

**ST. JOSEPH'S GENERAL HOSPITAL ELLIOT LAKE**  
**Board of Trustees Meeting**  
**Wednesday, March 31, 2021**

The Board of Trustees met on Wednesday, March 31, 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 (Absent)
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
15. Dr. Chris Prescott, Medical Staff President (Regrets)

**Senior Management (Guests)**

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

**Presenter (Guests)**

20. Bill Meredith Vice President Healthtech Consultant
21. Michael Martineau Regional Project Manager, ONE Initiative
22. Kathy O'Brien Partner INQ Law

Elaine Johnston commenced the meeting by having members introduce themselves for our invited guests.

**MINUTES**

**1. PRESENTATION**

**SJGHEL Meditech Expanse – ONE Initiative Presentation**

Jeremy Stevenson and Sanjeev Kumar reviewed the presentation and opened the floor to members for questions, answers, and comments.

Sister Trina Bottos noted that the Cancer Centre is not included as a participating site and inquired as to why or if sharing patient information will continue to be challenging when North East patients require care in Southern Ontario.

Bill Meredith noted that the Oncology module will be incorporated in the Meditech Expanse platform. As for North East patients requiring care outside of the expanse group, this is more complicated, there is a different system called "Connecting Ontario" that will allow distant sites from other areas to access some patient information.

Sheila Hoo inquired about the patient history component on slide 4 of the presentation.

Bill Meredith noted that this will be a much less of a burden as the new version of Meditech has advanced clinical technology to share the patient history with partner sites.

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

**Board of Trustees Meeting**

**Wednesday, March 31, 2021**

**Pg. 2**

Members praised our Meditech guests and their work done earlier in February with the board briefing session as they were informative and appreciated.

**2. CALL TO ORDER**

Elaine Johnston called the meeting to order at 5:08 p.m.

**3. AGENDA**

*Moved by: Sister Trina Bottos*

*Seconded by: Lyne Robitaille*

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

*Vote taken on-line.*

*Motion Carried.*

**4. OPENING PRAYER**

Hume Martin led the group in prayer prior to the meeting being called to order.

**5. OUR COMMITMENTS**

Jeremy Stevenson shared the story of "Hearing the Music" that aligns with compassion.

*Compassion: We will show kindness, caring and a willingness to help others, without judgement.*

**6. PATIENT STORY**

Patient Story was provided in package.

**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 January 27, 2021. There were no corrections or comments.

*Moved by: Sheila Hoo*

*Seconded by: Martin Grace*

*The Board of Trustees hereby adopts the minutes of the meetings held January 27, 2021.*

*Vote taken on-line.*

*Motion Carried.*

**9. BUSINESS ARISING FROM PREVIOUS MINUTES**

**9.1 Trustee Term Renewal/ Elaine Johnston & Jeremy Stevenson**

Part #1

Jeremy Stevenson reviewed the table that was presented to members at our last meeting.

Jim Graham confirmed he does not have an interest in renewing his term.

Elaine Johnston shared Norman Pemberton's similar position to not request special extension to his term. However, it would be best to have his interest confirmed to ensure this is accurate.

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

**Board of Trustees Meeting**

**Wednesday, March 31, 2021**

**Pg. 3**

June 2021 would be Jim and Norman's last Board meeting.

Part #2

Members discussed possible scenarios.

Elaine Johnston noted she would be willing to stay on as Board Chair. She added if Norman Pemberton confirms he is not renewing we will need to appoint a Vice-Chair. Members agreed.

Board renewed recommendations will return in May by way of formal motions.

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

*Sister Trina Bottos*

Sister Trina reviewed her included report.

Beth Johnson was introduced and provided a CHSO update. Beth shared the CHSO Board praised its hospital members for the hard work carried out during this pandemic.

Healthy Communities and Care for all is CHSO strategic plan and includes the following goals:

1. Identifying and responding to unmet needs.
2. Focused presence to animate Catholic identity.
3. Shaping New System Governance.
4. Strengthening Relationships and Creating New Ones.
5. Ensuring the Sustainability of Our Mission.

**11. LEADERSHIP/MANAGEMENT REPORTS**

**11.1. Chief Executive Officer/*Jeremy Stevenson***

Jeremy referenced his report and welcomed any questions or comments.

Sister Trina Bottos shared how she recently had a CT scan in Elliot Lake and was impressed by the level of care she received from staff and was relieved to not have to travel out of town for this procedure.

Board members praised Jeremy and his weekly CEO huddles.

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

Connie referenced her report and welcomed any questions or comments.

No questions or comments

**11.3. Chief Financial Officer/*Sanjeev Kumar***

Sanjeev reviewed his report.

