



**Chief Executive Officer's Committee Meeting**  
Tuesday, September 18, 2007 at 9:30 a.m.  
SE CCAC , T.J. Plunkett Boardroom

**PRESENT:**

Bruce Laughton, Chair	Ray Marshall
Michele Bonutti for Cathy Dunne	Arthur Ronald
Bill Hart for Joe de Mora	Marcy Saxe-Braithwaite
Sherry Kennedy for Paul Huras	Dr. Anne Smith
Phil Thom for Hugh Graham	

**GUESTS:** Ginette Soulieres, Wendy Parker, Brenda Luffman and Dr. Laurie Mazurik  
Michael Thoen for item 4.1 (via teleconference)

**REGRETS:** Dr. Ian Gemmill, David Marshall, Dr. John Puxty, Paul Rosenbaum,  
Todd Stepanuik, Dr. David Walker.

**STAFF:** Allan Katz, Paul McAuley and Maryanne Takala

Bruce Laughton, Chair, called the meeting to order at 9:35 a.m.

1. **Adoption of Agenda**

The agenda was adopted as circulated.

<b>MOVED:</b>	Ray Marshall	<b>SECONDED:</b>	Arthur Ronald
<b>THAT</b>	The agenda be approved.		

**MOTION CARRIED**

2. **Approval of Minutes: August 21, 2007**

<b>MOVED:</b>	Marcy Sax-Braithwaite	<b>SECONDED:</b>	Arthur Ronald
<b>THAT</b>	the August 21, 2007 minutes be approved with one change under item 4.2: RHCLC – last line to read that “ ...Dr. McCans will be asked to work with the committee on a congestive heart failure map.”		

**MOTION CARRIED**

*N.B. The agenda was adjusted to accommodate Sherry Kennedy's availability.*

4.2 **SE LHIN**

a. **Collaborative Governance Sessions**

Sherry Kennedy reported that the sessions are going well. Three have already taken place with two remaining. They have been warmly received and the Collaborative Governance Work Team will bring meeting to plot out next steps in October.

b. **Health-based Allocation Methodology**

Sherry Kennedy reported that the SE LHIN staff is presenting an HBAM primer at their next board meeting. HBAM was created as a means to equitably distribute monies between the 14 LHINs based on a variety of indicators. She noted that a portion of new funds announced for 'Aging at Home' strategy used the HBAM.

**Action:** The SE LHIN will make a presentation on HBAM at the next CEO's Committee meeting (approximately 45 minutes).

c. Request for Financial Statements

Sherry Kennedy addressed the concerns associated with the request made in her September 6, 2007 letter. The SE LHIN is prepared to adjust the date or the financial reporting month. At this point, August statements would be preferred but if that is not possible July would be accepted. In addition, they could be stamped "**FOR DISCUSSION PURPOSES**" or "**APPROVAL OF BOARD REQUIRED**" to address concerns regarding submitting reports before governance review. Bruce Laughton noted that the financial statements are the property of the finance committee until the board has seen and approved. This usually takes until the third week of the month to allow for management review (variance reporting and analysis).

On another note, Sherry Kennedy was appointed to chair a provincial committee of SE LHIN senior directors to develop a common position on what may be considered within the concept of section 8 in hospital accountability agreements (i.e., pressures that are beyond a hospital's control).

3. **Presentation:**  
**Incident Management Committee – Regional tabletop Exercise**

Wendy Parker, chair of the HCNSEO's Incident Management Committee introduced her team (Dr. Laurie Mazurik, Ginette Soulieres and Brenda Luffman) and presented a PowerPoint deck outlining the details of the regional tabletop exercise (attached). The exercise is a deliverable on the approved 2007-08 IMC work plan. The exercise will have three phases: Impact, Response/Stabilization and Recovery. The workshop will start at 9:00 a.m. and will run until 3:00 p.m. Each organization should be prepared to send their IMS team members. Wendy Parker and Ginette Soulieres are presenting the scenario to Health Canada officials on September 21, 2007.

Dr. Mazurik suggested that next steps in IMC development include going to the Ideas Network to focus on sustainability.

On the committee's behalf, Bruce Laughton thanked the group for their continued effort.

4. **Updates**

4.1 Integration Supply Chain Management Phase II

Allan Katz referred to the briefing notes on the proposed governance structure and the human resources and information technology update that were circulated with the agenda package. Five out of the six hospitals present reported that the briefing note was received by their boards. The sixth hospital is taking it to their board later in the month.

Arthur Ronald reported that at this point, based on direction from the board, LACGH will no longer be participating in the project as a founding partner.

The process for board motions was reiterated. OntarioBuys! requires the final report by the end of November 2007 however with Mike Thoen's assistance, we have until February 2008 to submit board motions.

