

Approved Minutes

Champlain LHIN Board
June 25, 2014 - 1:00 p.m.

Guelph University – Alfred Campus
31 St. Paul Street, Main Building, Room: J. André Demers

Board Members in Attendance: Wilbert Keon (Chair) Jocelyne Beauchamp, David Somppi, Alexa Brewer, Marie Biron, Yvonne Boyer, Elaine Ashfield, Linda Keen.

Regrets: Randy Reid.

Staff Members in Attendance: Chantale LeClerc (CEO), Maureen Taylor-Greenly, Cal Martell, Elaine Medline, Brian Schnarch, Kevin Barclay, Rod Olfert, Jessica Searson, Josée D. Charbonneau.

Guests:

Dr. Suzanne Fillion, Director, Mental Health & Addictions Community Services, Hawkesbury & District General Hospital
Jacinthe Desaulniers, Executive Director, Le Réseau des services de santé en français de l'est de l'Ontario.

**One Minute of Reflection / Silence
Welcome & Introductions**

The meeting is called to order at 1:06 p.m.

One minute of silence is observed. Dr. Keon asks members of the public to introduce themselves. Dr. Keon and Jocelyne Beauchamp welcome observers in both official languages and remind them about the rules of engagement of our public board meeting. Also, observers are reminded of the twenty-minute scheduled break during the meeting, providing members of the public and Board Directors time to engage with each other and for Board Directors to answer questions

Approval of Agenda:

Changes are proposed to the agenda for the in-camera session:

Add: To receive confidential information from the Chair's Report

Add: To receive confidential information from the Finance & Audit Committee

Remove: Report from the Performance Evaluation and Compensation Committee

There being no further revision, the agenda is approved as amended.

MOVED: David Somppi / SECONDED: Linda Keen
ALL IN FAVOUR

3. Declaration of Conflict of Interest:

- D. Somppi declares a possible conflict of interest regarding Pricewaterhouse Coopers.

4. Consent Agenda

There being no request submitted by the Board to remove items from the consent agenda and no question previously expressed, the following motion is tabled for approval:

MOTION:

That the Champlain LHIN Board of Directors approves the items listed under the consent agenda as distributed:

- 4.1 Board Minutes, May 28, 2014 To approve draft minutes as distributed.
- 4.2 Annual Report 2013-14 Narratives – Operations/Senior Management To approve the annual report narratives as distributed.
- 4.3 Board Education Sessions and Retreats Schedule 14-15 – Governance Committee To approve the schedule of board education sessions and retreats as distributed.
- 4.4 Enterprise Risk Management Policy – Governance Committee To approve the policy as presented.
- 4.5 Board Orientation Guidelines – Governance Committee To implement the recommendations as per LHIN Leadership guidelines.
- 4.6 Annual Review Board & Committees work plans and terms of reference – Governance Committee: To approve all revised work plans and terms of reference as distributed.

MOVED: Jocelyne Beauchamp / SECONDED: Yvonne Boyer
ALL IN FAVOUR

CARRIED

5 Build a strong foundation of integrated primary, home and community care

5.1 Health Links Update: Profile of Patients with High Needs for Health Links

1:10- 1:45 Brian Schnarch, Director of System Performance & Analysis, presents a status update on the development of Health Links across Champlain. He reviews data related to population statistics and patients with high needs in the ten Health Links in Champlain ([see slide decks posted on the website](#)). A common definition of patients with high needs was developed and will help Health Links understand who these patients are and the health services they need. It will also help Health Links to develop and prioritize their work plans and complete their readiness assessments and business plans.

During the question period discussion ensues regarding residents of long-term care homes and Health Links data, as well as the pattern of health status of clients in urban vs. rural areas. Confirmation is provided that Health Links are sharing best practices to help with their implementation through the Health Links Coordinating Council.

6 Improve coordination and transitions in care

6.1 Update: Mental Health & Addictions Strategic Plan.

1:45- 2:34 Kevin Barclay and Rod Olfert, Senior Integration Specialists with the Champlain LHIN, as well as Dr. Suzanne Filion, Director of Mental Health & Addictions Community Services, Hawkesbury & District General Hospital, present an update on the three-year action plan for Mental Health and Addictions ([see slide decks posted on the website](#)). A number of goals from the plan have been addressed by the Champlain LHIN during the first year of the plan. Details are provided regarding the new transitional case management, as well as other investments and strategies implemented that decreased wait times, provided smoother transitions for clients between agencies, and provided a higher quality of care.

Dr. Filion provides details regarding the integrated model of care offered in Prescott-Russell.

During the question period, comments are made regarding the need to continue to improve the relationship between primary care and mental health and addictions sectors; regarding investments and the significant progress made to the mental health and addictions sector in recent years; and the impact of opioids on the health care system.

7 Increase coordination and integration of services among hospitals

There is no item under this priority presented today.

