

Board of Trustees Meeting
MINUTES of Meeting
Wednesday, October 24, 2012
1:00 – 2:30 p.m. Academy of Medicine Room
Estates of Sunnybrook, Vaughan Estate
2075 Bayview Ave., Toronto, ON

Present: D. Allgood B. Alman E. Carroll B. Cranston C. Everson
K. Falzon J. Hanigsberg C. Hopper C. Hunt M. Kardos Burton S.
Jarvis J. Kustec J. Lam G. Milo-Manson J. Morrison
T. Muir

Regrets: A. Kawamura R. Laxer H. Ort

Sr. Management: T. Chau C. Haanstra J. Hunter J. Schleifer Taylor B. Sybring

Guests: T. Bailey S. Jacobson B. Webster

Recorder: B. James

Lise Quirin, Director Volunteer Resources, presented the new volunteer recognition pins to the Board.

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 no one had a declaration.

1.0 Approval of the Consent Agenda

There were no additions suggested for the Consent Agenda for this meeting, but one amendment was suggested for item 4.1 Policy BG-016, to replace the word "actions" ascribed to the SMT in the last line of paragraph one, with "*those responsibilities*". The Board then approved the Consent Agenda and the revised Minutes of meeting September 19, 2012, with the amendment to wording in item 4.1.

A MOTION for the Board of Trustees to approve:

- 1.1 Agenda –October 24, 2012**
- 1.2 Minutes –September 19, 2012**
- 1.3 Board Standing Committees Report for October**

was made by Bob Cranston, and seconded by Julia Hanigsberg. The MOTION was CARRIED.

2.0 President & CEO Report

Trustees asked for information about the role of the Client and Family Relations Facilitator at Holland Bloorview and for clarification on the scope of the budget challenge for 2013-14. The Vice-President of Corporate Services reiterated that the development of the Operating Plan 2013-14 would pose a challenge due to the anticipation of a lack of increase in government funding in conjunction with an expected industry salary increase of approximately 2.5%.

Holland Bloorview

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3.0 Strategic Plan Update

Implementation of the new Strategic Plan 2012-2017 was highlighted by the President. The presentation included the Terms of Reference and the reporting structure: the Strategy Council would report to the Senior Management Team (SMT) who would then report through the President & CEO to the Board of Trustees, twice per year. The Chief of Communications and Public Affairs will assist the President & CEO in leading the implementation of the Strategic Plan for the Hospital.

A suggestion was raised by the Chair of the Board to add Knowledge Translation to the Terms of Reference for the Strategy Council.

4.0 Business Arising

There were no items to report under Business Arising at this meeting.

5.0 New Business

5.1 Board of Trustees Work Plan 2012-13

The Chair of the Governance Committee reviewed the process for the development of the Board Work Plan, which included the goals of the Board Standing Committees and the Board's annual responsibilities.

Trustees asked that the first two goals, under item III. Risk Management of the Plan, be reported to the Board directly even though they will also be reviewed by the relevant Board Committee.

Secondly, it was requested that item 2. Commercialization under the Bloorview Research Institute goals also be reported directly to the Board. It was suggested that commercialization be a topic for Board education at a future meeting, followed by a report of the recommendations from the Research Advisory Committee, with time allotted for the Board's discussion, before addressing a resolution for approval. The President agreed to bring the report on I.P. licenses to the Board, after an I.P. audit in the Bloorview Research Institute is undertaken, by the end of 2012.

The Chair asked whether there was further discussion on the Board Work Plan 2012-2013, and there being none, asked the Board to approve the Work Plan as amended. The Chair asked the Chair of the Governance Committee to make the foregoing amendments to the Work Plan.

MOTION: On a MOTION by Tom Muir, and seconded by Mary Kardos Burton, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the Board of Trustees Work Plan for 2012-2013 including the amendment to Risk Management goals 1 and 2 to be reported directly to the Board, as well as the Bloorview Research Institute's goal 2 on commercialization, as discussed.

Muir/Kardos Burton

CARRIED

5.2 Accreditation: Trustees' Role

The Director of Quality and Risk, Judy Maheu, presented information on Accreditation 2013 with Accreditation Surveyors scheduled for a site visit on September 30, 2013. The theme chosen for Accreditation this time is "Inspired by Kids. Led by You."

Henceforth, Accreditation would be conducted on a four-year cycle and results would be evaluated on four decision levels: accredited with exemplary standing; accredited with commendation; accredited; and not accredited. Amendments have been made to the Governance Functioning Tool and the Governance Standards that were used for Accreditation 2010. For example, the Governance Standards would now incorporate an evaluation of the Chair of the Board of Trustees.

