

**Board of Trustees Meeting
MINUTES of Meeting
Wednesday, June 3, 2015
6:00-8:00 p.m.
Holland Bloorview, Room 5E100**

Present:	M. Ballantyne C. Hunt R. McLeod	R. Cranston J. Kustec G. Milo-Manson	J. Hanigsberg J. Lam J. Morrison	L. Hicks R. Laxer W. Onuwa	C. Hopper A. Maharaj L. Torneck
Sr. Management:	T. Bailey	T. Chau	D. Kline	D. Savage	B. Sybring
Regrets:	R. Carmichael	W. Howes	J. Hunter	T. Muir	H. Ort
Guests:	E. Dininio M. Tobon	N. Joachimides T. Tobon	S. Pagura V. Tsang	L. Quirin	D. Scott
Recorder:	B. Webster				

Opening Remarks by Chair

J. Morrison called the meeting to order at 6:20 pm.

J. Hanigsberg introduced L. Quirin, Director of Volunteer Resources and D. Scott, Coordinator for Ronald McDonald Playroom at Holland Bloorview. L. Quirin, along with clients (and brothers) Thomas and Martin Tobon helped distribute Volunteer Recognition pins to two of our Trustees – Dr. Ron Laxer received a 5-year award.

Education Session: *Infection Prevention and Control*

D. Savage, Interim Vice President, Programs and Services introduced the speakers for the education session – N. Joachimides, Manager, Patient Safety and Infection Prevention and Control and S. Pagura, Senior Director, Quality, Safety and Performance.

N. Joachimides reviewed the reporting structure for the team that oversees infection prevention and control at Holland Bloorview. He mentioned that we have an excellent relationship with Toronto Public Health and that they actually sit on our Infection Prevention Control Committee. One of the recent initiatives the Holland Bloorview team undertook was with regards to Ebola preparedness – they examined what was happening in the community and educated staff to ensure they were as prepared as possible for suspected or actual cases of Ebola in the hospital. One of their key successes included conducting over 6,000 hand hygiene audits last year. In the coming year the team plans to augment client and family engagement and education in hand hygiene prevention. N. Joachimides explained that an outbreak on our inpatient unit is declared by Toronto Public Health (not by the Hospital) when 2 clients become ill within a 24-hour period. We then have to go 8 full days with no new cases. With respect to Influenza A, only 1 client needs to show symptoms to be declared in outbreak.

J. Morrison thanked N. Joachimides and S. Pagura for their 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 Consent Agenda

The Chair asked for a Motion to approve the Consent Agenda as pre-circulated. C. Hunt asked for an amendment to the May 20, 2015 minutes under Item 3.1, last paragraph – it was suggested to change the wording to read “....ask the Business and Audit Committee to discuss further with the Foundation to ensure alignment”.

MOTION: It was MOVED by Christopher Hopper and SECONDED by Lynda Torneck that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the Consent Agenda with the suggested amendment to the minutes of May 20, 2015:

- 1.1 Agenda – June 3, 2015**
- 1.2 Minutes – May 20, 2015**
- 1.3 Board Standing Committee Reports – June**
- 1.4 Proposed Board Committee Members/Officers 2015/16**
- 1.5 Proposed Board Meeting Dates 2015/16**

Hopper / Torneck

CARRIED

2.0 President & CEO Report

J. Hanigsberg presented the President & CEO report. She reported that the Hospital has received its funding letter from the Toronto Central LHIN providing confirmation of a 1% base funding increase.

Dr. R. Carmichael has finished his term as President of the Medical Staff Association. Dr. E. Anagnostou will assume this role for the next 2 years. J. Hanigsberg thanked Dr. Carmichael for his contributions.

Holland Bloorview is hosting an international concussion conference this week. There are 60 participants from all over the world attending this inaugural event.

She announced that the Brain Injury Rehabilitation Team was recently selected as the recipient of University of Toronto's Interprofessional Education 2014-15 Award of Merit for an Outstanding Team that Role Models Interprofessional Collaboration for Patient-Centred Care to Learners.

3.0 Business Arising

3.1 Year Three Strategic Plan Progress Report

The Year Three Progress Report was presented. J. Hanigsberg highlighted some of the key accomplishments from each in the pillars. The Board agreed that very exciting progress has been made in so many areas.

3.2 By-law Amendment

R. Cranston reminded Trustees of his memo that was circulated with the May 20, 2015 meeting materials explaining the need for a by-law amendment. Once approved by the Board, it will go for approval at the Annual General Meeting on June 17, 2015.

MOTION: It was MOVED by Robert Cranston, and seconded by Jean Lam, that the Board of Trustees approve the By-Law Amendment No. 1B as recommended by the Governance Committee.

Cranston / Lam

CARRIED

3.3 Governance Policies

R. Cranston presented Policy 00036 "Investment of Funds" for approval. He indicated that it was reviewed by both the Investment Subcommittee and the Business & Audit Committee before it was reviewed by the Governance Committee.