2:35 -2:55

B R E A K

8 Enable our vision

8.1 Approval of Community Engagement Report 2013-14 and Plan for 2014-15

2:55-3:20 Jessica Searson, Community Engagement Coordinator, presents the report for 2013-14, as well as the proposed engagement plan for 2014-15 ([see slide decks posted on the website](#)).

A summary of community engagement statistics and activities undertaken in 2013-14 is presented, as well as a summary of statistics related to concerns and enquiries made to the LHIN during the last fiscal year. Finally, some of the outcomes and key findings of the report are highlighted.

Jessica Searson provides an overview of the goals identified in the community engagement plan for 2014-15. These are:

- Foster a better understanding of the LHIN in support of its person-centered programs;
- Engage local communities and advance key result areas for health-system change
- Collaborate with providers and partners to improve community-engagement practices

The community engagement plan 2014-15 will be posted on the website shortly.

MOTION:

Whereas the LHINs have a legislated obligation to engage their communities when developing priorities and plans,

Whereas the LHIN has designed its Community Engagement Plan to support the achievement of the Integrated Health Service Plan 2013-16 key result areas and health improvement initiatives of the Annual Business Plan 2014-15,

Be It Resolved that the Board approve the proposed Community Engagement Plan 2014-15.

MOVED: Alexa Brewer / SECONDED: Elaine Ashfield
ALL IN FAVOUR

CARRIED

8.2 Committee Report: French Language Services

3:20-3:55 Jocelyne Beauchamp, Chair of the French Language Services Committee, presents a summary of the last two meetings and some of the Committee's recommendations for Board discussion and approval. It is noted that these meetings focused on developing and finalizing a policy for the Board regarding French language services. The other highlight was the approval of the Joint Action Plan report for 2013-14, as well as the plan for 2014-15 developed collaboratively with the South East, Champlain LHINs and Le Réseau des services en français de l'est de l'Ontario ([see slide decks posted on the website](#)).

- French Language Policy of the Board: The policy is reviewed. It is noted that it applies to the Board and that another operational policy will be developed for LHIN staff. The purpose of the policy is to ensure that the Board fully meets its obligations as a government agency under the French Language Services Act and the Local Health System Integration Act. It involves several aspects such as board representation, communication with the public and board meetings, as well as community engagement and integration activities.

MOTION:

Be it resolved that the Board approves the *French Language Services Policy of the Board* as presented today and as recommended by the French Language Services Committee

MOVED: Jocelyne Beauchamp / SECONDED: Marie Biron
ALL IN FAVOUR

CARRIED

- Joint Action Plan 2013-14 report and 2014-15 plan are presented by Josée Charbonneau, French Language Services Coordinator at the LHIN and Jacinthe Desaulniers, Executive Director of Le Réseau des services en français de l'est de l'Ontario. The 2014-15 plan has five objectives:
 - Improve the quality of data to better inform health planning
 - Strengthen Francophone engagement in planning health services
 - Include the Francophone perspective in regional planning
 - Improve the active offer of French-language health services through designation.
 - Measure the impact of our actions on French-language health services.

During the question period it is clarified that an education session is planned later this year regarding the designation process for health service providers. The session will provide an update on the number of designated agencies in Champlain.

ACTION: In the meantime, Chantale LeClerc will share with the Board a list of agencies designated and the three-year plan for future designations.

MOTION:

That the Champlain LHIN Board approve the Joint Action Plan 2014-15 between the Champlain and South East LHIN and Le Réseau des services de santé en français de l'est de l'Ontario.

MOVED: Jocelyne Beauchamp / SECONDED: Alexa Brewer
ALL IN FAVOUR

CARRIED

8.3 Committee Report: Finance & Audit

3:55-4:05- Marie Biron, Chair of the Finance & Audit Committee, presents a summary of the meeting of May 20, 2014 and tables a few motions for Board approval:

- In the 2013-14 work plan of the Finance & Audit Committee, one priority was identified for the Board to review the weights assigned to criteria used for LHIN decision making. Maureen Taylor-Greenly, Senior Director of Health System Performance, provides background on the review that took place over the last few months with input from the Board. It is noted that these weights are used in the decision making tool and that they will be reviewed annually. The decision making framework, developed in 2010, is used across most LHINs, and utilised in various circumstances. One of these circumstances is to help staff prioritize funding allocations.

MOTION:

That the Board approves the weighting for decision-making criteria for 2014-15 as presented and recommended by the Finance and Audit Committee.

MOVED: Marie Biron / SECONDED: Linda Keen
ALL IN FAVOUR

CARRIED

Other quarterly reports are presented. The Board is reminded that the quarterly report entitled *Measuring our Accomplishment* will no longer be issued. The next quarterly report for Q1 will be in a new format and will include more timely data. The new report/scorecard will blend performance and risk into one report; it will be outcome focused and include 51 performance indicators. The first scorecard report should be presented to the Board in August.