Paul McAuley added that the IT Work team has met several times to develop an RFI in draft with input from the IT, HR, Finance and Materials Management representatives across the region. The goal is to post the RFI on MERX by October 1, 2007 with a tight turnaround for response. That said, major vendors have been provided with a 'heads up' that the RFI is to be posted so that they can position their resources appropriately. There is an initial sense that two of the vendors already in the region may submit responses.

Allan added that feedback from Phase I identified a gap in information sharing. To address this concern, a CFO update teleconference took place on September 17, 2007 and will become a regular event to ensure CEOs, senior executives and departmental managers all have the same information.

#### 4.3 Regional Clinical Leaders Committee

The draft minutes of the last meeting were circulated at the meeting for information. Marcy Saxe Braithwaite reported that there was a discussion about the Terms of Reference and membership for this committee. It was agreed that the SE LHIN representatives (including clinical care leads) would be invited to attend meetings when necessary. There was also clarification of the SE CCAC, KGH medical director and regional planning consultant participation.

The committee will meet every two months and use the "off" month for subcommittee work. Other agenda topics of discussion included: admission to LTC homes during outbreaks, patient safety, care of the elderly, and care mapping. A patient safety subcommittee is being established and will meet on October 3, 2007.

There was a discussion about the process for selecting the Regional Surgical Services lead. The SE LHIN reported that a selection will be made by the end of the week. Details regarding reporting relationships still require some clarification.

<b>MOVED:</b>	Ray Marshall	<b>SECONDED:</b>	Arthur Ronald
<b>THAT</b>	The RCLC report be accepted as presented.		

**MOTION CARRIED**

#### 4.4 Regional Chief Information Officer

Paul McAuley reported the WTIS expansion to include all general surgery has been approved. The SE LHIN area is in wave three (March 2008).

The ITCSC Operations committee is reviewing a request for comment on data centre consolidation with the Central East and North Simcoe Muskoka LHINs. There is no commitment to move ahead as this is just a request for comment. It is hoped that SSHA may have an interest and respond.

Paul spoke to his briefing note regarding the dissolution of the the ITCSC Steering Committee. The SE LHIN's Strategic e-Health Council will be created in response to their accountability agreement with the Ministry of Health and Long-Term Care. It was agreed that the creation of the SE LHIN's Strategic e-Health Council would duplicate the ITCSC Steering Committee. It was also agreed that the ITCSC Operations Committee would continue to be meet and ensure ongoing coordination of regional projects and that Paul McAuley, as chair, would report to the CEO's Committee.

<b>MOVED:</b>	Ray Marshall	<b>SECONDED:</b>	Arthur Ronald
<b>THAT</b>	In light of the South East LHIN's creation of a Strategic e-Health Council, the HCNSEO Chief Executive Officers' Committee dissolve the Information Technology & Communications Steering Committee		

**AND THAT** the Information Technology & Communications Operations Committee will be retained and will report to the CEO's Committee and other key stakeholders through the Regional Chief Information Officer, who will act as Chair

**MOTION CARRIED**

The CEO's may recommend four representatives to sit on the e-Health Council (one academic health science representative, two community hospital representatives and a representative from the SE CCAC). Paul McAuley and Allan Katz will work on a process for recommending representatives while we await the request from the SE LHIN.

#### 4.6 Medical Transport

Allan Katz reported that sites continue to collect and validate volume. Kingston General Hospital will act as agent on behalf of the Network for the MERX posting early in October working towards a January start date.

### 5. **New & Other Business**

#### 5.1 Involvement of Community Support Services

Allan Katz referred to the briefing note in the agenda package. Based on a presentation at the August HCNSEO meeting, the CEOs were asked to develop strategies to work closer with community support services agencies. He held a teleconference with David Marshall and Debbie MacDonald Moyne, but neither was able to attend today's meeting.

Given the number of similar-themed flow oriented initiatives underway, it was suggested that a strategy map be developed of existing and emerging initiatives projected against a preferred state for distribution to the clinical leaders, chief executives and trustees.

#### 5.2 Attendance at SE LHIN Board Meetings

The question of whether the CEO's committee would like to have representation at a SE LHIN board meeting on a rotating basis was raised. It was felt that this may be a good idea but it would be beneficial to see how much time the in camera session and takes and how much material is discussed at the open session.

#### 5.3 2008-2010 HAPS

There was a brief discussion about the implication of HAPS and the strategy to approach the accountability agreement. As there would not be enough time to discuss this item fully, the members agreed to defer this item to the next CEO's Committee meeting and that the meeting will be extended by one hour to accommodate a robust discussion. Michele Bonutti and Phil Thom suggested that each organization complete budget assumptions and program/service risk templates to facilitate the discussion.

### 6. **Next Scheduled Meeting Date**

The next meeting is scheduled for Tuesday, October 16, 2007 at 9:30 a.m.

### 7. **Adjournment**

The meeting was adjourned at 11:25 a.m.