

**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**  
**Board of Trustees Meeting**  
**Wednesday, January 27, 2021**

The Board of Trustees met on Wednesday, January 27, 2021 at 4:30 p.m. by Teleconference (TC).

**ATTENDANCE**

**Appointed Voting Trustees**

1. Elaine Johnston, Chair (TC)
2. Norman Pemberton, Vice-Chair (TC)
3. Jim Graham, Past Chair (TC)
4. Deborah Blahey (**Regrets**)
5. Jennifer Carling (TC)
6. Martin Grace (TC)
7. Laurie Jenkins (**Absent**)
8. Carolyn Jones Friesen (**Absent**)
9. Lyne Robitaille (TC)

**Ex-Officio Voting Trustees**

10. Sr. Trina Bottos, CHSO Representative (TC)
11. Sheila Hoo, Bishop's Representative (TC)

**Ex-Officio Non-Voting Trustees**

12. Jeremy Stevenson, Chief Executive Officer/Board Secretary-Treasurer (TC)
13. Connie Free, Chief Nursing Executive/Director of Clinical Services/Patient Relations Officer (TC)
14. Dr. Tim deBortoli, Chief of Medical Staff (**Absent**)
15. Dr. Chris Prescott, Medical Staff President (**Absent**)

**Senior Management (Guests)**

16. Sanjeev Kumar, Chief Financial Officer (TC)
17. Aurel Malo, Human Resource Consultant (**Regrets**)
18. Tim White, Director of Facilities Management (**Regrets**)
19. Barbara Ridley, Director of Oaks Centre (TC)
20. Cynthia Farquhar, Administrator/Director of St. Joseph's Manor (TC)

**MINUTES**

**1. CALL TO ORDER**

Elaine Johnston called the meeting to order at 4:30 p.m.

**2. AGENDA**

*Moved by: Sister Trina Bottos*

*Seconded by: Jim Graham*

*The Board of Trustees hereby adopts the agenda as presented.*

*Vote taken on-line.*

*Motion Carried.*

**3. OPENING PRAYER**

Sister Trina Bottos lead the group in prayer.

**4. OUR COMMITMENTS**

Elaine Johnston read the narrative.

*Respect: We will value each other's time and opinions and treat each other as we would like to be treated.*

# **ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**

## **Board of Trustees Meeting**

**Wednesday, January 27, 2021**

**Pg. 2**

Members shared stories with examples of respect and their own beliefs of how important this value is.

### **5. DECLARATION OF CONFLICT OF INTEREST**

Elaine Johnston called for declaration of conflict of interest; there were no declarations.

### **6. MINUTES OF PREVIOUS MEETING**

Members reviewed the minutes of the previous meeting.

November 25, 2020

There were no corrections or comments.

*Moved by: Jennifer Carlin*

*Seconded by: Norman Pemberton*

*The Board of Trustees hereby adopts the minutes of the meetings held November 25, 2020.*

*Vote taken on-line.*

*Motion Carried.*

### **7. BUSINESS ARISING FROM PREVIOUS MINUTES**

Elaine updated members regarding the November 25, 2020 request for William Elliot's presence at our next meeting to commemorate his and the Foundation's work. Jeremy and Elaine discussed this, and it was decided to defer the invitation until we can meet in person or via Teams. Members agreed.

### **8. REPORT FROM CATHOLIC HEALTH SPONSORS OF ONTARIO (CHSO)**

*Sister Trina Bottos*

Sister Trina had no report to share at this time.

### **9. LEADERSHIP/MANAGEMENT REPORTS**

#### **9.1. Chief Executive Officer/*Jeremy Stevenson***

Jeremy referenced his report and indicated he would entertain questions that may arise. He hoped to be able to meet in person today and looks forward to the time that we could all meet in person. He acknowledged the high level of respect and comradery he has observed and received from all staff. He wants to focus on a robust strategic plan development and looks forward to working with Board members to make this come to life. His short term vision is to create a strong internal culture by being visible and improving communication, but more importantly by giving our patients and staff more of a voice.

Sheila Hoo inquired about Meditech One and asked if the 5 million dollars would be our cost. Jeremy explained that the Meditech costs are the responsibility of each hospital. Currently, we don't know the Total Cost of Ownership (TCO) yet. 25 hospitals have grouped together to come up with their share of funding. As an Organization we have planned and invested to be prepared for this major investment.

**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**

**Board of Trustees Meeting**

**Wednesday, January 27, 2021**

**Pg. 3**

Jeremy will share costs and how we will fund our portion as the Memorandum of Understanding (MOU) will be before the board at our March meeting.

Sheila asks if this upgrade will result in better reporting mechanism. Jeremy answered that it will offer an enhanced level of reporting.

Sister Trina asked about the Strategic plan. Jeremy shared his thoughts for the development of the new plan.

Board members praised Jeremy's "Team Huddles" initiative.

