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Approved Minutes – Board Meeting

February 22, 2017

Champlain LHIN Boardroom, 1900 City Park, Suite 500, Ottawa

Board Members in Attendance: Jean-Pierre Boisclair (Chair), Marie Biron (Vice-Chair), Randy Reid, Elaine Ashfield, Diane Hupé, Nick Busing, Wendy Nicklin, Pierre Tessier, Abebe Engdasaw

Regrets: Guy Freeman

Staff Members in Attendance: Chantale LeClerc, Elaine Medline, Eric Partington, Joanne Yelle-Weatherall, Cal Martell

Guests Speakers:

Janet Levere, Executive Director, Williamsburg Non-Profit Housing Corporation

Dr. JoAnn Harrold, Regional Medical Lead, Newborn

1 **Call to Order**

The meeting was called to order at 13:00.

2 **Conflict of Interest Declaration**

No conflict of interest was declared.

13:00-13:20 **In-Camera Session**

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:"

X Personal or public interest

To receive confidential information regarding the following items:

3.1 Approval of confidential minutes of January 25, 2017

3.2 Chair's Report

3.3 CEO's Report

AND further that the following individuals be permitted to attend for these items:

Chantale LeClerc

Elaine Medline

Eric Partington

Cal Martell

Moved: Randy Reid / Seconded: Elaine Ashfield

All in favour

Carried

BREAK(10 minutes) and return to the public session

4 Approval of Agenda

13:43

There being no objection, the agenda was approved as distributed.

Moved: Randy Reid / Seconded: Wendy Nicklin

All in favour

Carried

5 Welcome and Introduction / Chair's Report & In-Camera Report

The Board Chair welcomed Board Members and guests. Guests were reminded about the rules of engagement for the LHIN's public board meetings. Since the meeting was anticipated to be brief and there were no scheduled breaks, members of the public were informed that they would have a chance to engage with Board Directors and senior managers, as well as with each other at the end of the meeting. Participants were asked to introduce themselves.

Chair's Report:

The Chair's activity report was distributed to the Board. Jean-Pierre Boisclair introduced a new member to the LHIN Board, Abebe Engdasaw ([biography is available on our website](#)). As stipulated in the Patients First Act, 2016, the required number of board members to transition to the new LHIN organization is ten members. The Champlain LHIN is now meeting this requirement.

In-Camera Report:

The Chair reported that there was no decisions taken during the in-camera session. The Board discussed confidential matters related to the transition.

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CEO's Report

Chantale LeClerc provided additional comments regarding a few activities included in her monthly report:

- Although, the focus over the last month has been on preparing for the amalgamation with the CCAC, work has nonetheless continued in order to advance LHIN strategic priorities.
- Health service provider accountabilities agreements: The LHIN is presently renegotiating all agreements with health service providers. This activity mobilizes a great number of LHIN staff. Renewed agreements will be discussed with the Board prior to their execution unless there are issues or proposed changes to the agreements.
- Funding for hospitals: The LHIN is in receipt of preliminary results of the funding formula for hospitals for the 2017/18 fiscal year. More details will be provided to the Board once the final results are received, likely following the tabling of the provincial budget.
- Opioid situation in Champlain: The Board was informed that the LHIN is involved in community discussions about the current situation involving substance use and opioid overdose among youth. The LHIN is working closely with public health and other partners to determine what additional strategies are required.
- Clarification is provided regarding the new representative of Health Force Ontario housed at the Champlain LHIN office and the role these representatives have with LHINs. These individuals have been instrumental in supporting physician recruitment activities. It is anticipated their roles will evolve to supporting the LHINs in their planning and performance monitoring responsibilities for primary care. They will also have an active role with the LHIN team to shape the evolution of the sub-regions.

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Consent Agenda Items

There being no objection, the item listed under the consent agenda is approved as distributed:

- Minutes of January 25, 2017

Moved: Wendy Nicklin / Seconded: Elaine Ashfield

All in favour

Carried

NEW BUSINESS

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Voluntary Integration of Community Support Services: Williamsburg Non-Profit Housing Corporation and Home Support Services – Morrisburg and District

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Janet Levere, WNPHC's Executive Director, and Colleen Taylor, Champlain LHIN Senior Accountability Specialist, presented the rationale behind the proposed integration, and steps undertaken to date. The integration would have Williamsburg Non-Profit Housing Corporation (WNPHC) absorb Home Support Services – Morrisburg and District's (HSSMD) volunteers, employees and responsibility for serving their existing clients. HSSMD would then be dissolved ([see slide deck available in the February 22nd board meeting package](#)).

