

---

**NORTH EAST LOCAL HEALTH INTEGRATION NETWORK  
BOARD OF DIRECTORS**

**MINUTES OF PROCEEDINGS**

**Via Teleconference**

**Friday, April 27, 2007**

---

---

**CALL TO ORDER**

Acting Chair Margaret Ashcroft called the meeting to order at 9:10 a.m.

**ROLL CALL**

Members in Attendance:           Margaret Ashcroft, Vice-Chair (Sudbury)  
  Kim Christianson (Hearst)  
  Marc Dumont (Timiskaming Shores)  
  Randy Kapashesit (Moose Factory)  
  Johanne Labonté (Timmins)  
  Claus Ott (Elliot Lake)  
  Dr. Donald Stemp (North Bay)  
  Peter Vaudry (Sault Ste. Marie)

Absent with Regrets:           Mathilde Gravelle Bazinet, Chair (North Bay)

Staff:                                   Rémy Beaudoin, Chief Executive Officer  
  Lianne Bettiol, Executive Assistant/Recording Secretary  
  Martha Auchinleck, Senior Director, Performance, Contracts and  
  Allocation  
  Terry Tilleczek, Senior Director, Planning, Integration and  
  Community Engagement

**WELCOME AND INTRODUCTION**

Acting Chair Margaret Ashcroft welcomed members of the public to the open Board Meeting for the North East LHIN Board of Directors. A brief overview of the Procedural Guidelines for Open Board Meeting was communicated to the public.

Acting Chair Margaret Ashcroft introduced members of the Board of Directors and staff.

**DECLARATION OF CONFLICT OF INTEREST**

Dr. Donald Stemp declared a conflict of interest with respect to motion 2007-020, Health Professionals Advisory Committee.

## **AGENDA**

*Moved by Claus Ott, seconded by Dr. Donald Stemp that the agenda be approved as circulated.*

## **MINUTES OF PROCEEDINGS**

### ***{Motion 2007-013}***

*Moved by Johanne Labonté, seconded by Marc Dumont,*

*That the Minutes of Proceedings for the Regular Board Meeting of Friday, March 2, 2007 be adopted as circulated.*

*(Carried)*

*Reference: Board package: Page 2 to 10*

## **PRESENTATIONS**

### **ICT Phase 2 Report**

*Tamara Shewciw, North East LHIN eHealth Lead*

An overview of the following was provided by Tamara Shewciw, North East LHIN eHealth Lead:

- The Case for Change
- Vision, Goals and Guiding Principles
- Strategic Goals
- Strategic Directions
- Implementation Guiding Principles
- Priority Projects
- Priority Project Implementation Plan
- Governance and Implementation Organization
- Change Management Strategy
- Benefits of the eHealth ICT Blueprint
- Next Steps

*Reference: Board package: Page 12 to 24*

## **BUSINESS ARISING FROM THE MEETING OF MARCH 2, 2007**

None

## **REPORT FROM THE CHAIR AND ACTING CHAIR**

### **Board Chair and Acting Chair's Activities in addition to routine Administrative duties:**

Acting Chair, Margaret Ashcroft, Vice Chair (Sudbury)

- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON (via Teleconference)
- March 27 – Board of Directors Educational Session re: Accountability Agreement via teleconference call
- March 28 – Teleconference call with Mathilde Gravelle Bazinet, Board Chair, CEO and Executive Assistant re: acting Chair from March 30 to April 30, 2007

## **REPORT FROM THE CHAIR AND ACTING CHAIR (CONTINUED)**

- March 30 – Meeting with Mayor Rodrigues from Greater City of Sudbury along with Remy Beaudoin, CEO, Sudbury, ON
- April 13 – OMA Meet and Greet with medical staff along with Remy Beaudoin, CEO and Board Director, Dr. Donald Stemp, North Bay, ON
- April 18 – LHIN Chair's Dinner, Toronto, ON
- April 19 – LHIN Chair's Face-to-Face Meeting, Toronto, ON
- April 24<sup>th</sup> – Audit Committee Meeting, via Teleconference
- April 24<sup>th</sup> – Governance Committee Meeting, via Teleconference

