

**Holland Bloorview**  
Kids Rehabilitation Hospital

**Board of Trustees Meeting**  
**MINUTES of Meeting**  
**Wednesday, December 12, 2012**  
**6:00 – 8:00 p.m. Boardroom 5E100**  
**150 Kilgour Road, Toronto, ON**

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

**Teleconference:** T. Muir

**Regrets:** A. Kawamura J. Schleifer Taylor

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

**Guests:** T. Bailey S. Jacobson O. Szabo L. Williams H. Evans

**Recorder:** B. Webster

The Chair called the meeting to order and invited the President & CEO to introduce the speakers for the Education presentation.

Laura Williams, Director of Client and Family Integrated Care and Heather Evans, Co-Chair of the Family Advisory Committee presented on the Client and Family Integrated Program at Holland Bloorview. They explained the variety of ways that families are becoming engaged at Holland Bloorview i.e. Family Leadership Program, Family Mentors, Family Faculty and Family Advisory Committee to name a few. Family Leaders have grown from 12 to 30 since 2010. A Children's Advisory Council has recently begun involving children between the ages of 4-13 years of age – the first of its kind. The Chair congratulated them on their phenomenal growth over the years and thanked them for an excellent presentation.

***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 Approval of the Consent Agenda**

As there were no additions or amendments for the items in the Consent Agenda for this meeting, the Chair asked for a Motion to approve the Consent Agenda.

**A MOTION for the Board of Trustees to approve:**

- 1.1 Agenda – December 12, 2012**
- 1.2 Minutes – November 21, 2012**
- 1.3 Board Standing Committees Report for December, 2012**

***was made by Harry Ort, and seconded by Julia Hanigsberg. The MOTION was CARRIED.***

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## **2.0 President & CEO Report**

Trustees asked for clarification on some topics in the President & CEO Report for December, e.g., a presentation on the Employee Engagement Plan and the public elementary school teachers strike. J. Hunter indicated that a presentation was made to the Board in November 2011 on the results of the Employee Engagement Plan and her team is now in the action planning phase. She indicated that another presentation could be made if desired. Some of the areas of concern that arose during the engagement stage were – Change Management, Strategic Planning communication, Work Experience/Stress, Patient Experience/Access to Care. The findings were validated with employees at departmental staff meetings and they are now working on implementing strategies to address the issues. S. Jacobson reported that Bloorview School Authority teachers will not strike as they are seconded from the TDSB. The only disruption will be in the case of transportation which will not be offered during a walk-out.

## **3.0 Strategic Plan Report**

### **3.1 Strategic Plan Bi-annual Report**

The President and CEO explained that this is the first formal reporting on our new Strategic Plan. It was decided to provide a narrative report mid-year and a more in-depth report with metrics at the June meeting. C. Haanstra has been attending each of the committee meetings and indicated that there is a great deal of planning underway and much cross over of activity amongst the 4 groups. The committee memberships were carefully selected and we hope to engage all staff in some way by the end of the 5 years. The strategic plan has become the focal point at Leadership Forum and All Staff meetings. S. Jarvis recently chaired the first Strategy Council meeting which was attended by all of the Co-Leads of each of the committees. The next Strategy Council meeting in March will include all members of each of the 4 committees.

The Board workplan indicates that strategic plan reports will come 3 times/year but in this first year we had planned to report only twice (Dec and June). It was agreed that the President and CEO will include a update in the President's Report if anything unforeseen or challenging arises before the next formal report.

## **4.0 Business Arising**

### **4.1 Talent Management**

Judy Hunter, Vice President, Human Resources and Organization Development provided the Board an update on Holland Bloorview's Talent Management Program. She indicated that talent management is part of the new Governance Accreditation Standards. The framework consists of 6 dimensions and is based on a strengths-based model. Forty-three staff have been through the process – almost the full leadership team. There are 13 core competencies and 65 behaviours so the feedback is very granular. J. Hunter indicated that she and her team do the aggregation of the data and an external firm conducts the 360° feedback. The program has been very well received by management staff. Next year the program will focus on our 'emerging leaders'. G. Milo-Manson noted that there is a separate process for physicians.

## **5.0 New Business**

There was no new business to report.

## **6.0 Reports**

### **6.1 Quality Committee**

The Chair of the Quality Committee gave a verbal report on the Quality Committee meeting held on December 11<sup>th</sup>. Jean Lam and John Kustec attended the meeting. He reported that at the last meeting the committee requested a new way to report on the QIP – it was presented and very well received by committee members. He indicated that the new QIP format will come to the Board in Q3. The Accreditation process is underway and timelines are being met. A presentation was made by the Evidence to Care team and Laura Williams presented a patient story.

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### **6.2 Medical Advisory Committee**

The Vice President of Medicine and Academic Affairs reported that we are in Outbreak with 3 confirmed cases of Influenza A. We are working very closely with Toronto Public Health to manage the situation. Staff who have not yet received a flu shot have been asked to be inoculated immediately. There are eight health care institutions in Toronto who are currently in outbreak. The admissions scheduled for this week are going ahead as planned – all families were contacted and given the choice to be admitted or not.

### **6.3 Foundation Report**

The President & CEO of the Holland Bloorview Kids Rehabilitation Hospital Foundation announced that they received a \$500,000 gift yesterday by a donor with interests in cerebral palsy and autism research. The campaign cabinet meeting held recently agreed on the importance of the work underway on concussions in children. S. Jarvis reminded the Board that our new Clinician Scientist, Dr. Michelle Keightley is a leader in concussion research (concussions in the developing brain) and was hired with funds from the Holland gift. We hope to launch her new 'Brain Fit (Concussion) Lab' next week.

### **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 announced that this was the final meeting for three senior members of the hospital team – Saryl Jacobson, Kelly Falzon and Christa Haanstra. The Chair presented gifts to each and thanked them for all their significant contributions to the hospital.

The Chair asked for a Motion to adjourn the Board of Trustees meeting at 7:25 p.m.

**MOTION: It was MOVED by Carolyn Everson, and seconded by Esme Carroll, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the adjournment of the Board of Trustees meeting held December 12, 2012.**

**Everson/Carroll**

**CARRIED**

#### ***Date of Next Meeting***

*January 16, 2013, 6 – 8 p.m.  
at Holland Bloorview, Room 5E100*

*David Allgood, Chair  
Board of Trustees*

*:bw*