



**Board of Trustees Meeting**  
**MINUTES of Meeting**  
**Wednesday, November 21, 2012**  
**6:00 – 8:00 p.m. Boardroom 5E100**  
**150 Kilgour Road, Toronto, ON**

*Present:* J. Hanigsberg, *Chair* B. Cranston C. Everson K. Falzon C. Hopper  
C. Hunt M. Kardos Burton A. Kawamura J. Kustec J. Lam  
S. Jarvis G. Milo-Manson J. Morrison H. Ort

*Teleconference:* B. Alman

*Regrets:* D. Allgood E. Carroll R. Laxer T. Muir

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

*Guests:* T. Bailey S. Jacobson B. Webster K. Adamson J. Maxwell  
C. Peters

*Recorder:* B. James

The Vice-Chair, Julia Hanigsberg, presided over the Board meeting in the absence of Chair, David Allgood.

The Education presentation for the meeting was given by Keith Adamson, Sr. Director Collaborative Practice, and Joanne Maxwell, PCS Project Manager, Information Systems. They shared a summary of the development and launch of the new outpatient Electronic Health Record (EHR) at Holland Bloorview, which went live on October 31, 2012. Cheryl Peters, a representative of the Family Advisory Committee was a member of the EHR Steering Committee, she shared the perspective of our clients and families about the EHR and their support for the new system. Cheryl indicated that the technology has improved clinic visits for our clients.

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

The Vice-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 Approval of the Consent Agenda**

As there were no additions or amendments for the items in the Consent Agenda for this meeting, the Vice-Chair asked for a Motion to approve the Consent Agenda.

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

- 1.1 Agenda – November 21, 2012**
- 1.2 Minutes – October 24, 2012**
- 1.3 Board Standing Committees Report for November, 2012**

***was made by Bob Cranston, and seconded by Christopher Hopper. The MOTION was CARRIED.***

## 2.0 President & CEO Report

Trustees asked for clarification on some topics in the President & CEO Report for November, e.g., the Quadri-Ministerial RFP and the Executive Office expense reduction. The RFP comprises a unique collaboration of staff and researchers who are focused on issues relating to the transition of youth having complex needs to adult care, and the Business & Audit Committee will review the requirement for the executive office expense reduction by year end.

## 3.0 Business Arising

### 3.1 Board Retreat Evaluation Summary

The Chair of the Governance Committee reviewed the Summary of the written feedback received from trustees attending the Board Retreat. The information presented at the Retreat on Knowledge Translation and understanding the Board's governance role was well received. However, in some cases the numerical rating did not seem to match the written comments, and it was suggested that the rating format may have been misinterpreted. The rating system will be changed for the next Retreat.

## 4.0 New Business

### 4.1 Review Policy BG-095 Recruitment of Board Members

The Chair of the Governance Committee summarized the revisions for Policy BG-095. Policy BG-095 was reviewed in conjunction with the Trustee Skills Matrix for recruitment of candidates for the Board, resulting in substantial revisions to the Policy to reflect current governance practices and with the new Accreditation Standards.

Discussion followed about the Policy as written.

It was agreed to revise the last sentence of paragraph 4, in the Policy section, referring to the Board membership reflecting diversity of the community served by Holland Bloorview. The phrase "to the extent reasonably possible" was deleted that precedes "also reflect the diversity of the community served".

There was no further discussion and the Vice-Chair asked for a Motion to approve the Policy BG-095 including the amendment to delete "to the extent reasonably possible".

**MOTION: On a MOTION by Bob Cranston , and seconded by John Kustec , that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the Board Governance Policy BG-095 Recruitment of Board Members, including one amendment to delete the phrase "to the extent reasonably possible" from Policy section, paragraph 4, line 4, as discussed.**

**Cranston/Kustec**

**CARRIED**

The Chair of the Governance Committee commented on the process for requesting feedback from trustees at each Board meeting. The feedback is summarized and reported to the Governance Committee, and the number of trustees participating is tracked as an indicator for the annual report on Quality Indicators Monitored by the Board of Trustees. The Governance Committee had requested that only elected trustees be asked to complete the feedback forms at each meeting and not ex-officio trustees.

## 5.0 Reports

### 5.1 Quality Committee

The Acting Chair of the Quality Committee, M. Kardos Burton gave a summary of the Quality Committee meeting report of November 13. The QIP Indicators had met the target for Q2 and wait

## **Holland Bloorview**

### Kids Rehabilitation Hospital

times had been sustained over the five-month reporting period. Meetings for trustees who were participating in the Accreditation 2013 survey were planned for November 26 and 27, 2012.

#### **5.1.1 HIROC and Enterprise Risk Management Update**

The Board reviewed a briefing note which reported on the annual review of potential organization risk, and the two tools used for assessment: the Healthcare Insurance Reciprocal of Canada (HIROC) Risk Management Self-Appraisal Modules, and the Enterprise Risk Management (ERM) assessment framework. To date, the Hospital is on track for completing the identified action plans arising from both assessments. The next report on Risk Management will come to the Board in May, 2013.

#### **Medical Advisory Committee**

There were no additions for the Medical Advisory Committee Report as distributed. The Vice-President of Medicine and Academic Affairs clarified that the report on incidents for August reflected a greater population of children in our care as a result of summer respite camps.

#### **5.2 Foundation Report**

The President & CEO of the Holland Bloorview Kids Rehabilitation Hospital Foundation provided an update on Foundation events. The Evening of Possibility fundraising dinner had been successful—net proceeds were anticipated to be over \$350,000. The Foundation was pleased with the *Change for Kids* Campaign at Hallowe'en which had reached the break-even point in its first year, and the articles on Autism published in the Toronto Star newspaper had increased awareness of Holland Bloorview.

#### **6.0 Fill-out Meeting Feedback Form – All Trustees**

Trustees were requested to comment on today's meeting by filling out the meeting Feedback Form.

#### **7.0 Adjournment**

The Vice-Chair asked for a Motion to adjourn the Board of Trustees meeting at 7:35 p.m.

**MOTION: It was MOVED by Cally Hunt, and seconded by Christopher Hopper, that the Board of Trustees of Holland Bloorview Kids Rehabilitation Hospital approve the adjournment of the Board of Trustees meeting held November 21, 2012.**

Hunt/Hopper

**CARRIED**

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

*December 12, 2012, 6 – 8 p.m.  
at Holland Bloorview, Room 5E100*

*Julia Hanigsberg, Vice-Chair  
Board of Trustees*

*:bj*