Chair, Mathilde Gravelle Bazinet (North Bay) – Report submitted

- March 1 – Meeting with Mushkegowuk Tribal Council, Moose Factory, ON
- March 1 – Meeting with the Weenebayko Health Centre Board of Directors, Moose Factory, ON
- March 1 – Meeting with James Bay General Hospital Board of Directors, Moosonee, ON
- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON
- March 2 – Visit to Fort Albany – James Bay General Hospital, Fort Albany, ON
- March 6 – Presentation at the Regional Consultation on the future of the Health Care System - Developing a 10 year Strategic Plan, Sault Ste. Marie, ON
- March 8 – Provincial / LHIN Wide Education Session on the Accountability Agreement via Videoconference, along with Rémy Beaudoin, CEO, North Bay, ON
- March 8 – Teleconference meeting with Gisele Chrétien, Chair and Vicki Kaminski, CEO for Sudbury General Hospital along with Rémy Beaudoin, CEO, North Bay, ON
- March 8 – Provincial / LHIN Wide Review of the MOHLTC – LHIN Readiness Assessment via Teleconference along with Rémy Beaudoin, CEO, North Bay, ON
- March 8 – Meeting with Mick Lowe, Lakeside Communications, along with Rémy Beaudoin, CEO, Sudbury, ON
- March 8 – CBC Forum – Wrap-up comments by the Chair—in attendance: Rémy Beaudoin, CEO, and Terry Tilleczek, Senior Director, Planning, Integration & Community Engagement, Sudbury, ON
- March 9 – Teleconference meeting with Ken Flynn, LHIN Risk Management Team to review the North East LHIN Readiness Assessment results, along with Rémy Beaudoin, CEO
- March 13 – Presentation and meeting with "Centre de Santé Communautaire de Sudbury", along with Rémy Beaudoin, CEO, Sudbury, ON
- March 13 – Presentation to the Sudbury General Hospital Board of Directors, along with Rémy Beaudoin, CEO, Sudbury, ON
- March 19 – Teleconference meeting with Joanne Palkovits, St. Joseph's Health Centre, along with Rémy Beaudoin, CEO, North Bay, ON
- March 21 – Presentation to the "Réseau Franco-Sud du Sud Ontario", London, ON
- March 21 – LHIN Chairs, Dinner Meeting, Toronto, ON
- March 22 – Joint LHIN Chairs and CEOs Meeting, along with Rémy Beaudoin, CEO, Toronto, ON
- March 26 – Presentation to the First Nations and Aboriginal Health Authorities and visit of Wikwemikong Health Centre, along with Rémy Beaudoin, Manitoulin Island, ON
- March 27 – Board of Directors Educational Session re: Accountability Agreement, via Teleconference
- March 29 – Joint MOHLTC Board Chairs & CEOs teleconference re: Communications and Issues Management
- March 30 to April 21 - Holidays
- April 22 to April 28 - Study Tour – Health Care System, Sweden & Norway

## **REPORT FROM THE CHAIR AND ACTING CHAIR (CONTINUED)**

### **Board Members' Activities**

Kim Christianson (Hearst)

- March 1 – Meeting with Mushkegowuk Tribal Council, Moose Factory, ON
- March 1 – Meeting with the Weenebayko Health Centre Board of Directors, Moose Factory, ON
- March 1 – Meeting with James Bay General Hospital Board of Directors, Moosonee, ON
- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON
- March 2 – Visit to Fort Albany – James Bay General Hospital, Fort Albany, ON
- March 8 – Provincial / LHIN Wide Education Session on the Accountability Agreement via Videoconference
- March 27 – Board of Directors Educational Session re: Accountability Agreement, via Teleconference

Marc Dumont (Timiskaming Shores)

- March 1 – Meeting with Mushkegowuk Tribal Council, Moose Factory, ON
- March 1 – Meeting with the Weenebayko Health Centre Board of Directors, Moose Factory, ON
- March 1 – Meeting with James Bay General Hospital Board of Directors, Moosonee, ON
- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON
- March 2 – Visit to Fort Albany – James Bay General Hospital, Fort Albany, ON
- March 27 – Board Educational Session re: Accountability Agreement, via Teleconference
- April 25 - Meeting with "Réseau de santé en français" along with Remy Beaudoin, CEO and Board Director, Johanne Labonté, Timmins, ON

Randy Kapashesit (Moose Factory)

- March 1 – Meeting with Mushkegowuk Tribal Council, Moose Factory, ON
- March 1 – Meeting with the Weenebayko Health Centre Board of Directors, Moose Factory, ON
- March 1 – Meeting with James Bay General Hospital Board of Directors, Moosonee, ON
- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON
- March 2007 – Ongoing teleconference meeting with the North Shore Tribal Council re: coordinating a meeting with the North East LHIN Board of Directors

Johanne Labonté (Timmins)

