

**APPROVED MINUTES  
BOARD OF DIRECTORS MEETING  
Wednesday, January 22, 2014  
Scarborough Room, Central East LHIN  
314 Harwood Avenue South, Ajax ON  
11:00 AM – 4:15 PM**

- Directors Present:** Mr. David Sudbury (Vice-Chair)  
Ms. Joanne Hough (Member) (*via teleconference*)  
Mr. Chuck Powers (Member)  
Ms. Margaret Risk (Member)  
Ms. Samantha Singh (Member)
- Director Regrets:** Mr. Wayne Gladstone (Chair)  
Ms. Valmay Barkey (Member)
- Staff Present:** Ms. Deborah Hammons (Chief Executive Officer)  
Mr. James Meloche (Senior Director, System Design & Implementation)  
Mr. Paul Barker (Senior Director, System Finance & Performance Management)  
Mr. Marco Aguila (Manager, Corporate Services)  
Ms. Emily Van de Klippe (Lead, Performance and Accountability)  
Ms. Sherry Harvey (Senior Finance Consultant, SFPM)  
Ms. Karol Eskedjian (eHealth Program Manager)  
Ms. Katie Cronin-Wood (Communications Lead)  
Ms. Karen O'Brien (Public Affairs)  
Ms. Sheila Rogoski (Executive Coordinator)  
Ms. Jennifer Persaud (Governance Coordinator, Minutes Recorder)

Mr. Sudbury, Vice-Chair of the Central East Local Health Integration Network (the “Central East LHIN”) Board of Directors chaired the meeting on Mr. Gladstone’s behalf.

## **1.1 MEETING CALLED TO ORDER**

Mr. Sudbury called the meeting to order at 11:00 am and welcomed the members of the public to the Central East LHIN open Board meeting.

### **Constitution of Meeting and Quorum**

Notice of the meeting having been properly given to the public and to each Board member, and a quorum of Board members being present at the meeting, Mr. Sudbury declared the meeting duly constituted for the transaction of business.

## **2.1 CONSENT AGENDA**

Prior to introducing the motion, Mr. Sudbury asked if there were any items requiring further discussion as listed on the consent agenda.

There were no items raised for discussion.

### **MOTION:**

By Ms. Risk

Be it resolved that the consent agenda of the January 22, 2014 meeting of the Central East LHIN Board of Directors be approved.

- Included are the following items for approval:
  - Board meeting agenda: January 22, 2014
  - Board meeting minutes: December 18, 2013
  - Board Correspondence report
  - Chair's Report
  - Other New Business

**SECONDED:** Mr. Powers

**MOTION CARRIED**

## **2.2 DECLARATION OF CONFLICTS OF INTEREST**

Mr. Sudbury requested that those in attendance declare any conflicts of interest. Mr. Sudbury declared that he will be recusing himself from discussion and voting on item #5.5 as it relates to the Rouge Valley Health System.

## **3.0 DELEGATIONS TO THE BOARD**

Mr. Sudbury noted that there were no delegations scheduled for this month.

#### **4.1 BUSINESS ARISING FROM LAST MEETING OF DECEMBER 18, 2013**

Mr. Sudbury asked for any business arising from the Board meeting on December 18, 2013. There were no items of business arising raised by members of the Board.

#### **4.2 REPORT OF THE AUDIT AND FINANCE COMMITTEE**

Mr. Sudbury provided a report on the Audit and Finance Committee meeting which took place prior to the Board meeting. Reports were reviewed covering Board expenses, per diems, governance budget. Staff reported to the committee on LHIN operations, Transfer Payment Agency spending and provided an overview on the allocation and reallocation tracking. The quarterly Declaration of Compliance was reviewed and was recommended for the Board's approval with one exception noted pertaining to the LHINs insurance policy.

**MOTION:**

By Ms. Singh

Be it resolved that the Central East LHIN Board authorize the Chair, by resolution dated the 22<sup>nd</sup> day of January, 2014, to declare to the Minister of Health and Long-Term Care that to the best of the Board's knowledge and belief, upon due enquiry of the Chief Executive Officer and other appropriate LHIN officers and personnel, the Central East LHIN:

1. fulfilled its obligations under the Memorandum of Understanding dated April 1, 2007, the Ministry LHIN Performance Agreement and applicable law; and
2. without limiting the generality of the foregoing, complied with the provisions of the government directives applicable to it, including the Transfer Payment Accountability Directive, Procurement Directives and the Travel, Meal & Hospitality Expenses Directive.

during the Applicable Period of October 1, 2013 to December 31, 2013, with the noted exception to "Insurance", whereby pending resolutions of the issues have been identified.

