

**Board of Trustees Meeting**  
**MINUTES of Meeting (Revised)**  
**Wednesday, September 19, 2012**  
**6:00 – 8:00 p.m. Room 5E100**  
**150 Kilgour Road, Toronto, ON**

*Present:* D. Allgood E. Carroll B. Cranston K. Falzon J. Hanigsberg  
C. Hopper C. Hunt S. Jarvis M. Kardos Burton A. Kawamura  
J. Lam R. Laxer G. Milo-Manson T. Muir H. Ort

*Regrets:* B. Alman C. Everson J. Kustec J. Morrison

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

*Guests:* T. Bailey S. Jacobson B. Webster

*Recorder:* B. James

Upon arriving at the Board meeting, Trustees were asked to proceed to the Waiting Room on Level 2 of the Hospital for a demonstration on the Art of Waiting. Dr. Tom Chau introduced a unique innovation that could be activated by children to reduce stress and anxiety while waiting for their medical appointments. Two clients demonstrated how a variety of virtual images could be produced on the wall by activating spots on the “special” floor. This innovation was funded in part by CIHR.

After 6:20 p.m., the Chair called the meeting of the Board of Trustees to order in the Boardroom following the Education portion of the meeting. New trustees were welcomed to the meeting, and the Chair informed the Board of several awards that had been given to staff in recent months. Holland Bloorview was named as one of Canada’s Top Employers of young people, and Dr. Chau had been awarded one of the top 10 Inventors of the Year at the University of Toronto.

***Declaration of Conflict of Interest for Meeting***

The Chair asked whether anyone wished to declare a conflict of interest for items on the meeting Agenda, and none were declared.

**1.0 Approval of the Consent Agenda**

There were no additions or queries about items included in the Consent Agenda for this meeting, and the items were approved by the Board of Trustees.

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

- 1.1 Agenda – September 19, 2012**
- 1.2 Minutes – June 13, 2012**
- 1.3 Board Standing Committees Report for September**

***was made by Tom Muir and seconded by Esme Carroll. The MOTION was CARRIED.***

**2.0 President & CEO Report**

There was one query arising from the President & CEO Report. It was noted that while the Hospital was monitoring the availability of drugs in short supply, we had not had any situations where drugs were not available for our clients when needed.

The President stated that several athletes who had recently competed in the 2012 Summer Olympics would be visiting the Bloorview School Authority this week.

*J. Hanigsberg joined the meeting.*

### 3.0 Strategic Plan Update

The President spoke to the work underway to implement the new Strategic Plan 2012-17 through four themes. Each one will be co-led by two members of the Senior Management Team:

- |                              |  |
|------------------------------|--|
| i) Transforming Care:        | G. Milo-Manson and J. Schleifer Taylor |
| ii) Leading the System:      | J. Schleifer Taylor and S. Jarvis      |
| iii) Accelerating Knowledge: | G. Milo-Manson and T. Chau             |
| iv) Inspire People:          | J. Hunter and C. Haanstra              |

The Strategy Council and related Sub-committees would prepare a report on work plans and deliverables for the Board of Trustees.

Resources for the Plan would be provided by the Foundation, partners in health care, and from the Hospital's Operating Plan.

Discussion arose on the possibility of a government-imposed wage freeze for the public sector in the Province, and the impact for the Hospital vis a vis the ability to roll-out the Strategic Plan. It was noted that the Business & Audit Committee of the Board had begun to work on budget assumptions for the Operating Plan of 2013-14.

## 4.0 Business Arising

### 4.1 Policy BG-016 Board Roles and Responsibilities

The Chair of the Governance Committee indicated that the Board Governance Policy BG-016 was coming back to the Board for approval of revisions that had been proposed at a previous Board meeting. However, additional amendments were proposed in order to specify that the role of the Board was to ensure that "*processes are in place*" for certain responsibilities, and that the Senior Management Team would carry out the those responsibilities on behalf of the Board.

Specifically, the additional amendments were to add within the first paragraph under Policy: that "*processes are in place*" for the provision of efficient, effective service, education and research. Secondly, to add to Procedure (h): to ensure that "*processes are in place*" to attain quality financial stewardship, etc.

After the Motion was presented for Board approval including the recommendations of the Governance Committee and the additional recommendations arising today, a third amendment was proposed, i.e., to specify one role for the Board of Trustees, under "Policy", instead of the two statements re strategic direction and governance. It was agreed to re-write the Policy paragraph such that "*the Board's role is to govern the affairs of Holland Bloorview . . . by providing strategic direction and ensuring processes are in place*" for the provision . . . etc.

**MOTION: On a MOTION by Jean Lam, and seconded by Mary Kardos Burton, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital, on the recommendation of the Governance Committee, approve the Board Governance Policy BG-016 Roles & Responsibilities, as amended and approved at the Governance Committee in February 2012, and to include further amendments such that the Board will:**

- i) ***“ensure that processes are in place” for the provision of efficient, effective service, in the first paragraph entitled Policy; and***
- ii) ***“to ensure processes are in place to attain” quality financial stewardship, in item h; and***
- iii) **to further revise the first paragraph entitled Policy to indicate one role for the Board, i.e., *“to govern the affairs of Holland Bloorview . . . by providing strategic direction and ensuring that processes are in place” for the provision of efficient, effective service, education and research.***

**Lam/Kardos Burton**

**CARRIED**

#### **4.2 Board of Trustees Retreat**

The Board of Trustees Retreat would be held on October 24, 2012 at the Estates of Sunnybrook. The topic for the day would be Knowledge Translation, and its relationship to the Hospital's Strategic Plan 2012-17 and the governance role of the Board.

The guest speaker for the Retreat is Dr. Sharon Straus from the Li Ka Shing Knowledge Institute at St. Michael's Hospital, in Toronto.

