

1900 City Park Drive, Suite 204  
Ottawa, ON K1J 1A3  
Tel 613.747.6784 • Fax 613.747.6519  
Toll Free 1.866.902.5446  
[www.champlainhin.on.ca](http://www.champlainhin.on.ca)

1900, promenade City Park, bureau 204  
Ottawa, ON K1J 1A3  
Téléphone : 613 747-6784 • Télécopieur : 613 747-6519  
Sans frais : 1 866 902-5446  
[www.rliisschamplain.on.ca](http://www.rliisschamplain.on.ca)

## Approved Minutes

Champlain LHIN Board

March 25, 2015 - 1:00 p.m.

Champlain LHIN Office, 1900 City Park Drive, Suite 500, Ottawa ON

Board Members in Attendance: Jean-Pierre Boisclair, David Somppi, Alexa Brewer, Marie Biron, Elaine Ashfield, Randy Reid.

Regrets: Jocelyne Beauchamp.

Staff Members in Attendance: Chantale LeClerc (CEO), Maureen Taylor-Greenly, Cal Martell, Elaine Medline.

No Guests.

### **One Minute of Reflection / Silence**

### **Welcome & Introductions**

The meeting is called to order at 1:00 p.m.

Jean-Pierre Boisclair asks members of the public to introduce themselves. He welcomes observers in both official languages and reminds them about the rules of engagement of our public board meeting. Observers are made aware that today's meeting will be brief and a short break will take place before the in-camera session if they wish to discuss or ask questions of Board Directors.

Jean-Pierre Boisclair announces that Yvonne Boyer resigned from the Board at the end of January 2015. Yvonne was a member of the Champlain LHIN Board since September 2013. The Board wishes to thank Yvonne for her contribution during her tenure and will send her a certificate of appreciation on behalf of the Board. The Community Nomination Committee will commence work to find a replacement in the coming weeks.

**3. Declaration of Conflict of Interest:**

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

**4. Approval of Agenda**

There being no amendment, the Board approves the agenda as amended.

MOVED: Marie Biron / SECONDED: Alexa Brewer

All in Favour

Carried

**5. Approval of Consent Agenda:**

JP Boisclair indicates that minor amendments to some of the annual review documents of the Board and Committees were requested. These changes will be incorporated and all annual review documents will be available to Board Directors once amended. There being no request submitted by the Board to remove items from the consent agenda and no further question previously expressed regarding these items, the motion is tabled:

- Further discussion on the Annual Business Plan takes place. Chantale LeClerc provides clarification that the approval process of the plan will be as follows: The draft Annual Business Plan is provided to the Board through the consent agenda today and in June or September a presentation and discussion of the final Annual Business Plan will be tabled. (The annual business plan needs to be revised within 120 days following the approval of the provincial budget). This process will ensure LHIN staff incorporates any input received from the Ministry of Health and Long Term Care.
- Clarification is provided regarding one component of the draft plan as it relates to community engagement with health service providers/partners to identify the needs and build consensus around the solution to address residential treatment for aboriginal people in Champlain. More explanation regarding the goal of this engagement will be added in the final Annual Business Plan.

**MOTION:**

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

5.1 Approval of draft Minutes: January 28, 2015.

5.2 Approval of the Annual Review for the Board and Committees' terms of reference and work plans (as amended).

5.3 Approval of the Finance and Audit Committee Reports: Audit plan, quarterly reports

5.4 Approval of the Draft Annual Business Plan 2015-16.

MOVED: David Somppi / SECONDED: Alexa Brewer

All in favour

Carried

## 6 Strategic Priorities

There is no business to discuss under this area of focus for today's meeting.

## 7 Reports

### 7.1 Committee Report: Community Nominations (meeting of February 6, 2015)

1:18-1:22- Alexa Brewer, Chair of the committee, presents a summary of the last meeting and of the annual review process of the committee. The committee's tasks in the next fiscal year will be to update the Board's skill matrix, fill the vacancy created by the departure of Yvonne Boyer and start the recruitment process for two Board Directors' whose terms are ending in 2016.

### 7.2 Committee Report: Finance & Audit (meeting of January 26, 2015)

1:22-1:30 Marie Biron, Chair of the committee, presents highlights of the last meeting and of the annual review process of the Finance and Audit committee. On its work plan for fiscal year 2015-16, the committee added one element regarding the development of an annual review of internal controls. Results of this latter review will be presented to the Board in the fall. The committee also reviewed and approved at its last meeting the annual business continuity plan. It is noted that the Champlain LHIN will end fiscal year 2014-15 slightly underspent in its program funding.

