

Board of Trustees Meeting
MINUTES of Meeting
Wednesday, November 19, 2014
6:00-8:00 p.m.
Holland Bloorview, Room 5E100

Present: M. Ballantyne R. Cranston L. Hicks C. Hunt S. Jarvis
J. Kustec J. Lam R. Laxer A. Maharaj (via teleconference)
G. Milo-Manson J. Morrison T. Muir W. Onuwa H. Ort L. Torneck

Sr. Management: T. Bailey T. Chau W. Howes J. Hunter D. Kline
J. Schleifer Taylor B. Sybring

Regrets: R. Carmichael C. Hopper R. McLeod

Recorder: B. Webster

Opening Remarks by Chair

J. Morrison called the meeting to order at 6:35 pm. She thanked Tom Chau and his team for a highly inspiring presentation in the Gait Lab where they viewed demonstrations from Scientists Dr. Amy McPherson, Dr. Jessica Brian and Research Engineer Ka Lun Tam.

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 indicated.

MOTION: It was MOVED by Ron Laxer and SECONDED by John Kustec that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the Consent Agenda:

- 2.1 Agenda – October 22, 2014**
- 2.2 Minutes – September 17, 2014**
- 2.3 Board Standing Committee Reports - October**

Laxer / Kustec

CARRIED

2.0 President & CEO Report

S. Jarvis and her senior team responded to questions regarding several items in the President & CEO Report. B. Sybring reported that the reason for the under-utilization of the Dental space is that Holland Bloorview has seen a decline in referrals for Cleft Lip & Palate patients. Our numbers are declining while SickKids are increasing. Traditionally we have split the caseload between the two hospitals. We are looking at what other services can be provided to help bring our numbers up. J. Hunter further explained Schwartz Rounds – it is a way to provide care for people caring for our clients. They help deal with the social and emotional issues that arise when dealing with clients with special needs and build cohesion within the teams. Many Toronto hospitals have applied but none were accepted – we will be the first Canadian hospital approved to be trained to implement Schwartz Rounds. J. Hunter also reported that our target last year for vaccination rates was set at 80%; we are currently at 81%. SickKids is reporting their current rate at 58%. A question was raised regarding our international clients. S. Jarvis indicated that all our international work is revenue generating – a presentation to the Board on this issue will occur in 2015. B. Sybring reported that the repair of the leaks in the roof could reach \$500,000. As his report indicated we are pursuing the architect and original contractor for cost sharing support as we consider this a design deficiency.

S. Jarvis showed some slides on recent work in Qatar. A 5 member team including S. Jarvis travelled to Qatar to work with the Al Maha Children's Centre, in partnership with SickKids International, to assist in the design of a new facility similar to Holland Bloorview. They are currently operating from 3 sites and hope to bring all services under one roof. The architect who worked on our project, Terry Montgomery, was very helpful to have on board since he was involved in our design. Our input and feedback was very well received.

3.0 Business Arising

3.1 Board of Trustees Retreat Evaluation

R. Cranston reviewed the summary of evaluations from the Retreat held in October. J. Morrison reminded Trustees that commentary on evaluation forms is very helpful and everyone should feel free to contact her or R. Cranston when objectives are not met. It was suggested that we consider building in 15-20 minutes at the end of the day to allow for a verbal recount of the day.

4.0 New Business

4.1 Financial Statements to September 30, 2014

C. Hunt reported that the Business & Audit Committee spent significant time at their recent meeting reviewing the financial statements. They will continue to keep a close eye on core operations throughout the year.

MOTION: It was MOVED by Cally Hunt, and SECONDED by Laurie Hicks , that the Board of Trustees approve the Financial Statements for the months ended September 30, 2014 for Holland Bloorview Kids Rehabilitation Hospital as pre-circulated.

Hunt / Hicks

CARRIED

4.2 Business & Audit Committee – Revised Terms of Reference

C. Hunt indicated that some minor changes were made to the Terms of Reference at their last meeting.

MOTION: It was MOVED by Cally Hunt, and SECONDED by Harry Ort, that the Board of Trustees approve the revised Terms of Reference of the Business & Audit Committee.

Hunt / Ort

CARRIED

4.3 Board President & CEO Transition Committee

J. Morrison indicated that this Transition Committee was an outcome of the October Retreat. She has shared the draft Terms of Reference with J. Hanigsberg who has voiced some questions. Time did not allow J. Morrison and J. Hanigsberg to speak prior to tonight's Board meeting. J. Morrison clarified that J. Hanigsberg asked for an Executive Coach in her contract. She also requested the creation of a small Transition Committee. Trustees had a number of questions and concerns regarding several aspects of the document. It was agreed that J. Morrison and R. Cranston will revise the Terms of Reference in consultation with J. Hanigsberg and S. Jarvis and bring to the December meeting for review and approval. It was agreed that the Chair of the Board will invite Trustees to join the committee as indicated in the Terms of Reference.