MOTION::

That the Board approves the following reports for the fourth quarter as recommended by Finance and Audit Committee:

- *Measuring our Accomplishments*, as presented
- The Financial Report, as presented;
- Use of Consultant Report, as presented

MOVED: Marie Biron / SECONDED: Elaine Ashfield
ALL IN FAVOUR

CARRIED

Marie Biron highlights a tighter operational budget for 2014-15. It is also noted that it includes better forecasting. It is noted that adjustments to the operational budget may be necessary once the provincial budget is approved and directives from the Ministry are provided to the LHINs.

MOTION:

That the Board approves the 2014-15 Operational Budget as presented and recommended by the Finance & Audit Committee.

MOVED: Marie Biron / SECONDED: Yvonne Boyer
ALL IN FAVOUR

CARRIED

8.4 Committee Report: Governance

4:05-4:10 Linda Keen, Chair of the Governance Committee, presents a summary of the meeting of May 7, 2014. It is noted that several motions from the Committee have been approved earlier through the consent agenda (see page 2, consent agenda approval, items #4.4 – 4.6). It is also noted that one motion was previously approved unanimously by electronic vote earlier this month:

- *That the Board approves the topics and schedule for public board education sessions and for board mini-retreats as distributed for 2014-15.*

Linda Keen presents the committee's suggestions as it relates to the review of board meeting logistics and transparencies. Discussion ensues and the board agrees with the following:

MOTION:

Whereas the Governance committee proceeded with an annual review of Board meeting logistics;

Whereas the Champlain LHIN Board already implements several best practices recommended by the LHIN Leadership Council;

Be it resolved that the Board:

- 1) Explore possibilities of webcasting meetings of the Board when possible to increase access; and
- 2) Share public board meeting documents through our website as they are available to Board Members.

MOVED: Linda Keen / SECONDED: Yvonne Boyer
ALL IN FAVOUR

CARRIED

8.5 Committee Report: CEO Performance Evaluation and Compensation

4:10-4:15 David Somppi, Chair of the CEO Performance Evaluation and Compensation Committee, presents a summary of the meeting of May 28, 2014. It is noted that the LHIN Leadership Council toolkit relating to CEO performance review was approved by the Board earlier, but had not yet been implemented. It is noted that an electronic vote by the Board took place earlier this month regarding the adoption of the CEO evaluation process/policy. The vote was approved unanimously by the Board in favor of the process and policy presented:

- *That the CEO Performance Evaluation and Compensation Committee recommends the Board approves the evaluation process for the CEO for fiscal year 2013-14 as stated in the LHIN Leadership toolkit and policy attached.*

The on-line evaluation of the CEO performance started shortly after this vote. Results will be presented to the Board at the next Board meeting in August 2014.

8.6 Other Verbal Reports

4.15-4:20 Linda Keen and Alexa Brewer present brief verbal reports regarding conferences they attended in recent weeks. It is suggested that content of the conference *Effective Governance Collaboration to Advance Integration* should be the topic of a future generative discussion at the board level.

ACTION: Chantale LeClerc will add this suggestion to the list of topics for future board retreats /education sessions.

8.7 Chairs Report

Time Allotted: 4:20-4:25
Dr. Keon shares a few comments regarding his presentation at the annual general meeting of The Good Companions, and regarding his teleconference with LHIN Chairs. The next meeting of LHIN Chairs will be in September.

8.8 CEO's Report

Time Allotted: 4:25-4:30
Chantale LeClerc tables her monthly report previously distributed to the Board. There is no question regarding the report.

MOTION:

That the Board of Directors approves the CEO monthly report for the period of May 17 to June 13, 2014 as presented.

MOVED: Jocelyne Beauchamp / SECONDED: Alexa Brewer
ALL IN FAVOUR

CARRIED

9

MOTION TO MOVE IN CAMERA:

Time Allotted: 4:35-5:15
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*
- X *Personnel matters*

1. To approve confidential minutes from March 26, 2014;
2. To receive confidential information from the Finance & Audit Committee;
3. To receive confidential information from the Chair's Report
4. To receive confidential information related to the CEO's Report;

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

Chantale LeClerc
Sylvie Bleau
Maureen Taylor-Greenly
Cal Martell
Elaine Medline

MOVED: David Somppi / SECONDED: Linda Keen
ALL IN FAVOUR

CARRIED

The Chair has no issue to report in the public meeting regarding business conducted during the in-camera session and the Board agrees with the business conducted and information received. The Board also agrees that it is in the best interest of the Champlain LHIN that the business conducted and actions taken during the in-camera session are not to be reflected in the public minutes.

There being no further business the meeting is adjourned at 5:15 p.m.

MOVED: Marie Biron / SECONDED: Alexa Brewer
ALL IN FAVOUR

CARRIED

Wilbert Keon
Chair, Board of Directors
Champlain Local Health Integration Network

Chantale LeClerc
CEO
Champlain Local Health Integration Network