

# South East Local Health Integration Network

## Board of Directors Meeting No. 22

Monday August 28<sup>th</sup>, 2006 – 9:30 am to 1:00 pm  
At 48 Dundas Street West, Belleville

### MINUTES

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**Present:** Georgina Thompson, Chair; Florence Campbell, Vice Chair; Ken McBain; Gaye McGinn; John Groves; Balu Patel; Margaret Werkhoven; Ian Wilson (quorum) and Paul Huras

**Recorder:** Jacqueline Prospero

**Regrets:** Tom Rankin

**Guests:** Sherry Kennedy (Sr. Director Performance, Contracts & Allocations); Paula Heinemann (Office Manager)

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**1. Call to Order and Chair's Remarks**

The Chair called the meeting to order at 9:36 am.

**2. Conflict of Interest Declaration**

All members confirmed no conflicts.

**3. Approval of the Agenda**

The Agenda was approved as circulated.

Moved by: G. McGinn  
Seconded by: M. Werkhoven  
Carried

**4. Approval of Minutes of August 14<sup>th</sup>, 2006, Board Meeting #21**

Approval of the minutes from Board Meeting # 21 – August 14<sup>th</sup>, 2006.

Moved by: K. McBain  
Seconded by: M. Werkhoven  
Carried

**5. Business Arising:**

a. Chair's Update – G. Thompson

i. Board Meetings going forward till July 2007

- The board agreed to the list of dates presented to them at this meeting (a copy of the schedule is attached and forms part of these minutes)

b. Governance (standing item) – F. Campbell – 30 mins

i. Approval of the Governance Committee Terms of Reference

- The members of the board approved the Terms of Reference as amended.

Moved by: F. Campbell  
Seconded by: M. Werkhoven  
Carried

ii. Recommendation regarding Collaborative Governance Development Team

- F. Campbell briefly reviewed the documentation provided to the board.
- Board members agreed that this type of team would be very beneficial for our organization.

Moved by: F. Campbell  
Seconded by: K. McBain  
Carried

iii. Recommendation regarding a Letter to Board Chairs

- F. Campbell briefly reviewed the documentation provided to the board.
- P. Huras and S. Kennedy provided clarification about the sector selection item mentioned in the letter and the members discussed the issue.
- Members agreed that this approach to securing membership would be very beneficial to our organization with minor changes and a copy of the letter will be sent to boards of our health service providers.

Moved by: F. Campbell  
Seconded by: K. McBain  
Carried

c. Board Activities / Committees Template – P. Huras (attached)

- G. Thompson requested changes to the title and members of the Community Nominating Committee. The committee should read Nominating Committee and include G. Thompson and I. Wilson plus three community members to be determined.

**Additions – OTHER**

Mileage / Meal Reimbursement Changes – P. Heinemann / P. Huras

- P. Huras provided the members with an update on how the Ministry of Health and Long-Term Care has adjusted the current reimbursement rates for mileage and meal allotments.
- P. Heinemann confirmed with members how they should submit expense reports regarding the new change in rates. Expense reports for August should be from August 1<sup>st</sup> – 13<sup>th</sup> and then the 14<sup>th</sup> onwards.
- Meal reimbursements will follow the guidelines in the provided document and that the maximum reimbursement for meals not be more than \$40 per day.
- The board approved travel expenses to be reimbursed at a rate of \$0.41 per Kilometre.

Moved by: K. McBain  
Seconded by: B. Patel  
Carried

Policy Changes – K. McBain

- K. McBain provided a follow up to the document that was provided at the last board meeting regarding ethics, reimbursements, etc.
- K. McBain will provide a questionnaire to the members requesting feedback for discussion at the September 18<sup>th</sup> meeting.

Ad Hoc Committee re: Public Meetings – G. Thompson

- The board agreed that requests for delegation should be reviewed by an ad hoc committee.
- The members discussed how this committee should be set up and agreed that the following individuals be members - F. Campbell, G. Thompson, M. Werkhoven and P. Huras.
- The members agreed that this committee would be responsible for only helping to provide control to the requests for time on the board's agenda going forward from a public perspective.

The board moved into "in camera" in order to discuss personnel issues.

Motioned: M. Werkhoven  
Seconded: K. McBain  
Carried

The members returned from in camera at 11:55 am and agreed that the members would follow the recommendations provided and that P. Huras will provide the members with a letter from the organizing parties to confirm the items in question.

