



**Board of Trustees Meeting  
MINUTES of Meeting  
Wednesday, November 16, 2011  
6 – 8 p.m. Room 5E100  
150 Kilgour Road, Toronto, ON**

*Present:* D. Allgood, *Chair* B. Alman E. Carroll B. Cranston C. Everson  
J. Hanigsberg C. Hunt M. Kardos Burton N. Kawale S. Jarvis  
A. Kawamura J. Kustec R. Laxer T. McCarthy G. Milo-Manson  
J. Morrison J. Ronson

*Regrets:* T. Muir

*Sr. Management:* J. Schleifer Taylor B. Sybring J. Hunter

*Guests:* V. McMurtry S. Jacobson D. Kline P. Clarke

*Recorder:* B. James

Trustees participated in the Holland Bloorview *Filmpossible Fete* recognizing this year's video and photo winners in bringing visibility to disability. They also attended the Family Advisory Committee Open House in the Grocery Foundation Resource Centre as the education portion of the meeting.

### **Declaration of Conflict of Interest**

Trustees were asked to consider any conflict of interest for items planned for discussion at this meeting, and to declare their conflict if appropriate.

### **1.0 Approval of the Consent Agenda**

The Chair asked whether there were additions or questions about the Consent Agenda items, and there were no further comments, at this time.

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

- 1.1) the Agenda for meeting of the Board, November 16, 2011**
- 1.2) the Minutes of the meeting of the Board on October 19, 2011**
- 1.3) the Board Standing Committee Report for November, 2011**

***was made by Julia Hanigsberg, and seconded by Ben Alman. The MOTION was CARRIED.***

### **2.0 President & CEO's Report November**

The President indicated that the V.P. of Human Resources had accepted the role as interim lead of the Strategic Planning Task Force for the Senior Management Team, in place of the Chief of Communications and Public Affairs, who is on parental leave.

### **3.0 Strategic Plan**

#### **3.1 Strategic Plan Update**

The Strategic Planning Task Force was preparing for a mini-retreat for the Board on February 15 in conjunction with the scheduled Board of Trustees meeting. The Task Force was preparing to meet with Hospital stakeholders during the next phase of the strategic planning process.

### **3.2 Board Retreat Evaluation**

The summary of feedback from participants in the Board of Trustees Retreat held in October 2011, was reviewed and it was noted that overall, trustees valued the opportunity to participate in discussions on renewing the Hospital's Strategic Plan.

## **4.0 Business Arising**

### **4.1 Quality Indicators' Monitored by the Board of Trustees 2011**

The Chair of the Governance Committee highlighted points from the analysis of the Quality Indicators Monitored by the Board of Trustees 2011. This Report included measurement of trustees' attendance at Board standing committee meetings. Next year the attendance of Committee Community Members at Board standing committee meetings would be added to the indicators measured.

The Chair of the Board noted the importance of trustees' attendance at meetings and complimented the Board on regularly completing the meeting feedback reports at each meeting. Accreditation Canada had commended Holland Bloorview on the use of the Quality Indicators Monitored by the Board.

### **4.2 Board of Trustees Evaluation**

The results of the 2011 Board of Trustees Evaluation and Trustee Self-Evaluation Surveys had been reported to the Board in June. The Governance Committee had identified four items for follow-up, i.e., trustee education on Hospital investment portfolio/policies; succession planning for the President & CEO; the Board Work Plan; and key elements of the Hospital's Accountability Agreement with the Toronto Central Local Health Integration Network (TC-LHIN). These items would be addressed at future Board meetings.

## **5.0 New Business**

### **5.1 Investment Portfolio Overview**

A presentation was provided for trustees about the Hospital's investment portfolio policies and management by the V.P. Corporate Services, the Chair of the Investment Sub-Committee, and by the Managing Director of the Hospital's Investment Counsel.

The V.P. provided an overview of investment funds and their purpose. The Chair of the Investment Sub-Committee provided an outline of the objectives and investment policy for the funds as well as the make-up of the Investment Sub-Committee. The Portfolio Manager provided an overview on his firm and experience, management style and philosophy, major components of the investments, and the performance of the Hospital's funds since inception in February 2009. It was noted that the Hospital's portfolio performance had been affected by markets and economic conditions in 2011, but preservation of capital holdings was the priority.

Management of the Hospital's funds was guided by the Board-Governance Policy BG-070 on the Investment of Funds which had been approved by the Board.

