

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

**JUNE 22, 2022**

**5:30 PM**

**Zoom Video Conference**

**Present:** S. Lal, R. Ridge, G. Kalopsis, J. Blums, J. D'Ilario, P. Garshowitz, A. Rudder, R. Payne, A. Rice

**Regrets:** K. Millar, J. Bonneville (staff)

**Staff:** M. Ray-Daniels, G. Imrie, J. Page (recorder)

| Item                          | Discussion  | Fwd | Action |
|-------------------------------|---|-----|--------|
| Education Session             | <p>Ryan Cousineau: Senior Case Facilitator HIRO - CWP</p> <p>Ryan presented three client cases outlining some of the challenges and successes these individuals experienced throughout their rehabilitation journey and discussed staffing skills required to effectively manage and progress client programming.</p>   |     |        |
| 1. Approval of Agenda         | <ul style="list-style-type: none"> <li>• <b>Motion</b> That the Agenda be approved as presented.</li> </ul> <p>Moved by: G. Kalopsis<br/>           Seconded by: A. Rice<br/>           Opposed: none<br/>           Motion Carried.</p> <p><b>Declaration of Conflict of Interest</b></p> <p>P. Garshowitz, A. Rudder and R. Payne declared a conflict of interest and will recuse themselves for New Business item 6.3 (<i>Annual Foundation Funding Request</i>)</p> |     |        |
| 2. Approval of Consent Agenda | <ul style="list-style-type: none"> <li>• <b>Motion</b> That the Consent Agenda consisting of the following be approved:</li> <li>• Board Meeting Minutes May 25, 2022</li> <li>• Finance Committee Minutes June 14, 2022</li> </ul> <p>Moved by: J. Blums<br/>           Seconded by: R. Ridge<br/>           All in favour<br/>           Opposed: none<br/>           Motion Carried.</p>   |     |        |

| Item                            | Discussion  | Fwd      | Action  |
|---------------------------------|---|----------|---|
| <p>3. Standing Agenda Items</p> | <p><b>Finance Committee Update</b></p> <p>G. Kalopsis led the discussion and provided background information and Finance Committee approval recommendations for several items:</p> <ul style="list-style-type: none"> <li>• <u>KPMG Financial Statements and Audit Report</u></li> </ul> <p>G. Kalopsis reported that HIRO received a clean financial audit for year ending March 31, 2022 and advised that a motion was passed by the Committee to recommend Board approval.</p> <p>Discussions took place about the internal budget. G. Kalopsis, S. Lal and M. Ray-Daniels spoke to the variables and the evolution of the budget in-year and encouraged Board members to seek out clarification and education via the finance committee and to table questions transparently for the benefit of all Board members.</p> <ul style="list-style-type: none"> <li>• <u>Annual Reconciliation Report</u></li> </ul> <p>G. Kalopsis reported that the Annual Reconciliation Report was reviewed with management and the Finance Committee is recommending Board approval.</p> <ul style="list-style-type: none"> <li>• <u>Annual Foundation Funding Request</u></li> </ul> <p>G. Kalopsis reported that the Annual Foundation Funding Request was reviewed with management and the Finance Committee is recommending Board approval.</p> <ul style="list-style-type: none"> <li>• <u>Ontario Health Base Funding</u></li> </ul> <p>G. Kalopsis and M. Ray-Daniels shared that Ontario Health has committed to a base funding increase for programs that were formerly funded by the LHIN (this does not include Ministry-funded programs). Discussion ensued and questions were answered.</p> <ul style="list-style-type: none"> <li>• <u>Operating Reserves and Investments Policy</u></li> </ul> <p>G. Kalopsis advised that the Finance Committee reviewed the draft policy and that management provided assurance that the policy aligns with ONCA and funder agreements. The Committee commended the management team for great work and passed a motion to recommend Board approval of the Operating Reserve Policy.</p> <p><i>Next Scheduled Finance Committee Meeting: Tuesday September 13, 2022. (10:00am)</i></p> | <p>X</p> | <p>M-Ray Daniels to provide committee with documentation for Annual Information Return (AIR) for review and compliance approval. Ad hoc</p> |