- March 1 – Meeting with Mushkegowuk Tribal Council, Moose Factory, ON
- March 1 – Meeting with the Weenebayko Health Centre Board of Directors, Moose Factory, ON
- March 1 – Meeting with James Bay General Hospital Board of Directors, Moosonee, ON
- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON
- March 2 – Visit to Fort Albany – James Bay General Hospital, Fort Albany, ON
- March 27 – Board of Directors Educational Session re: Accountability Agreement, via Teleconference
- April 24<sup>th</sup> – Audit Committee Meeting, via Teleconference
- April 24<sup>th</sup> – Governance Committee Meeting, via Teleconference
- April 25 - Meeting with "Réseau de santé en français" along with Remy Beaudoin, CEO and Board Director, Marc Dumont, Timmins, ON

## **Board Members' Activities (Continued)**

Claus Ott (Elliot Lake)

- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON (via Teleconference)
- March 8 – Provincial / LHIN Wide Education Session on the Accountability Agreement via Videoconference
- March 27 – Board of Directors Educational Session re: Accountability Agreement, via Teleconference
- April 18, Meeting with Health Service Providers in Elliot Lake, along with Rémy Beaudoin, CEO and Terry Tilleczek, Senior Director, Planning, Integration and Community Engagement, Elliot Lake, ON
- April 24<sup>th</sup> – Audit Committee Meeting, via Teleconference

Dr. Donald Stemp (North Bay)

- Ongoing Teleconference Call with facilitator Maureen Quigley to plan for the District 9 OMA Annual General Meeting
- April 13, 2007 - Meet & Greet Reception with Dr. David Bach, OMA President and District 9 Members, along with Acting Chair Margaret Ashcroft and Remy Beaudoin, CEO, North Bay, ON
- April 14, 2007 - Workshop and Strategy Session for local physicians and NE LHIN, along with Remy Beaudoin, CEO and Terry Tilleczek, North Bay, ON

Peter Vaudry (Sault Ste. Marie)

- March 1 – Meeting with Mushkegowuk Tribal Council, Moose Factory, ON
- March 1 – Meeting with the Weenebayko Health Centre Board of Directors, Moose Factory, ON
- March 1 – Meeting with James Bay General Hospital Board of Directors, Moosonee, ON
- March 2 – NE LHIN Open Board Meeting, Moose Factory, ON
- March 15 – Meeting with Seniors Health Advisory Council, along with Frank McGoey, Consultant, Community Engagement, Sault Ste. Marie, ON
- March 27 – Board Educational Session re: Accountability Agreement, via Teleconference
- April 10 – Meeting with Solutions Group, Graham Clarke, President and CEO, Elizabeth Bodnar, Senior Manager and Senior Staff from the Group Health Centre, Sault Ste. Marie, ON
- April 10 – Meeting with Dr. Allan Northan, Medical Officer of Health and Jeff Holmes, Business Administrator from Algoma Health Unit, Sault Ste. Marie, ON
- April 24 – Audit Committee Meeting, via Teleconference
- April 24 – Governance Committee Meeting, via Teleconference
- April 26 – OHA Finance Conference for Audit Committee Chairs, Toronto, ON

*Reference: Board package: Page 26 to 29*

## **REPORT FROM THE CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT**

*Rémy Beaudoin, Chief Executive Officer*

*Martha Auchinleck, Senior Director, Performance, Contracts and Allocation*

*Terry Tilleczek, Senior Director, Planning, Integration and Community Engagement*

An overview of the following was provided:

- CEO's Objectives & Progress
- Business Plan
- North East LHIN Calendar of Key Activities 2007-2008

## **REPORT FROM THE CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT (CONTINUED)**

- Progress Report on North East LHIN / Minister's Accountability Agreement Schedules
- Communication Plan
- ICT Blueprint
- LHIN Process Standardization
- Internal Administration
- System Planning
- Community Engagement
- System Integration and Coordination
- Provider Accountability / Performance
- Provider Funding / Allocation
- IHSP Status Report

*Reference: Board Package, page 31 to 40 and Page 99 to 100*

### **{Motion 2007-014}**

*Moved by Peter Vaudry, seconded by Johanne Labonté, that the Operational Plan be approved as presented:*

**WHEREAS;** *the Operational Plan of the North East LHIN Board identifies the development of a Strategic Communication Plan.*

**WHEREAS;** *the North East LHIN's 2007/08 Operational Budget has yet to be confirmed by the Ministry of Health and Long-Term Care.*

**BE IT RESOLVED;** *that the North East LHIN Strategic Communication Plan be approved as presented and that once the Operational Budget of the North East LHIN has been confirmed that the Board determine the priorities to be addressed within the Plan.*

