

Approved Minutes

Champlain LHIN Board
January 22, 2014- 1:00 p.m.

Champlain LHIN Office – 500-1900 City Park Drive, Ottawa
(See link on page 2 for directions)

Board Members in Attendance: Jocelyne Beauchamp (Acting Chair), David Somppi, Linda Keen, Alexa Brewer, Marie Biron, Randy Reid, Yvonne Boyer.

Regrets: Wilbert Keon, Elaine Ashfield.

Staff Members in Attendance: Chantale LeClerc (CEO), Nicole Lafrenière-Davis, Eric Partington, Elan Graves, James Fahey, Megan Ashlee Bowes, Patrick Manhire.

Guests:

Gilles Lanteigne, CEO, Community Care Access Centre
Kim Peterson, VP, Client Services, Community Care Access Centre
Dr. Jacques Lemelin, Primary Care Physician Lead, Champlain LHIN
Ellen Odai, Quality Improvement Coordinator, The Ottawa Hospital

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. Jocelyne Beauchamp, Acting Board Chair, asks members of the public to introduce themselves. She welcomes observers in both official languages and reminds 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:

Two Modifications:

- Items 6.1 and 7.1 will be presented consecutively and then followed by item 6.2.
- There are no confidential minutes from the Board meeting of December 11, 2013 – this item is removed from the agenda for the in-camera portion of the meeting.

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

MOVED: Alexa Brewer / 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 -- December 11, 2013**

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

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

CARRIED

4.1 **Business Arising**

There is no business arising from the minutes of December 11th.

5 **Consent Agenda**

There are no items under the consent agenda.

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

6.1 Partnership for Care Coordination in Primary Care

Time
Allotted:
1:05-1:20

Dr. Jacques Lemelin, Champlain LHIN Primary Care Physician Lead, introduces the objectives of the presentations under item 6.1 and 7.1, which are to provide an update of the progress made on two primary care integration pilot projects in our region aimed at improving patient care coordination for people with complex needs and building a strong foundation of integrated primary, home and community care. Both projects presented today are supported by Dr. Lemelin and are part of the LHIN's work towards health-system improvement initiatives.

Guest speakers Gilles Lanteigne CEO and Kim Peterson, VP Client Services from the Champlain Community Care Access Centre (CCAC) provide further details regarding the Partnership for Care Coordination. They explain how the CCAC reached out and established initiatives to engage primary care physicians, through the development of primary care networks in Champlain. They also expand on the implementation of initiatives addressing communications and coordination with primary care to improve patient care ([see slide deck posted on our Web site](#)).

During the question period clarification is provided regarding:

- Established protocols by the CCAC to efficiently handle cross-boundary referrals;
- The establishment of initiatives that will help CCAC respond to increased demand for services over time;
- The reaction from primary care practices to CCAC's active engagement with this sector and the

importance of CCAC's continued relationship with primary care.

Also, Dr. Lee Donoghue, general practitioner in Champlain and Ontario Medical Association regional representative to the Section of General and Family Practice, expresses the benefits of this new approach and the new tools developed by the CCAC, such as the fact sheet for physicians and electronic link between physicians and CCAC to facilitate referrals and share electronic records.

6.2 Update on Community Based Specialty Clinics

Time
Allotted:
1:40-2:00

Elan Graves, Senior Accountability Specialist at the Champlain LHIN, provides background information regarding the roll-out of non-profit Community Based Specialty Clinics in Ontario ([see slide deck posted on our Web site](#)).

The Non-profit Community Based Specialty Clinics are a key commitment of the 2012 Action Plan for Health Care and Ontario's broader health care system transformation. Their goal is to shift low risk procedures from hospital settings to non-profit community based clinics, improve access to care and high quality care at better value. This shift will occur gradually across the province and LHINs will work with hospitals to identify opportunities. A call for application and business case submission notice is expected soon from the Ministry of Health and Long Term Care.

During the question period clarification is provided regarding:

- The main benefits of transferring volumes out of hospital settings are mainly for efficiencies, improved quality and access (example: specialized clinics such as cataracts);
- Integration complexities in relation to transfer of volumes from a hospital setting to another agency.

7 Improve coordination and transitions in care

7.1 Transitions in Care: A Quality Improvement Approach to Reducing Readmission at The Ottawa Hospital

Time
Allotted:
1:20-1:40

Ellen Odai, Quality Improvement Coordinator at The Ottawa Hospital provides details regarding this project to reduce 30-day readmissions to hospital through a series of key interventions ([see slide deck posted on our Web site](#)).

She provides details regarding key interventions undertaken by the hospital in 2013-14 to improve the post-hospital care plan, such as patient-friendly discharge instruction sheet, appointment sheet, clear medication list, scheduled appointment with family physician, improved communication between the hospital and community stakeholders and finally the implementation of post-visit phone calls to patients (within 48 and 72 hours). She also shares positive results and feedback received since the implementation of the program last November involving patients discharged from the internal medicine service at the General campus.

During the question period clarification is provided regarding:

- The continued evaluation process in place for the program;
- The relationship with the CCAC as one of the main stakeholder involved with patient care following discharge;
- The process involved for hospital-to-hospital transfer;

- The LHIN's involvement and close monitoring of this project and the possibility of expanding it to other hospitals in the future.

