

## Board of Trustees

### MINUTES of MEETING

Wednesday, May 18, 2011

6:00 – 8:00 p.m.

Boardroom 5E100, 150 Kilgour Road

<i>Present:</i>	T. Flynn, <i>Chair</i> M. Hundert V. Sarin	D. Allgood S. Jarvis	E. Carroll A. Kawamura	C. Everson R. Laxer	J. Hanigsberg G. Milo-Manson
<i>Regrets:</i>	B. Alman T. Muir	B. Cranston T. McCarthy	J. Darville	M. Kardos Burton	J. Kustec
<i>Sr. Management:</i>	C. Haanstra	J. Hunter	B. Sybring	S. Wade	
<i>Guests:</i>	V. McMurtry L. Franks,	S. Jacobson G. Kirkwood	B. Donald J. L'Abbe	S. Corkum B. Wood	S. Kingsnorth B. Webster
<i>Recorder:</i>	B. James				

The Chair welcomed Barb Donald, Director Volunteer Resources, to the meeting to distribute volunteer recognition items to Trustees for their years of volunteer service. Ms. Donald explained that she was retiring from her role and thanked the Board for their support of the volunteer program. Ms. Donald accepted a bouquet of spring flowers from the Board in appreciation of the very successful volunteer program she has led at the Hospital.

Brady Wood, St. Joseph's Health System, Hamilton, Ontario, was welcomed as a guest interested in hospital governance.

Laura Franks, Gail Kirkwood, and Julia L'Abbe provided a photo overview of the healthcare mission to Haiti in October 2010. The Team, including Dr. Jonathan Tolkin, Physician, and Sean Peacocke, Speech Language Pathologist from Holland Bloorview, had collaborated with St. Joseph's Health System to provide education and client care for children following the earthquake.

### Declaration of Conflict of Interest

The Chair asked whether anyone had a conflict of interest for any Agenda items, and none was declared.

### 1.0 Review and Approval

#### 1.1 Approval of the AGENDA for the Board of Trustees' Meeting of May 18, 2011 of Holland Bloorview Kids Rehabilitation Hospital

The Chair asked whether there were any additional Agenda items for discussion at this meeting of the Board.

**MOTION: It was MOVED by Esme Carroll, and seconded by Vinay Sarin, that the Agenda for the meeting of the Board of Trustees on May 18, 2011 be approved.**

Carroll/Sarin

**CARRIED**

#### 1.2 Approval of the Minutes for the Board of Trustees' Meeting of April 20, 2011 of Holland Bloorview Kids Rehabilitation Hospital

The Chair asked for a Motion to approve the Minutes of the Board of Trustees meeting of April 20, 2011.

**MOTION: It was MOVED by David Allgood, and seconded by Mark Hundert, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the Minutes of the meeting of the Board of Trustees held April 20, 2011.**

**Allgood/Hundert**

**CARRIED**

## 2.0 President's Report

### 1.2 President's Report May 2011

The President explained that discussions are being held regarding the transfer of portions of three research grants from SickKids to Holland Bloorview which was the first step in building a consolidated program in autism research at Holland Bloorview. Details about the Senior Management Team participation in the Executive Quality Academy and the link to the Hospital Quality Improvement Plan were shared. An update on recruitment underway for senior management was provided and a start date had been set for the Vice-President Programs & Services, June 6, 2011.

## 3.0 Business Arising

### 3.1 Strategic Plan Indicators Report

The Strategic Plan Indicators' Report which summarized the progress on deliverables was provided in the form of performance metrics to complement the narrative report on progress received by the Board in November 2010. However, the Strategic Plan 2007-12 is concluding next year, and a task force to refresh the Strategic Plan will be struck in June. The Governance Committee will present the terms of reference for the task force at the meeting of the Board on June 16.

## 4.0 New Business

### 4.1 Governance Committee Nominations for Board of Trustees Dr. J. Morrison

The President outlined the recommendation of the Governance Committee for nomination of Dr. Janet Morrison for election to the Board of Trustees at the Annual General Meeting in June, 2011. Dr. Morrison had met with members of the Governance Committee and had the experience and skill set deemed necessary for the Board at this time. Dr. Morrison had expressed an interest in joining the Board at Holland Bloorview.

The Chair called for a Motion to approve the nomination of Dr. Morrison.

**MOTION: It was MOVED by David Allgood, and seconded by Esme Carroll, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital accept the recommendation of the Governance Committee, and approve the nomination for election to the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital at the Annual General Meeting on June 15, 2011, of Dr. Janet Morrison.**

**Allgood/Carroll**

**CARRIED**

### 4.2 Draft Board Committee Memberships and Officers 2011-12

The draft Board Standing Committee Membership and Board Officers for 2011-2012 chart was reviewed by the President & CEO on behalf of the Governance Committee. The Board will be asked to approve the membership for Board Standing Committees 2011-2012 at the first Board meeting following the Annual General Meeting on June 16.