Home Support Services – Morrisburg and District is a small LHIN-funded provider with a mandate to offer Meals on Wheels in South Dundas. Williamsburg Non-Profit Housing Corporation is a larger LHIN-funded provider with a mandate to offer a variety of health care services in South Dundas, including Meals on Wheels, client transportation, adult day programs, caregiver support and more. Many clients receiving Meals on Wheels from HSSMD were also receiving other services at WNPHC.

Over the last year, the two agencies worked together to find the best way to ensure quality services were sustained for people in their community. After each agency completed its due diligence, guided by the LHIN-Health Service Provider Governance Resource and Toolkit for Voluntary Integration Initiatives, including engagement with their clients and community, they concluded that a voluntary integration was the best option.

During the question period additional information was provided regarding the following:

- Community engagement activities and consultations that have taken place with volunteers of both agencies.
- Some of the current challenges of the organizations will be addressed with the integration.
- In the business plan for the integration, WNPHC has addressed the increased workload in order to respond to the needs of the community.

MOTION:

Be it resolved that the Champlain LHIN Board of Directors will not issue an integration decision, thereby allowing the voluntary integration of Williamsburg Non-Profit Housing Corporation and Home Support Services - Morrisburg to proceed after the required 90-day period.

Moved: Pierre Tessier / Seconded: Marie Biron

All in favour

Carried

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The Ottawa Hospital: Pre-Capital Submission for the Neonatal Intensive Care Unit Project

Dr. JoAnn Harrold, Division Head for Newborn Care at The Ottawa Hospital and Champlain LHIN Newborn Care Lead, and Elizabeth Woodbury, Champlain LHIN Director of Health System Accountability, presented the pre-capital proposal ([see slide deck available in the February 22nd board meeting package](#)).

The goal of this renovation project is to enlarge the area of the Neonatal Intensive Care Unit (NICU) at the General Campus and create 24 single-patient neonatal intensive care rooms that meet current standards, parent sleep rooms, support services spaces, and a central nurse's station. This project will also upgrade infrastructure (e.g. emergency power, air handling) all to ensure premature babies have the best possible outcomes.

These renovations address important quality and safety issues in the medium term. A longer-term, previously proposed development of a fully-integrated critical care unit would still be considered, as part of a new maternal-newborn centre for our region. LHIN staff has reviewed the proposal and recommends its endorsement.

During the question period clarifications were provided regarding the following points:

- The displacement plan and mitigation strategies are in place for the services being relocated and will not require the submission of additional capital projects.
- The size of the unit will address, for the next 20 years, the demand of the growing population as well as space requirement for new technologies.
- The existing operational budget will support the expanded unit.
- The consolidation of maternal newborn services is still the optimal objective.
- This project is ranked as a top priority along with other capital projects at the Ottawa Hospital (breast health; stem cell; and Civic Campus redevelopment).
- This project will not need to be reviewed again by the LHIN Board through the other stages of the capital process, unless there is a change in the project. The LHIN CEO has the required authority to endorse future planning stages of the project.

MOTION:

Whereas the LHIN staff has reviewed The Ottawa Hospital's pre-capital submission for the redevelopment of the Neonatal Intensive Care Unit at the General Campus and has found that it demonstrates consistency and strategic fit with LHIN priorities and that the program and service elements are aligned with the provider's present and future role in the Champlain health care system,

Be it resolved that the Champlain LHIN Board of Directors endorses the program and service elements outlined in The Ottawa Hospital pre-capital submission for the Neonatal Intensive Care Unit at the General Campus.

Moved: Randy Reid / Seconded: Marie Biron

All in favour

Carried

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Patients First Update

Jean-Pierre Boisclair provided a progress report of activities that have or will be taking place related to the transition. The following points are noted:

- Several contractual documents will require Board approval prior to transition, such as a revised Memorandum of Understanding, a revised Ministry LHIN Accountability Agreement, the Minister's Mandate Letter and the Board's Readiness Declaration. These documents will be tabled at the Board meeting on March 22, 2017. It is noted that an additional Board meeting will be added to the schedule at the end of March in order to finalize approval of these documents.
- On March 22nd, the CCAC Board Chair and CEO will provide a presentation to the Board that will include a status report on home and community care and a summary as well as the presentation of a handbook to assist the LHIN Board in overseeing its new responsibilities.
- Another item for the March agenda will be for the Board to review the readiness assessment report and conclude its due diligence.
- A board education session regarding home and community care is scheduled for March 13. Further board education sessions related to the new LHIN responsibilities will be added to the calendar for 2017-18 as needed.
- The Board also expressed interest in learning more about home and community care through the lens of a care coordinator. **ACTION: Jean-Pierre Boisclair will follow up with the CCAC Board Chair regarding this request.**
- Clarification is provided that the LHIN is confident that it will be able to achieve the goal set by the Ministry of Health and Long Term Care and realize the 8% net saving on its administrative budget for fiscal 2017-2018.
- The Champlain LHIN hopes to be one of the first LHIN to proceed with the transition. It is anticipated that a transfer order from the Minister will be issued early in April specifying our transition date.
- The transition of the back office services for the renewed LHINs has taken place on March 1, 2017. Health Shared Services Ontario (HSSO) will provide services to LHINs such as assistance and expertise regarding human resources, communications, IT, etc.