MOTION: It was MOVED by Robert Cranston, and seconded by Jean Lam, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve Governance Policy 00036 as recommended by the Governance Committee.

Cranston / Lam

CARRIED

R. Cranston presented Policy 00288 "Accountability for Use of Funds Directed to BRI received from the HBKRH Foundation". Under the Procedure, the section on *Annual Report* states that a report is

prepared for both the Hospital Board and the Foundation Board. T. Bailey and T. Chau confirmed that, historically, an annual report has only been prepared for the Foundation Board. The wording of that section will be revised.

MOTION: It was MOVED by Robert Cranston, and seconded by Jean Lam, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve Governance Policy 00288 with the recommended change.

Cranston / Lam

CARRIED

4.0 New Business

4.1 Preliminary Year-End Financial Statements as of March 31, 2015

C. Hunt stated that the Preliminary Year-End Financial Statements as of March 31, 2015 have been reviewed by the Business & Audit Committee. She asked B. Sybring to report on the internal variance report for the Hospital.

The operating position reported a surplus of \$82,204 which was \$285,082 worse than budget. He indicated that revenues are down by approximately \$800,000 due to a TCLHIN funding claw back, less than expected out of province and semi-private income, lower activity in the Dental/Cleft Lip & Palate program, Prosthetics and Pool. Furthermore, costs were another \$800k over budget due to severances, higher inpatient occupancy and interpreter services. This was partially offset by \$1.3 million of additional income from investments and consulting services in Qatar. The ongoing are actively being addressed.

After discussion and there being no further questions, the Chair asked for a Motion to approve the year-end Financial Statements to March 31, 2015.

MOTION: It was MOVED by Cally Hunt, and seconded by William Onuwa, that the Board of Trustees approve the Preliminary Financial Statements for the twelve months ended March 31, 2015 for Holland Bloorview Kids Rehabilitation Hospital, as pre-circulated.

Hunt / Onuwa

CARRIED

4.2 Draft Audited Financial Statements as of March 31, 2015

The Draft Audited Financial Statements as of March 31, 2015 were reviewed with the Auditors by the Business & Audit Committee and are presented for Board approval today.

E. Dininio summarized details of the Statement of Financial Position for 2014-15. Following a question asked by C. Hopper, C. Hunt indicated that the Business & Audit Committee held a rigorous discussion with management discussing items line by line and feel comfortable with the Hospital's position moving forward.

MOTION: It was MOVED by Cally Hunt, and SECONDED by William Onuwa that the Board of Trustees approve the Draft Audited Financial Statements for the year ended March 31, 2015 for Holland Bloorview Kids Rehabilitation Hospital, as pre-circulated.

Hunt / Onuwa

CARRIED

4.3 President and CEO Goals for 2015-16

J. Hanigsberg walked the Trustees through a slide presentation on her five key priorities for the organization and the proposed President and CEO goals for 2015/16. She indicated that she has consulted with the senior management team and the Performance and Compensation Committee on the direction and scope of the goals as well as proposed measures for each. After much discussion and feedback from Trustees it was agreed that the Chair would call for a motion for agreement in principle with the proposed goals. Trustees were asked to send any additional feedback to both J. Hanigsberg and J. Morrison by email no later than Tuesday, June 9, 2015. J. Hanigsberg will incorporate all feedback and bring a revised presentation to the Board at their meeting on June 17, 2015.

MOTION: It was MOVED by Cally Hunt and SECONDED by Ron Laxer that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve, in principle, the President and CEO goals for 2015/16.

Hunt / Laxer

CARRIED

5.0 Reports

5.1 Quality Committee Report – May 20 2015

L. Torneck presented the Quality Committee report from the May 20, 2015 meeting. She suggested that the presentation made to the Quality Committee on 72-hour Discharge be presented at a Board meeting in the Fall.

5.2 Medical Advisory Committee Report

G. Milo-Manson presented the Medical Advisory Committee Report. There were no questions at this time.

6.0 Adjournment

The meeting of the Board of Trustees adjourned at 8:10 p.m. Trustees were invited to stay to recognize retiring Board members B. Cranston and J. Kustec who have served 2 - 3 year terms on our Board. Gifts of artwork that had been prepared by children in the Bloorview School were given to each. Two senior management team members, T. Bailey and D. Kline, who are also leaving the hospital, were recognized for their tremendous contributions.

7.0 Date of Next Meeting - Wednesday, June 17, 2015

Holland Bloorview Medal of Excellence Award Ceremony – 4:00 pm, Cafeteria

Annual General Meeting – 5:00 pm, Conference Centre

Board of Trustees Meeting – 5:15 pm, Conference Centre

Medal of Excellence Cocktail Reception – 5:30-7:30 pm, Atrium

*Janet Morrison, Chair
Board of Trustees
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