

Approved Minutes

Champlain LHIN Board

February 27, 2008 -- 16:00h

204-1900 City Park Drive, Ottawa
Champlain LHIN Boardroom

Board members in attendance: Marie Fortier (Chair), Wilmer Matthews, Dr. Robert Bourdeau, Linda Assad-Butcher, Michael LeMay, Andrew Dickson, Gilles Lanteigne, Jo-Anne Poirier.

Regrets: Allison Griffith

Staff Members: Robert Cushman (Secretary & CEO), Suzanne Dionne, Jocelyne Contant, Sylvie Bleau (recorder)

The meeting was called to order at 16:05 and one minute of silence was observed.

1. Approval of Agenda:

There being no amendments, the agenda is approved as distributed.

MOVED: JA Poirier / SECONDED: L. Assad-Butcher
ALL IN FAVOUR

CARRIED

2. Declaration of Conflict of Interest:

L. Assad-Butcher declared working as a volunteer for one of the agencies included in the list of Aging At Home Expression of Interest retained.

3. Approval of Minutes – January 23, 2008:

There being no objection, the minutes are approved as presented.

MOVED: R. Bourdeau / SECONDED: W. Matthews
ALL IN FAVOUR

CARRIED

3.1 Business Arising

Clarification was made that the Governance Committee will review the Board's evaluation tool developed by other LHINs. Once approved it will be used for the Director's individual evaluation process at the Board Retreat in June 2008.

4. Generative Discussion: Planning for Regional Hospital System

R. Cushman presented an overview of the need to plan for a regional hospital system (see attached slide deck). Similar presentations and discussions have and will continue to take place with the hospitals in Champlain. Some hospitals are already moving ahead on this movement. The LHIN has already taken initial steps by establishing some central systems: EORLA and Diagnostic Imaging, which will each offer single a point of entry. Many health providers have demonstrated leadership and will be supported by the LHIN and eventually we will create a larger plan for a regional hospital system.

5. New Business

5.1 CEO's Report

- EORLA (Eastern Ontario Regional Laboratory Association): Announcement and release of the Third-Party Review came out;
- Chronic Disease Prevention and Management: Key meetings regarding diabetes and cardiovascular disease took place. Also, R. Cushman spoke at the Champlain Diabetes Network;
- Health Professional Advisory Committee: Members have been chosen and will be announced shortly via a press release. R. Cushman will share this announcement with the Board;
- Senior Director Position: Offer has been made;
- Hospital Annual Planning Submission: Negotiating process continues and S. Dionne will cover details in the in-camera session;
- Aging at Home: J. Contant will guide the Board on their decision later in the meeting;
- Pandemic Planning: Meetings with several agencies/networks continues. Main discussion is to determine leadership in such an event. It is a complex issue;
- Quebec/Ontario cross border health care: Media coverage over last week on CBC. Future meetings with l'Agence de santé will take place to discuss how Champlain LHIN can help. R. Cushman indicated that providing services to Quebec residents could also be favourable for some hospitals as it relates to certain services, i.e. child health and cardiac health;
- *Lunch and Learn* with Housing and Child Health: First of several *lunch and learn* took place at the LHIN and was available through videoconferencing. R. Cushman stressed that housing is one of the most important determinants of health;
- Champlain Medical Advisory Committee now has regularly scheduled meetings. R. Cushman participates.
- Interior Health Authorities – R. Cushman visited British Columbia's Health Authorities and will present his findings in a report to the Board.
- Regional Labour Council: R. Cushman's third meeting with this group in two years. Goal

is to provide them with overall update.

- Ottawa Academy of Medicine: R. Cushman attended the annual general meeting where OMA CEO Jonathan Guss presented the OMA perspective on LHINs.
- Staff Retreat: Senior Management is working to address the concerns addressed by staff to reduce workload;
- Media Interest Regarding MRI (Magnetic Resonance Imaging): R. Cushman will be interviewed for a follow up story on today's news, to address long delays with some hospitals. This difficulty stresses the need for a regional system, a single point of entry to improve access. R. Cushman also indicated that there will soon be an additional MRI in our region.

