

Holland Bloorview
Kids Rehabilitation Hospital

Board of Trustees Meeting
MINUTES of Meeting
Wednesday, September 18, 2013
6:00-8:00 p.m. Room 5E100
150 Kilgour Road, Toronto, ON

Present: J. Hanigsberg, Chair G. Black R. Carmichael L. Hicks C. Hopper
C. Hunt S. Jarvis M. Kardos Burton J. Kustec J. Lam
G. Milo-Manson J. Morrison T. Muir W. Onuwa H. Ort
L. Torneck

Regrets: R. Cranston R. Laxer R. McLeod J. Schleifer Taylor

Sr. Management: T. Bailey T. Chau J. Hunter D. Kline B. Sybring

Guests: O. Szabo K. Parker N. Reed P. Rumney M. Walkington
A. Ziv

Recorder: B. Webster

The Chair called the meeting to order. She welcomed the new Trustees to the meeting and all members introduced themselves. She invited Dr. Milo-Manson to introduce our guest for the education session.

Dr. Amitai Ziv is Deputy Director of the Sheba Medical Centre at Tel Hashomer, Israel responsible for Patient Safety and Risk Management. He is also founder and Director of MSR – the Israel Centre for Medical Simulation. Dr. Ziv spoke about the vast revolution of improving safety and efficiency in health care and how simulation can be used as a powerful tool to enhance care. He feels there are many opportunities to use simulation in pediatric rehabilitation and we are seen as the leaders in our field. The Chair thanked Dr. Ziv for his impressive 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

At this point the Chair asked to reorder the agenda to move Agenda Item 4.5 to occur next after the approval of the Consent Agenda.

The Chair asked for a Motion to approve the Consent Agenda as pre-circulated.

A MOTION for the Board of Trustees to approve:

- 1.1 Agenda – September 18, 2013**
- 1.2 Minutes – June 19, 2013**
- 1.3 Board Standing Committees Report – September 2013**

was made by Janet Morrison, and seconded by Jean Lam. The MOTION was CARRIED.

2.0 President & CEO Report

S. Jarvis presented the President and CEO Report and asked if there were any questions. The question was asked – with regards to our ALC clients, how do we know the clients have been successfully transitioned? S. Jarvis indicated that the 3 young people and their families were engaged in the process and excited about moving to an adult supportive housing facility. We

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engaged with our partners extensively especially in the area of training of staff. Holland Bloorview will continue to support them over the coming months to ensure the transition continues to go well. This includes involvement of BRI scientists who are evaluating the transition process. Another question from the President and CEO Report was raised regarding the drug shortage and how concerning it is for the hospital. Dr. Milo-Manson indicated that the drug shortage is not currently affecting us. Nevertheless, a Drug Shortage Committee was created to put plans in place for any shortages that may impact us in the future. Our Pharmacist and Bioethicist are both part of that team.

3.0 Business Arising

3.1 Board of Trustees Retreat

J. Lam and S. Jarvis reported that the Governance Committee has prepared an exciting agenda for the upcoming Retreat on October 10th. Three dynamic speakers have been invited to give an overview of emerging issues in health care. The Retreat will be followed by a regular Board meeting in the afternoon.

3.2 Accreditation Update

S. Jarvis presented slides providing an overview of our Accreditation journey so far. All staff are fully engaged in preparation for their meetings with the Surveyors September 29 – October 2. The Governance Team will meet with the Surveyors on September 30th.

4.0 New Business

4.1 Financial Statements to Jul 31, 2013

C. Hunt and B. Sybring presented the variance report for the period ending July 31, 2013. We are in a tighter financial situation than in other years at this time. The deficit is \$300,000 greater than last year. This is primarily due to a billings issue in the Clinical Technology area. We expect to have this issue reversed by the end of the calendar year. B. Sybring indicated that we are already starting to see improvements showing in the August statements. A strategy is in place to have a balanced budget by the end of the fiscal year. A financial optimization strategy is being developed to deal with cost pressures over time. The Business & Audit Committee will have a detailed discussion on this strategy at their November meeting.

MOTION: It was MOVED by C. Hunt, and seconded by H. Ort, that the Board of Trustees approve the Financial Statements for the months ended July 31, 2013 for Holland Bloorview Kids Rehabilitation Hospital as pre-circulated.

Hunt / Ort

CARRIED

4.2 Hospital Service Amending Agreement 2013/2014

B. Sybring referred to his memo to the Board regarding our 2013/14 Hospital Service Amending Agreement. He reminded the Board that we have had the same agreement in place since 2008. The process to update the accountability agreements has taken much longer than expected, so the Ministry/LHIN continues to extend the agreement – this time to the end of March 2014. In order to have funding continue to flow, the agreement must be signed by the deadline. The hospital will continue to lobby for a small increase this year although we realize it may not exceed 1%.

