

Board of Trustees Meeting
MINUTES of Meeting
Wednesday, September 21, 2016
6:00-8:15 pm
Holland Bloorview, Room 5E100

Present: M. Ballantyne C. Cowan-Levine J. Hanigsberg L. Hicks C. Hopper
C. Hunt A. Kaplan J. Lam A. Maharaj G. Milo-Manson
J. Morrison T. Muir W. Onuwa H. Ort P. Puri
M. Rappolt L. Torneck

Sr. Management: T. Chau S. Hawken J. Hunter D. Savage B. Sybring
S. Wong

Regrets: E. Anagnostou B. Cooper

Guests: S. Pagura V. Tsang

Recorder: B. Webster

Opening Remarks by Chair

C. Hunt called the meeting to order at 6:00 pm. She welcomed our three new Trustees to the meeting along with our returning Trustees. She noted that this will be a busy and challenging year ahead as we prepare for Accreditation in October 2017, embark on a new strategic planning process along with the many other items on our Work Plan.

C. Hunt expressed her congratulations on behalf of the Board to Janet Morrison who recently accepted the position of Provost and Vice-President Academic at Sheridan College and announced that Professor Poonam Puri is the recipient of a prestigious research fellowship from the Pierre Elliott Trudeau Foundation.

She introduced our Board Education session. Dr. Golda Milo-Manson, Vice President, Medicine and Academic Affairs provided an overview on physician (and dental staff) credentialing at Holland Bloorview.

Dr. Milo-Manson explained the rigorous process physicians are required to undergo when they apply for an appointment at Holland Bloorview. The Credentialing Committee (CC), which reports to the Medical Advisory Committee (MAC), is responsible for investigating the qualifications and experience of all new appointments. Once applications have been approved by both the CC and the MAC, a recommendation is brought to the Board for approval. She also reviewed the process for re-appointment and suspending or revoking of privileges and the Board of Trustees' responsibilities. .

C. Hunt thanked Dr. Milo-Manson for her presentation.

A number of administrative/housekeeping items were noted and several documents in Trustees' folders were highlighted.

Declaration of Conflict of Interest for Meeting

The Chair asked whether anyone wished to declare a conflict of interest on any of the items slated for discussion at this Board meeting, and there were none.

1.0 Consent Agenda

The Chair asked for a Motion to approve the Consent Agenda as pre-circulated.

MOTION: It was MOVED by Tom Muir and SECONDED by Janet Morrison that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the Consent Agenda of September 21, 2016 as pre-circulated.

1.1 Agenda – September 21, 2016

1.2 Minutes – June 22, 2016

1.3 Board Standing Committees' Report

1.4 Board Work Plan 2016-17

1.5 Governance Quality Indicator Report

Muir / Morrison

CARRIED

2.0 President and CEO Report

J. Hanigsberg presented her report. She noted a change we have made when reporting on Bloorview Research Institute publications. Going forward we will only report on higher impact factor publications. A question was asked regarding occupancy rates in the family accommodations. A commitment was made to provide the information to the trustee.

3.0 New Business

3.1 Accreditation 2017

S. Pagura provided a high level overview of the Accreditation process, the key changes for 2017 and the Board's roles and responsibilities. The major change since 2013 is that client and family centred care is embedded within each standard. We have 15 Family Leaders participating across all the dimensions of Accreditation and collectively they make up the Family Leads Accreditation Group (FLAG). Each Accreditation standard team has at least 2 Family Leaders that participate in all meetings. The Governance Committee is currently completing the Self-Assessment Questionnaire which will be uploaded to the Accreditation Canada portal. At the Board Retreat in October, S. Pagura will lead a process for trustees to complete the Governance Functioning Tool. All Trustees will access a link and complete the questionnaire which will help us identify areas for improvement. S. Pagura will produce a Primer that will be distributed in advance of the Retreat.

C. Hunt thanked S. Pagura for her excellent presentation.

3.2 Organizational Communications Strategy Update

S. Wong presented the hospital's communications strategy highlighting the shift to go "beyond our walls," early indicators of progress and major initiatives to be tackled in the near future. Since he joined Holland Bloorview in January, he has been working with the Foundation team to build a new model of collaboration, build our external profile and establish an advocacy platform.

