

BRIEFING NOTE
Toronto Central Local Health Integration Network
Board Governance and Nominations Committee Meeting
April 14, 2015

Agenda Item 1 & 2 – Welcome & Call to Order

The Toronto Central Local Health Integration Network (TC LHIN) welcomes the public to its open Governance and Nominations Committee meeting. Please refer to A Guide to Open Meetings of the Toronto Central Local Health Integration Network (LHIN).

Agenda Item 3 – Approval of Agenda

The Committee member(s) shall at this time in the meeting approve the agenda as circulated.

Agenda Item 4 – Declaration of Conflict(s)

The Committee member(s) shall at this time in the meeting declare any conflict(s) of interest in accordance with the LHIN Conflict of Interest Policy.

Agenda Item 5 - Approval of the Minutes of Meeting held on November 6, 2014

To be posted to website once approval made by Committee

Agenda Item 6 – Review Updated Board Bios

TOPIC: Toronto Central LHIN Board of Director Bios

PURPOSES OF THIS AGENDA ITEM:

For the Governance and Nominations Committee to review the Board members' bios.

BACKGROUND:

The Toronto Central LHIN implemented a new website late last year and the transition included a review of the governance section of the website. The review included the format of how governance materials are organized, etc.

As part of this work, it was suggested that the Governance and Nominations Committee consider a refresh of the Board bios for consistency of style and content. Management engaged a third party

writer to review the information, tone and length of the Boards' bios. It is the view of the writer that the Board bios, in their current form, do not require any major changes.

The amended bios are attached. (A tracked changes document and a clean copy are provided).

The writer suggested that Board members add a personal element to their bio e.g. why are they dedicating time to the LHIN/healthcare. Board members will be reviewing the amended bios for accuracy subsequent to the Governance Committee discussion.

MOTION

No motion.

Agenda Item 7 – Review Governance Policy Checklist

TOPIC: Annual Review of Toronto Central LHIN Governance Policy Checklist

PURPOSE OF THIS AGENDA ITEM:

For the Governance and Nominations Committee to review the updated governance policy checklist as part of their annual review and ongoing compliance with applicable regulatory requirements.

BACKGROUND:

The Governance and Nominations Committee's Terms of Reference includes overseeing the TC LHIN's compliance with governance related policies, directives and approved processes. A checklist reflecting the inventory of these elements is regularly reviewed by management and is reported to the committee on an annual basis.

The Board approved and signed a new Memorandum of Understanding (MOU) in September 2012. This MOU continues to be in force and was signed by the new Minister of Health in summer 2014. The checklist includes references to the obligations contained in the new MOU and the status of the development of applicable policy requirements.

Specifically, they are:

- New communication protocols between the LHIN and the Ministry. Work is underway for all LHINs to develop policies and processes to effectively manage these new requirements.
- Conflict of Interest Rules – the MOU included a change to the definition of 'senior designated positions' for the purposes of the COI rules. This amendment will require the COI rules to be updated and brought back to the Board for approval.

New in 2014, the LHINs were designated in 2014 as an agency that will be required to be in compliance with the Archives and Record Keeping Act. This will require all LHINs to have records management and retention schedules in place. A PAN-LHIN Committee is working on developing the

processes and tools for all LHINs to implement. The LHIN Specific Record Series is currently under review and pending approval by the Archives of Ontario. Once approved, the record retention program will be implemented at all LHINs.

TC LHIN's Senior Management Team, along with staff from their areas annually review the MOU to ensure that obligations of the MOU are embedded in TC LHINs policies and procedures. As a result, TC LHIN will be in full compliance with the LHIN obligations as set out in the MOU and ensured, from a governance perspective, through the Governance Checklist.

Motion

No motion required.

Agenda Item 8 – Options for Board Materials On-line

TOPIC: Toronto Central LHIN Use of Technology for Board and Board Committee Materials

PURPOSE OF THIS AGENDA ITEM:

Discuss a proposal to maximize the use of technology for the delivery of Board and Board Committee materials.

BACKGROUND:

The Toronto Central (TC) LHIN implemented a document management system (SharePoint) to improve the efficiency of business processes within the LHIN. As we continually look for innovative ways to save costs in all areas of the LHIN's operations, one area that could be focussed on is the delivery of Board and Board Committee materials.

The goal is to move the Board to operating with much less paper while improving members' access to information, efficiencies and reducing operating costs. We propose to implement this change in phases.

