

Briefing Note

Eastern Ontario Briefing Note

Senior Staff Expenses

ISSUE: HCCSS Posting of Travel, Meal and Hospitality Expenses for Q1, 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 April 1, 2022 to June 30, 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 - VP Home and Community Care:	\$0.00
HCCSS Champlain,	
• Claire Ludwig – VP Home and Community Care:	\$570.72
HCCSS South East	
• Lisa Tweedy - VP Human Resources & Organizational Development:	\$174.87
• Mary Grattan-Gielen - VP Home and Community Care:	\$0.00
• Cynthia Martineau – CEO:	\$2,529.34
Total for all expense reports:	\$3,274.93

- 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: July 11, 2022

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: 1

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	Tarif aerien	Autre mode de transport	Hebergement	Repas	Frais accessories	TOTAL PARTIEL	Accueil	Autres depenses	TOTAL
Lisa Burden	VP, Home & Community Care	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Claire Ludwig	VP, Home & Community Care	CH Site Meetings	05/10/22	05/17/22	Pembroke and Cornwall	-	-	-	267.6	-	-	-	\$267.60	-	-	\$267.60
Claire Ludwig	VP, Home & Community Care	HCCSS VP Meeting	06/16/22	06/16/22	Toronto	-	-	303.12	-	-	-	-	\$303.12	-	-	\$303.12
Lisa Tweedy	VP, HR & OD	HCCSS VP Meeting	05/16/22	05/16/22	Toronto	-	-	-	-	\$154.96	\$19.91	-	\$174.87	-	-	\$174.87
Mary Grattan-Gielen	VP, Home & Community Care	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Cynthia Martineau	Chief Executive Officer	HCCSS Consultant Meeting	04/11/22	04/12/22	Toronto	-	-	-	\$125.28	\$292.97	\$39.82	-	\$458.07	-	-	\$458.07
Cynthia Martineau	Chief Executive Officer	HCCSS VP Meeting & BoD Meeting	05/12/22	05/13/22	Toronto	-	-	-	\$474.73	\$517.92	\$61.94	-	\$1054.59	-	-	\$1054.59
Cynthia Martineau	Chief Executive Officer	HCCSS BoD Meeting and Site Visits	05/17/22	05/25/22	Toronto	-	-	-	\$327.56	\$372.00	\$42.03	-	\$741.59	-	-	\$741.59
Cynthia Martineau	Chief Executive Officer	Champlain Site Visit	05/25/22	05/26/22	Ottawa	-	-	-	\$90.49	\$153.63	\$30.97	-	\$275.09	-	-	\$275.09

\$3274.93