The Executive Committee would be comprised of David Allgood, Chair; Julia Hanigsberg, 1<sup>st</sup> Vice-Chair and Treasurer; Carolyn Everson, 2<sup>nd</sup> Vice-Chair; and Robert Cranston, Secretary. It was noted that the role of the 1<sup>st</sup> Vice-Chair would be to prepare for the role of Chair of the Board, and the role of the 2<sup>nd</sup> Vice-Chair would be a support position.

*Valerie McMurtry left the meeting.*

#### **4.3 Freedom of Information and Protection of Privacy Act Briefing Note**

The Freedom of Information and Protection of Privacy Act (FIPPA) will be effective on January 1, 2012. The Board reviewed the briefing note prepared by Maria McDonald, Bioethicist and Privacy Officer, that summarized the requirements stated in the Act.

The Hospital would be required to assess its inventory of records, develop a record retention schedule and place records in a systematic order for ease of retrieval upon request. The legislation is applicable to documents dating back to January 1, 2007 but it was recognized that there is a variety of types of records pertaining to hospital business, and there may be differing guidelines for each type. A report on the additional human and financial resources and the procedures required to comply with this legislation would be brought to the Board in the Fall.

#### **4.4 Evidence to Care: New Initiative**

Information was presented on the launch of an evidence to care unit at Holland Bloorview by Sonya Corkum, Consultant, and Shauna Kingsnorth, of the Bloorview Research Institute (BRI). The capacity to undertake systematic reviews, develop evidence informed clinical practice guidelines and support knowledge translation will be the focus of this new unit. Shauna Kingsnorth will take up the lead on this initiative at Holland Bloorview in June.

*Carolyn Everson joined the meeting.*

Demonstrating that knowledge gained from research has a practical component and translated into improving outcomes for care through clinical-research collaboration, it has the potential to also enhance the competitiveness of individual research grant applications. In addition, knowledge translation of research evidence may promote a better use of research funds and subsequent increased allotment of research funds.

### **5.0 Reports**

#### **5.1 Board Committee Reports**

The Chair indicated that the report on the President & CEO Performance Appraisal and Compensation Committee 2010-11 would be shared with the Board at the in-camera meeting following the Board of Trustees meeting today.

No further information was reported on Board Standing Committee meetings at this time.

##### **5.1.1 Quality Committee Report**

The Chair of the Quality Committee reported that the Quality Committee had reviewed its membership and proposed that two members from families be appointed to the Quality Committee for 2011-12 to ensure a liaison with families of clients. During the meeting the Medical Advisory Committee Report had been reviewed by the Quality Committee, noting that no publicly reported infections had occurred. The integrated Quality Management Plan for quarter four indicated that we are in compliance, but that more attention is required to improve access to care at Holland Bloorview in two programs: Neuromotor and Autism.

##### **5.2 Medical Advisory Committee Report**

It was affirmed that the Medical Advisory Committee Report had been reviewed in detail by the Quality Committee, and had been pre-circulated with the Board meeting materials.

### 5.3 Performance Indicators Reports

#### 5.3.1 Quarterly Performance Indicators Report

The Quarterly Performance Indicators Report and the 'run' charts for Augmentative Communications, Autism, Neuromotor, and Inpatient Rehabilitation were discussed. Improvement in the wait time for Augmentative Communication services had been sustained through the last quarter, and the Team had been congratulated on behalf of the Board. A problem with one or two inpatient admissions occurred in January—the issues are being addressed.

The focus for improvement continues to be access to the Neuromotor and Autism Programs. The demand for services is increasing and the backlog has not yet been addressed. A Steering Committee is being formed to examine ways to take effective action.

#### 5.3.2 Annual Performance Indicators Report

The Annual Performance Indicators for 2010-11 for outcome scores indicated that all of the 13 indicators were within the acceptable range.

### 5.4 Foundation Report

There were no questions about the Foundation Report to the Board for May 2011.

### 6.0 Adjournment

The Chair asked for a Motion to adjourn the Board of Trustees meeting for May 18, 2011.

**MOTION: It was MOVED by Anne Kawamura, and seconded by Ron Laxer, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the adjournment of the Board of Trustees meeting held May 18, 2011.**

**Kawamura/Laxer**

**CARRIED**

### 6.0 Date of Next Meeting

Wednesday, June 1, 2011  
6:00-7:00 p.m., Estates of Sunnybrook, Coach House  
Followed by the Chair's Reception at 7:00 p.m.

*Tom Flynn, Chair  
Board of Trustees*

*:bj*