3.3 Financial Statements to July 31, 2016

B. Sybring presented the Financial Statements as of July 31, 2016. Holland Bloorview is reporting a surplus of \$178,237 or \$508,991 better than budget (excluding building depreciation). Major variances contributing to the surplus include: vacancies savings of \$213,795 due to ongoing vacancies in leadership positions as well as at our satellite clinics; a surplus of \$155,699 due to timing of system implementation projects; the self-funded areas reflecting a surplus of \$216,310 that include \$55,595 timing and management vacancy in the pool program, \$118,103 surplus in Clinical Technology due to improved management and numerous efficiencies put in place over the last year, and \$21,208 related to continued recoveries on the sale of WordQ. Surplus is offset by the following: vacation accruals have grown by \$199,045 over the past year and the Rehab unit is over budget by \$180,051 due to higher than budget occupancy levels.

MOTION: It was MOVED by Marg Rappolt, and seconded by Harry Ort, that the Board of Trustees approve the Preliminary Financial Statements for the period ended July 31, 2016 for Holland Bloorview Kids Rehabilitation Hospital, as pre-circulated.

Rappolt / Ort

CARRIED

3.4 Extension of Board Chair Term

J. Lam indicated that the by-laws state we are able to extend the term of office of the Board Chair for an additional term of up to two years. It is the Governance Committee's recommendation that we extend C. Hunt's term by one year ending June 2018 to coincide with her term as Chair.

MOTION: It was MOVED by Jean Lam, and seconded by Tom Muir, that the Board of Trustees approve the recommendation from the Governance Committee for a 1 year extension of the Board Chair term therefore ending in June 2018.

Lam / Muir

CARRIED

3.5 Strategic Planning

J. Lam indicated that updated versions of both the Terms of Reference and Membership list were in trustees' folders. She indicated that the process for both strategic planning and Accreditation are aligned. The Task Force is being co-chaired by J. Hanigsberg and L. Lam. The representation of staff, families, youth, Trustees is very inclusive. There are still a few open spots which we will fill shortly.

The Board Retreat in October will focus on strategic planning

MOTION: It was MOVED by Laurie Hicks , and seconded by Harry Ort , that the Board of Trustees approve the recommendation from the Governance Committee for the proposed membership of the Strategic Planning Task Force and that the remaining positions be filled at the discretion of the Co-Chairs.

Hicks / Ort

CARRIED

MOTION: It was MOVED by Laurie Hicks, and seconded by Harry Ort, that the Board of Trustees approve the recommendation from the Governance Committee for the proposed Terms of Reference for the Strategic Planning Task Force.

Hicks / Ort

CARRIED

4.0 Reports

4.1 Board Performance Indicators Report Q1

D. Savage highlighted a couple of areas in the Q1 report. She noted that Pressure Ulcers were above target with one pressure ulcer in the reporting period. M. Ballantyne gave context to the particular case including that a contributing factor was self-. Additional safety measures and education were put in place on the unit.

D. Savage reported that for the first time in 3 years, our Autism wait time numbers have reached target at our main site. The indicator shows below target on the report as results are amalgamated from all sites. She also noted that Neuromotor wait times are in the yellow instead of red for the first time in 3 years. The teams were congratulated for their leadership on these initiatives to reduce wait times in all areas.

4.2 Quality Committee Report – June 2016

L. Hicks presented the report from the June meeting. Two families presented Patient Stories. She indicated that the issues they highlighted resulted in outcomes that were very impactful to the families. It demonstrated how simple changes can make a big difference.

A question was asked regarding if we circle back to families after they have brought an issue/concern/complaint forward to hear about changes made. At present we do not have a structured circle back process and Management agreed that this could easily be formalized by our Client and Family Integrated Care team.

4.3 Medical Advisory Committee Report

G. Milo-Manson presented the Medical Advisory Committee report. She indicated that it is much lengthier than usual due to the summer data. It is typical to see peaks in incidents over the summer due to the larger, more diverse groups of children attending our summer camps.

5.0 Adjournment

The Board meeting adjourned at 7:55 pm.

C. Hunt asked Trustees to stay for a Closed Meeting.

*Cally Hunt, Chair
Board of Trustees
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