### 7.3 Committee Report: Governance

1:30-1:41 Randy Reid, Chair of the committee, presents a summary of the last meeting. All documents related to the annual review of the Board and its committees were included and approved under the consent agenda. Some of the keys tasks of the Governance Committee and Board for the coming year will relate to the development of our Integrated Health Services Plan 2016-19 and associated community engagement activities. Another important task will be to review our on-boarding process and resources and ensure they are helpful. Randy Reid will debrief with new members in the coming months on their onboarding experience and implement changes if needed.

A schedule of public board education sessions for 2015-2016 is tabled for approval, including board retreats. It is clarified that dates are tentative and may be adjusted as needed by senior management

or by the Board to provide timely education on topics that would assist the Board in its functions.

**MOTION:**

That the Governance Committee recommends the Board approves the proposed list of public board education sessions and board retreats for 2015-2016 as presented:

MOVED: Randy Reid / SECONDED: Alexa Brewer

All in favour

Carried

**7.4 Committee Report: CEO Performance Evaluation & Compensation** (meeting of March 6, 2015)

1:43- David Somppi, Chair of the committee, mentions that he will presents a summary of the last meeting during the in-camera session. He outlines that the LHIN CEO will undergo her annual performance evaluation following the process for CEO performance evaluation that has been developed jointly by the LHINs. Proposed timelines for the 2014-15 performance survey are shared with the Board for its consideration. The Board agrees to provide David Somppi with input regarding the evaluation questionnaire to be completed by Board directors and also agrees with the proposed timelines.

**7.5 Chair's Verbal Report**

1:43-1:50 Jean-Pierre Boisclair provides an overview and impressions of his first weeks at the Champlain LHIN. He felt well received by all during the onboarding process and thanks everyone. He will continue the onboarding process and focus beyond the LHIN office and Board. He looks forward to meeting members the health service provider community and the community at large.

**7.5 CEO's Report**

1:50-2:15 Chantale LeClerc tables her report previously distributed to the Board. She answers questions and provides clarifications:

- Regional Orthopedic Network: The network is moving its action plan and strategy forward. It is reviewing the distribution of sites of service. This issue will be presented and tabled for approval by the Board at a later date. Chantale provides more details regarding the best practice and lessons learned from this approach that may be applied to improve wait times in other sectors.
- Orleans Health Hub: LHIN staff continues to work with Montfort Hospital and the Ministry of Health and Long Term Care. Cal Martell is asked to provide an update on the engagement aspect with partners and members of the community regarding this project and its functional plan to

ensure continuum of care for this community. Work will continue over the spring and summer months on the functional plan and it is expected to be tabled at the Board meeting in September.

**ACTION:** It is agreed that Cal Martell will bring back to the steering committee the issue of keeping the community informed of the developments relating to the Orleans Health Hub.

- Health Links & Demonstration Projects: Clarification is provided concerning the complex care demonstration projects (developed from a previous OMA agreement) that are targeting a similar population to that of Health Links.
- Budget – Hospital Sector: Clarification is provided that based on hospitals planning submissions provided to the LHIN in January 2015, the LHIN would have had an indication of hospitals that were considering changes to their workforces however these submissions would not have included specific information regarding target dates for implementation or the number of affected positions. For 2015-16 hospitals' budgets are based on an assumption of zero growth. These may need to be adjusted based on actual allocations once the provincial budget is tabled and accepted.

**MOTION:**

**That** the Board of Directors approves the CEO report for the period of January 17 to March 13, 2015 as presented.

MOVED: Elaine Ashfield / SECONDED: Randy Reid  
All in favour  
Carried

10

**MOTION TO MOVE IN CAMERA:**

2:15-2:30  
health  
break

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

2:30-4:35  
In-  
Camera  
Session

To address the following items:

- To approve confidential minutes (January 28, 2015)
- To receive confidential information from the CEO's monthly report

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

Chantale LeClerc  
Sylvie Bleau  
Maureen Taylor-Greenly  
Cal Martell

ALSO to address the following item:

- To receive a report from the CEO Performance Evaluation & Compensation Committee

AND further that the following individual be permitted to attend for this item;

Chantale LeClerc

MOVED: Jean-Pierre Boisclair / SECONDED: Marie Biron  
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 remainder of the business conducted and actions taken during the in-camera session are not to be reflected in the public minutes.

## 11 Meeting Evaluation & Conclusion

Board Directors are reminded to complete and return their evaluation form.

There being no further business the meeting is adjourned at 4:40 p.m.

MOVED: Randy Reid  
All in favour  
Carried

---

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

---

Chantale LeClerc  
CEO  
Champlain Local Health Integration Network