

ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE

Board of Trustees Meeting

Wednesday, May 26, 2021

The Board of Trustees met on Wednesday, May 26, 2021 at 4:30 p.m. by Microsoft Teams

ATTENDANCE

Appointed Voting Trustees

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

Ex-Officio Voting Trustees

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

Ex-Officio Non-Voting Trustees

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

Senior Management (Guests)

16. Sanjeev Kumar, Chief Financial Officer
17. Bruce M. Beakley, VP Human Resource
18. Barbara Ridley, Director of Oaks Centre
19. Cynthia Farquhar, Administrator/Director of St. Joseph's Manor

Presenter (Guests)

20. Tiffany Cecchetto, CPA, CA – KPMG LLP

MINUTES

1. CALL TO ORDER

Elaine Johnston called the meeting to order at 4:33 p.m.

2. PRESENTATION – KPMG

Tiffany Cecchetto presented KPMG's Draft 2020-21 Audited Financial Statement and independent audit findings shared with all members earlier last week.

- a) 2020-21 Audited Financial Statements
- b) Audit Presentation

Tiffany opened the floor to members regarding her presentation and financial figures presented.

Sister Trina Bottos inquired as to what "Materiality and Posting Thresholds" meant. Tiffany explained that Posting is approx. 5% of Materiality and represents what needs to be adjusted.

Jim Graham praised Tiffany for the thorough report and presentation. Jim further praised the administration for the reduction of 'Bad debt' noted in the report.

Elaine Johnston also praised Tiffany and appreciated seeing surplus values in the report and the detailed explanation Tiffany provided.

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Members of the Senior Leadership Team were excused, and Trustees had an opportunity to ask Tiffany audit related questions.

Martin Grace asked if Tiffany was concerned about how aged Pay Equity has become. Tiffany shared she has confidence in Bruce Beakley as the new Vice President of Human Resources as she has discussed the matter with him. She was assured by Bruce and is confident he will have this matter completed by December 2021.

Sister Trina Bottos shared her concern about Board member responsibility to ensure SJGHEL does not find itself in the same financial dilemma as Laurentian University. Tiffany explained that SJGHEL has a significant unrestricted cash value of over 5 million and if SJGHEL continues the same path of revenues and expenses, will maintain a level of financial comfort.

Elaine Johnston thanked Tiffany for her work and presentation.

No further questions from Trustees. Tiffany was excused at 5:28pm.

3. AGENDA

Moved by: Jennifer Carling

Seconded by: Lyne Robitaille

The Board of Trustees hereby adopts the agenda as presented.

Vote taken on-line.

Motion Carried.

4. OPENING PRAYER

Sister Trina Bottos led the group in prayer.

5. VALUES

Elaine Johnston read the value for members and asked if anyone had comments to share.

Social Responsibility: We will create conditions for marginalized voices to be heard, defend the vulnerable and advocate for social justice.

Jeremy Stevenson shared a great story about how we perceive others and need to be mindful that it's not about what we see but how we are looking at others that needs to be considered. Jeremy expressed how the Senior Leadership Team discussed at lengths how we look at others and how we need to advocate for others who cannot for themselves.

Sheila Hoo shared her recent experience of receiving the COVID vaccine at Collins Hall. She shared how everyone working the clinic was kind and it was pleasant experience.

6. FRAMEWORK FOR ETHICAL DECISION MAKING

Jeremy Stevenson reviewed the updated Framework for Ethical Decision-Making. This document will be available at each board meeting as well as most other committees of the organization. Jeremy noted the Patient Declaration of Values will be added to this framework soon.

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Jennifer Carling inquired as to why we are not acknowledging the territory out of respect to the indigenous community. Jeremy noted this is something very important to him and a statement acknowledging the territory should be included. Jeremy requested feedback from Board members.

Board members discussed the matter and were all in favour of creating and including a statement to acknowledge the territory.

Action: Include an acknowledgement of territory at the beginning of Board meetings.

7. DECLARATION OF CONFLICT OF INTEREST

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

8. MINUTES OF PREVIOUS MEETING

Members reviewed the minutes of March 31, 2021. There were no corrections or comments.

Moved by: Sister Trina Bottos

Seconded by: Martin Grace

The Board of Trustees hereby adopts the minutes of the meetings held March 31, 2021.

Vote taken on-line.

Motion Carried.

9. BUSINESS ARISING FROM PREVIOUS MINUTES

9.1 Trustee Term Renewal/ Elaine Johnston & Jeremy Stevenson

Jeremy reviewed the table that identifies Trustees and their renewal terms. Trustees due for renewal were highlighted in yellow.

9.1.1 Board Trustee reappointments: Elaine Johnston and Laurie Jenkins

Moved by: Sheila Hoo

Seconded by: Lyne Robitaille

The Board of Trustees hereby recommends to the Catholic Health Sponsors of Ontario the reappointment of the following:

- *Elaine Johnston for a third three-year term to end June 2024*
- *Laurie Jenkins for a second three-year term to end June 2024*

Vote taken on-line.

