

Approved Minutes

Champlain LHIN Board
February 26, 2014 - 1:00 p.m.

Champlain LHIN Office – 500-1900 City Park Drive, Ottawa

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

Regrets: Linda Keen

Staff Members in Attendance: Chantale LeClerc (CEO), Janet Jones, Eric Partington, Patrick Manhire, Colleen Taylor, James Fahey.

Guests:

Valerie Bishop De Yonge, Executive Director, VHA and Home Support

Teena Tomlinson, Executive Director, The In Community

Dr. Jack Kitts, President & CEO, The Ottawa Hospital

Carole Workman, Chair, Board of Governors, TOH

Paula Doering, Senior Vice-President, TOH

Dr Willie Miller, President-Elect, Canadian Association of Radiologists, Dept of Medical Imaging, TOH

Guy Morency, Director Medical Imaging, TOH

Dr Jose Aquino, Acting Medical Director, Medical Imaging, TOH

Dr. Jean M. Seely, Regional Breast Imaging Lead, Ontario Breast Screening Program, TOH

Frank Medwenitsch, Director Planning & Capital Projects, TOH

Cathy Degrasse, Clinical Director, Cancer Program, TOH

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

The meeting is called to order at 1:00 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.

2. **Approval of Agenda:**

One Addition:

- 9.3A – Verbal report of the Board’s committee on French Language Services by Jocelyne Beauchamp regarding the meeting of January 28, 2014.

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

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

CARRIED

3. Declaration of Conflict of Interest:

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

4. Approval of Minutes -- January 22, 2014

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

MOVED: Alexa Brewer / SECONDED: Randy Reid
ALL IN FAVOUR

CARRIED

4.1 Business Arising

Business arising from the minutes of January 22, 2014:

- Marie Biron asks for an update regarding the letter to be issued and posted regarding the Orleans Health Hub. Clarification is provided that the letter will be issued to former members of the Planning Committee later this week and will be shared with Board Directors.

5 Consent Agenda

No items under the consent agenda to be considered.

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

6.1 Voluntary Integration: VHA Home and Support and the In Community

Time
Allotted:
1:10-1:30

Colleen Taylor, Senior Accountability Specialist provides a presentation regarding the voluntary integration between the above-mentioned agencies. ([See slide deck posted on our Web site](#)). Both agencies provide attendant care in Ottawa for people with permanent disabilities.

Executive Directors from both agencies, Valerie Bishop De Young and Teena Tomlinson, are invited to present a profile of their respective agencies. The integration was supported by both community agencies. The Champlain LHIN staff worked with both agencies to help them through their decision process and to ensure they have completed their due diligence and met all necessary requirements of a voluntary integration. This integration has a number of benefits such as improved navigation for

clients moving from private home to supportive housing, streamlined assessment and increased consistency in staffing that will lead to improved quality of care. From a financial perspective, the integration will help sustain these important services for years to come.

During the question period clarification is provided regarding the ability of VHA to assume any risks related to this integration.

MOTION

Be it resolved that the Champlain LHIN Board of Directors will not issue an integration decision thereby allowing the voluntary integration of VHA Health & Home Support and The In Community to proceed after the required 60 days.

MOVED: Jocelyne Beauchamp / SECONDED: Randy Reid
ALL IN FAVOUR

CARRIED

7 Improve coordination and transitions in care

There is no item to be presented under this priority today.

8 Increase coordination and integration of services among hospitals

8.1 Improving Access to MRI Services in Champlain

Time
Allotted:
1:30-2:05

Dr. Jack Kitts, President and CEO of The Ottawa Hospital, delivers a presentation for the Board's information regarding the strategies developed to improve patient access to MRI services in Champlain. ([See slide deck posted on our Web site](#)).

In November 2012, the Champlain LHIN Board Chair directed The Ottawa Hospital to take leadership and responsibility for developing and implementing a central intake and wait list management system for MRI scans. A steering committee was struck and includes CEOs and Chiefs of staff representing the following hospitals: The Ottawa Hospital, Hôpital Montfort, Queensway Carleton Hospital, Children's Hospital of Eastern Ontario and Cornwall Community Hospital.

Although challenges still exist, successful results have been achieved by implementing a manual central intake and triage process and optimizing hours of operation. The average wait time for the least urgent scans is currently 28 days, with a range of 27 to 42 days. It is recognized that the greatest success of this project has been the benefits of collaborating with other hospitals. Some of the next steps for the steering committee will be to replace the manual intake system with an electronic solution, continue to implement the triage process and educate referring physicians regarding appropriateness of scans.

