

HEAD INJURY REHABILITATION ONTARIO
BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 28, 2022

6:00 PM

Zoom Video Conference

Present: S. Lal, R. Ridge, G. Kalopsis, J. Blums, J. D’Ilario, A. Rudder, R. Payne, A. Rice

Regrets: K. Millar,

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

Item	Discussion	Fwd	Action
1. Approval of Agenda	<ul style="list-style-type: none"> • Motion That the Agenda be approved as circulated. <p>Moved by: A. Rice Seconded by: J. Blums Opposed: none Motion Carried.</p> <p>Declaration of Conflict of Interest</p> <p>A. Rudder and R. Payne declared a conflict of interest and will recuse themselves for Annual Funding Request to the Foundation discussion.</p>		
2. Approval of Consent Agenda	<ul style="list-style-type: none"> • Motion That the Consent Agenda consisting of the following be approved: <ul style="list-style-type: none"> • Board Meeting Minutes June 22,2022 approved in Aprio • Governance Committee Minutes Sept 16, 2022 • Finance Committee Minutes Sept. 13, 2022 • Quality Committee Minutes Sept. 13, 2022 <p>Moved by: A. Rudder Seconded by: R. Ridge All in favour Opposed: none Motion Carried.</p>		
3. Standing Agenda Items	<p>Finance Committee Update</p> <p><u>Q1 Financials and Reserves</u> G. Kalopsis led the discussion and provided an overview of the Q1 Financials and the briefing note regarding</p>		

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	<p>investment of operating reserves.</p> <p><i>A. Rudder and R. Payne recused themselves from the meeting.</i></p> <p><u>Annual Funding Request to the Foundation</u></p> <p>G. Kalopsis advised that the BISH Foundation has responded to HIRO's request for funding and has approved the request in principle and has posted questions and that the matter was discussed at Finance Committee. The next step is a response to the Foundation from the HIRO Board.</p> <p><i>A. Rudder and R. Payne returned to the meeting.</i></p> <p><u>Informal Review of Auditors</u></p> <p>G. Kalopsis shared that the Finance Committee advised management to consider going to market next year to review Auditors as a matter of good business practice.</p> <p><i>Next Scheduled Finance Committee Meeting: Tuesday November 8, 2022. (9:30-11:00am)</i></p> <p>Governance Committee Update</p> <p><u>Foundation Board Cross-Appointee</u></p> <p>R. Ridge advised that while the BISH Foundation by-laws include a provision for a Board cross appointee, the HIRO by-laws do not, so the matter will be tabled at a future Governance Committee meeting.</p> <p><u>By-laws and Policies</u></p> <p>R. Ridge advised that the Committee met with legal counsel to review the amended by-laws and policies to align with ONCA requirements.</p> <p><u>Aprio Migration</u></p> <p>R. Ridge advised that the Board portal (APRIO) will not be available for a week in October due to upgrades. Training opportunities will be made available.</p> <p><i>Next Scheduled Governance Committee Meeting: Thursday November 3, 2022. (11:00 am – 12:30 pm)</i></p>		

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	<p>Quality Committee Update</p> <p><u>Quality Improvement Plan Q1</u> J. D'Ilario led the Quality Committee update discussion reviewing the Quality Improvement Plan indicator results for Q1.</p> <p><u>Bed Census</u> J. D'Ilario presented the new Bed Census chart and reviewed how it tracks beds filled and wait lists. Discussion ensued and questions were answered.</p> <p><u>Admission and Discharge Improvements</u> J. D'Ilario shared that developments are underway to enhance the admission and discharge process and that in Q1 admission procedures, eligibility and suitability assessments and waitlists are being critically reviewed.</p> <p><u>Ontario Health Services Review and Appeal Board</u> J. D'Ilario advised that an appeal was reviewed and resolved in this quarter with the Appeal Board.</p> <p><i>Next Scheduled Quality Committee Meeting: Tuesday November 15th, 2022. (8:30-9:30 am)</i></p>		
4. CEO Report – Strategic Dashboard	<p>CEO Report - Strategic Dashboard</p> <p>M. Ray-Daniels discussed the COVID outbreak that was previously reported to the Board in the summer. Staff demonstrated exemplary work and situation was contained quickly.</p> <p>M. Ray-Daniels discussed the COVID information session held for staff, clients, families, partners, and the Board with guest speaker Dr. Dale Kalina.</p> <p>M. Ray-Daniels led the discussion reviewing the strategic dashboard report for Q1 and answered questions A video was shared of recent activities and featured a HIRO Highlight.</p>	X	M. Ray-Daniels to share Q&A and information session recording on Aprio.
5. Business Arising	No business arising to report.		

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6. New Business	<p>6.0 <u>Paula Garshowitz</u> S. Lal announced the resignation of Paula Garshowitz and shared gratitude for Paula's exemplary work and for sharing her governance expertise on the HIRO Board and BISH Foundation.</p> <p>6.0.1 Officers of the Board Motion – that the Board approves the appointment of the following Officers of the Board for 2022-2023</p> <p>Board Officers Sarrah Lal – Chair Robert Ridge – Vice Chair George Kalopsis – Secretary/Treasurer</p> <p>Moved by: R. Payne Seconded by: A. Rice All in favour Opposed: none Motion Carried.</p> <p>6.0.2 Committee Chairs and Members Motion – that the Board approve the following members be appointed to the respective committees for the 2022-2023</p> <p>Finance Committee George Kalopsis – Chair Robert Ridge Sarrah Lal Jane Blums</p> <p>Governance Committee Robert Ridge – Chair Sarrah Lal Andrew Rudder</p> <p>Quality Committee Judy D'Ilario – Chair Adam Rice Jane Blums</p> <p>Moved by: J. Blums Seconded by: A. Rice All in favour Opposed: none Motion Carried.</p>		

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	<p>6.0.3 Amended By-Laws and Policies Motion – that the Board approve the By-law and policy amendments to align with ONCA</p> <p>Motion: Deferred</p> <p>6.0.4 Q1 Financial Report Motion – that the Board approves the Q1 Financial Report</p> <p>Moved by: R. Payne Seconded by: A. Rice All in favour Opposed: none Motion Carried.</p> <p>6.0.5 Operating Reserves Investment Motion – that the Board approves the investment of reserves per HIRO’s Operation and Investment policy.</p> <p>Moved by: A. Rice Seconded by: J. D’Ilario All in favour Opposed: none Motion Carried.</p> <p>6.0.6 Certificate of Compliance Q1 Motion – that the Board receives the Certificate of Compliance for Q1</p> <p>Moved by: J. Blums Seconded by: A. Rice All in favour Opposed: none Motion Carried.</p>	X	M. Ray-Daniels to finalize policy and by-laws.
7. Foundation Update	R. Payne advised that the Foundation completed their audit successfully. R. Payne shared that HIRO’s funding request was received August 8 th and the Foundation responded August 15 th and they are awaiting a reply.	x	S. Lal to respond to the Foundation.

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8. Meeting Evaluation	S. Lal shared results from the June Board meeting evaluations and G. Kalopsis, S. Lal, and M. Ray-Daniels were acknowledged for their exemplary work. Appreciation was shared about meeting management and the board videos and HIRO Highlights.		
9. IN CAMERA	Mid-Year KPI Report and CEO Review Emergency Succession Plan		
10. Adjournment	Meeting adjourned 7:11 pm		
11. Next Meeting	Wednesday November 23, 2022 - 5:30pm		