4.4 M.A.C. Credentialing Approvals: Dr. Melanie Penner and Dr. Sheelagh Kemp

Dr. Milo-Manson explained that Dr. Melanie Penner will be filling an 18 month vacancy due to the retirement of Dr. Wendy Roberts. Her qualifications have been reviewed by our Credentials and Medical Advisory Committee and have met the criteria for appointment to our active medical staff.

MOTION: On a MOTION by John Kustec, and SECONDED by Jean Lam, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the recommendation of the Medical Advisory Committee for approval of the credentialing of Dr. Melanie Penner to join our active medical staff.

Kustec / Lam

CARRIED

Dr. Milo-Manson indicated that Dr. Sheelagh Kemp is a paediatric anesthesiologist who will allow us to provide specialized services on site for our clients and prevent them from having to travel to SickKids. Her qualifications have been reviewed by our Credentials and Medical Advisory Committee and have met the criteria for appointment to our consulting dental staff.

MOTION: On a MOTION by John Kustec , and seconded by Robert Cranston, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the recommendation of the Medical Advisory Committee for approval of the credentialing of Dr. Sheelagh Kemp to join our consulting dental staff.

Kustec / Cranston

CARRIED

4.5 Board Recruitment

R. Cranston reminded the Board that we currently have 2 vacancies on our Board due to G. Black and J. Hanigsberg's departures. He reported that the an interview was held recently with Board candidate Marg Rappolt and members of the Governance Committee. The candidate has outstanding government leadership expertise in health care and social services and significant experience in the field of disability. During her interview she asked great questions and was very attracted to our mission and vision. The committee feels that her professional background and skills will be an excellent fit with our Board.

MOTION: It was MOVED by Robert Cranston, and seconded by Jean Lam, that the Board of Trustees approve the recommendation from the Governance Committee for the appointment of Marg Rappolt to the Board of Trustees effective January 2015.

Cranston / Lam

CARRIED

R. Cranston reminded the Board that the Quality Committee is missing 2 Trustees due to the departure of G. Black and the fact that J. Morrison is now an ex-officio member. John Kustec has agreed to join the Quality Committee effective immediately until the end of his term in June 2015.

MOTION: It was MOVED by Robert Cranston, and seconded by Jean Lam, that the Board of Trustees approve the recommendation from the Governance Committee for the appointment of John Kustec to the Quality Committee effective immediately.

Cranston / Lam

CARRIED

R. Cranston was pleased to announce that J. Morrison has agreed to continue as Chair of the Board of Trustees until June 2016.

5.0 Reports

5.1 Board Performance Indicator Report Q2 – July-September 2014

J. Schleifer Taylor reported that the Board Performance Indicator Report went to the Quality Committee for review earlier today. There are 4 areas that indicate performance below target. Medication Reconciliation (Transfers) is typically green. Staff have identified that the transfer sheet was completed manually prior to transfer but the information was not included on the electronic health record. We do not anticipate seeing this performance issue in Q3.

The increase in wait times for both Autism and Neuromotor were discussed. J. Schleifer Taylor explained that performance was impacted because of several factors – 3 unplanned physician and psychology absences due to illness, unanticipated increases in referrals from North York General Hospital, reduced physician resources from North York General Hospital and absences due to vacations in July and August. We have had a 50% increase in referrals for Autism assessments to date this year and we believe referrals will continue to escalate. Numerous measures have been implemented internally to address these issues and improvement is expected in Q4. S. Jarvis indicated that it may be time to develop a sound proposal to the Ministry of Health and Long Term Care for increasing funding.

The Quality Committee will continue to monitor this issue closely and will provide regular updates to the Board.

5.2 Quality Committee Report – October, 2014

R. Laxer presented the Quality Committee Report. There were no questions at this time.

5.3 Medical Advisory Committee Report

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

5.4 Foundation Report

T. Bailey presented on the new Change for Kids campaign. She indicated that her team has spent 2 years creating a Halloween product but were not able to make it profitable without a corporate sponsor. They have decided to expand the campaign over the holidays and to use social media to reinvent the product. The campaign will launch on December 3rd with a visit by Breakfast Television. It is focused on having people acknowledge someone who has positively changed their life. Ads will be seen in print, on television, radio, buses, bus shelters and on the big screen at Yonge/Dundas square. They are working hard to secure celebrities as well. Five videos have been created in total. A tool kit will be distributed to help spread the word on how staff/volunteers/students can tap into their network using LinkedIn, Twitter, Blogs, etc.

6.0 Adjournment

The meeting of the Board adjourned at 8:10 pm.

7.0 Date of Next Meeting <i>Wednesday, December 10, 2014</i> <i>6:00-8:00 pm, Room 5E100</i>

*Janet Morrison, Chair
Board of Trustees*

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