### **5.2 Quality Improvement Plan**

The first report of the Quality Improvement Plan (QIP) for Q1 and Q2 had been pre-circulated for the Board's review. The QIP had been approved by the Board in March 2011, and the Quality Committee had accepted the Q1 and Q2 Report at their meeting in November.

Overall, the progress was noteworthy. The results for access to services in the Neuromotor, Autism and Augmentative Communications Programs were below expectation for that period. Changes were planned for the model of service delivery to improve access to these services.

**Holland Bloorview**  
Kids Rehabilitation Hospital

Trustees thanked the Vice-President of Programs and Services and congratulated the Hospital on receiving recognition from Health Quality Ontario for implementing stretch goals for the first Q.I.P.

### 5.3. M.A.C. Credentialing Approval

The Vice-President of Medicine and Academic Affairs reviewed the information from the Medical Advisory Committee regarding approval by the Board of one dentist for the active dental consulting staff, and one radiologist for the active consulting medical staff for Holland Bloorview.

#### 5.3.1 Dr. Howard Holmes

The appointment of Dr. Howard Holmes had been approved by the Medical Advisory Committee for recommendation to the Board of Trustees for approval for appointment to the active consulting dental staff. Dr. Holmes is an oral surgeon who will fill a vacancy treating young adults at Holland Bloorview.

**MOTION: It was MOVED by John Kustec, and seconded by Mary Kardos Burton, that the Board of Trustees approve the recommendation of the Medical Advisory Committee for approval of the appointment of Dr. Howard Holmes to join the active dental consulting services at Holland Bloorview Kids Rehabilitation Hospital, effective November 8, 2011.**

Kustec /Kardos Burton

**CARRIED**

#### 5.3.2 Dr. Erika Mann

The appointment of Dr. Erika Mann had been approved by the Medical Advisory Committee for recommendation to the Board of Trustees for approval to join the active consulting medical staff at Holland Bloorview as a paediatric radiologist.

**MOTION: It was MOVED by Bob Cranston, and seconded by Carolyn Everson, that the Board of Trustees approve the recommendation of the Medical Advisory Committee for approval of the appointment of Dr. Erika Mann to join the active consulting medical services at Holland Bloorview Kids Rehabilitation Hospital, effective November 8, 2011.**

Cranston/Everson

**CARRIED**

### 5.4 Approval Financial Statement September 30, 2011

The V.P. of Corporate Services reviewed the Holland Bloorview Financial Statements for the months ended September 30, 2011 that were pre-circulated to the Board of Trustees. The Business & Audit Committee had recommended that the Board of Trustees approve these Financial Statements.

The Balance Sheet indicated that the current ratio remains at 1.28. The Summary of Revenues and Expenditures indicated that a surplus of \$682,545 is forecast for year end, which is better than that budgeted by \$248,000. The surplus is due in part to savings from vacancies, timing of expenditures, and from an increase in Hospital base-funding.

The Chair asked whether there were questions about the variance report, and there were no queries.

**MOTION: It was MOVED by Julia Hanigsberg, and seconded by John Kustec, that the Board of Trustees approve the Financial Statements for the months ended September 30, 2011 for Holland Bloorview Kids Rehabilitation Hospital, as pre-circulated.**

Hanigsberg/Kustec

**CARRIED**

### 6.0 Reports

#### 6.1 Quality Committee Reports

## **Holland Bloorview**

Kids Rehabilitation Hospital

The Chair of the Quality Committee summarized the meeting of the Quality Committee held November 15, 2011 at Holland Bloorview. A presentation was made on the Child Development Program and topics discussed were medication reconciliations, patient safety and the Medical Advisory Committee Report for October.

### **6.2 Medical Advisory Committee Report**

There were no additions for the Medical Advisory Committee Report.

### **6.3 Foundation Report**

The President of the Foundation reported on gifts that had been received recently. The Foundation Board Retreat was planned for November 30 in the offices of the Campaign Chair.

### **7.0 Adjournment**

The Chair asked for a Motion to adjourn the Board of Trustees meeting for November 16, 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 October 19, 2011.**

**Kawamura/Laxer**

**CARRIED**

An *In-Camera* meeting of the Board of Trustees was held following the Board meeting at 7:55 p.m..

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

Thursday, December 15, 2011  
6:00 – 8:00 p.m. Conference Centre, Holland Bloorview

*David Allgood, Chair  
Board of Trustees*

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