Sanjeev referenced his report and welcomed any questions or comments.

Martin Grace requested a break-down of Meditech Expenses and Sanjeev provided some explanation of the costs noted.

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

**Board of Trustees Meeting**

**Wednesday, March 31, 2021**

**Pg. 4**

Deborah Blahey inquired about the reported "Bad Debt", Sanjeev provided an explanation of these bad debts.

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

Barbara Ridley referenced her report and welcomed any questions or comments.

Sr. Trinas Bottos inquired about who decides what clients gain access to flex beds. Barbara explained how the allocation of flex beds is a community group decision.

Sheila Hoo inquired about current capacity at the Oaks. Barbara explained that we are currently running at approximately 50%.

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

Cynthia Farquhar referenced her report and welcomed any questions or comments.

Elaine Johnston commended Cynthia with the high rate of COVID vaccinations for Manor Residents and Staff.

**12. COMMITTEE REPORTS**

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

The Committee met on January 21 and February 18, 2021. Members reviewed the minutes.

Trina Bottos inquired about the noted OBS Nursing staff shortages. Jeremy advised that he has met with the CEO at HSN, Dominic Giroux to explore possibilities for suitable training of our staff and other available options to help improve our OBS Nursing staff coverage. A plan to have SJGH nursing staff trained at HSN has been worked out however, Sudbury being designated as a grey zone will delay the commencement of this plan.

Sheila Hoo inquired about Meditech and if there is anxiety towards Meditech Expanse project from Physicians. Jeremy Stevenson noted Senior Leaders have been meeting with the Physician team to review the project and identify a Champion Physician to lead this group.

The following motions were adopted:

*Moved by: Jim Graham*

*Seconded by: Deborah Blahey*

**2020-21 Privilege Renewals**

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

**Courtesy Staff Specialists/Radiology**

*Dr. Richard Sloan*

**Courtesy Staff/Specialists/Surgery**

*Dr. Justin Todd*

*Vote taken on-line*

*Motion Carried*

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

**Board of Trustees Meeting**

**Wednesday, March 31, 2021**

**Pg. 5**

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*Moved by: Lyne Robitaille*

*Seconded by: Sister Trina Bottos*

**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. Glenna Stirrett*

*Dr. Mike Britton Foster*

*Dr. Frank Chi*

*Dr. Chris Prescott*

*Dr. Michael Stirling*

*Dr. Tim deBortoli*

*Dr. Cherie Culic*

*Dr. David Matheson*

*Dr. Jack Long*

*Dr. Emery Nelson*

*Dr. Zubaida Siddiqui*

*Dr. Catherine Groh*

**Courtesy Staff Radiology**

*Dr. Richard Sloan*

*Dr. Michael Schmidt*

*Dr. Deljit Dhanoa*

*Dr. Rishi Narine*

*Dr. Raveen Kaur*

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**Courtesy Staff Midwife**

*Nicole Boudreault*

**Courtesy Staff/Locums**

*Dr. Roger Larochelle*

*Dr. Cory Veldman*

*Dr. Daniel Dalcin*

**Courtesy Staff Surgery**

*Dr. Justin Todd*

*Dr. Jordi Cisa*

*Dr. Baseer Khan*

*Dr. Jennifer Anderson*

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

**Board of Trustees Meeting**

**Wednesday, March 31, 2021**

**Pg. 6**

**Courtesy Staff/Specialists/Miscellaneous**

*Dr. Olayiwola Kassim (Pathology)*

*Dr. Subramanya Bhagavatula (Psychiatry)*

*Dr. Clyde Hourtoenko (Cardiology)*

*Dr. Grama Ravi (Cardiology)*

*Dr. Stephen Morris (OBS/OBGYN)*

*Dr. Amy Nistico (Nephrology)*

*Dr. Richard Goluch (Nephrology)*

*Dr. Shemer Ratner (Nephrology)*

**Courtesy Staff-Physician Assistant**

*Tara Duesbury*

*Vote taken on-line*

*Carried.*

**12.2 Board Quality Committee/Lyne Robitaille**

The Committee met on February 25, 2021. Members reviewed the draft minutes.

Lyne Robitaille inquired if we have an agreement with College Boreal and their PSW program. Jeremy will follow up with our Human Resources Department and College Boreal and report back.

**13. NEW BUSINESS**

**13.1 Motions for Memorandum of Understanding (MOU) & Financing/Jeremy Stevenson & Sanjeev Kumar**

Elaine Johnston opened the floor to members for questions or comments.