5.2 Approval of Extended Lease at City Park Drive

S. Dionne distributed and presented a summary of the need for expansion at the Champlain LHIN office, 1900 City Park Drive. A business case was submitted to the LHIN Liaison Branch last fall and recently approved. The Champlain LHIN is presently in the second year on a five-year lease. Confirmation was given that there is ability to renew the lease. Concern expressed by G. Lanteigne about the difficulty for the Board to support such decisions when the issues are not provided ahead of time with proper background information. In this case, particular attention should be paid to the risk evaluation component and consequences of renovations and lease expansion. R. Cushman agreed with concerns expressed regarding both the lack of time and information provided and explained that the LHIN Liaison Branch was initially taking care of these issues, but recently downloaded the responsibility to the LHINs and their Boards. It was agreed that these difficulties are experienced in start up mode and that all LHINs are facing similar issues regarding expansion. Further details about the lease and renovations will be shared with the Board as the project develops.

MOTION:

a) THAT the Board approve the Champlain LHIN office expansion plan in principle, as well as the estimated expansion and renovation costs as presented;

MOVED: A. Dickson / SECONDED: JA Poirier

ALL IN FAVOUR

ABSTAINED: G. Lanteigne

CARRIED

b) THAT the Champlain LHIN submit in writing to the LHIN Liaison Branch a request for approval to carry forward \$311,000 from our current fiscal 2007-08 LHIN Operating Budget, to fiscal year 2008-09.

MOVED: M. LeMay / SECONDED: L. Assad-Butcher

ALL IN FAVOUR

CARRIED

5.3 Chair's Report

- Aging at Home Innovation videoconference - February 20th: Was a success. Participation rate across the province was variable and Champlain LHIN opted for a smaller number of participants/representatives;
- February Meeting of the Chairs:
 - Presentation by F. Boileau, Commissaire des plaintes pour les services en français explained his role and relation to the French Language Services Act. He also stated the importance of the LHINs to work with francophone communities even in the absence of regulations governing planning entities. The Provincial Advisory Committee for Francophone Health Services is meeting with the Minister for the first time on February 27, 28. Work is continuing on the regulations. These latter issues will be discussed again with the Chairs at their meeting in February.
 - The Ministry has been given the green light to proceed with a province wide consultation on the planning entities. The working group will hold a conference call in the first week of March to discuss the next steps
 - HAPS: Chairs discussed the issues faced in their LHINs. Some systemic issues are common but there is also a mix of other issues with some very difficult situations;
 - Meeting with the Assistant Deputy Minister A. Brown: The impact of ministry processes on LHINs was discussed as well as the need for the LHINs and the ministry policy development process to be more integrated A. Brown will be visiting with Joint Chairs and CEOs at their meeting in March 2008.
 - Meeting with Minister's office staff to discuss budget process took place;
- CHEO Retreat:
 - This event ran smoothly. Agenda/participants were well prepared;
 - R. Cushman and M. Fortier participated;
 - Was an initial step in guiding CHEO towards a regional hospital system.
- Meeting with Le Réseau des services de santé en français will take place on March 5th to discuss an agreement between them and the Champlain LHIN;
- Conference of the associations of rural municipalities (ROMA-OGRA) – February 26th: M. Fortier attended the information sharing session with conference participants. There was good representation from various municipalities across Champlain and all the LHINs were represented by their Chairs or Vice-Chairs. Issues raised by local municipal leaders were as follows: status of hospital capital projects, long-term care beds in South Dundas, Family health team in Petawawa, relations with LHIN staff and Board members. Minister Smitherman delivered greetings to the group and mingled with individuals;
- Health Services in West Quebec: Opportunity to engage with l'Agence de santé de l'Outaouais. M. Fortier made an initial contact with local MP in West Quebec and with the CEO of the Outaouais hospital. An official meeting will be organised later in March or April by R. Cushman. Goal: To discuss the capacity for hospitals in Champlain to accept some Quebec patients;
- Provincial Aboriginal Advisory Committee: For our local level LHIN was allowed to carry over funding to start up this group.

5.4 Board Geographical Representation

Following the approval of the Fall Collaborative Governance Sessions' Report, as well as the agreement from the Board to designate Board Members as resource persons to the LHIN staff for each Community of Care, the Board was asked to consider this first draft for the Board geographical representation:

Region	Board Member
Renfrew	Wilmer Matthews and Michael LeMay
Arnprior/ West Carleton/ Leeds Grenville	Allison Griffith and Andrew Dickson
West Ottawa	Jo-Anne Poirier
Central Ottawa	Marie Fortier
East Ottawa	Gilles Lanteigne and Marie Fortier
Prescott Russell	Linda Assad-Butcher
Eastern Counties and Cornwall	Robert Bourdeau

The Board agreed to be identified as presented.