Motioned: I. Wilson  
Seconded: B. Patel  
Carried

**6. Date, time and location of next meeting:**

Monday September 18<sup>th</sup>, 2006 – 9:30 am – SE LHIN Belleville Offices

Future meetings:

Monday October 2<sup>nd</sup>, 2006 – 9:30 am – SE LHIN Belleville Offices

Monday October 23<sup>rd</sup>, 2006 – 9:30 am – SE LHIN Belleville Offices

Monday November 13<sup>th</sup>, 2006 – 9:30 am – SE LHIN Belleville Offices

Monday November 27<sup>th</sup>, 2006 – 9:30 am – SE LHIN Belleville Offices

Monday December 18<sup>th</sup>, 2006 – 9:30 am – SE LHIN Belleville Offices

**7. Adjournment**

The meeting was adjourned at 12:40 pm

Motioned: I. Wilson

Noted departures:

## Board Activities & Committees Template

### Board Committees:

Member	Ad Hoc Committee	Governance Committee	CEO Performance	Finance Committee		
G. Thompson	Y		Y			
F. Campbell	Y	Y	Y			
J. Groves		Y		Y		
K. McBain				Y		
G. McGinn		Y				
B. Patel				Y		
T. Rankin		I	Y	Y©		
M. Werkhoven	Y	Y				
I. Wilson			Y			

### Committees that involve Board Participation:

Member	Audit Committee	IHSP Steering Committee	Health Professionals Advisory Committee	Nominations Committee	Community Engagement		IHSP RFP Selection Committee
G. Thompson				Y			
F. Campbell							
J. Groves					Y		
K. McBain	Y©		I				
G. McGinn	Y		I		Y		
B. Patel		Y			Y		Y
T. Rankin		Y			Y		
M. Werkhoven			I				
I. Wilson	Y	Y		Y			Y

#### **Legend:**

I = Interest

Y = Member

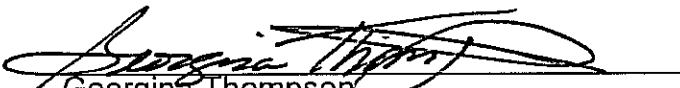
© = Chair


\* Note: Chair can attend any of the committee meetings by Exofficio

\*\*Note – Items to the right of the highlighted column have been completed

**Summary Table of Actions:**

<u>Topic</u>	<u>Action</u>	<u>Assigned To</u>	<u>Update / Due</u>	<u>Comments</u>
Previous Items:				
Annual Report	Presentation / Discussion	P. Huras	TBD	
Board Attendance at Community Events	Tracking Device Required	G. Thompson, T. Gabriel, J. Prospero & P. Huras	Pending	G. Thompson Calendar will be colour coded to reflect this item.
Board Governance Days	Confirmation of Dates – either October 5 / 6 <sup>th</sup> or 10 <sup>th</sup> / 11 <sup>th</sup>	F. Campbell	TBD	October 5 <sup>th</sup> / 6 <sup>th</sup> have been confirmed
Board Cash Expenditures	A tracking form for items of a cash nature without receipts is required.	P. Heinemann & P. Huras	TBD	
CEO Monthly Report	Develop a process for choosing local priorities – Quick Start	P. Huras / All	In Progress	
Ethics Book	K. McBain suggested that copies of an Ethics Book that J. Groves discussed at a meeting should be supplied to all the board members.	J. Groves will provide copies.	TBD	
HAPS / HAA	An in-depth presentation will be provided to the board.	S. Kennedy	Oct. 2006	
Health Evaluation & Economics	A Discussion was requested by the board to better understand this item.	P. Huras / S. Kennedy	TBD	
Hospital Funding	A presentation to the board to increase understanding of the agreements.	P. Huras / S. Kennedy	Oct. 23, 2006	
IHSP	Meeting with First Nations – I. Wilson to provided contact information.	G. Thompson / P. Huras	TBD	
Open House	Dates for a possible September Open House at the SE LHIN offices were circulated to the board members and they have been asked to reply directly to G. McGinn with their availability and any ideas for the event.	All / G. McGinn	DONE	G. McGinn Confirmed September 26 <sup>th</sup> , 2006 11am – 6pm
Remunerations	The board would like to have a policy in place around member remunerations for special events in the community (i.e.: gala, golf tournaments, etc).	J. Groves / K. McBain	TBD	08-14-06 – the board agreed to table items regarding Gifts / Hospitality & Spouse to a future date.
New Items:				

Chair:   
 Georgina Thompson

Secretary:   
 Paul Huras