

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

**Board of Trustees Meeting**

**Wednesday, September 29, 2021**

The Board of Trustees met on Wednesday, September 29, 2021 at 4:30 p.m.

**ATTENDANCE**

**Appointed Voting Trustees**

1. Elaine Johnston, Chair
2. Lyne Robitaille, Vice-Chair
3. Jennifer Carling
4. Martin Grace (Regrets)
5. Laurie Jenkins (Absent)
6. Carolyn Jones Friesen

**Ex-Officio Voting Trustees**

7. Sr. Trina Bottos, CHSO Representative
8. Sheila Hoo, Bishop's Representative

**Ex-Officio Non-Voting Trustees**

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

**Senior Management (Guests)**

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

**MINUTES**

**1. CALL TO ORDER & APPROVAL OF AGENDA**

Elaine Johnston called the meeting to order at 4:32 p.m.

Elaine Johnston noted that the Board will be moving in-camera at the end of this meeting.

*Moved by: Carolyn Jones Friesen*

*Seconded by: Lyne Robitaille*

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

*Vote taken.*

*Motion Carried.*

**2. LAND TREATY ACKNOWLEDGEMENT**

Elaine Johnston led the group in the Land Treaty Acknowledgement. Elaine added that tomorrow is the National Day of Truth and Reconciliation. Elaine shared how she met with Minister of Education about arranging events and an improved education curriculum on Indigenous matters for schools. Elaine also provided some history about the lands in Elliot Lake and its significance to the Indigenous people.

**3. OPENING PRAYER**

Sister Trina Bottos led the group in prayer.

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**4. 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 shared how appropriate this value is as Elaine noted the National Day of Truth and Reconciliation tomorrow and how important establishing Social Responsibility in our organization is. Jeremy wants all staff to live this value every day.

Barbara shared how Senior Leadership Team decided today to open the Oaks to full capacity, this resonates advocating for the marginalized.

Elaine added how effective our PFAC group is to help advocate for social justice as well.

Board members discussed and agreed they will commit to join the SIGHEL team tomorrow at 10:30 a.m. for the planned event.

**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 June 30, 2021. There were no corrections or comments.

*Moved by: Jennifer Carling*

*Seconded by: Sheila Hoo*

*The Board of Trustees hereby adopts the minutes of the meetings held June 30, 2021.*

*Vote taken.*

*Motion Carried.*

**7. BUSINESS ARISING FROM PREVIOUS MINUTES**

**7.1 Board Member Recruitment / Elaine Johnston**

Elaine Johnston shared the recruitment committee interviewed 2 candidates and references were checked and cleared. Elaine added that these interviews were to replace Jim Graham and Norm Pemberton however another vacancy was received around the same time from Deborah Blahey. The committee will need to fill a third vacancy we now have. Jeremy provided a brief description of the candidates. The recruitment committee now seeks board approval to recommend Gabriel Huston and Bruce Ibbitson to CHSO.

*Moved by: Lyne Robitaille*

*Seconded by: Sister Trina Bottos*

*On the recommendation of the Recruitment/Nominating Committee, the Board of Trustees hereby recommends to the Catholic Health Sponsorship of Ontario that Gabriel Huston be appointed to the Board of Trustees of St. Joseph's General Hospital Elliot Lake for a three-year term.*

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*Vote taken.*

*Motion Carried.*

*On the recommendation of the Recruitment/Nominating Committee, the Board of Trustees hereby recommends to the Catholic Health Sponsorship of Ontario that Bruce Ibbitson be appointed to the Board of Trustees of St. Joseph's General Hospital Elliot Lake for a three-year term.*

*Moved by: Jennifer Carling*

*Seconded by: Carolyn Jones Friesen*

*Vote taken.*

*Motion Carried.*

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

*Sister Trina Bottos*

Sister Trina shared the recent CHSO news announcing that The Catherine Donnelly Foundation has joined CHSO network. This foundation is the legacy of The Sisters of Service, a progressive and inspiring community of Catholic women religious. The Foundation is a living testament to the Sisters' tradition of response to the greatest needs in communities across Canada. In 2011, the Sisters of Service signed a sponsorship agreement with the Sisters of St. Joseph of Toronto, who have assumed their administration, which included becoming the Members of the Catherine Donnelly Foundation.

**9. LEADERSHIP REPORTS**

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

Jeremy referenced his report (see CEO & SLT Board report dated September 29, 2021) and welcomed any questions or comments.

Accreditation Canada:

Carolyn Jones Friesen thanked Jeremy for having board members participate in the Accreditation Canada site visit.

Sister Trina inquired as to what exactly are the unmet criteria noted in the Accreditation Canada Executive Report. Jeremy provided some explanation and offered if the board would like to have our CNE (Quality Lead) provide a more in-depth explanation of what exactly was not met. Jeremy added that if we miss the smallest aspect of one standard it will be noted as unmet.

Strategic Plan:

Lyne Robitaille questioned if the new strategic plan development process would include consultation with the francophone community. Jeremy agreed and ensured the francophone community as well as many community partners and indigenous community, and our Foundation/Auxiliary, and patients are included in the next stage of our strategic plan engagement process.

Jennifer Carling also added that local shelters need to be included in the community partner collaboration of our new strategic plan.

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Nursing Shortage Plan:

Jennifer Carling inquired how we are providing accommodations for agency nurses and new hire nurses from out of town given the shortage of available housing. Bruce M. Beakley provided some information of the work carried out with City officials and companies in town who rent property to develop a solid plan for resolving the accommodations matter.

**10. COMMITTEE REPORTS**

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

The Committee met on September 16, 2021. Members reviewed the draft minutes.

Action: Invite Chief of Staff at next Board meeting to explain the credentialing process.

**10.2 Board Quality Committee/Lyne Robitaille**

The Committee met on June 24, 2021. Members reviewed the draft minutes.

**11. NEW BUSINESS**

**11.1 Going paperless/Jeremy Stevenson**

Jeremy suggested we have a training session for board members from the IT Manager a half hour before the next Board meeting to make best use of the tablets/iPads.

Members agreed on the principle of going paperless and we will arrange for in-service training for board members prior to the next board meeting.

**12. CORRESPONDENCE FOR BOARD INFORMATION**

There was no correspondence for Board information today.

**13. IN-CAMERA**

*Moved by: Lyne Robitaille*

*Seconded by: Carolyn Jones Friesen*

*That the Board of Trustees hereby moves in-camera for a discussion.*

*Vote taken.*

*Motion Carried.*

**14. FUTURE MEETINGS**

14.1 Quality Committee – October 28, 2021 4:30 p.m.

14.2 Board of Trustees – November 24, 2021 4:30 p.m.

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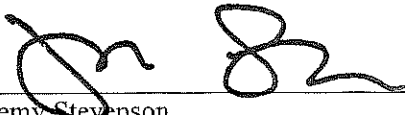
**15. DISCUSSION PERIOD & MEETING EVALUATION**

Elaine Johnston reminded members to complete the evaluation form and provide to Joey, Joey will explore what electronic mechanism can be used to provide evaluations electronically to members and permit automated tabulations of results to be shared.

**16. ADJOURNMENT**

The meeting adjourned at 6:41 p.m. on a motion by Jennifer Carling.

  
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Elaine Johnston  
Board Chair

  
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Jeremy Stevenson  
Chief Executive Officer/Secretary-Treasurer

JS/jl