5.5 Committee & Work Group Reports

a) Change in Leadership

- **Governance / Nominations Committee and CEO Performance and Compensation Committee**

Following a request from Wilmer Matthews to step down from the position of Vice-Chair, some adjustments in the Board's positions were necessary. After consulting with some Board Members, the following changes were submitted for the Board's consideration and approval:

MOTION:

That the Board approve the following:

- Appoint to the position of Acting Vice Chair: Mike LeMay**
- Appoint to the position of Chair, Governance Committee and Nominations Committee: Mike LeMay**
- Appoint to the position of Chair, CEO Performance/Compensation Committee: Mike LeMay will continue in his lead role for one more year.**
- That M. Fortier communicate the official approval of the change in Vice Chair to Pierre Cyr, Minister's office, and request that an Order in Council be issued.**

MOVED: R. Bourdeau / SECONDED: L. Assad-Butcher
ALL IN FAVOUR

CARRIED

b) Audit Committee

• Report & Terms of Reference

G. Lanteigne presented a summary of the Audit Committee Report:

- a. Financial accountability policy framework: Work in progress, consultant hired to help. Meeting postponed as draft policies need to be reviewed internally prior to being presented to the Audit Committee;
- b. 2007-08 Financial Statements: See motions below.
- c. Terms of Reference: Corrections were suggested to responsibilities under numbers 11 and 17. See motions below.
- d. Meetings and Work Plan: Will be developed and presented to the Board at a later date.

Query was made whether the committee should be renamed Finance and Audit Committee. After discussion it was decided to rename Audit and Evaluation Committee as it better reflects its mandate.

MOTION:

THAT the Board adopt the change in the name and the revised Audit and Evaluation Committee Terms of Reference as corrected.

MOVED: JA Poirer / SECONDED: A. Dickson
ALL IN FAVOUR

CARRIED

• Approval of Auditor's Contract FY 2007-08

MOTION:

THAT the Board approve the Audit Plan presented by Deloitte on the following conditions:

- The contract with Deloitte be signed;
- The fees are congruent with the LHIN Shared Services Office (LSSO) agreement negotiated;
- Deloitte will provide Champlain LHIN a copy of the engagement letter with the Ministry MOHLTC for \$50,000.

MOVED: W. Matthews / SECONDED: L. Assad-Butcher
ALL IN FAVOUR

CARRIED

5.6 Aging at Home – Approval of Service Plans

J. Contant presented a summary of the process for approval of service plans (see slide deck) and commended J. Stevenson and C. Gagné-Rodgers. for their work. J. Contant explained that this is for the approval of Phase one of three as it is a three- year term strategy. There has been a lot of quality work prepared by service providers/community and various agencies have come up with innovative ideas.

Attendance Update: JA Poirier left at 6:30 p.m.

The Board commended staff for the great report presented and for all the background information provided. The following points were made:

- Questions posed regarding what kind of health promotion activities should be included in program development. Also, what kind of performance indicators should be developed. It was indicated that there will be one or two selected and evaluated for each group;
- Clarification was provided that written communication was sent to retained and complementary projects (groups 1 and 2). The third group's expressions of interests were not retained because of different factors and may perhaps be re-visited later. This third group was also informed in writing.
- Comment was expressed for the evaluators to be mindful of the following: That projects need to be directed mostly toward the service to the population and not toward the coordination effort. It was clarified that monitoring will be performed with project leads to ensure that the funding goes to the client/direct care. In some cases, it may be valid for some funding to go towards coordination effort. The LHIN will also work with the Consumer Advisory Group to ensure there is an improvement in the services provided.
- Monitoring will be performed by planning staff and J. Contant, as Project Lead. The monitoring system developed will be presented to the CEO and the Board. The system will strive to be efficient and not time consuming.

MOTION:

- a) **THAT the Board approve the following allocations as Phase 1 for 2008 -2009, up to the amounts stated and**

MOVED: A. Dickson / SECONDED: G. Lanteigne
ALL IN FAVOUR

CARRIED

- b) **THAT the allocation be conditional on the project partners signing a letter of agreement that includes LHIN approved performance measures.**

EOI #	Title	Amount
2	Access to Integrated Primary Health Team – Embrun	\$ 238 000
14	Expansion of 4 Supportive Housing – physically disabled seniors	\$ 195 000
29	Transitional Care	\$ 100 000
31	SH & Respite in Subsidized Housing	\$ 185 000
32	Crisis Bed for Seniors	\$ 70 000
40	Aging in Place	\$ 685 000
64	Integrated Regional Geriatric Emergency Management & Community Intervention & RC Geriatric Mobile Day Hospital (EOI 5)	\$ 1 075 000
72	Expansion of Day Program	\$ 45 000
83	Enhance SGMH Outreach Teams	\$ 320 000
90	Residence Montfort Renaissance	\$ 728 000
103	Assisted Living Fairfields (Eganville)	\$ 175 000
104	Senior Immigrant Engagement Program	\$ 58 000
108	Aging at Home Care Collaborative	\$ 275 000
112	Algonquins of Pikwaknagan Supportive Housing / Homecare	\$ 35 000

