2015 Second Quarter (Q2) Enterprise Risk Management Report (ERM)

Brock Hovey provided an overview of the 2014-2015 Second Quarter (Q2) Enterprise Risk Management (ERM) Report. He noted that based on approval of the 2014-2015 Q2 ERM Report, the Risk Summary (with Risk ID #3, Risk ID#14 and Risk ID #79) will be submitted to the Ministry of Health and Long-Term Care as part of the 2014-2015 Q2 Quarterly Report by September 30, 2014. As a result of the discussion, there was a request that all 48 Central West LHIN risks be brought back to the Board for review at the December Board Meeting.

Action: Brock Hovey

7.0 Fiduciary Dialogue

7.1 Verbal Update from Quality Committee Meeting of Monday, September 8, 2014

John McDermid provided an update on discussions at the Quality Committee meeting held Monday, September 8, 2014 and noted that plans for the G2G & Leadership Forum on Thursday, October 2nd are well in hand with approximately 85 participants registered for the event.

He advised that the Committee had reviewed the 2014-2015 Work Plan and the reformatted Committee Terms of Reference. He also noted that the Central West LHIN Complaints Process is now in place and all complaints will go to the full Board instead of the Quality Committee. Finally, John advised that the Committee had agreed that all future Quality Committee meetings will now commence at 6:00 p.m.

7.2 Verbal Update from Governance Committee Meeting – Thurs., September 11, 2014

Lorraine provided an update on discussions held at the Governance Committee meeting of Thursday, September 11, 2014 and noted that the Governance Committee was recommending Board approval of the following three documents:

- 2014-2015 Board Work Plan
- Standardized Template for Committee Terms of Reference
- Reformatted Governance Committee Terms of Reference

MOVED by Lorraine Gandolfo and SECONDED by Suzan Hall, that the 2014-2015 Board Work Plan, the Standardized Template for Committee Terms of Reference, and the reformatted Governance Committee Terms of Reference, be approved, as circulated.

CARRIED

7.3 2014-2015 Second Quarter (Q2) Report

Brock Hovey advised that the Q2 Report is due to the Ministry, and because the September Finance & Audit Committee meeting had been cancelled, the report was coming directly to the Board for approval. He then took Board Members through the various components of the report and a brief discussion followed.

MOVED by John McDermid and SECONDED by Ken Topping that the Central West LHIN Board of Directors approve the 2014-2015 Second Quarter (Q2) Report, as circulated.

CARRIED

7.4 Etobicoke General Hospital – Update

Suzan Hall provided a brief update on some of the fundraising activities that were underway at Etobicoke General Hospital to support the hospital expansion.

7.5 Procedural Guidelines – Board Delegation Template

John McDermid requested that the Governance Committee review the Board Delegation Request Form that is posted on the website, noting that it is quite outdated.

Action: Governance Committee

8.0 In-Camera Session

MOVED by Winston Isaac and SECONDED by John McDermid, that at 8:20 p.m., the Central West LHIN Board of Directors consider Matters of Public Interest in a Closed Session as set out by the Local Health Integration Act, 2006, s.9(5)(a), and further, that Scott McLeod, Brock Hovey, David Colgan, Michele Williams and Tom Miller be invited to stay for this portion of the meeting.

CARRIED

MOVED by Suzan Hall and SECONDED by Ken Topping, that at 8:45 p.m., the Central West LHIN Board of Directors' meeting be moved Out-of-Camera and back into the Regular Session.

CARRIED

9.0 Adjournment of Board Meeting

MOVED by John McDermid and SECONDED by Lorraine Gandolfo, that there being no further business for discussion, that the Central West LHIN Board of Directors' meeting of Tuesday, September 23, 2014 be adjourned at 8:45 p.m.

CARRIED

Maria Britto, Board Chair

Scott McLeod, Board Secretary