MOTION: It was MOVED by Mary Kardos Burton, and seconded by Christopher Hopper, that the Board of Trustees approve the Hospital Service Amending Agreement for 2013/14 subject to no decrease in Schedule A annual funding allocation for 2013/14.

Kardos Burton / Hopper

CARRIED

4.3 MAC Credentialing Approval: Dr. Roxanna MacMillan

Dr. Milo-Manson indicated that Dr. Roxanna MacMillan's qualifications have been reviewed by our Credentials and Medical Advisory Committees and her credentials have met the criteria for appointment to our active consulting dental staff. There is no impact on resources as she is filling a vacancy.

MOTION: It was MOVED by Tom Muir and seconded by Janet Morrison, 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. Roxanna MacMillan to join Holland Bloorview Kids Rehabilitation Hospital.

Muir / Morrison

CARRIED

4.4 Results of Board Governance Evaluation Questionnaire

J. Lam referred to the memo to the Board from B. Cranston regarding the Board Governance Evaluation Questionnaires. The Governance Committee was pleased with the high response rate. The Committee focussed their attention on responses at or below 85%. Most action will be focussed on providing Trustees with more education in these areas.

4.5 Centre for Leadership in Acquired Brain Injury: Strategic Plan

S. Jarvis introduced Drs. Nick Reed and Peter Rumney, leaders in our new Centre for Leadership in Acquired Brain Injury (ABI). They presented highlights of the new Strategic Plan for the Centre for Leadership in ABI. S. Jarvis explained that we have dealt with severe cases for years but have begun to look at concussion in the broad spectrum and cases from mild to severe. Drs. Michelle Keightley and Nick Reed have recently received significant research funding from CIHR in the area of mild concussion. The Foundation staff are in discussions with donors who want to support work in this area. Dr. Reed and his team are currently recruiting 1400 young athletes between the ages of 10-18 years who will undergo baseline testing as part of the research study – they can then be retested if concussion occurs. Many local hockey teams have already expressed interest in the baseline testing. A significant component of their work will include education in concussion prevention. A proposal for a concussion clinic will come forward to the Board for approval in the coming months.

D. Kline indicated that we have tentatively scheduled our internal launch of the clinic on October 28th and we are in talks with the Premier's office to have the official media launch here on October 29th. We will provide Trustees with further information as details are confirmed.

4.6 Research Ethics Board Qualification Review

Dr. Chau referred to the memo to the Board from the Research Ethics Board seeking approval to engage Ms. Sheri Webb as the auditor to conduct an external qualification review at Holland Bloorview. He explained that the Research Ethics Board reports to the Board of Trustees – at arms length from the Research Institute.

MOTION: It was MOVED by Christopher Hopper and seconded by Janet Morrison, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the appointment of Ms. Sheri Webb to conduct an REB external qualification audit and report the results to the Research Advisory Committee of the Board of Trustees.

Hopper / Morrison

CARRIED

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5.0 Reports

5.1 Board Performance Indicators Report – Q1 – April-June 2013

The Q1 Performance Scorecard was presented. S. Jarvis indicated that the red flag under 'Total Margin' can be resolved by the end of the year as mentioned in B. Sybring's report. The Chair requested that a report come to the Board that highlights our shifts in targets over the past 3 years as well as the change in indicators over the 3 years. It will identify the targets that are a stretch and what the next challenge(s) may be.

5.2 Quality Committee Report

J. Morrison presented the Quality Committee Reports from the June and September meetings. There were no questions at this time.

5.3 Medical Advisory Committee Report

Dr. Milo-Manson presented the Medical Advisory Committee report.

5.4 Foundation Report

T. Bailey announced that Change for Kids coin cards have arrived. She distributed cards to all Trustees and staff. Last year they sold 25,000 cards – this year the goal is 75,000. She will continue to keep Trustees updated on media coverage and receipt of donations.

6.0 Fill out Meeting Feedback Form and Other Administrative Forms

S. Jarvis asked Trustees to review the material in their folders and complete all administrative forms tonight if possible.

7.0 Adjournment

The Chair asked for a Motion to adjourn the Board of Trustees meeting of September 18, 2013.

MOTION: It was MOVED by Lynda Torneck, and seconded by John Kustec, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the adjournment of the Board of Trustees meeting held September 18, 2013.

Torneck / Kustec

CARRIED

8.0 Date of Next Meeting

Board of Trustees Retreat

Thursday, October 10, 2013, 8:30 am-3:00 pm

Conference Centre, Holland Bloorview, 150 Kilgour Road

*Julia Hanigsberg, Chair
Board of Trustees*

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