113	Expand CSS in Homes of FN Seniors from FN Health Providers	\$ 35 000
117	24 Hr Flexible In-Home Supportive Housing	\$ 325 000

MOVED: R. Bourdeau / SECONDED: W. Matthews
ALL IN FAVOUR

CARRIED

c) THAT the Board approves a motion for staff to pursue Phase 2 for Board's approval at the March 2008 Board Meeting.

EOI#	Title
5	GEM & Geriatric Mobile Day Hospital
16	Services of Homeless & Street Involved Seniors
17	ALC Transitional Care Program
33	Health and Wellness Clinics
39	Integrated Falls Program
52	Relief and Respite Supports for Caregivers of persons with dementia
60	Primary Care Outreach to Frail Seniors in Ottawa
61	ASHA Framework Consultant
62	Circle of Care – a Culturally Relevant Initiative for Aboriginal Seniors
69	Continuum of support / affordable supportive housing
70	Quick Response Unit Demonstration Project
74	Hospice Palliative & End of Life Network
82	15 – 20 Supportive Housing for Senior Homeless Women
91	Enabling Technologies in Caring for Elderly at Home
110	Website development for CSS Champlain

MOVED: M. LeMay / SECONDED: L. Assad-Butcher
ALL IN FAVOUR

CARRIED

5.7 Regional Equipment and Supply Chain Management

- **Integrated Supply Chain**

R. Cushman presented the first integration order for Champlain Integrated Supply Chain Management Services. Query was made as to why all hospitals are not involved in this order. It was clarified that some already have agreements in place. Integrated supply chain management is not only cost saving, but helpful in standardization purposes and managing inventory. It is a work in progress that will eventually involve more institutions and various other products. LHIN message to the non-participant agencies will be to encourage them to consider this integration as their present agreements expire.

MOTION:

THAT the Champlain LHIN Board of Directors support the voluntary integration initiative by Arnprior and District Memorial Hospital; Children's Hospital of Eastern Ontario; Montfort Hospital; Pembroke Regional Hospital; Queensway Carleton Hospital; SCO Health Service; and The Ottawa Hospital, to integrate and establish a Shared Services Organization responsible for their supply chain management

services.

MOVED: M. LeMay / SECONDED: W. Matthews
ALL IN FAVOUR

CARRIED

5.8 In-Year Reallocation

S. Dionne presented and distributed the revised proposal for the In-Year Reallocation that came from the CCAC budget surplus. The proposal presented is for the non-hospital sector. The hospital sector reallocation will be part of the HAPS process. Clarification was made that these proposals were selected from the urgent priorities submissions. It was noted that most of the funding is allocated to equipment and not services. It was stated that the reallocation process will be improved, and that next year surpluses will be identified earlier and reallocated to services rather than equipment.

MOTION:

WHEREAS the Champlain LHIN had identified an amount of \$519, 669 non-hospital sector surplus funds for reallocation, as of Q4 this fiscal year;

WHEREAS these projects (see attached) were selected from the urgent priority list;

RESOLVED THAT the Champlain LHIN Board of Directors approve these one-time projects as presented.

MOVED: L. Assad-Butcher / SECONDED: A. Dickson
ALL IN FAVOUR

CARRIED

MOTION:

That any remaining surplus be reallocated by the CEO if suitable projects are identified.

MOVED: W. Matthews / SECONDED: R. Bourdeau
ALL IN FAVOUR

CARRIED

MOTION TO MOVE IN CAMERA:

THAT 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:

Personal or public interest

to provide the Board with an update on Hospital Annual Planning Submissions that should be considered confidential at this time;

and further that the following persons be permitted to attend:

Sylvie Bleau
Robert Cushman
Suzanne Dionne

MOVED: M. LeMay / SECONDED: R. Bourdeau
ALL IN FAVOUR

CARRIED

5. **Motion to adjourn**

There being no objection, the meeting concluded at 20h50.

MOVED: R. Bourdeau / SECONDED: M. LeMay
ALL IN FAVOUR

CARRIED

Marie E. Fortier
Board Chair
Champlain Local Health Integration Network

Robert Cushman
CEO
Champlain Local Health Integration Network