Martin Grace asked about the Human Resources Director position and what the timeline is. Jeremy explained the importance of an aggressive approach, for that reason he has planned that February 11, 2021 is the closing date for this position, that interviews should be set for the end of February and he hopes to have someone in place by end of March 2021.

Jennifer asked about Ontario Health Teams and if there is any progress on this. Jeremy noted no progress to date due to COVID. Jeremy's goal when this becomes a priority is to focus on our community to maintain a smaller cluster for Elliot Lake to have a strong regional and provincial voice.

Jim Graham shared the same appreciation to Jeremy's arrival. Jim recalled how much easier it became for our hospital to receive clear communication from the NELHIN once Jeremy was their CEO. Jim looks forward to working with Jeremy on the strategic plan development.

**9.2. Chief Nursing Executive/Director of Clinical Services/Patient Relations Officer/Connie Free**

Connie referenced her report and indicated she would entertain questions that may arise.

Jennifer Carling shared how her husband has had many CT scans in the past at various hospitals. He had one here on January 18, 2021 and expressed appreciation for the top of the line equipment and how professional the staff were when delivering this new service.

Sheila Hoo asked how busy the CT scanner is each day. Connie noted Diagnostic Imaging staff continue training therefore we are not presently functioning at full capacity. The CT scanner presently operates Monday to Friday from 8am-4pm. Presently the goal is 10 to 15 scans per day but that will increase once training is completed and top efficiency is reached.

Lyne Robitaille inquired if patients already have a CT scan appointment booked elsewhere in Ontario, can they cancel and ask for one at SJGHEL. Connie noted to direct this type of request through their referring physician first before cancelling to have a new requisition done for Elliot Lake. Connie added the high level of work that was required to have the construction completed and on target in the midst of a pandemic.

Connie reviewed the Patient Experience Survey Results. Connie highlighted the positive increase in all areas of the survey, including the number of completed surveys received. Connie was pleased to see the Food Quality and Pastoral Care questions seeing a positive increase. In past years, these areas did not perform as well as others.

# **ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**

## **Board of Trustees Meeting**

**Wednesday, January 27, 2021**

**Pg. 4**

Jennifer Carling asked if we could have report showing annual comparison of survey results. Connie and her new assistant are working on having something to present as a year to year comparison.

Sister Trina praised the great improvements in Pastoral Care and Spiritual Leadership survey results. Connie credited both Cindy's and Aaron's hard work for this improved result.

Sheila Hoo reviewed a patient relation matter she was aware of that was handled professionally and respectfully by Connie and her team when the matter was brought to their attention.

9.3. **Chief Financial Officer**/*Sanjeev Kumar*  
Sanjeev reviewed his report.

Sanjeev referenced his report and indicated he would entertain questions that may arise. Sanjeev's report included financial results and statements of Financial Position and Operations as of December 31, 2020.

Members did not have questions but appreciate Sanjeev's report.

9.4. **Human Resource Consultant**/*Aurel Malo*

In Aurel's absence, Jeremy offered answering any questions.

Martin Grace inquired about the pay equity matter and asked if there is any further development. Jeremy shared there are no further developments than what is already stated in Aurel's report however Jeremy assured members that this item will be resolved in 2021 and hopes to still have Aurel finalize the process regardless of the recruitment of a new Director for Human Resources.

9.5. **Director of Facilities Management**/*Tim White*

There is no report from Tim White. Jeremy shared with members that Tim recently suffered a stroke and lost the vision in one of his eyes. Jeremy shared this news with Tim's consent. We fully support Tim and will provide positive thoughts and prayers for a good recovery.

Jeremy and Joey will send Tim a card on behalf of the board.

9.6. **Director of Oaks Centre**/*Barbara Ridley*

Barbara's referenced her report and indicated she would entertain questions that may arise. She noted the challenges her team is working through with closure, re-opening and restrictions but noted her team is doing well.

Members offered praise and appreciation to her and her team and all the challenges they face and overcome.

Sister Trina noted a story she watched on the news about the Sudbury having made crosses for all opioid overdoses for that area and observed how many deaths are related to overdoses. Barb has a table of statistics she can share with members.

Barbara noted that we are presently restricted to accepting residents of our region only. Barbara noted the restriction are necessary to ensure the safety of our staff and community.

**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**

**Board of Trustees Meeting**

**Wednesday, January 27, 2021**

**Pg. 5**

9.7. **Administrator/Director of Care, St. Joseph's Manor/Cynthia Farquhar**

Cynthia referenced her report and indicated she would entertain questions that may arise.

Sheila Hoo asked for an update regarding staffing compliment and the PSW program. Cynthia shared the progress is moving in the right direction. Cynthia reviewed how new funding available to enhance our PSW classification and improve staffing compliment.

Sister Trina asked about the wait times for ALC patients being admitted. Cynthia explained how challenging this situation is. The goal is to keep people at home as long as possible.