#### **4.3 Approval of H-SAA Amending Agreement with TC-LHIN 2012-13**

The Vice-President Corporate Services provided an overview of the Hospital Services Accountability Agreement (H-SAA) with the Toronto-Central Local Health Integration Network (TC-LHIN) which was originally signed with hospitals in 2008-2010. Since then, the Agreement had been amended annually according to the economic circumstances.

The Agreement contained five schedules that pertain to Holland Bloorview including funding and various performance targets. It was noted that the global funding to which this Agreement pertains represents approximately 60% of the Hospital's budget and had been reduced by \$60,000 in 2012-13.

Discussion followed on the H-SAA requirement for the Hospital to reduce their executive office expenditures by 10% and ways by which this may be realised. It was stated that this was expected to be achieved through a reduction in staffing and recoveries of some costs from billings for international work.

**MOTION: It was MOVED by Cally Hunt, and seconded by Bob Cranston, that the Board of Trustees approve the Hospital Service Accountability Agreement “Amending Agreement 2012-2013” with the Toronto-Central Local Health Integration Network.**

**Hunt/Cranston**

**CARRIED**

**Holland Bloorview**  
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5.0 New Business

5.1 M.A.C. Credentialing Approval

5.1.1 Dr. Kourosh Sabri

The Vice-President of Medicine and Academic Affairs reviewed the application for credentialing approval for Dr. Kourosh Sabri, a Pediatric Ophthalmologist, who would fill a vacancy here created by a retiring physician. Dr. Sabri met all the criteria as assessed by the Medical Advisory Committee at Holland Bloorview.

**MOTION: It was MOVED by Tom Muir, and seconded by Christopher Hopper, 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. Kourosh Sabri to join the medical consulting staff at Holland Bloorview Kids Rehabilitation Hospital.**

Muir/Hopper

**CARRIED**

5.1.2 Dr. Anita Moosani

The application for Dr. Anita Moosani to fill a partial vacancy created in the dental services at Holland Bloorview for a pediatric dentist was reviewed and the recommendation of the Medical Advisory Committee was accepted.

**MOTION: It was MOVED by Christopher Hopper, and seconded by Mary Kardos Burton, 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. Anita Moosani for the active consulting dental staff at Holland Bloorview Kids Rehabilitation Hospital.**

Hopper/Kardos Burton

**CARRIED**

5.2 Financial Statements to July 31, 2012

The Treasurer referred to the Vice-President of Corporate Services to summarize the financial statements and to explain the variances for the four months ended July 31, 2012.

The Hospital is running a deficit of approximately \$400,000 due in part to timing of expenses and receivables. For example, payments were due from Plexxus while vacation accruals were greater than vacations taken as of July 31. The current deficit is expected to be transformed to a surplus of approximately \$280,000 later in the fiscal year in line with the budget.

Discussion occurred on the accounting for interest from a commercialization project and monies received from the sale of the Buchan Court site. It was noted that although the gain on sale would create a surplus on the Hospital's Income Statement, these monies will be recorded in a non-global fund category in reporting to the LHIN, and will not affect the funding allocation.

**MOTION: It was MOVED by Cally Hunt, and seconded by Bob Cranston, that the Board of Trustees approve the Financial Statements for the months ended July 31, 2012 for Holland Bloorview Kids Rehabilitation Hospital as pre-circulated.**

Hunt/Cranston

**CARRIED**

6.0 Reports

6.1 Quality Committee

The Chair of the Quality Committee reviewed the topics discussed at the meeting. It was noted that the Quality Committee Trustees' Reference Manual was included in the meeting folders with the

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### Kids Rehabilitation Hospital

materials provided as an update for the Board Information/Orientation Manual. Preparation for Accreditation 2013 would be included in future meetings of the Quality Committee.

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

The Medical Advisory Committee Report was included in the Board meeting package and Trustees were reminded that the Quality Committee reviews the Report in detail at each monthly meeting.

#### **6.3 Board Performance Indicators Reports Q1 April – June 2012**

The President & CEO reviewed the 2012-13 Board Performance Indicators for the first Quarter, to June 30, 2012 showing Actual Monthly Outcomes alongside the Quarterly Outcomes. All of the indicators were in the "acceptable range", except total margin which will vary from quarter to quarter, but is expected to meet target in Q4.

The wait time indicator for the Autism services met the target for the first time, indicating that the change in the way services are delivered has been effective. The Chair of the Board asked that congratulations be expressed from the Board to the Team for this accomplishment.

#### **6.4 Foundation Report**

The President & CEO of the Holland Bloorview Kids Rehabilitation Hospital Foundation provided a presentation about the upcoming fundraising campaign for Halloween. The Foundation, assisted by three partners, plans to distribute two million cards for use on Halloween. Recipients would activate the cards on-line in order to participate in the Campaign and be eligible for over 500 prizes.

The Foundation planned to host Halloween parties at the Hospital, and at the Ontario Science Centre.

#### **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 asked for a Motion to adjourn the Board of Trustees meeting at 7:50 p.m.

**MOTION: It was MOVED by Esme Carroll, and seconded by Kelly Falzon, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the adjournment of the Board of Trustees meeting held September 19, 2012.**

**Carroll/Falzon**

**CARRIED**

#### **9.0 Forms to Complete**

The Chair asked Trustees to fill-out and sign the forms, required annually, e.g., the Statement of Confidentiality, Offense Check and Conflict of Interest.

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

*Board of Trustees Retreat and Meeting, October 24, 2012  
Estates of Sunnybrook, Vaughan Estate, Academy of Medicine Room  
8:30 – 3:30 p.m.*

*David Allgood, Chair  
Board of Trustees*

*:bj*