8 Increase coordination and integration of services among hospitals

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

Time
Allotted:
2:00 to 2:35

B R E A K

9 Enable our vision

9.1 Update on Investments 2013-14

Time
Allotted:
2:35-2:55

Megan Ashlee Bowes, Controller at the Champlain LHIN, provides the Board with an update on 2013-14 base funding allocation totalling \$2.5 billion ([see slide deck posted on our Web site](#)). Her presentation also includes details regarding Health System Funding Reform and the impact on Champlain LHIN hospitals. The new funding model provides incentives to hospitals to deliver the highest quality and most efficient care. Explanation is also provided regarding the funding approval process at the Champlain LHIN, for which LHIN staff uses the Priority Setting and Decision Making Framework. Finally, details are provided regarding the annualized funding investments by Integrated Health Services Plan Key Results Areas.

9.2 Service Accountability Agreements – Community Sector

Time
Allotted:
2:55-3:30

Elizabeth Woodbury and Patrick Manhire, Senior Accountability Specialists at the Champlain LHIN present an update regarding the accountability agreement process for the community and hospital sectors ([see slide deck posted on our Web site](#)). The presentation includes an overview of the mandatory agreement between the LHIN and all health service providers, its main purposes, goals and how it is developed. Specific details are provided regarding the accountability agreement template with the community sector (Multi Sector Service Accountability or MSAA) presented today for Board approval. This agreement with the community sector will be for the period of 2014-17 and will take effect April 1, 2014.

MOTION:

That the Champlain Local Health Integration Network Board of Directors approved the LHIN's use of the draft template Multi-Sector Service Accountability Agreement (M-SAA) for 2014-2017 as presented.

Moved: David Somppi / Seconded: Alexa Brewer
All in Favour

CARRIED

The 2014-15 local obligations, included in the accountability agreement, are presented for both the community and hospital sectors. The local obligations are drafted by LHIN staff following sector consultation. Some obligations will continue with minor revisions, a few will be discontinued and four new obligations are proposed. Some of the new local obligations for both sectors relate to the

hospice palliative care regional program.

The accountability agreement template for the hospital sector is still under negotiation at the provincial level. The present hospital accountability agreement extension will end in March 2014. The Board will be kept up to date regarding any further development.

During the question period clarification is provided that there is no palliative care provision in the template agreement.

MOTION:

Whereas LHIN staff has engaged internal and external stakeholders during the months of November 2013-January 2014 to arrive at a recommended list of Local Obligations; and

Whereas the LHIN staff has evaluated and considered the feedback received to inform its recommendation;

Be it resolved that the Champlain Board of Directors accepts the recommended local obligations to be included in the 2014-15 Hospital Service Accountability Agreement Local Obligations Schedule and the 2014-15 Multi-sector Service Accountability Agreement Local Obligations Schedule.

Moved: Yvonne Boyer / Seconded: Marie Biron
ALL IN FAVOUR

CARRIED

9.3 Committee Report: Governance Committee

Time
Allotted:
3:30-3:50

Linda Keen presents a verbal summary report of the meeting held on January 8, 2014. Draft minutes of this meeting have been previously distributed to Board Directors and are available in the board package [posted on our Web site](#).

Highlights and decisions of the Governance Committee meeting include:

- Access to Board materials. The task of reviewing the Board's process for posting information on our Web regarding its meetings will be added to the Governance Committee work plan for 2014-15.
- LHIN wide policies (mandatory policies and guidelines). These were shared for information. It is noted that a Pan-LHIN policy relating to board evaluation will come back to the Board for approval in March or April. Other Pan-LHIN guidelines provided will be adapted into LHIN policies in due time.
- Board Community Engagement: Alexa Brewer provides a verbal summary of the discussions that took place at the January 3rd meeting with LHIN staff on this issue.
 - o Comments are sought from the Board regarding the "statement of purpose". Board members are comfortable with the statement and the draft work plan. One correction to the work plan was submitted regarding attendance to a specific activity. **ACTION BOARD DIRECTORS:** Further input regarding the board community engagement work plan can be submitted directly to Jessica Searson, Community Engagement

Coordinator, by email. Also, Board Directors are to identify to Jessica Searson which activities they wish to take part in during the fourth quarter. The next meeting of the community engagement working group will be take place in February.

MOTION:

That the Champlain LHIN Board of Directors approves the Board Community Engagement Statement of Purpose, as follows:

"The Champlain LHIN Board engages with its local community to foster a better understanding of and support for the role of the LHIN in the development of a person-centered health system, to advance key priorities for health system change and to work collaboratively in building that system across the Champlain region."

MOVED: Randy Reid / SECONDED: Marie Biron
ALL IN FAVOUR

CARRIED

- Approval of Pan-LHIN Conflict of Interest Rules. There are no questions relating to the documents previously circulated and the related board education session provided last week on this topic.