Sister Trina Bottos inquired if each site will still have their own IT. Jeremy noted we will continue to have our IT personnel.

*Moved by: Lyne Robitaille*

*Seconded by: Sister Trina Bottos*

***Be it resolved that the Board of Trustees hereby approves the financing of the purchase of the new Meditech Expanse through 'Demand Installment Term Loan' (HIS Loan) from CIBC Bank for \$5,000,000.00 at Prime Rate minus 0.87% per annum subject to any changes to rates from other Banks.***

***Board hereby also approves to open Demand Operating Credit ('Revolver') account with CIBC Bank for \$2,000,000.00 at Prime Rate – 0.87% per annum.***

*Vote taken on-line*

*Carried.*

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

**Board of Trustees Meeting**

**Wednesday, March 31, 2021**

**Pg. 7**

*Moved by: Jim Graham*

*Seconded by: Carolyn Jones Friesen*

*Be it resolved that the Board of Trustees hereby approves the purchase of the new Meditech Expanse and utilize the ONE project resources to implement at an approximate cost of \$4,769,057.00 This will include installation of Automated Dispensing Unit (ADU) for Pharmacy for \$901,655.00*

*This will include submission of a termination letter to NEON and signing an Memorandum Of Understanding (MOU) supporting our participation in the ONE Project implementation and the creation of a new corporation that will support the MEDITECH services. St. Joseph's General Hospital Elliot Lake has every intention of signing the membership and master services agreement as long as it aligns with the MOU.*

*Vote taken on-line*

*Carried.*

**13.2 Accreditations Canada/Jeremy Stevenson**

Jeremy reviewed the accreditation presentation and emphasized the importance on this process. Jeremy recommended to Board members that we meet sometime in the last week of April to complete the self-assessment questionnaire for Governance. Members will receive the questionnaire in advance prior to grouping together to finalize the answers on April 27.

Members deliberated for suitable dates and times to meet. Tuesday April 27 at 6:00 p.m. was the date and time chosen.

**14. CORRESPONDENCE FOR BOARD INFORMATION**

**14.1 Minister of Health's Transfer Order Notice for the LHINs**

Elaine reviewed the correspondence.

**14.2 Oaks Lease renewal until 2026**

Elaine reviewed the correspondence and noted the error on the agenda. Lease renewal was confirmed to be from 2021 to 2026.

**15. FUTURE MEETINGS**

**15.1. Quality Committee**

April 29, 2021

4:30 p.m. Method of attendance TBD

**15.2. Board of Trustees**

May 26, 2021

4:30 p.m. Method of attendance TBD

**16. DISCUSSION PERIOD**

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

**Board of Trustees Meeting**

**Wednesday, March 31, 2021**

**Pg. 8**

**16.1 Ethics Committee**

Elaine Johnston shared how she was approached by Norman Pemberton with concerns regarding his participation with the Ethics committee and the Terms of Reference being changed without Board approval.

Recommendation from CEO's analysis of the Guide to Good Governance, Models from comparator Hospitals, CHSO and Accreditation Canada:

- As a CHSO hospital, we would benefit from an Ethics Committee linked to the Board, which would have the responsibility for ensuring that our organization is functioning in a manner consistent with our Catholic tradition and that the Catholic Health Ethics Guide is integrated into our daily activities.
- The current Ethics committee meets twice per year, has a bioethicist and clergy, and a process to deal with ethical issues. Board members can attend Ethics committee. We would propose to bring the Ethic's committee minutes to the Board via the Board Quality Committee.

**16.2 Security Report**

Because safety of employees, patients and family members are our priority, Jeremy Stevenson shares in his Board report and to staff in his huddle the efforts completed and underway to address staff safety. A copy of the security report that was completed in June earlier this year will be shared with staff and Board. Although it is operational and being addressed by the organization, it will help staff and Board information to answer questions from staff or media.

**17. IN-CAMERA**

*Moved by: Lyne Robitaille*

*Seconded by: Jim Graham*

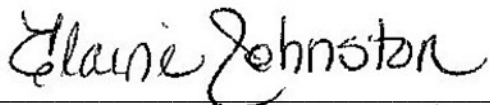
*That the Board of Trustees hereby moves in-camera for a discussion.*

*Vote taken on-line.*

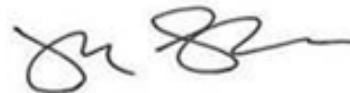
*Motion Carried*

**18. ADJOURNMENT**

The meeting adjourned at 7:20 p.m. on a motion by Lyne Robitaille.



Elaine Johnston  
Board Chair



Jeremy Stevenson  
Chief Executive Officer/Secretary-Treasurer