Motion Carried.

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9.1.2 Special 1 year extension (Trustee reappointment):

Elaine Johnston shared that Norman Pemberton has now decided to not seek a special 1-year extension for trustee reappointment. This means we now have Norman Pemberton and Jim Graham as outgoing Trustees this year. We will now need to recruit 2 new Trustees over the summer.

The Motion originally noted as Motion #5 in the package is struck from the package and agenda of this meeting.

Elaine Johnston asked if it was possible for Jim Graham and Norman Pemberton continue until September 2021 after our accreditation site visit. Jim is willing to stay but expressed it would need to be in a non-voting/advisory role. Jim added he cannot offer any commitment to the Board should travel restriction be lifted from now until September.

9.1.3 Special 1 year extension (Slate of officers): Elaine Johnston (Chair)

Moved by: Lyne Robitaille

Seconded by: Sister Trina Bottos

In accordance with Section 13.1 (b) of SJGHEL's Administrative By-laws, and due to unprecedented circumstances of the COVID-19 pandemic the Board of Trustees of St. Joseph's General Hospital Elliot Lake hereby recommends to the Catholic Health Sponsors of Ontario the extension of the following officer term for an additional 1 year, until the end of June 2022:

- *Elaine Johnston, Board Chair to end of June 2022.*

Vote taken on-line.

Motion Carried.

9.1.4 Slate of Officers: Nominating and voting of Vice-Chair

Nominations for the position of Vice-Chair was carried out.

Jeremy Stevenson called for nominations three times.

Sheila Hoo nominated Lyne Robitaille.

No other nominations were given.

Lyne Robitaille accepted her name to stand for the position of Vice-Chair.

A vote was taken online, and all members were in favour of appointing Lyne Robitaille as Vice-Chair.

Moved by: Sister Trina Bottos

Seconded by: Deborah Blahey

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The Board of Trustees of St. Joseph's General Hospital Elliot Lake hereby recommends that the following Slate of Officers for 2021-22 be approved by the Board of Catholic Health Sponsors of Ontario:

1) Board Chair – Elaine Johnston (for 1 additional year – see motion titled 9.1.3 Special 1 year extension - Slate of officers of interested Trustee)

2) Board Vice-Chair – Lyne Robitaille

3) Secretary/Treasurer – Jeremy Stevenson

Vote taken on-line.

Motion Carried.

9.1.5 Last Board Meeting for Outgoing Trustees June 2021: Jim Graham & Norman Pemberton

Elaine Johnston reminded everyone June 2021 will be Jim and Norm's last meeting and hopes to have this meeting in person for us to be together after so long.

10. REPORT FROM CATHOLIC HEALTH SPONSORS OF ONTARIO (CHSO)

Sister Trina Bottos

Sister Trina Bottos gave a verbal report and noted the CHSO is focusing on what it can do for affordable housing. Sister Trina also shared CHSO's approval of the Meditech Expanse project recently.

11. LEADERSHIP REPORTS

11.1. Presentation: Our Strategic Plan Process and Our Vision /Jeremy Stevenson

Jeremy referenced his presentation and welcomed any questions or comments.

Martin Grace noted he really likes Jeremy's goals for the Strategic plan direction. Martin asked if telehealth types of services will be the way of the future moving forward.

Jeremy noted everything is being looked at to identify gaps and best solutions to apply to those gaps. Jeremy wants us to follow the patient, not the patient to have to follow us.

Jennifer Carling inquired about how we will partner up with Community Care providers and Public Health and the enhanced services we can all offer.

Jeremy seeks unity amongst all service health providers in Elliot Lake. We need to offer a kind and soft approach within the community to demonstrate we are in this together and how it makes us stronger. We need to develop trust and look at all opportunities to reach the level of unity.

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11.2. CEO & Senior Leadership Team Board Report/*Jeremy Stevenson*

Jeremy shared with Board members how the CEO and SLT reports to the Board will now be one unified report. Jeremy noted there will always be collaboration from all members of the Senior Leadership team to construct this report. Jeremy welcomed any questions or comments.

Jenifer Carling commented on her appreciation of the new format of a unified report.

Sister Trina Bottos praised Jeremy and the entire leadership team for the demonstration of unity and how this overcomes views of SJGHEL as a siloed organization.

Elaine Johnston added that this report and weekly huddles are a great way to keep Board members abreast of everything that is happening.

12. COMMITTEE REPORTS

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

The Committee met on March 18, 2021. Members reviewed the minutes.