*{Carried}*

*Reference: Board Package, page 41 to 95*

### **{Motion 2007-015}**

*The North East LHIN Board of Directors recognizes the efficiency and high quality of work in the development of the Operational Plan.*

*Moved by Kim Christianson, seconded by Marc Dumont;*

*That the North East LHIN endorse the Northern Ontario eHealth Information and Communication Technology (ICT) Blueprint – Phase 2 and provide a copy to the Minister of Health and Long-Term Care for his information.*

*{Carried}*

*Reference: Board Package, page 12 to 24 and page 98*

## **REPORT FROM THE CHIEF EXECUTIVE OFFICER AND SENIOR MANAGEMENT (CONTINUED)**

### ***{Motion 2007-016}***

*Moved by Claus Ott, seconded by Kim Christianson, that the CEO & Senior Management Report be approved as presented.*

*{Carried}*

*Reference: Board Package, page 101*

## **COMMITTEE REPORTING**

### **Audit Committee**

Audit Committee Chair, Peter Vaudry provided a report of the Audit Committee meeting held on Tuesday, April 24, 2007 via teleconference. The following items were entertained:

- 2007/2008 Audit Committee Calendar
- Q4 Budget Summary Report and Operating Results
- Signing Authority Policy
- Audit Representation Letter
- Committee Meeting Process and Procedures

### ***{Motion 2007-017}***

*Moved by Johanne Labonté, seconded by Claus Ott, that the North East LHIN draft Q4 Budget Summary Report, be approved as presented.*

*{Carried}*

*Reference: Board Package, page 104 to 106*

### ***{Motion 2007-018}***

*Moved by Peter Vaudry, seconded by Claus Ott, that the Signing Authority Policy be approved with the following amendments:*

- 3.6.4.1 *Potential commitments for necessary items that will exceed the approved budget after applying allowable financial flexibility across accounts will require the recommendation of the Audit Committee Chair and the authorization of the Board*
- 3.6.4.2 *A Board meeting will be held by teleconference to consult the Board if a quorum is available. In urgent or critical situations where the Board is not convening soon enough and upon the recommendation of the Audit Committee Chair, the Board Chair is authorized to make the commitment on behalf of the Board.*
- 3.6.6 *Regardless of the levels of authority outlined in section 3.6, the Chair or CEO may decide to bring purchases of an unusual nature or unusually high amount to the Audit Committee Chair, if a Board quorum is not possible by teleconference, before committing to the purchase*

***{Motion 2007-018} - Continued***

- 3.7 *Notwithstanding sub-section 3.6.8, it is permissible for employees to utilize petty cash for minor transactions (less than \$100) without obtaining prior commitment authority (original receipts required). The CEO has exercised commitment authority by establishing the petty cash at an average monthly utilization of \$1,000. The Financial Analyst will be the petty cash custodian and the Controller will be responsible for its reconciliation*
- 3.13.2 *In the case of P-Card statements, expense claims and petty cash journal entry requests this person is normally the manager of the expense claimant. Their role is to verify that all purchases were appropriate and in compliance with policies and directives. The Approver will review all associated documents and sign the respective claim/forms including the Payables Control Form. A Senior Director will be the Payables Approver for the Chair's claim forms. In addition, the Chair of the Audit Committee will conduct an additional review of the Chair's claims on a monthly basis*

*The following were deleted from the original policy:*

- 3.8.2 *As of the effective date of this policy, the Controller/Business Support Manager is the only current holder of a P-Card and has a transaction authority of \$3,000.*
- 3.13 *As in interim measure due to vacancies in the senior management positions, the Controller has been given temporary Spending Authority.*

*Reference: Board Package, page 104 to 107 to 112*

**Governance Committee**

Governance Committee Chair, Margaret Ashcroft provided a report of the Governance Committee meeting held on Tuesday, April 24, 2007. The following item was discussed:

- Board Recruitment Policy

***{Motion 2007-019}***

*Moved by Margaret Ashcroft, seconded by Kim Christianson that the Board Recruitment Policy be approved with the following amendments:*

*Section: Governance /Nomination Committee*

*Sub Section: Nomination Committee*

- 3.0 *The CEO will maintain a current (and attached to this policy) registry containing:*
- *All NE LHIN Board OIC appointments and respective terms;*
  - *The above 3 tables duly completed.*

*Six months prior to the expiry of a Board Director term, the CEO will inform the Governance/Nomination Committee of the situation and seek direction in support of the Board of Directors recruitment strategy.*