During the question period queries are addressed regarding the following: maximum capacity of MRI scanners, referral patterns, manual central intake system, communications to referring physicians regarding appropriateness protocol of scans and the development of a business case for an electronic central intake.

Dr. Keon thanks Dr. Kitts and members of the Steering Committee for their work to improve MRI wait times and for answering questions from the Champlain LHIN Board.

8.2 Enhancement of Champlain Regional Women's Breast Health Centre

Time
Allotted:
2:05-2:20

Janet Jones, Senior Accountability Specialist provides a presentation regarding a proposal to consolidate breast health services on the General Campus of The Ottawa Hospital and create a Centre of Excellence. ([See slide deck posted on our Web site](#)). Dr. Seely and Ms. Degrasse indicate that one of the goals of this project is to ensure equitable access to breast health and breast cancer care across Champlain. Details are provided regarding the need for renovation and consolidation of services at the General Campus of The Ottawa Hospital. Some of the benefits of this proposal include increasing capacity to meet demand, optimizing operational effectiveness, accessibility and safety for the patient.

This proposal follows the Ministry of Health and Long Term Care capital planning process. Endorsement of the pre-capital submission is sought from the Champlain LHIN Board. The proposal support the advancement of the LHIN's key result area: *More people receive quality, evidence-based care*.

During the question period inquiries are addressed regarding wait times and the impact on operational funding.

MOTION:

Whereas the Capital Planning process outlines that the LHIN has responsibility for reviewing and supporting the program and service elements (Part A) of a Pre-Capital Submission

Whereas the Ottawa Hospital has requested LHIN support for its Pre-Capital Submission for the Women's Breast Health Centre to address an immediate need for enhanced breast health services

Whereas this is an own-funds project

Whereas Cancer Care Ontario and other local breast health service providers have expressed support for the project

Whereas the LHIN has reviewed the Submission and found that it meets the evaluation and assessment criteria and aligns with the LHIN IHSP.

Whereas the LHIN has requested supplemental information with respect to workload projections

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 Women's Breast Health Centre conditional on favourable review of the supplemental information by LHIN staff

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

CARRIED

Time
Allotted:
2:20-2:40

B R E A K

9 Enable our vision

9.1 Approval of Draft 2014-15 Champlain LHIN Annual Business Plan

Time
Allotted:
3:10-3:30

James Fahey, Director of Planning, provides a summary of the draft 2014-15 Annual Business Plan. This plan is a key component of the Ministry/LHIN accountability agreement and outlines how the LHIN will use its various sources of funding and other resources to implement the strategies described in our Integrated Health Service Plan (IHSP) 2013-16, while achieving the performance targets in our Ministry/LHIN performance agreement (MLPA). ([See slide deck posted on our Web site](#)). A number of examples of interventions included in the plan are presented for each of the three strategies of our Integrated Health Services Plan 2013-16.

Once the draft plan is approved by the Board, it will be submitted to the Ministry of Health and Long Term Care for comments. The final plan will be presented later this spring for Board approval. It is noted that the plan must be finalized within 120 days of the tabling of a Provincial budget.

During the question period some suggestions are provided to be included in the draft plan and clarifications are provided regarding completion target milestones for Health Links.

MOTION

That the Board of Directors approves that the Draft 2014-15 Champlain LHIN Annual Business Plan be submitted to Ministry of Health and Long Term Care.

MOVED: Yvonne Boyer / SECONDED: Randy Reid
ALL IN FAVOUR

CARRIED

Chantale LeClerc commends Champlain LHIN staff for the work accomplished during the development process and for their input into the Annual Business Plan and she expresses special acknowledgment of James Fahey's contribution as leader of this annual exercise.

9.2 Update & Approval: Service Accountability Agreements for the Community Sector

Time
Allotted:
2:40-3:00

Patrick Manhire, Senior Accountability Specialist provides a presentation regarding the status of the 2014-17 Community Accountability Planning Submissions reviews. LHIN staff will seek approval to execute Multi-Sector Service Accountability Agreements (MSAA) with targets for 2014-15 for health service providers with plans for balanced budgets and no service reduction. ([See slide deck posted on our Web site](#)).

Following LHIN staff review of planning submissions, 39 health service providers have been identified as having completed the process successfully in a balanced position with no service reduction (see Appendix A). For another group of 38 health service providers, LHIN staff has

completed the planning submission review without identifying any issues but has not yet finalized the process completely (see Appendix A). Service Accountability Agreements for both groups are submitted for Board approval.