The following motion was adopted:

Moved by: Lyne Robitaille

Seconded by: Deborah Blahey

2021-22 Privilege Renewals

The Board of Trustees hereby approves the following privilege renewals for 2021-22 as recommended by the Medical Advisory Committee:

Active Staff

Dr. Todd Spencer

Dr. Stanley Shapiro

Dr. Andrew Purzner

Dr. Barry Wannan

Courtesy Staff Radiology

Dr. Jacob Thomas

Dr. Thelina Amaratunga

Dr. Evan Roberts

Courtesy Staff/Locums

Dr. Nicolas Merk

Dr. Christine Pun

Dr. John Maunders

Dr. Sandra Adamson

Dr. Corey Bricks

Dr. Zsolt Toth

Dr. Raquel Lopez

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Courtesy Staff Surgery

Dr. Brian Fraser

Dr. Gurinder Sanghera

Dr. Kevan Saidi

Courtesy Staff/Specialists/Miscellaneous

Dr. James Chau (Gerontology)

Dr. John Harmon (Nephrology)

Dr. H. Rayudu Koka (Psychiatry)

Dr. Bishwajit Bora (Urology)

Active Staff Midwife

Tammy Roberts

Courtesy Staff Midwife

Jessica Ludgate-Yee

Vote taken on-line

Carried.

12.2 Board Quality Committee/Lyne Robitaille

The Committee met on April 29, 2021. Members reviewed the draft minutes and offered a correction to page 4 of the draft minutes.... Change "quite" to "quiet:" twice noted on this page of the draft minutes.

13. NEW BUSINESS

13.1 Acceptance of the 2020-21 Audited Financial Statement/Sanjeev Kumar

Moved by: Jim Graham

Seconded by: Lyne Robitaille

The Board of Trustees hereby accepts the audited financial statements for the year 2020-21 fiscal year as presented by the firm of KPMG LLP.

Vote taken on-line

Carried.

13.2 Appointment of Auditors for 2021-22/Sanjeev Kumar

Moved by: Jennifer Carling

Seconded by: Carolyn Jones Friesen

The Board of Trustees hereby recommends to the Catholic Health Sponsors of Ontario that the firm of KPMG LLP be appointed as Auditors for St Joseph's General Hospital Elliot Lake for the year ending March 31, 2022.

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Vote taken on-line

Carried

13.3 Board Orientation: ½ day/Jeremy Stevenson

Jeremy shared his plan to secure a date in September for Board orientation of new Trustees and to also serve as a refresher for Trustees already onboarded. Board members were offered either September 8 or 9, 2021.

Board consensus was to set September 8, 2021. The start time of this ½ session will be determined at a later time.

13.4 Assign Board member to PFAC/Jeremy Stevenson

Jeremy introduced this committee and the Terms of Reference outlining PFAC's role to Board member and shared the importance to have a Board member appointed to this committee. Jeremy asked if any Board member could volunteer their time to fill the role as a PFAC representative. Jennifer Carling expressed interest to be the appointed Board member to PFAC. No other Board member expressed interest.

Action: Jennifer Carling is acclaimed as the Board representative to PFAC.

14. CORRESPONDENCE FOR BOARD INFORMATION

Correspondence from CHSO (approval of Meditech Expanse initiative) was included in the package.

15. FUTURE MEETINGS

15.1 Quality Committee – June 24, 2021

15.2 CHSO AGM June 22, 2021

15.3 Board of Trustee – June 30, 2021 (Focus: Accreditations Canada / Strategic Plan / Capital Infrastructure plan)

16. DISCUSSION PERIOD

Elaine Johnston opened the floor to members for discussion.

Jennifer Carling inquired why we do not have sexual assault/rape kits in Elliot Lake and shared persons who might have been sexually assaulted need to go to Sudbury or SSM for care.

Jeremy Stevenson answered how he has been meeting with community partners to explore possible areas of improvement.

Connie Free also provided the history of our organization collaboration efforts with Counselling Centre of East Algoma, ELFHT, Maplegate, OPP, our Physician as well as a group called SACC (Sexual Assault Care Centre). Connie shared the group took a good look at this problem to better serve members of our community and keep them here instead of travel if faced with sexual

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assault. The reason we could not carry this forward any further was the lack of Local Physicians support. Nursing competencies was also in question.

Jennifer Carling feels sexual assaults are under reported due to the complexities of having to access this care elsewhere.

Action: Jeremy Stevenson and Connie Free will review with partners and medical team to see what we can do to improve services and access locally.

Jim Graham stated past Board Chairs and past CEO photos are on display in the boardroom and inquired if we will get a picture of Pierre Ozolins placed on this wall.

Action: Jeremy Stevenson will reach out to Pierre Ozolins for a photo and report back.

Jennifer Carling asked how Tim White is doing. Jeremy shared that Tim made an attempt to return to work recently and we were pleased to see him again but he had a setback and needs to continue to be supported by SJGHEL in a healthy recovery. Tim will not return to work until his health improves.

Barbara Ridley shared a phone call she received from a former client's family. This client had a relapse and passed away sadly. When he passed away, he had \$843.00 and the entire amount was donated to the Oaks. This former client's family shared with Barbara that even during his relapse, he shared with his family how it was the Oaks that helped him through and provided quality care. This was why the family decided to donate all of the deceased clients money to the Oaks.

17. ADJOURNMENT

The meeting adjourned at 7.04 p.m. on a motion by Lyne Robitaille



Elaine Johnston
Board Chair



Jeremy Stevenson
Chief Executive Officer/Secretary-Treasurer

JS/jl