

ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE
Board of Trustees Meeting
Wednesday, November 24, 2021

The Board of Trustees met on Wednesday, November 24, 2021 at 4:30 p.m.

ATTENDANCE

Appointed Voting Trustees

1. Elaine Johnston, Chair (Late arrival)
2. Lyne Robitaille, Vice-Chair (Acting as chair for this meeting)
3. Jennifer Carling
4. Martin Grace
5. Carolyn Jones Friesen
6. Bruce Ibbitson
7. Gabriel Huston (by telephone)

Ex-Officio Voting Trustees

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

Ex-Officio Non-Voting Trustees

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

Senior Management (Guests)

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

MINUTES

Lyne Robitaille introduced and welcomed our two new Board members Bruce Ibbitson and Gabriel Huston.

6 of today's agenda: Prior to the meeting being called to order, Connie Free introduced Anne Larson to the board. Anne Larson shared details of her late husband, Derek Larson, who was a resident of the Manor and admitted to our hospital prior to his passing. Board members had the opportunity to hear the difficulties Anne was faced with regarding Derek's care at the hospital. She described the entire situation as the "perfect storm" given that her ability to be with him was affected by the pandemic in addition to the lack of proper care while admitted to the hospital. Board members reviewed the correspondence from Connie Free and Jeremy Stevenson following the investigation and noted the recommendations identified to improve care for patients and family members in the future

Board members thanked Anne Larson for sharing her story and offered their sympathies of Derek's passing and the care he received.

1. CALL TO ORDER & APPROVAL OF AGENDA

Lyne Robitaille called the meeting to order at 4:55 p.m.

Moved by: Jennifer Carling

Seconded by: Sister Trina Bottos

The Board of Trustees hereby adopts the agenda as presented.

Vote taken.

Motion Carried.

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2. LAND TREATY ACKNOWLEDGEMENT

Lyne Robitaille led the group in the Land Treaty Acknowledgement.

3. OPENING PRAYER

Sister Trina Bottos led the group in prayer.

4. VALUES

Lyne Robitaille read the value for members and asked if anyone had comments to share.

Integrity: we will follow through on our commitments and remain accountable for our attitudes and our actions.

Members noted that this value resonates closely with Anne Larson's story shared. Elaine Johnston noted that our follow up with Anne Larson demonstrates our willingness to listen and make every effort to adjust to improve care for our patients and family members.

5. DECLARATION OF CONFLICT OF INTEREST

Lyne Robitaille called for declaration of conflict of interest; there were no declarations.

6. MINUTES OF PREVIOUS MEETING

Members reviewed the minutes of September 29, 2021 and October 4, 2021. There were no corrections or comments.

Moved by: Carolyn Jones Friesen

Seconded by: Martin Grace

The Board of Trustees hereby adopts the minutes of the meetings held September 29, 2021 and October 4, 2021.

Vote taken.

Motion Carried.

7. BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 Review of Credentialling process / Dr Tim deBortoli

Dr Tim deBortoli was not available to attend today's meeting. Jeremy Stevenson noted we will try to coordinate Dr deBortoli's presence at our January 2022 meeting.

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

Sister Trina Bottos

Sister Trina reviewed her report that she submitted to CHSO. There were no questions from members.

9. LEADERSHIP REPORTS

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

Jeremy referenced his report (see CEO & SLT Board report dated November 24, 2021) and welcomed any questions or comments.

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Members provided their feedback regarding the strategic priorities identified in the report:

Logo: Members support the first of two logos in the report.

Mandatory Vaccination Policy: This matter was discussed extensively. Board members unanimously support our direction to adopt a mandatory vaccination policy for staff, volunteers and patient visitors in the interest of keeping our staff and patients safe.

Jeremy Stevenson shared that the policy still requires review by our Senior Leaders and the Physician group. Once this stage is completed, the board will call a special meeting for final review and approval.

1% increase for non-union employees:

Moved by: Bruce Ibbitson

Seconded by: Jennifer Carling

The Board of Trustees hereby accepts the recommendation of 1% increase for non-union wages for 2021-22 retroactively from April 1, 2021 at a cost of: \$29,350.19.

Vote taken.

Motion Carried.

10. COMMITTEE REPORTS

11.1 **Medical Advisory Committee (MAC)/Dr Tim deBortoli, Chief of Staff**
No report

11.2 **Board Quality Committee/Lyne Robitaille**
No report

12. GOVERNANCE COMMITTEE

12.1 Board Member Recruitment update

- CHSO Approval November 19, 2021 (*Lyne Robitaille*)

Lyne Robitaille shared with members that our recommendations to accept Bruce Ibbitson and Gabriel Huston as Trustees was approved by CHSO last week. CHSO commended our board for the process we follow for trustee candidate selection and interview.

- Update/Process on vacancies (*Elaine Johnston*)

Elaine Johnston provided an update to members that we are still actively accepting application for board trustee candidates to fill the 2 vacancies we presently have.

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12.2 Any Suggested changes/improvements to Board Policies and Procedures:

Board members reviewed the included policies and provided suggestions and directions as follows:

- Roles and Responsibilities of the Board ADM I-c-01

Education and review of the following section is required for this policy:

“The board also oversees the chief of staff by carrying out parallel functions to its supervision on the chief executive officer. The board develops, implements, and maintains a process for selecting department chiefs and other medical leadership positions as required under the hospital’s by-laws or the Public Hospitals Act.”

- CEO evaluation shall be adjusted to every two years as opposed to annually.

- Board Chair Role Description ADM I-c-03

Members discussed the importance of extending the term of the Boards Chair from one year to two years.

Moved by: Jennifer Carling

Seconded by: Martin Grace

The Board of Trustees hereby extends the term of board chair to two years.

Vote taken.

Motion Carried.

- Duties and Expectations of a Trustee ADM I-c-04

Jennifer Carling pointed out a word that was spelled incorrectly and Joey will correct the policy.

13. NEW BUSINESS

13.1 Enablers /Areas of Focus to support our Priorities

- Housing and Immigration Presentation (Bruce M. Beakley)

Bruce M. Beakley reviewed his presentation highlighting the challenge we are faced with for housing and staffing and the work currently underway with our stakeholders to begin the work to address these challenges.

13.2 Bishop Dowd visit (Sheila Hoo & Jeremy Stevenson)

Sheila Hoo shared Bishop Dowd’s background and his role in our region. Jeremy Stevenson shared some of the ideals we have where the Bishop might be able to help our hospital (e.g. making use of the empty French church and rectory to use as temporary housing of new staff who cannot secure housing in our community.

14. FUTURE MEETINGS

14.1 Quality Committee – December 9, 2021 4:30 p.m.

14.2 Board of Trustees – January 26, 2022 4:30 p.m.

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15. DISCUSSION PERIOD & MEETING EVALUATION

Members were reminded to complete their evaluation forms and submit to Joey.

16. CHRISTMAS WISHES (*Jeremy Stevenson*)

Jeremy Stevenson wished a great and safe Christmas for all board members. Members were given coffee mugs as a small token of appreciation for their commitment to our organization.

17. ADJOURNMENT

The meeting adjourned at 6:49 p.m. on a motion by Carolyn Jones Friesen.



Elaine Johnston
Board Chair



Jeremy Stevenson
Chief Executive Officer/Secretary-Treasurer

JS/jl