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Board Committee Stewardship Reports and Matters Arising Therefrom:

15:14

- **Governance**

Randy Reid, chair of the committee, provided a summary of the January 11th meeting and tabled motions for Board approval. Meeting material were previously distributed to the Board.

Revised drafts of LHIN Bylaws #1 and #2 were reviewed by the committee and presented to the Board.

SPECIAL BOARD RESOLUTION:

Be it resolved that Bylaw #1 and #2, as drafted and presented at this meeting, are hereby approved; and that the Board Chair is authorized to convey the amended Bylaws to the Minister. It is understood that the effective date of the amended Bylaws will be on the day they receive ministerial approval.

Moved: Randy Reid / Seconded: Marie Biron

All in favour

Carried

MOTION:

The Governance/Community Nominations Committee recommends the Board approve the Board Charter as presented:

Moved: Randy Reid / Seconded: Wendy Nicklin

All in favour

Carried

It is noted that the common terms of reference document was further amended during the Board meeting: Under section 3.3, the last bullet should read: "*The Finance and Audit Committee will provide, on an annual basis, an annual report to the Board*". **ACTION: Sylvie Bleau.**

MOTION:

That the Governance/Community Nominations Committee recommends the Board approve the Common Terms of Reference as amended:

Moved: Pierre Tessier / Seconded: Diane Hupé

All in favour

Carried

MOTION:

That the Governance/Community Nominations Committee recommends the Board approve the Terms of Reference for the committee as presented.

Moved: Elaine Ashfield / Seconded: Pierre Tessier

All in favour

Carried

• **French Language Services**

The committee did not meet last month and there is no further information to share except to schedule a board-to-board meeting with Le Réseau and Champlain LHIN board representatives.

Pierre Tessier will consult with the Chair of Le Réseau to identify a date, draft the agenda and identify participants. **ACTION: Pierre Tessier.**

- **CEO Performance Evaluation & Compensation**

The committee did not meet last month, but Jean-Pierre Boisclair reported that the CEO performance evaluation process has been launched via an electronically questionnaire for the Board. Also, interviews will be conducted by members of the committee with sixteen health service providers and stakeholders. A report will be presented to the CEO Performance Evaluation and Compensation Committee and to the Board in April. Questions were answered regarding the revised CEO job description. This document will be shared with the Board at a later date.

- **Finance & Audit**

Randy Reid, acting chair at the last meeting of the Finance and Audit Committee (February 2, 2017) presented a summary and tabled motions for Board approval. Meeting materials were previously distributed to the Board.

Some of the meeting highlights were noted: The introduction of an improved report regarding health service providers' funding allocations. Also, the approval of the audit plan for fiscal year 2016-2017 was tabled for approval. The audit will take place in April and the auditors' report will be tabled for Board approval in May 2017. The LHIN anticipates being in a balanced or slight surplus position by the end of fiscal year. Questions are answered regarding a few long-term care redevelopment projects that are on hold. It is noted that a Board education session will be scheduled in the next fiscal year to provide an update regarding long term care and the redevelopment strategy.

MOTION:

That the Finance and Audit Committee recommends the Board approve the quarterly reports, under the Board's consent agenda, as presented:

- **Cash Advance (2016-17 Q3)**
- **Capital Planning (2016-17 Q3)**
- **Health Service Provider Allocation (2016-17 Q3)**

Moved by: Randy Reid / Seconded by: Wendy Nicklin

All in Favour

Carried

MOTION:

That the Finance and Audit Committee recommends the Board approve the audit plan as presented.

Moved by: Randy Reid / Seconded by: Elaine Ashfield
All in Favour
Carried

MOTION:

That the Finance and Audit Committee recommends the Board approve the following report:

- **LHIN Operation Report (2016-17 Q3), as presented**

Moved: Randy Reid / Seconded: Marie Biron
All in Favour
Carried

MOTION:

That the Finance and Audit Committee recommends the Board approve the work plan 2016-2017 as presented.

Moved: Randy Reid / Seconded: Nick Busing
All in Favour

12 Other Business

There is no other business tabled.

13 Adjournment of Meeting

There being no objection the meeting adjourned at 3:55.

Moved by: Elaine Ashfield

Jean-Pierre Boisclair
Chair, Board of Directors
Champlain Local Health Integration Network

Chantale LeClerc
CEO
Champlain Local Health Integration Network