**SECONDED:** Mr. Powers

**MOTION CARRIED**

It was noted that Mr. Sudbury would endorse the Central East LHIN Attestation for submission to the Ministry on behalf of Mr. Gladstone.

**MOTION:** By Mr. Powers  
Be it resolved that the Committee Chair's report of the January 22, 2014 Audit and Finance Committee meeting be received by the Central East LHIN Board of Directors.

**SECONDED** Ms. Risk

**MOTION CARRIED**

## 5.1 **ALLOCATION OF ONE-TIME 2013/14 COMMUNITY FUNDING**

Mr. Paul Barker, Senior Director – System Finance Performance Management and Ms. Sherry Harvey, Senior Finance Consultant presented the proposed allocation of one-time 2013/14 Community Funding.

The proposed Base Funding recommendations included \$234,912 for the Port Hope Community Health Centre to support the Geriatric Assessment Intervention Network (GAIN) program and \$179,617 for Community Care Durham's expected shortfall in Home First/Home at Last program.

Ms. Harvey outlined proposals for one-time increases to include up to 6% increases to the Community Health Centre sector in base funding, up to 7% increases to Community Support Service and Community Mental Health agencies receiving in excess of \$250,000 in LHIN base funding and up to 10% increases to Community Support Service and Community Mental Health agencies receiving less than \$250K in LHIN base funding.

An exception for funding consideration was applied to any health service provider that projected a year-end operating surplus at the close of the last quarter. The Ministry's criteria for the one-time funding was provided to the LHINs and will be shared with the eligible health service providers:

- Funding cannot be used for an initiative that creates financial pressures for years going forward and the goods or service must be received by the agency before March 31, 2014.
- Funding must be applied to services aimed at reducing Alternative Level of Care rates and reducing the number of people readmitted to hospital or accessing the Emergency Department within 30 days of discharge from hospital,
- Funding can be applied to supporting partners of Health Links in delivering care to the target/high-needs populations including seniors and people with complex health conditions.

**MOTION:** By Ms. Risk  
Be it resolved that in support of the GAIN program, the Central East LHIN Board of Directors, approves the allocation of \$234,912 in annual funding (\$58,728 pro-rated for fiscal year 2013/14) to the Port Hope Community Health Centre.

**SECONDED:** Ms. Singh

**MOTION CARRIED**

**MOTION:** By Ms. Singh  
Be it resolved, that in support of Home First and Home at Last initiatives, the Central East LHIN Board of Directors approves the allocation of an additional \$179,617 in annual funding to Community Care Durham.

**SECONDED:** Ms. Risk

**MOTION CARRIED**

**MOTION:** By Mr. Powers  
Be it resolved that in support of the Central East LHIN community Health Service Providers, the Central East LHIN Board of Directors approves the allocation of \$7,094,375 in one-time funding in fiscal year 2013/14 to the community providers, in the following sectors:

| Sector       | Proposed % | Total Amount Allocated to Sector |
|--------------|------------|----------------------------------|
| CHC          | 6%         | \$662,203                        |
| CSS          | 7% or 10%  | \$3,369,365                      |
| CMH          | 7% or 10%  | \$3,062,807                      |
| <b>Total</b> |            | <b>\$7,094,375</b>               |

**SECONDED:** Ms. Singh

**MOTION CARRIED**

## 5.2 ASSESS AND RESTORE FUNDING

Mr. James Meloche, Senior Director – System Design & Implementation outlined the Assess and Restore funding for members of the Board. Information was provided on the Ministry's development of the Assess and Restore policy in Ontario and the relationship with the Central East LHIN's Seniors Strategic Aim.

Mr. Meloche reported that \$947,100 in one-time pro-rated funding was received on December 16, 2013 and targeted towards expanding the Assess & Restore capacity and access. Central East LHIN Assess and Restore initiatives were reviewed and recommendations were presented for the Board's consideration.

Mr. Meloche reported that the Central East LHIN's Assess and Restore funding plan was submitted to the Ministry on December 20, 2013 and a report on the outcomes of the funding initiatives will be provided to the Board in June 2014.