For a remaining group of 20 health service providers, ongoing discussions are required and accountability agreements will be presented to the Board in March 2014.

MOTION:

Whereas the LHIN and Health Service Providers must have Service Accountability Agreements in place; and

Whereas a provincial planning process is in place to refresh the 2014-17 Multi-Sector Accountability Agreements by March 31, 2014 with performance targets set for the first year of the agreement; and

Whereas the planning submissions for 39 Health Service Providers have been reviewed and demonstrate plans for balanced budgets and no service reductions in 2014-15 (See Appendix A); and

Whereas 38 additional submissions have been reviewed and demonstrate plans for balanced budgets and no service reductions in 2014-15 but where the findings of the reviews is substantially, but not fully, complete (See Appendix A);

Be it resolved that:

The Chair of the Board of Directors and the Chief Executive Officer are authorized to execute the 2014-17 Multi-Sector Service Accountability Agreements for the:

- 39 community agencies where the review of the planning submissions is fully concluded; and
- 38 community agencies in which the planning submission has no significant issues and the reviews are substantially concluded.

MOVED: Randy Reid / SECONDED: David Somppi
ALL IN FAVOUR

CARRIED

9.3 Committee Report: Finance & Audit

Time
Allotted:
3:00-3:10

Marie Biron, chair of the committee, provides highlights of the meeting held on January 27, 2014 and proposes motions for adoption. [\(See draft minutes posted on our Web site\).](#)

Highlights and decisions include:

- Approval of the Audit Plan:

MOTION

That the F&A Committee recommends that the Board approves the Audit Plan for 2013-14 as amended.

MOVED: Alexa Brewer / SECONDED: David Somppi
ALL IN FAVOUR

CARRIED

- Approval of reports for the third quarter::

MOTION:

The Finance & Audit Committee recommends the Board approves the following reports for the third quarter:

- Measuring our Accomplishment Report, as amended;
- Financial Statements, including the LHIN operational budget, as presented;
- Use of Consultant Report, as presented.

MOVED: Elaine Ashfield / SECONDED: Randy Reid
ALL IN FAVOUR

CARRIED

Marie Biron also indicates that the terms of reference, work plan 2013-14, as well as the committee's performance evaluation survey results were tabled as part of the annual review process of the Board's committees. The annual report of Board committees will be presented to the Board in March 2014 under the report of the Governance Committee.

9.3A Committee Report: French Language Services

Time
Allotted:
3:30-3:38

Jocelyne Beauchamp, Chair of the committee, provides highlights of the meeting held on January 28, 2014 ([See draft minutes posted on our Web site](#)).

The committee's annual review was completed. Directors are reminded that the Champlain LHIN is assessing its French language services practices using the designation criteria used by health service providers as a guide. The French Language Services Committee work plan for 2014-15 will include actions to help the Board meet standards as it relates to its governance and the French Language Services Act. Jocelyne Beauchamp also provides comments regarding the annual recommendations report submitted by Le Réseau comprising advice provided to health service providers and both LHINs (Champlain & South East) over the course of 2013-14. A report presented at the French Language Services Forum held last January 2014 by Nicole Lafrenière-Davis will be shared with the Board.

9.4 Chair's Verbal Report

Time
Allotted:
3:38-3:43

Dr. Keon provides a brief update regarding some of the activities conducted over the last month:

- Local Health System Integration Act Review: A public hearing was held in Vankleek Hill on February 10th. The hearing was well attended and several presentations were made to the Standing Committee on Social Policy. The committee is still gathering information and will submit a report later this year.

- Pan-LHIN Board Evaluation Practice: Dr. Keon informs the group that each LHIN Board Chair has been asked to inform his or her respective board regarding a pan-LHIN proposal (from the LHIN Chairs) and to report back findings:
 - That Board, Board Chair and individual Director's evaluations will be conducted every two years using the common tool and a third party evaluator; and
 - That in the interim year, only a third-party evaluation of the Board will be conducted.

Following a discussion, members of the Board agree with this proposal. Dr. Keon will report back to the LHIN Chairs meeting in April 2014.

9.6 CEO's Report

Time
Allotted:
3:43-3:50

Chantale LeClerc answers questions regarding her monthly report previously distributed to the Board. Clarification is provided that a board education session related to information technology will take place in April and will include an update on various e-projects underway to further health system integration across Champlain.

MOTION:

That the Board of Directors approves the CEO monthly report for the period of January 11 to February 14, 2014 as presented.