MOTION:

That the Governance Committee recommends the Board approves the following motion:

That the Champlain LHIN Board of Directors approves the LHIN Conflict of Interest Rules for submission to the Conflict of Interest Commissioner for approval and posting pursuant to Section 59 of the Public Service of Ontario Act, 2006.

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

CARRIED

- Approval of Operational Policies / Delegations of Authority. Two policies amended by the Governance committee are presented for approval. Questions are answered and the motions are tabled:

MOTION:

The Governance Committee recommends the Board approves the policy CH BRD 09 - Delegation of Authority for Financial Decisions with the proposed amendments.

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

CARRIED

MOTION:

The Governance Committee recommends the Board approves the policy CH BRD 08 – Delegation of Authority for Non-Financial Decisions with the proposed amendments.

MOVED: Randy Reid / SECONDED: Marie Biron
ALL IN FAVOUR

CARRIED

The next policy "Approval of Board Secretary" is a mandatory Pan-LHIN policy with a revised role description. It must be approved by all LHINs. Questions are addressed and it is noted that this policy will be subject to any changes in Local Health System Integration Act (LHSIA) and its bylaw.

The Governance Committee recommends the Board approves this policy with one amendment, i.e. the removal of one sentence considered redundant. The Champlain LHIN policy will not include the last sentence under *Responsibilities*: "The recording secretary may take direction from the Chair".

MOTION:

That the Governance Committee recommends the Board approves:

- The appointment of the CEO, as the Board Secretary.
- The policy/guidelines LHIN Board Secretary – Roles & Responsibilities as amended.

MOVED: Randy Reid / SECONDED: Marie Biron
ALL IN FAVOUR

CARRIED

9.4 Acting Chair's Verbal Report

Time
Allotted:
3:50-4:00

Jocelyne Beauchamp, Acting Board Chair, provides a brief update of the meeting held in Toronto last week:

- LHN Leadership meeting in Toronto January 15-16: There was a brief meeting with Minister Matthews. Jocelyne Beauchamp confirms that the Standing Committee on Social Policy will be in Champlain on February 10, 2014. Both Chantale LeClerc and Dr. Keon requested to speak. Some of the other items on the agenda were: LHINs role going forward; Leadership council work plan 2014-15; Pan-LHIN Policies; Conflict of Interest Rules and an update on physiotherapy implementation project.
- French Language Services Community Forum took place in Toronto on January 17: This session was attended by representatives from the six French Language Planning Entities, from Ministry of Health and Long Term Care and the Minister's Advisory Committee on French Language Services, plus CEOs and Board Chairs of the 14 LHINs. Some of the goals of this meeting were to perform a review of the work accomplished in each geographical area, identify challenges and establish how to evaluate the work undertaken by the LHINs and the Entities. .

Jocelyne Beauchamp announced that Orders-in-Council for Dr. Wilbert Keon and Linda Keen have been approved for a period of three years. The Board extended congratulations to both members.

9.6 CEO's Report and Approval of Compliance Certificate for the Third Quarter

Time
Allotted:
4:00-4:10

Chantale LeClerc answers questions regarding her monthly report previously distributed to the Board.

- Additional details are provided regarding funding received at the end of 2013, such as blitz funding to perform additional MRI volumes and pediatric surgeries, as well as the approval for the Renfrew Victoria Hospital Dialysis Centre to move to the next phase of the capital process.
- Update on Orleans Health Hub: Chantale LeClerc reports on a meeting that took place late in December with representatives from Montfort Hospital, Ministry of Health and Long Term Care and Champlain LHIN. A one-page communication/newsletter will be shared with stakeholders shortly.
- Clarification is provided regarding funding for chronic low back pain projects in primary care.

MOTION:

That the Board of Directors approves the CEO monthly report for the period of November 16, 2013 to January 10, 2014 as presented.

MOVED: Linda Keen / SECONDED: Alexa Brewer
ALL IN FAVOUR

CARRIED

Chantale LeClerc reads the Attestation for the third quarter and answers questions related to it. There is no change from the last quarter's attestation as far as exceptions listed. These exceptions relate to our lease and insurance. These matters are being addressed.

MOTION:

That the Board of Directors approves the Compliance Certificate for the Third Quarter as presented.

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

CARRIED

10

MOTION TO MOVE IN CAMERA:

Time
Allotted:
4:15-5:05

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 November 27, 2013;
- To receive further details regarding the Acting Board Chair's report;
- To receive 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

MOVED: Linda Keen / SECONDED: Randy Reid
ALL IN FAVOUR

CARRIED

Following the closed session, 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 it is in the best interest of the Champlain LHIN that additional business conducted and actions taken during the in-camera session are not to be reflected in the public minutes.

- The Board's performance evaluation draft report was reviewed for accuracy. The group accepted the third party report and its conclusion as presented. The Board feels it is a healthy procedure to perform a board evaluation annually. The overall findings of the report were positive. Further discussions will happen upon the return of our Board Chair, Dr. Wilbert Keon at the February Board Meeting.

There being no further business the meeting is adjourned at 5:10 p.m.

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

CARRIED

Jocelyne Beauchamp
Acting Chair, Board of Directors
Champlain Local Health Integration Network

Chantale LeClerc
CEO
Champlain Local Health Integration Network