***{Motion 2007-019} - Continued***

*The Board of Director Recruitment strategy will include the following elements:*

- *The profile of the candidate to be recruited;*
- *The target geographic area;*
- *In compliance with OIC Appointments Directives, activities, responsibilities and timelines for:*
  - *Posting;*
  - *Pre Selection;*
  - *Interview;*
  - *Recommendation to Minister*

*The Governance/Nomination Committee will make their recommendation on the candidate and the duration of their term to the Board of Director Chair*

*{Carried}*

*Reference: Board Package, page 114 to 118*

**NEW BUSINESS**

**Health Professional Advisory Committee**

Dr. Stemp provided an update on the Workshop and Strategy Session held with members of the OMA District 9 on April 14, 2007 in North Bay. Dr. Stemp reported that the session was positive.

*Reference: Board Package, page 120 to 122*

Acting Chair Margaret Ashcroft called an in-camera session:

***{Motion 2007-020a}***

*Moved by Marc Dumont, seconded by Kim Christianson that the Board meet in-camera to discuss the resolution.*

***RESOLVED THAT:***

*"The 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:"*

- √ *Personal or public interest*
- Public security*
- Security of the LHIN and its directors*
- Personal health information*
- Prejudice to legal proceedings*
- Safety*
- Personnel matters*
- Labour relations*
- Matters subject to solicitor client privilege*
- Matters prescribed by regulation*
- Deliberations on whether to move into a closed session*

***{Motion 2007-020a} – Continued***

***BE IT FURTHER RESOLVED THAT;*** the following persons be permitted to attend:

*Remy Beaudoin, Chief Executive Officer*

*Lianne Bettiol, Executive Assistant*

*Martha Auchinleck, Senior Director, Performance, Contracts and Allocation*

*Terry Tilleczeck, Senior Director, Planning, Integration and Community Engagement*

**IN-CAMERA ADJOURNMENT**

*Moved by Claus Ott, seconded by Randy Kapashesit that the in-camera session be adjourned.*

***{Motion 2007-020}***

***WHEREAS;*** pursuant to LHSI Act, 2006, the regulation requires each LHIN to establish a Health Professionals Advisory Committee consisting of members from regulated health professionals.

***WHEREAS;*** currently, the Terms of Reference for the Health Professionals Advisory Committee stipulates eligibility of membership.

***BE IT RESOLVED;*** that the following paragraph be removed from the Health Professional Advisory Committee Terms of Reference:

*“A local health integration network shall not appoint a person as a member of a health professionals advisory committee if the person is,*

- a) a member of the board or the chief executive officer or an officer of a corporation or entity that represents the interests of persons who are part of the health sector and whose main purpose is advocacy for the interest of those persons; or*
- b) an official of a trade union ”*

***BE IT FURTHER RESOLVED;*** that the North East LHIN forward a copy of the resolution to the Minister

*{Defeated}*

*The Motion was defeated because window for submission opportunity has expired.*

*Reference: Board Package, page 123*

**NEXT BOARD MEETING**

The next open Board of Directors meeting is scheduled for Friday, May 25, 2007 from 9:00 a.m. to 12:00 p.m. in Sudbury.

## **IN-CAMERA SESSION**

### **{Motion 2007-021}**

*Moved by Randy Kapashesit, seconded by Kim Christianson that the meeting move in-camera.*

### **RESOLVED THAT:**

*"The 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:"*

- Personal or public interest*
- Public security*
- Security of the LHIN and its directors*
- Personal health information*
- Prejudice to legal proceedings*
- Safety*
- Personnel matters*
- Labour relations*
- Matters subject to solicitor client privilege*
- Matters prescribed by regulation*
- Deliberations on whether to move into a closed session*

*To consider agreements that the Ministry has requested, and LHIN's Legal Counsel advised should be treated as confidential at this time;*

**BE IT FURTHER RESOLVED THAT;** *the following persons be permitted to attend:*

*Remy Beaudoin, Chief Executive Officer*

*Lianne Bettiol, Executive Assistant*

*Terry Tilleczek, Senior Director, Planning, Integration and Community Engagement*

*Martha Auchinleck, Senior Director, Performance, Contracts and Allocation*

### **{Motion 2007-022}**

*Moved by Peter Vaudry that that in-camera session be adjourned.*

## **ADJOURNMENT**

### **{Resolution 2007-023}**

*Moved by Randy Kapashesit, seconded by Johanne Labonté that the regular Board of Directors meeting of Friday, April 27, 2007 be adjourned at 11:38 a.m.*

*{Carried}*

---

Margaret Ashcroft  
Vice-Chair