

Briefing Note

Eastern Ontario Briefing Note - Senior Staff Expenses

ISSUE: HCCSS Posting of Travel, Meal and Hospitality Expenses for Q2, 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 July 1, 2022 to September 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 - VP Home and Community Care: | \$0.00 |
| • Faris Abulfazl – Interim Vice President, Finance and Corporate Services | \$0.00 |

HCCSS Champlain,

- | | |
|---|--------|
| • Claire Ludwig – VP Home and Community Care: | \$0.00 |
| • Dan Merritt - VP Human Resources and Organizational Development | \$0.00 |
| • Clare McCabe – VP Home and Community Care | \$0.00 |

HCCSS South East

- | | |
|--|------------|
| • Lisa Tweedy - VP Human Resources & Organizational Development: | \$399.50 |
| • Mary Grattan-Gielen - VP Home and Community Care: | \$795.61 |
| • Cynthia Martineau – CEO: | \$3,852.34 |
| Total for all expense reports: | \$5,047.45 |

- 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: October 24, 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: 2

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 accessoires	TOTAL PARTIEL	Accueil	Autres depenses	TOTAL
Lisa Burden	VP, Home & Community Care	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Faris Abulfazl	Interim VP Finance	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Claire Ludwig	VP, Home & Community Care	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Clare McCabe	VP, Home & Community Care	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Dan Merritt	Interim VP Human Resources and Org Development	-	-	-	-	-	-	-	-	-	-	-	\$0.00	-	-	\$0.00
Lisa Tweedy	VP Human Resources and Org Development	Central Office Visit and BoD Meeting	09/20/22	09/21/22	Toronto	Misc.	-	-	-	\$210.08	\$39.82	-	\$249.90	-	-	\$249.90
Lisa Tweedy	VP Human Resources and Org Development	Accrued Mileage	06/30/22	06/30/22	Misc - mileage reimbursement	-	-	-	\$149.60	-	-	-	\$149.60	-	-	\$149.60
Mary Grattan-Gielen	VP, Home & Community Care	HCCSS VP Meetings	06/15/22	June 15,2022	Toronto	VPs	-	-	\$110.00	\$330.79	\$19.91	-	\$460.70	-	-	\$460.70
Mary Grattan-Gielen	VP, Home & Community Care	HCCSS VP Meetings	09/21/22	09/21/22	Toronto	VPs	-	-	-	\$255.00	\$19.91	-	\$274.91	-	-	\$274.91
Mary Grattan-Gielen	VP, Home & Community Care	Accrued Mileage	Misc	Misc	Misc - mileage reimbursement	-	-	-	\$60.00	-	-	-	\$60.00	-	-	\$60.00
Cynthia Martineau	Chief Executive Officer	Executive Meetings	06/15/22	06/16/22	Toronto	VPs	-	-	\$116.85	\$539.62	\$39.82	-	\$696.29	-	-	\$696.29
Cynthia Martineau	Chief Executive Officer	BoD Meetings and Site Visits	06/21/22	06/24/22	Misc. Site Visits	Misc	-	\$721.00	\$459.19	\$237.96	\$81.85	-	\$1500.00	-	-	\$1500.00
Cynthia Martineau	Chief Executive Officer	Misc Site Visits	08/08/22	08/11/22	Misc. Site Visits	Misc	-	-	\$826.75	\$517.32	\$141.58	-	\$1485.65	-	-	\$1485.65
Cynthia Martineau	Chief Executive Officer	Accrued Mileage	09/30/22	09/30/22	Misc - mileage reimbursement	-	-	-	\$170.40	-	-	-	\$170.40	-	-	\$170.40

\$5047.45