The proposal is to move towards the delivery of Board meeting materials for review through a SharePoint extranet.

The LHIN Shared Services Office (LSSO) is in the process of developing this extranet 'teamsite' utilizing the SharePoint platform. LSSO has asked the TC LHIN to be part of a two LHIN pilot to develop this site. As part of this pilot, other functionalities will be built into the collaborative space which will also provide Board members with meeting calendars, board expenses review and approvals and the delivery of other information materials that are currently sent through email.

The site will also give Board members easy access to documents they use on an ongoing basis that are currently distributed in paper format, e.g. orientation materials and policies. The portal will also allow members to quickly access past meeting materials.

In the first phase (May to September 2015), Board can anticipate receiving their materials electronically and if required, paper format.

In the second phase, beginning in October 2015, each Board member will receive an electronic device if needed, e.g. ipad or similar device and will receive and view all Board meeting materials electronically. Board members that have their own devices will be able to access the materials through the extranet with their password.

Each member would be required to bring the device to every meeting. While there would be an initial set up cost, this phase will substantially reduce administrative costs related to binders and paper, as well as staff time. Administrative staff resources will be redirected to other areas of the organization.

At the meeting, the Governance and Nominations (G&N) Committee will discuss the concept of utilizing a SharePoint extranet collaborative space, the plan overall as well as any other ideas about how we can use technology in a way that improves efficiencies and costs while ensuring Board members have the proper tools and information to confidently and easily fulfill their role.

Tanya English, Project Manager, LSSO will attend the meeting to discuss the approach to the pilot and provide further technical and functionality information to the Committee.

Agenda Item 9 – Annual Review of Board Orientation Program

TOPIC: Orientation Plan for Toronto Central LHIN Board Members

PURPOSE OF THIS AGENDA ITEM:

Information and input into planning for orientation of new Board members

BACKGROUND:

The Toronto Central LHIN has an established Board orientation program. The program has three components:

1. One on one meetings with Board Chair and CEO.
2. Presentation and discussions with CEO and Senior Management Team and Tour/meet and greet with staff.
 - a. LHIN Operations:
 - i. Presentation includes a comprehensive overview of the TC LHIN – including mandate, Strategic Plan, priorities and major initiatives, budget, significant issues, how we are structured, accountabilities.
 - b. TC LHIN Population, Profile and Providers
 - i. Focus on Health Links
 - ii. LHIN Overview Deck
 - iii. Diversity
 - c. TC LHIN Strategy

- i. Strategic Plan
 - ii. Community Transformation
 - iii. Strategic Advisory Committee
- d. Role of the LHIN (Provincial)
 - i. LHIN 101
 - ii. Review of LHISIA and other Key Legislation, e.g. Excellent Care for All Act
- 3. Member receives key documents for their review prior to their first Board meeting: LHIN 101, LHIN IHSP, Community Transformation deck, CEO quarterly report, Minister's Action Plan, TC LHIN Fact Sheets, TC LHIN Overview.
- 4. Board education is built into the Board work plan. This ongoing education includes;
 - o Sessions as part of public Board meetings,
 - o Tours of Toronto's health care system and communities (Community Experience Program)
 - o Meetings/sessions with stakeholders and patients.
- 5. Board Committee – Board Committee orientation is conducted by the Committee Chair and the senior staff support. This is an opportunity for the board member to consider their individual learning plans within the context of mentorship opportunities, specific knowledge of LHIN operations in relation to the governance role and broader governance training programs offered through partners including the Ontario Hospital Association.

Note: Board Committee orientation is planned once the new members' have been assigned to a Committee.

The Toronto Central LHIN welcomed three new Board members in late 2014. Given that their orientation program was recently experienced, the members were asked to provide their comments or suggestions on the current program. Overall, members expressed a very high satisfaction with the current program.

The following sets out their response:

- Suggestion to add a little bit more variety in the delivery format, for example, videos or interactive exercises.
- Add more discussion of the role of the LHIN, specifically around accountability of health service providers for funding, and,
- Put a more formal structure to the information session with the management team to facilitate a more holistic coverage of the most important LHIN topics and issues.

DISCUSSION:

The Committee will be asked to comment on and endorse the components of the Board orientation program and discuss any changes that could be implemented going forward, taking into account the feedback received from new Board members.

Agenda Item 10 – Other Business

To be tabled at the meeting.

Agenda Item 11 – Next Committee Meeting Date

September 16, 2015, 3 – 5 pm.