### MOTION:

By Ms. Risk

Be it resolved that the Central East LHIN Board of Directors approves the recommended 2013-2014 one-time allocation of Assess and Restore funding as follows:

| Hospital                             | 2013-14 Funding |
|--------------------------------------|-----------------|
| Ross Memorial Hospital (2)           | \$62,615        |
| Haliburton Highlands Health Services | \$15,000        |
| Northumberland Hills Hospital (2)    | \$244,800       |
| Rouge Valley Health System           | \$32,000        |
| Campbellford Memorial Hospital       | \$18,500        |
| Peterborough Regional Health Centre  | \$18,825        |
| The Scarborough Hospital             | \$190,000       |
| Lakeridge Health (2)                 | \$365,360       |

**SECONDED:** Ms. Singh

**MOTION CARRIED**

## 5.3 ANNUAL AUDIT PLAN

Mr. Marco Aguila, Corporate Services, Manager was joined by Ms. Trisha Patel and Mr. Steve Stewart of Deloitte to provide a presentation on the Central East LHIN Annual Audit Plan.

Mr. Stewart noted that there were no changes in the auditing standards and this year's audit will be consistent with practices from previous years. The assessment of materiality was reviewed by Mr. Stewart, who reported on the Controls and Risk reviews that will be conducted. It was noted that all accrued liabilities and deferred revenue items will be reviewed to identify any deferred income, a process consistent with all 14 LHINs. Journal entries posted during the year will be profiled for any fraud risks and a summary of accounting updates were previewed by Mr. Stewart. The Audit report will be brought forward to the Board in May 2014 for approval.

**MOTION:** By Ms. Singh  
Be it resolved that the Central East LHIN Board of Directors receive the Auditor's Service Plan as presented by Deloitte.

**SECONDED:** Ms. Risk

**MOTION CARRIED**

#### **5.4 2014/17 MULTI-SECTOR SERVICE ACCOUNTABILITY AGREEMENT (M-SAA)**

Ms. Emily Van de Klippe, Lead, Performance and Accountability provided an overview on the 2014/17 Multi-Sector Service Accountability Agreement (M-SAA) and reported on the differences between the current M-SAA and the new M-SAA template being tabled for pan-LHIN approval.

**MOTION:** By Ms. Hough  
Be it resolved that the Central East LHIN Local Health Integration Network Board of Directors approve the LHIN's use of the draft template Multi-Sector Service Accountability Agreement for 2014-2017 as presented to this Board, provided that the execution version of the Multi-Sector Service Accountability Agreement is substantially the same as presented.

**SECONDED:** Ms. Risk

**MOTION CARRIED**

#### **5.5 PRE-CAPITAL SUBMISSIONS**

Mr. Barker walked members of the Board through the Rouge Valley Health System and The Scarborough Hospital's joint pre-capital planning submissions pertaining to the Scarborough cluster and West Durham (Ajax-Pickering) hospital services.

Concerns were noted by members of the Board about the involvement of the Durham hospital corporations and any potential impacts to the overall integration process between Rouge Valley Health System and The Scarborough Hospital. It was clarified that Durham hospital corporations will be consulted for regional planning purposes to meet the local needs of the communities.

Next steps in this process include a submission by the Scarborough-area hospitals to the Minister of Health and Long-Term Care for approval.

**MOTION:** By Mr. Powers  
The Central East LHIN Board endorses program and services elements [Part A] of The Scarborough Hospital and Rouge Valley Health System's Pre Capital Submission for Scarborough Cluster Redevelopment and instructs The Scarborough Hospital and Rouge Valley Health System to submit Part A as submitted to LHIN, and Part B pre-capital submission to the MOHLTC for review.

**SECONDED:** Ms. Singh

**MOTION CARRIED**

**MOTION:** By Ms. Hough  
The Central East LHIN Board endorses program and services elements [Part A] of The Scarborough Hospital and Rouge Valley Health System's Pre-Capital Submission for West Durham Redevelopment and instructs The Scarborough Hospital and Rouge Valley Health System to submit Part A as submitted to LHIN, and Part B pre-capital submission to the MOHLTC for review.