| Item                                | Discussion  | Fwd | Action                                 |
|-------------------------------------|---|-----|--|
|                                     | <p><b>Governance Committee Update</b></p> <ul style="list-style-type: none"> <li>No updates presented at this time.</li> </ul> <p><i>Next Scheduled Governance Committee Meeting: Thursday September 8, 2022. (11:00am)</i></p> <p><b>Quality Committee Update</b></p> <ul style="list-style-type: none"> <li>J. D'Ilario led the Quality Committee update discussion noting that the 2022-2023 QIP targets were met, and that the Committee passed a motion to recommend approval for the Quality Improvement Plan as presented.</li> </ul> <p><i>Next Scheduled Quality Committee Meeting: Tuesday September 13, 2022. (8:30am)</i></p> |     | meeting will be scheduled if required. |
| 4. CEO Report – Strategic Dashboard | <p><b>CEO Report - Strategic Dashboard</b></p> <p>M. Ray-Daniels led the discussion reviewing the strategic dashboard report for Q1 and answered questions.</p> <p>M. Ray-Daniels provided COVID updates highlighting lessons learned from the two-year retrospective debrief and shared that COVID restrictions have been loosened following public health guidance to help improve quality of life for clients, staff and families.</p> <p>A video was shared of recent activities and featured a HIRO client story.</p>  |     |  |
| 5. Business Arising                 | <p><b>Human Resources (HR) Dashboard Update</b></p> <p>G. Imrie presented HR dashboard updates and answered questions regarding staff demographics and retention as well as speaking to plans for staff surveys in addition to the existing channels used at HIRO to actively seek out input and escalate feedback from staff.</p>  |     |  |
| 6. New Business                     | <p><b>6.1 Audited Financial Statements</b></p> <ul style="list-style-type: none"> <li><b>Motion</b> - to approve the year ending March 31, 2022, Financial Statements and Audit Report.</li> </ul> <p>Moved by: R. Ridge<br/>Seconded by: A. Rice</p>   |     |  |

| Item | Discussion  | Fwd | Action |
|------|---|-----|--------|
|      | <p>All in favour<br/>Opposed: none<br/>Motion Carried.</p> <p><b>6.2 Annual Reconciliation Report</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> - to approve the Annual Reconciliation Report.</li> </ul> <p>Moved by: J. Blums<br/>Seconded by: R. Payne<br/>All in favour<br/>Opposed: none<br/>Motion Carried.</p> <p><i>R. Payne, P. Garshowitz and A. Rudder recused themselves and left the meeting.</i></p> <p><b>6.3 Annual Foundation Funding Request</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> - to approve the Annual Foundation Funding Request</li> </ul> <p>Moved by: A. Rice<br/>Seconded by: J. Blums<br/>All in favour<br/>Opposed: none<br/>Motion Carried.</p> <p><i>R. Payne and A. Rudder returned to the meeting.</i></p> <p><b>6.4 Operating Reserve &amp; Investment Policy</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> - to approve the new Operating Reserve and Investment Policy</li> </ul> <p>Moved by: R. Payne<br/>Seconded by: A. Rudder<br/>All in favour<br/>Opposed: none<br/>Motion Carried.</p> <p><i>P. Garshowitz returned to the meeting.</i></p> <p><b>6.5 Quality Improvement Plan</b></p> <ul style="list-style-type: none"> <li>• <b>Motion</b> - to approve the Quality Improvement Plan</li> </ul> <p>Moved by: Judy D'Ilario<br/>Seconded by: G. Kalopsis</p> |     |        |

| Item                  | Discussion   | Fwd | Action   |
|-----------------------|--|-----|--|
|                       | <p>All in favour<br/> Opposed: none<br/> Motion Carried.</p>   |     |  |
| 7. Foundation Update  | R. Payne advised that the Foundation is finalizing their audit review work and that Foundation member recruitment is still underway.   |     |  |
| 8. Meeting Evaluation | <p>S. Lal shared results from the May Board meeting evaluation indicating that J. Blums was acknowledged for her work on the Board, and R. Payne, P. Garshowitz and A. Rudder were acknowledged for their ongoing diligence governing the Foundation.</p> <p>The education sessions and client videos are very well received but it was noted that the education sessions have run over allotted time on the agenda.</p> | x   | M. Ray-Daniels to schedule and pre-screen education session material to meet allotted agenda time. |
| 9. Adjournment        | G. Kalopsis moved to adjourn.  |     |  |
| 11. Next Meeting      | <p><b>Annual Meeting: In-Person</b><br/> <b>Wednesday September 28, 2022 - 5:30pm</b></p>  |     |  |