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

CARRIED

10

MOTION TO MOVE IN CAMERA:

Time
Allotted:
3:55-4:25

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 approve confidential minutes from January 22, 2014;
- To receive further details regarding the CEO's report;
- To further discuss third party report on the Board evaluation survey;

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

Chantale LeClerc
Sylvie Bleau
Elaine Medline
Eric Partington

MOVED: Jocelyne Beauchamp / SECONDED: Elaine Ashfield
ALL IN FAVOUR

CARRIED

The Chair has one 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 the remainder of the business conducted and actions taken during the in-camera session are not to be reflected in the public minutes.

During the in-camera meeting the Board discussed results of the board evaluation. Board members agreed unanimously to share the full board evaluation report with the public and include it in the board package/documents posted on our web site for the meeting of February 22, 2014. ([Link to the board package/document](#)).

There being no further business the meeting is adjourned at 4:30 p.m.

MOVED: Yvonne Boyer / SECONDED: David Somppi
ALL IN FAVOUR

CARRIED

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

Chantale LeClerc
CEO and Board Secretary
Champlain Local Health Integration Network

APPENDIX A: Community Accountability Planning Submission Review Status

Status	Health Service Provider
Review Concluded	A.P.P.L.E.(A Post Psychiatric Leisure Experience)
	Algonquins of Pikwàkanagàn
	Amethyst Women's Addiction Centre
	Arnprior Regional Health
	Barry's Bay & Area Senior Citizens Home Support Services
	Beth Donovan Hospice (formerly North Grenville Community Hospice)
	Billy Buffett's House of Welcome
	Bruyere Continuing Care
	Calabogie and Area Home Support Program Inc.
	Canadian Mental Health Association - Champlain East
	Canadian National Institute for the Blind, Ontario Division, Ottawa & Cornwall
	Canadian Red Cross Society-Cornwall
	Catholic Family Services/Ottawa-Carleton
	Causeway Work Centre Inc.
	Children's Hospital of Eastern Ontario
	CIF Psychogeriatric Education Project
	City of Ottawa
	Cornwall Community Hospital
	County of Renfrew - Bonnechere Manor
	Dundas County Hospice
	Eganville & District Senior Citizens' Needs Association
	Empathy House of Recovery
	Family Services à la famille Ottawa
	Geriatric Psychiatry Community Services of Ottawa/Carleton
	Lanark County Interval House
	Mackay Manor Inc.
	Parkway House
	Pathways Alcohol & Drug Treatment Services Inc.
	Pembroke Regional Hospital Inc.
	Project Upstream Ottawa-Carleton Inc.
	Psychiatric Survivors of Ottawa
	Queensway Carleton Hospital
	Rideauwood Addiction and Family Services
	Serenity House Inc.
Shepherds of Good Hope	
The Canadian Hearing Society	
The Governing Council of the Salvation Army	
VESTA Recovery Program for Women Inc.	
Vista Centre	

Reviews Substantially Concluded	Alzheimer Society of Cornwall & District/Societe Alzheimer de Cornwall & Region
	Alzheimer Society of Ottawa and Renfrew County
	Arnprior, Braeside, McNab Seniors at Home Program Inc.
	Bonnechere Algonquin Health Care Service
	Carleton University
	Carlington Community Health Centre
	Centre de Santé communautaire de l'Estrie
	Centretown Community Health Centre
	Dave Smith Youth Treatment Centre/Centre de traitement pour jeunes Dave Smith
	Glengarry Inter-Agency Group Inc.
	Glen-Stor-Dun Lodge (City of Cornwall)
	Groupe Action pour l'enfant, la famille et la communauté de Prescott et Russell
	Hôpital Général de Hawkesbury & District General Hospital
	Hôpital Montfort
	Jewish Family Services of Ottawa-Carleton
	Kemptville and District Home Support Inc.
	King's Daughters Dinner Wagon (The)
	Maison Fraternité
	Marianhill Inc.
	Maxville Manor
	Mental Health Community Support Services
	Montfort Renaissance Inc.
	Ottawa Hospice Services
	Ottawa Inner City Health Inc.
	Ottawa West Community Support
	Personal Choice Independent Living/Choix Personnel Vie Autonome
	Pinecrest-Queensway Community Health Centre
	Rainbow Valley Community Health Centre
	Renfrew and Area Seniors' Home Support Inc.
	Renfrew Victoria Hospital
	Rural Ottawa South Support Services
	Seaway Valley Community Health Centre
	Somerset West Community Health Centre
	South-East Ottawa Community Services
The Glebe Centre Inc.	
The Good Companions Seniors' Centre	
The Olde Forge Community Resource Centre	
The Ottawa Hospital	