

**HEAD INJURY REHABILITATION ONTARIO**  
**BOARD OF DIRECTORS MEETING MINUTES**

**MAY 27, 2020**

**5:30 PM**

**Video Conference “Microsoft Teams Meeting “  
or**

**Teleconference – Dial +1 289-768-6341 Conference ID: 777 030 054 #**

**Present:**, Sarrah Lal, Jane Blums, Judy D’Ilario, Paula Garshowitz, Kaela Millar, Mike O’Brien, Scott Paulin, Rob Payne, Robert Ridge, Denise Sartor, Mike Vanderzee,

**Regrets:** Sergio DiGiovanni

**Staff:** Mila Ray-Daniels, Bonnie Strus (recorder)

| Item                                 | Discussion  | Fwd | Action |
|--------------------------------------|---|-----|--------|
| 1. Approval of Minutes               | <p><b>Motion</b><br/> Moved by: R.Ridge<br/> Seconded by: K.Millar</p> <p>That the Board Meeting minutes, April 22, 2020, be approved as presented.</p> <p><b>Declaration of Conflict of Interest</b><br/> None</p>   |     |        |
| 2. Approval of Agenda                | <p><b>Motion</b><br/> Moved by: M.O’Brien<br/> Seconded by: P.Garshowitz</p> <p>That the agenda be approved as presented.</p>   |     |        |
| 3. Business Arising From the Minutes | <p><b>COVID-19</b><br/> M.Ray-Daniels reported on salient points due to COVID-19 pandemic, as they relate to the Quadruple Aim: Staff Experience, Client Experience, Financial Matters and Population Health. Specific topics of discussion included:</p> <p><b>Enhancing the Client Experience:</b></p> <ul style="list-style-type: none"> <li>• No confirmed or suspected COVID-19 cases among clients</li> <li>• Staff are demonstrating resilience and continuing to provide excellent client care</li> <li>• Physicians have been excellent partners in adapting individual client care plans</li> <li>• Clients, families and decision makers have been surveyed for feedback about the provision of virtual</li> </ul> |     |        |

| Item | Discussion   | Fwd | Action |
|------|--|-----|--------|
|      | <p>care for group and outreach clients</p> <ul style="list-style-type: none"> <li>• Working with the Hamilton Spectator in the hope of having a feature for ABI Awareness Month in June</li> <li>• “Cocooning Project” launch in June to support clients in dealing with physical distancing and staying at home due to COVID</li> <li>• The clients participating in helping others by participating in the Kids Help Phone dance-a-thon</li> </ul> <p><b>Population Health:</b></p> <ul style="list-style-type: none"> <li>• Variations in public health units in obtaining COVID-19 tests and results</li> <li>• We are sharing our tools, knowledge and experience with other health system partners to support their work</li> </ul> <p><b>Staff Experience:</b></p> <ul style="list-style-type: none"> <li>• No confirmed cases among staff to date</li> <li>• Extensive screener used before coming to work</li> <li>• All public health directives and better are implemented including the use of PPE, physical distancing and hand hygiene</li> <li>• Social Worker has been available to support staff mental health and well being</li> <li>• Continuing with regular, frequent staff meetings – feedback has been positive and supportive</li> </ul> <p><b>Financial Matters:</b></p> <ul style="list-style-type: none"> <li>• Request to Ministry to carry-over surplus from transitional dollars was denied</li> <li>• Pandemic Pay Premium was announced April 24 but has not yet been rolled-out, causing anxiety and frustration among staff and employers alike</li> </ul> <p><b>Non-COVID-19</b></p> <p>Difficult client matters continue to arise, including in-patient hospital admissions as well as a client passing away.</p> <p>Next Steps Planning</p> <ul style="list-style-type: none"> <li>• 3 Phases of operational planning underway <ul style="list-style-type: none"> <li>○ Protect and Support</li> <li>○ Restart</li> <li>○ Recover</li> </ul> </li> </ul> |     |        |

| Item                  | Discussion   | Fwd                        | Action  |
|-----------------------|--|----------------------------|---|
| 4. New Business       | <p><b>Retreat June 8 &amp; 9</b><br/>Board Strategic Planning for June 8 to be postponed to end of June. Operational planning meeting planned for June 8 and 9,</p> <p><b>Meeting Venue</b><br/>Another venue other than Microsoft Teams be considered for future Board meetings during COVID-19,</p> <p><b>Elmhurst Lease: Delegation of Authority</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b><br/>Moved by: R.Ridge<br/>Seconded by: M.O'Brien</li> </ul> <p>That the CEO be delegated authority to sign the Elmhurst Lease.</p> <p>Motion Carried.</p> | <p>X</p> <p>X</p> <p>X</p> | <p>Staff to send invitation for June 8/9</p> <p>Staff to send Doodle Poll to reschedule Board retreat to end of June pending confirmation with facilitators</p> <p>Board to include recommendations on Board evaluation</p> |
| 5. HIRO Q4 Financials |  |                            | To be presented to Finance Committee  |
| 6. Foundation Update  | <p><b>Foundation</b><br/>Discussion regarding next steps and decision to engage an expert regarding "foundation relationship models" and to consult legal counsel regarding options.</p>   | X                          | Consultation with expert to be scheduled by staff before next BOD meeting   |

| Item                  | Discussion  | Fwd | Action   |
|-----------------------|---|-----|--|
|                       | Discussion ensued regarding who was to ask the Foundation for funds related to COVID-19. It was decided to have M.Ray-Daniels prepare supporting documents with expected costs for R.Payne and S.Lal, to take to Foundation.                        | X   | M.Ray-Daniels to prepare draft COVID costs to date |
| 7. CEO Report         | M.Ray-Daniels presented the CEO report per the COVID report, above.   |     |  |
|                       | <b>Standing Agenda Items</b> <ul style="list-style-type: none"> <li>• <b>Quality Committee Update</b><br/>No update</li> <li>• <b>Governance Committee Update</b><br/>No update</li> <li>• <b>Finance Committee Update</b><br/>No update</li> </ul> |     |  |
| 8. Meeting Evaluation | Included in Aprio May documents   |     |  |
| 9. Adjourn            | R.Ridge moved to adjourn.   |     |  |
| 10. In Camera         | No in camera session was held.  |     |  |
| 11. Next Meeting      | June 24 at 5:30pm via video/tele conference.  |     |  |

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President's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date