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The Board's role in Accreditation comprises completing a Self-Assessment Questionnaire (SAQ) and the Governance Functioning Tool, which will provide data to for the Quality Road Map. The Road Map would then guide the action plan for preparing for the Accreditation Surveyors visit in September, 2013.

The Officers of the Board and the Chairs of the Board Standing Committees have agreed to represent the Board in the preparation process, and the Governance Committee would assist in preparing Trustees to complete the two on-line surveys: the SAQ and the Governance Functioning Tool.

There being no further discussion, the Chair asked for a MOTION to approve the Representatives of the Board for Accreditation.

MOTION: On a MOTION by Esme Carroll, and seconded by Tom Muir, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the following Trustees to represent the Board during the preparation and process to complete governance requirements for Accreditation 2012: David Allgood, Carolyn Everson, Julia Hanigsberg, Cally Hunt, Bob Cranston, Ben Alman, Mary Kardos Burton, Ron Laxer, Janet Morrison.

Carroll/Muir

CARRIED

5.3 Quality Indicators Monitored by the Board of Trustees Report

The Quality Indicators Monitored by the Board of Trustees' Report is developed annually to summarize indicators of Quality of Governance at Holland Bloorview.

Four of the indicators did not meet target during 2011-2012. Trustees who were non-members of the Quality Committee were reminded to sign up to attend one meeting per year as a representative of the Board. In preparation for Accreditation, Trustees would be reminded of their role in meeting the various Governance Quality Indicators through the year.

5.4 Financial Statements to September 30, 2012

The Vice-President Corporate Services spoke to the Variance Report for the six months ended September 30, 2012. The Report reflected a surplus of \$200,338 which was \$177,467 better than budget and a change from the deficit reported at the end of July, 2012. He noted that the surplus was largely a reflection of timing with slower activity in the summer due to vacations.

The Summary of Revenues and Expenses indicated that revenue and investment incomes were down and expense totals were under budget. The unspent expenses provided a net saving of approximately \$270,000 from unfilled positions, especially in Information Systems and the Child Development Program. Revenues from the Aquatics Program and Erinoak Children's Centre were contributing to a non-global positive variance of approximately \$109,000. Payments from international consulting work would contribute to a near-budget position by the year end, when an annual surplus of approximately \$280,000 was forecast.

Upon a query it was noted that revenues from the sale of WordQ and WiVik software had not been reflected in the Statements as yet.

MOTION: It was MOVED by Cally Hunt, and seconded by John Kustec, that the Board of Trustees approve the Financial Statements for the months ended September 30, 2012 for Holland Bloorview Kids Rehabilitation Hospital as pre-circulated.

Hunt/Kustec

CARRIED

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6.0 Reports

6.1 Quality Committee

There were no queries regarding the Quality Committee meeting report.

6.2 Board Performance Indicators' Report Q2

The Board of Trustees Performance Indicators' Report for the second quarter was tabled for discussion. The evaluation column showed all Indicators met or exceeded the target except the Out and Day Patient Attendances.

Upon a query of this indicator, it was noted that the measurement base comprised historical data so the second quarter, i.e. summer months, may reflect lower attendances, but a thorough review is underway to determine the cause, particularly as it relates to wait times.

Overall, trustees expressed appreciation to all concerned for a positive outcome report.

6.3 Medical Advisory Committee

There were no additions for the Medical Advisory Committee Report. Trustees were reminded that the Quality Committee had reviewed the Report at the October meeting.

6.4 Foundation Report

The President & CEO of the Holland Bloorview Kids Rehabilitation Hospital Foundation provided a summary of preparations for the Halloween fundraising Campaign. Trustees were given the opportunity to purchase "Change for Kids" cards and were encouraged to activate the P.I.N. numbers on each of the coins contained in the cards on October 31, or shortly thereafter.

The Evening of Possibility fundraising dinner was fully subscribed—the event would be held at Holland Bloorview on November 19.

7.0 Fill-out Meeting Feedback Form – All Trustees

Trustees were requested to comment on today's meeting by filling out the meeting Feedback Form.

8.0 Adjournment

The Chair asked for a Motion to adjourn the Board of Trustees meeting at 2:25 p.m.

MOTION: It was MOVED by Kelly Falzon, and seconded by Jean Lam, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the adjournment of the Board of Trustees meeting held October 24, 2012.

Falzon/Lam

CARRIED

Date of Next Meeting

*November 21, 2012, 6 – 8 p.m.
at Holland Bloorview, Room 5E100*

*Julia Hanigsberg, Vice-Chair
Board of Trustees*

:bj