Further be it resolved that the Central East LHIN Board directs TSH and RVHS (if the merger proceeds) or RVHS (if the merger does not proceed) to enter into an integrated capital planning process for hospital services in Durham

**SECONDED:** Ms. Risk

**MOTION CARRIED**

Mr. Sudbury recused himself from discussion and voting on this agenda item.

## **5.6 URGENT PRIORITIES FUND ALLOCATION**

Mr. Barker and Ms. Harvey provided a report on the Urgent Priorities Fund Allocation. A total of \$3.8M was proposed to be allocated to the Ross Memorial Hospital's Phase I of the DIRECT Program which functions to book patients into MRI and other Diagnostic Imaging procedures electronically. This would be the first in Canada and an add-on to the existing SUBMIT platform.

**MOTION:** By Ms. Singh



Be it resolved that the Central East LHIN Board of Directors approves that Ross Memorial Hospital receive a one-time funding allocation up to \$610,721 in the 2013/14 fiscal year for Phase 1 of the DIRECT program.

**SECONDED:** Mr. Powers

**MOTION CARRIED**

## **5.7 DEMYSTIFYING e-HEALTH ONTARIO, e-HEALTH CLUSTER MODEL AND THE LHIN STRATEGY**

Mr. Andrew Hussain, Regional Chief Information Officer for the e-Health Cluster and Ms. Karol Eskedjian, eHealth Program Manager at the Central East LHIN provided a presentation for the Board's information on e-Health Ontario, the e-Health Cluster Model and the Central Ontario LHINs Strategy.

Members of the Board thanked Mr. Hussain and Ms. Eskedjian for their presentation and invited them back to a future Board meeting to report on the progress of the cluster's plan.

## **5.8 CEO REPORT – Q & A**

Mr. Sudbury asked for questions on the CEO Report to the Board.

There were no items raised for clarification by Board members.

**MOTION:** By Mr. Powers  
Be it resolved that the Central East LHIN Board receive the January 22, 2014 report of the Central East LHIN CEO for information.

**SECONDED:** Ms. Risk

**MOTION CARRIED**

## **5.9 APPOINTMENT OF BOARD SECRETARY**

Mr. Sudbury tabled a motion for the Board on the appointment of the Secretary. Board members discussed that the Chief Executive Officer, Ms. Hammons would be appointed in carrying out the duties and upholding the responsibilities of the Board secretary as outlined in the Board By-laws, pursuant to article 6.01 of Bylaw #1.

**MOTION:** By Mr. Powers  
In accordance with *Article 6.01 – By-Law #1*, the Board shall appoint the role of Secretary to carry out duties as outlined in the Board By-Laws, therefore be it resolved that the Central East LHIN Board of Directors approves the appointment of the Chief Executive Officer as the Board Secretary.

**SECONDED:** Ms. Hough

**MOTION CARRIED**

## 6.0 CLOSED SESSION

**MOTION:** By Ms. Singh  
Be it resolved that the Board of Directors move into closed session, pursuant to Section 9, subsection 5 of the Local Health System Integration Act (LHSIA) to:  
√ consider a matter that would prejudice legal proceedings  
√ consider a matter that concerns personnel  
√ consider a matter concerning personal or public interest

And that Deborah Hammons, James Meloche, Paul Barker, Sherry Harvey, Karol Eskedjian, Karen O'Brien, Sheila Rogoski, Jennifer Persaud and Katie Cronin-Wood along with Andrew Hussain, Central Ontario LHIN Regional Chief Information Officer, join the Board in the closed session

**SECONDED:** Ms. Risk

**MOTION CARRIED**

## 12.1 REPORT ON CLOSED SESSION

*Upon reconvening to the open session, Mr. Sudbury reported that during the in-camera session the Board discussed details pertaining to personnel and matters that could prejudice legal proceedings.*

**MOTION:** By Ms. Hough  
Be it resolved that the Chair's report of the January 22, 2014 closed session be received and approved, and further that there will be follow up on the actions discussed.

**SECONDED:** Ms. Risk

**MOTION CARRIED**

## 12.2 MOTION OF TERMINATION

**MOTION:** By Ms. Risk  
Be it resolved that the January 22, 2014 Central East LHIN Board meeting be adjourned.

**SECONDED:** Ms. Singh

**MOTION CARRIED**

The meeting was terminated at 5:00 PM

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Mr. David Sudbury  
Vice-Chair

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Deborah Hammons  
Chief Executive Officer  
Board Secretary