Lyne Robitaille inquired about College Boreal's PSW program and if we have explored options with them. Cynthia will follow up with Human Resources to verify what Colleges we have agreements with.

Martin Grace asked about residents with worsening symptoms of depression and what may be the cause for this. Cynthia noted how the pandemic plays a big role with depression. Cynthia and her team are reviewing services and programs to help improve this rate.

Jennifer asked if there is a correlation between worsening symptoms of depression and use of restraints. Cynthia does not believe this to be a contributing factor as they use minimal restraints.

Jim inquired about when the vaccine is coming for SJM residents and staff. Cynthia was happy to share that the Moderna vaccine was administered to all but two residents as of today. It has had a positive outcome for both residents and staff.

**10. COMMITTEE REPORTS**

10.1. **Medical Advisory Committee (MAC)/Dr. Tim deBortoli, Chief of Staff**

The Committee met on December 17, 2020. Members reviewed the minutes and members did not have any questions.

The following motions were adopted:

***Moved by: Lyne Robitaille***

***Seconded by: Jim Graham***

**Privilege Renewals**

***The Board of Trustees hereby approves the following privilege renewals for 2020-21 as recommended by the Medical Advisory Committee:***

**Active Staff**

***Dr. Andrew Purzner***

***Dr. Frank Chi***

***Dr. Barry Wannan***

***Dr. Catherine Groh***

**Courtesy Staff**

**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**

**Board of Trustees Meeting**

**Wednesday, January 27, 2021**

**Pg. 6**

*Dr. Sandra Adamson*

*Dr. Nicholas Merk*

*Dr. Christine Pun*

*Dr. Roger Larochelle*

*Dr. Corey Bricks*

*Dr. Zsolt Toth*

*Dr. Raquel Lopez*

**Courtesy Staff Miscellaneous**

*Dr. John Paul Harmon (Nephrology)*

*Dr. H. R. Koka (Psychiatry)*

*Dr. Amy Nistico (Nephrology)*

*Dr. Grama Ravi (Cardiology)*

*Dr. Subramanya S. Bhagavatula (Psychiatry)*

**Courtesy Staff Radiology**

*Dr. Michael Schmidt*

*Dr. Prashant Jacob Thomas*

*Dr. Robert Greco*

*Dr. Raveen Kaur*

*Dr. Rishi Narine*

*Dr. Even Roberts*

**Courtesy Staff Surgery**

*Dr. Brian Fraser*

*Dr. Baseer U. Khan*

*Dr. Gurinder Paul Sanghera*

*Dr. James Adair*

*Dr. Jordi Cisa*

**Courtesy Staff-Physician Assistant**

*Ms. Tara Duesbury*

**Active Staff Midwife**

*Tammy Roberts*

**Courtesy Staff Midwife**

*Jessica Ludgate-Yee*

*Vote taken on-line*

*Motion Carried*

**New Privileges**

*Moved by: Jennifer Carling*

*Seconded by: Lyne Robitaille*

*The Board of Trustees hereby grants privileges to the following as recommended by the Medical Advisory Committee:*

**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**

**Board of Trustees Meeting**

**Wednesday, January 27, 2021**

**Pg. 7**

*New Privileges*

*Courtesy Staff*

*Miscellaneous*

*Dr. Daniel Dalcin, GP Locum Physician*

*Dr. Thelina Amartunga*

*Vote taken on-line*

*Carried.*

**11. NEW BUSINESS**

**11.1 SJGH Budget 2021-2022 (Hospital, Manor, Oaks) /Sanjeev Kumar**

Sanjeev referenced the 2021-22 budget and welcomes any questions. There were no questions.

*Moved by: Norman Pemberton*

*Seconded by: Lyne Robitaille*

*The Board of Trustees hereby approves the 2021/2022 Operating Plan and Budget as summarized and presented.*

*Vote taken on-line*

*Carried.*

**11.2 Trustee Term Review and Renewal**

Jeremy reviewed trustee members whose term is due for either renewal or possible extension if so desired.

Members discussed the process, by-law requirements and if deemed beneficial, how we could apply to CHSO to have an extension granted for members who have already served 4 terms given the challenges recruitment of Board during a pandemic

This item will be further discussed at our March Board meeting.

**12. CORRESPONDENCE/HANDOUTS**

**13. FUTURE MEETINGS**

13.1. Quality Committee  
February 25, 2021  
4:30 p.m.  
Hospital Boardroom

13.2. Board of Trustees  
March 31, 2021  
4:30 p.m. Boardroom

**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**

**Board of Trustees Meeting**

**Wednesday, January 27, 2021**

**Pg. 8**

**14. DISCUSSION PERIOD**

**15. ADJOURNMENT**

The meeting adjourned at 6:17 p.m. on a motion by Jim Graham



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Elaine Johnston  
Board Chair



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Jeremy Stevenson  
Chief Executive Officer/Secretary-Treasurer

JS/jl