

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

**AUGUST 26, 2020**

**5:30 PM**

**Zoom Video Conference**

**Present:** J. Blums, J. D’Ilario, P. Garshowitz, M. O’Brien, S. Paulin, R. Payne, R. Ridge

**Guest:** Client and Family members

**Regrets:** S. Lal, K. Millar, M. Vanderzee

**Staff:** M. Ray-Daniels, B. Strus (recorder)

Item	Discussion	Fwd	Action
1. Education Session	<p><b>Client Presentation on Hand Hygiene</b>  M.Ray-Daniels introduced the client as a leader among Champions in hand hygiene. The client provided an excellent, self-made slide presentation on the power of the hand hygiene and her role in it. Several of the client’s family members were present and expressed how proud they were and of the progress the client has made.  The client replied to comments and questions from Board members.</p>		Information
2. Approval of Agenda	<p><b>Motion</b>  Moved by: R.Ridge  Seconded by: J.Blums</p> <p>That the agenda be approved as presented.</p> <p><b>Declaration of Conflict of Interest</b>  None</p>		Decision
3. Approval of Consent Agenda	<p><b>Motion</b>  Moved by: J.Blums  Seconded by: J.D’Ilario</p> <p>That the Consent Agenda consisting of:</p> <ul style="list-style-type: none"> <li>• Board Meeting minutes, June 24, 2020;</li> <li>• Governance Committee Meeting Minutes August 10, 2020</li> <li>• Quality Committee Meeting minutes August 11, 2020;</li> <li>• Finance Committee Meeting minutes August 12, 2020</li> </ul>		Decision

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	<ul style="list-style-type: none"> <li>Annual Information Return be approved as presented and voted in Aprio. Carried.</li> </ul>		
4. Business Arising From the Minutes	<p><b>COVID-19</b> Presented as part of the CEO Report.</p> <p><b>Board Skills Matrix</b> Deferred to September 23 Board meeting, when S.Lal to review.</p>		
5. CEO Report	<p>M.Ray-Daniels presented the CEO report and reviewed the Quarter 1 indicators, some of which were negatively impacted due to COVID-19. The indicators were reported quarterly, however, monthly data is available upon request.</p> <p>Two separate client matters as well as two staff related matters were brought to the attention of the Board.</p>		
6. New Business	<p><b>Quality Improvement Plan</b> Moved by: J.D'llario Seconded by: R.Ridge</p> <p>That the 2020/21 Quality Improvement Plan be approved as presented. Carried.</p> <p><b>Accreditation</b> Delayed until September 20, 2021. HIRO is on track with preparation.</p> <p><b>Client Matters</b> Presented as part of the CEO Report.</p>		
7. Foundation Update	<p><b>Foundation Update</b> R.Payne provided an update about the Foundation. An AGM is scheduled September 8, 2020. Discussion arose including the requirement for quorum among members of the Foundation at an AGM.</p>		R. Payne to contact the Foundation regarding holding the AGM on Sept. 8 or at the next Board meeting on Sept. 23, to

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			ensure appropriate Member representation
8. Standing Agenda Items	<p><b>Standing Agenda Items</b></p> <ul style="list-style-type: none"> <li>• <b>Quality Committee Update</b> J.D'Illario presented the overview of the meeting held August 11, 2020. A number of highlights and data were shared and staff's achievements were acknowledged. QIP is ready to submit whenever the LHIN is prepared to receive it.</li> <li>• <b>Governance Committee Update</b> M.O'Brien presented an overview of the meeting held August 10, 2020. P.Garshowitz thanked the members for completing the surveys.</li> <li>• <b>Finance Committee Update</b> J.Blums reported on the meeting held August 12, 2020. Although there have been COVID related increased expenses, there have also been some minor savings. BOD members may be asked to join a Foundation working group. J.Blums praised the use of comments beside entries on the financial statements.</li> </ul>		S. Lal and M.Ray-Daniels to complete the CEO performance plan and Strategic Plan from the Board retreat and report back to the Board
9. Meeting Evaluation	A survey monkey will be distributed.		
10. Adjourn	J.Blums moved to adjourn.		
11. In Camera	No in camera session was held.		
12. Next Meeting	September 23 at 5:30pm		

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President's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date