

Briefing Note

Eastern Ontario Briefing Note - Senior Staff Expenses

ISSUE: HCCSS Posting of Travel, Meal and Hospitality Expenses for Q3, Fiscal Year 22/23

To fulfill the Home and Community Care Support Services (HCCSS) mandate, staff and board members travel to attend off-site meetings with residents and providers, meet Ministry officials, participate in working groups, and educational sessions.

In accordance with the *Directives to LHINs in respect of Reporting Requirements under the BPSAA* (effective April 1, 2011), all HCCSS organizations are required to post the expenses of the Chief Executive Officer (CEO) and any executive staff reporting to the CEO on their website.

This report constitutes the Eastern Ontario HCCSSs: HCCSS Central East; HCCSS Champlain, and; HCCSS South East.

All expenses are in accordance with the government's *Travel, Meal & Hospitality Expenses Directive*.

Summary:

The expenses reported for the period of October 1, 2022 to December 31, 2022 reflect expenses that were submitted and paid. Therefore, some of the expenses may reflect reimbursement for expenditures incurred during previous quarters.

The total for each individual expense report is as follows:

HCCSS Central East

• Lisa Burden - Chief Patient Services Officer:	\$306.50
• Wanda Parrott - Interim Vice President, Home and Community Care:	\$0.00
• Faris Abulfazl – Interim Vice President, Finance and Corporate Services:	\$0.00

HCCSS Champlain

• Jamie Stevens – VP Business Intelligence and Data Management:	\$0.00
• Dan Merritt – Interim VP HR and Organizational Development:	\$0.00
• Clare McCabe – VP Home and Community Care:	\$915.51

HCCSS South East

• Lisa Tweedy - Chief Human Resources Officer:	\$705.93
• Mary Grattan-Gielen - VP Home and Community Care:	\$155.20
• Cynthia Martineau – CEO:	\$2,343.76

Total for all expense reports: \$4,426.90

- There were no instances where the amount of the claim reimbursed exceeded the amount allowed for in the Travel, Meal and Hospitality Directive.
- There were no instances reported for travel outside of the province of Ontario during the reporting period.

Contentious Issues:

- No contentious issues.

Communications/Issues Management Strategy:

- No issues.

Attachments:

- One expense claims grid.

Prepared by: Joel Faragher – Purchasing Specialist
HCCSS: Champlain
Date: January 24, 2023
Approved by: Janet Balson - Senior Manager, Accounting and Financial Reporting,
Finance and Facilities (HCCSS South East)

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Fiscal Year: 2022/23

Quarter: 3

Name	Position	Purpose	Start Date	Consultant Meeting	Destination	Attendees	Other Attendees	Air Fare	Other Transportation	Accommodation	Meals	Incidentals	SUBTOTAL	Hospitality	Other Expenses	TOTAL
Nom	Titre	But	Date de debut	Date de fin	Destination	Participants	Autres participants	Tarfit aerien	Autre mode de transport	Hebergement	Repas	Frais accessories	TOTAL PARTIEL	Accueil	Autres depenses	TOTAL
Cynthia Martineau	Chief Executive Officer	Site Visits	10/04/22	10/04/22	Misc.	Misc	-	-	\$502.32	-	\$79.64	-	\$581.96	-	-	\$581.96
Cynthia Martineau	Chief Executive Officer	Board Meeting	10/04/22	10/04/22	Toronto	Misc	-	-	\$140.40	-	\$39.82		\$180.22	-	-	\$180.22
Cynthia Martineau	Chief Executive Officer	Toronto Meetings	10/04/22	10/04/22	Toronto	Misc	-	-	\$165.42	-	\$50.88		\$216.30	-	-	\$216.30
Cynthia Martineau	Chief Executive Officer	Board Meeting	11/18/22	11/18/22	Toronto	Misc	-	-	\$215.00	-	\$39.82	-	\$254.82	-	-	\$254.82
Cynthia Martineau	Chief Executive Officer	Board Meeting	11/30/22	11/30/22	Toronto	Misc	-	-	\$40.34	-	\$11.06	-	\$51.40	-	-	\$51.40
Cynthia Martineau	Chief Executive Officer	Org Design Discussion	11/30/22	11/30/22	Toronto	Misc	-	-	\$146.00	-	\$11.06	-	\$157.06	-	-	\$157.06
Cynthia Martineau	Chief Executive Officer	Accrued Mileage	09/30/22	11/29/22	Misc - mileage reimbursement	Misc	-	-	\$902.00	-	-	-	\$902.00	-	-	\$902.00
Lisa Tweedy	Chief Human Resources Officer	Org Design Discussion	11/29/22	11/29/22	Toronto	Misc	-	-	\$101.27	-	\$11.06	-	\$112.33	-	-	\$112.33
Lisa Tweedy	Chief Human Resources Officer	Accrued Mileage	09/30/22	11/30/22	Misc - mileage reimbursement	Misc	-	-	\$593.60	-	-	-	\$593.60	-	-	\$593.60
Mary Grattan-Gielen	VP Home and Community Care	VP Meeting in Brampton	09/21/22	09/21/22	Brampton	Misc	-	-	\$155.20	-	-	-	\$155.20	-	-	\$155.20
Clare McCabe	VP, Home & Community Care	VP Meeting in Brampton	09/21/22	09/21/22	Brampton	Misc	-	\$828.57	\$53.20	-	\$33.74	-	\$915.51	-	-	\$915.51
Lisa Burden	Chief Patient Services Officer	Misc Meetings in Brampton	09/21/22	12/13/22	Brampton	Misc	-	-	\$244.00	-	\$62.50	-	\$306.50	-	-	\$306.50
Wanda Parrott	Interim VP Home and Community Care	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Faris Abulfazl	Interim VP Finance	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Jamie Stevens	VP BI and Data Mgmt	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Dan Merritt	Interim VP Human Resources and Org Development	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00